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CENSUS OF INDIA 1981

SERIES 15

NAGALAND

PART - I (A & B)

ADMINISTRATION REPORT ON ENUMERATION AND TABULATION

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OF THE INDIAN FRONTIER ADMINISTRATIVE SERVICE
DIRECTOR OF CENSUS OPERATIONS
NAGALAND

PREFACE

It is customary on the part of the Director of Census Operations to leave behind valuable documents and administrative experience in the Census Organisation which serve as a guide to his successors. The Census Organisation has always been depending upon the Administration Report which contain as detailed an account as possible of the Census Organisation of the State.

It is a previlege on my part to have become the Director of Census Operations on two Censuses 1971 and 1981 in Nagaland. This administration report, I am sure, will be of paramount importance to my successor while he takes up the 1991 Census.

Part I-A—Administration Report on enumeration and Part I-B Administration Report on tabulation have been combined together and published under the title Part I-Administration Report in Nagaland.

I am grateful to all Deputy Commissioners/Additional Deputy Commissioners/Sub-divisional Officers (C)/Extra Asstt. Commissioners/Circle Officers and all enumerators and supervisors for their active participation in the 1981 Census taking and successful completion thereon in Nagaland.

I am particularly indebted to Shri J. B. Jasokie, Hon'ble Chief Minister of Nagaland who not only took personal interest for successful completion of 1981 Census in Nagaland but also rendered encouragements for the same. I am also grateful to Shri Z. Obed, Chief Secretary to the Govt. of Nagaland, Shri I. Longkumar Dev. Commissioner, Shri L. L. Yaden, Commissioner and Shri N. Jakhalu, Home Commissioner for rendering help and co-operation by issuing circulars and orders from time to time for successful completion of 1981 Census in Nagaland.

I am personally indebted to Shri P. Padmanabha, Registrar General, India who is the able leader of the 1981 Census in the country helped me in every step by meeting my demands from time to time for the grand success of 1981 Census in Nagaland. I am grateful to thank him for sparing the services of Shri J. C. Datta, Assistant Director of Census Operations (T) of the Office of the Registrar General, India, Language Division, Calcutta for preparing this report, and going through this report with valuable suggestions.

I am thankful to Shri J. C. Datta, Assistant Director of Census Operations (T) of the Office of the Registrar General, India for taking pain in preparing this report, and Shri D. C. Pathak, Tabulation Officer of this Directorate who made necessary corrections and amendments of this report as per RGI's suggestion. My thanks are also due to Shri S. K. Chattopadhyay, Deputy Director of Census Operations for his abled supervision in the Office.

DANIEL KENT,
Director of Census Operations,
Nagaland : Kohima.

Dated Kohima, the
14th Oct. 1982.

1981 CENSUS

List of publications, Nagaland

(All the publications of this state will Bear series No. 15)

Sl. No.	Part	Subject	Remarks
1	2	3	4
		CENTRAL GOVERNMENT PUBLICATION	
1.	Part I	Administration report	For office use
2.	Part II-A	General population Tables (A-series Tables)	Published
	Part II-B	General population Tables (Primary Census Abstract)	Published
3.	Part III-A	General economic Tables	Published
4.	Part IV-A	Social & Cultural Tables (Tables C-1 to C-6)	Not yet published
	Part IV-B	(Tables C-7 to C-10)	
5.	Part V-A	Migration Tables	Not yet published
6.	Part VI-A	Fertility Tables	Not yet published
7.	Part VII	Tables on houses and disabled population (Tables H-1 to H-2)	Published
8.	Part VIII-A	Household Tables	Not yet published
9.	Part IX	SPL. tables on S.C./S.T. (Tables S.T.-1 to S. 9)	Not yet published
10.	Part X-A	Town directory	Not yet published
	Part X-B	Survey reports on villages and towns	
	Part X-C	Survey reports on selected villages	
11.	Part XI	Enthrographic notes and special studies on S.C. and S.T.	Not yet published
12.	Part XII	Census Atlas	
		STATE GOVERNMENT PUBLICATION	
13.	Part XIII-A	District Census Hand Book (Village and Town Directory)	Published
	Part XIII-B	Village-wise/Urban wardwise Primary Census Abstract	

Note.—Depending on the size there may be sub-parts to some of the parts or some sub-parts may be combined together.

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PART I - A

ADMINISTRATION REPORT

ENUMERATION

CHAPTER I

INTRODUCTION

While the 1981 Census was fast approaching and the ground work being a time bound calendar had to be prepared and executed, Nagaland could not depute a proper officer for this challenging task till January, 1980. Hence, Registrar General of India, Shri P. Padmanabha visited Nagaland to discuss the matter with the State Government. In course of his discussion, the Registrar General of India Personally requested me to take over the charge of the office of the Director of Census Operations, Nagaland for the ensuing Census on an ex-officio capacity. Incidentally, the Registrar General of India, Shri P. Padmanabha was a senior colleague as a Director of Census Operations, Karnataka during 1971 Census when I was the Director of Census Operations, Nagaland. As a senior colleague requested me personally I had to comply and I took over the charge of the Office of the Director of Census Operations, Nagaland on an ex-officio capacity on the 4th January, 1980 for 1981 Census. The fact that over all interests of the Nagaland State was of paramount consideration did not escape my mind while accepting this additional appointment.

2. Even though, I have been holding the post of the Director of Census Operations on an ex-officio capacity, I, as far as possible, took personal interest for successful completion of the 1981 Census in Nagaland. However, the maximum burden of the Directorate of Census Operations had to be shouldred by Shri A. C. Bal, Deputy Director of Census Operations, who was my second-in-command.

3. The Directorate of Census Operations, Nagaland was not a new office to me as I have already mentioned in the above para. In fact, I have inherited the hierarchy which I held in 1978. As stated I joined as late as on the 4th January, 1980, I found to my entire satisfaction that the preparatory work for the 1981 Census had been going on in full swing under the able guidance and supervision of Shri A.C. Bal, NCS, Deputy Director of Census Operations. The staff position of the Office of the Director of Census Operations on the day of my resumption of office was as follows:—

1.	Deputy Director of Census Operations	1
2.	Assistant Director of Census Operations (T)	1
3.	Investigator	1
4.	Assistant Supdt. of Census Operations	1
5.	Head Assistant	1
6.	Senior Stenographer	1
7.	Accountant	1
8.	Upper Division Clerks	2
9.	Lower Division Clerks	4
10.	Statistical Assistant	4
11.	Senior Draftsman	1
12.	Artist	1
13.	Driver	1
14.	Daftry	1
15.	Computor	2
16.	Assistant Compiler	1
17.	Peon	5
18.	Sweeper	1
19.	Ferro-Print-Operator	1
20.	Proof reader	1

MY IMPRESSION

Through my experience of Census taking in the State during the 1971 and 1981 Census, I have seen that it is very essential to position a full-time Director of Census Operations at least two years ahead of Census taking in order to maintain close liaison with the District Administration Machinery for gearing up the tempo of Census. I also feel that inspite of my best efforts I could not do proper justice to the Census as I could not go out on tour to the districts. The Government of Nagaland, therefore, must depute an officer for the post of full-time Director in future. What I gathered is that the officers who were nominated by the State Government for this post did not like to join because of lack of facilities they have been allowed in the State Government appointments such as furnished accommodation, personal Peon and Vehicle (attached to the officer). Although, Census is a Central subject, in reality it is done with the active support and co-operation of the State Government. Therefore, the State Government play a very important role for an efficient Census Operations.

The Directorate of Census Operations, Nagaland was fully equipped with experienced hands and among them Shri J.C. Datta, T.O. (Now A.D.C.O.) (Tech) and Shri D. C. Pathak, S. A. (Now T.O.) have the experience since 1961 Census.

Since the printing of Census publications were undertaken by the Government of India Press, I was almost helpless in bringing out the publications in accordance with the time schedule. However, in most of the cases the printing was over and only binding was in progress. Therefore, the backlong did not cause any inconvenience in making programmes for 1981 Census.

CHAPTER II

PREPARATORY STEPS

The first circular on the pilot studies in connection with the preparatory work for 1981 Census received from the Registrar General, India is reproduced below:

No. 9/11/78-CD (CEN)

Dated May 2nd/78.

To

Deputy Directors of Census Operations, Rajasthan/Haryana/Kerala/Andhra Pradesh/West Bengal/Uttar Pradesh/Jammu & Kashmir/Karnataka and Gujarat.

Subject:—Pilot studies for 1981 census.

Sir,

As you are aware, the preparatory work for the 1981 Census has already commenced and in fact you have taken action for collection of relevant maps, preparation of village lists, town lists etc. Normally, the first pre-test would have been held round about this time and the second pre-test a little latter. However, it is felt that it would be desirable to hold a pilot study in connection with the canvassing of the universal slip with particular reference to the economic questions before the first pre-test is held. The pilot exercise will be limited to certain states only to ensure its early completion since the intention is basically to assess methodology and actual reaction to the questions in the field. The pilot study is envisaged in the following states:—

Rajasthan/Haryana/Kerala/Andhra Pradesh/West Bengal/Uttar Pradesh/Jammu & Kashmir/Karnataka and Gujarat.

It is proposed to canvass the universal individual slip, the format of which is enclosed. It will be noticed that the economic questions are entirely on a new basis and are detailed in form. The importance of this exercise is in relation to these questions.

In each state it is envisaged that the slip will be canvassed in two districts and in each district in 20 rural blocks. Also in each state it is envisaged that 10 urban blocks will be canvassed. 5 of which will be in the capital city for convenience and the other five distributed in towns of pre-determined size. The list of villages and the list of towns in the case of your state are indicated in the annex to this letter.

The two districts along with the names of the villages are indicated in the list alongwith a mention of the 1971 Census population. Villages may be covered entirely while in the case of larger villages individual blocks may be selected. The selection of blocks must be on the basis of the 1971 Census enumeration blocks and it will be most desirable if the identity of the block selected for the pilot study is maintained with that of the 1971 Census enumeration block in the village concerned.

The towns selected, including the capital city are mentioned in the annex. The Census enumeration blocks of 1971 Census must be retained in terms of identity in selecting the blocks in which the pilot will be carried out.

The instructions which will guide the canvassing of the universal slip will follow.

It is envisaged that the pre-test will be carried out adhering to the preliminary operations of Census, viz., drawing up a notional map, numbering of the houses (for the pilot marking in chalk) etc. No houselisting operations will, however, be necessary during the pilot study. The pilot study is envisaged as being conducted from 12th to 18th June with 19th June as the reference date, followed by a quick revisional round on 20th-22nd June, 1978.

Before the pilot study is actually carried out in the field, it is proposed to discuss the format and the instructions at a training meeting which is being called at Trivandrum on 25th and 26th of this month. Telegraphic intimation has already been sent to you regarding this meeting. At this meeting it is proposed also to discuss the suitability of the dates. It is requested that your comments relevant for this discussing be prepared in a concise form for presentation at the meeting.

Yours faithfully,

(Sd.) P. PADMANABHA,

Registrar General, India.

Copy with enclosures to all other Deputy Directors/Assistant Directors of Census Operations for information only.

(Sd.) P. PADMANABHA

Registrar General, India.

The pilot study was undertaken in same selected states as indicated in R.G.'s circular referred to above. It was not conducted in Nagaland.

First Pre-test :—The circular received in connection with the first pre-test of Census Schedules in preparation for the 1981 Census received from the Registrar General, India is also reproduced below:—

No. 9/7/78-CD(CEN)

Dated 7th July, 1978.

To

All D.C. Os,

Subject:—First Pre-test of Census Schedules in preparation for the 1981 Census.

Sir,

We are now set for the first pre-test. We have recently conducted a pilot study in preparation for the 1981 Census. The enquiry was confined to demographic, social & cultural and economic characteristics. Migration and fertility details are proposed to be canvassed on a sample basis and these were not tested during the pilot study.

2. It is proposed to hold the first pre-test in all states and union territories except Lakshadweep, Mizoram, Dadra&Nagar Haveli and Pondicherry, during September-October, 1978. We propose going through the full drill, namely, houselisting, preparation of notional map, canvassing of household establishment schedule and individual slip and filling up of the population record form. Advantage will be taken of this pre-test to make purpose, the States and Union Territories have been divided into two groups as under:—

Group I : Uttar Pradesh, Bihar, West Bengal, Tamil Nadu, Madhya Pradesh, Haryana, Punjab, Gujarat, Maharashtra, Kerala, Andhra Pradesh and Assam.

Group II : Himachal Pradesh, Jammu & Kashmir, Karnataka, Manipur, Meghalaya, Nagaland, Orissa, Rajasthan, Sikkim, Tripura, A & N. Islands, Arunachal Pradesh, Chandigarh, Delhi, Goa, Daman & Diu.

The criteria for selection of blocks in the aforesaid states will be as under:—

(i) Some of the blocks may be selected in such a manner as would ensure sufficient enfluence of urbanisation for the generation of tables based on each topic canvassed during the pre-test.

(ii) It is not proposed to put any locational constraint and there should be no harm in selecting a block which is convenient to visit and where communications are adequate. This will reduce organisational problems.

(iii) In Uttar Pradesh a set of blocks should be selected from Western U.P. and the others from Eastern U.P. Similarly in Bihar, one set of blocks from the Chotanagpur Pleteau and others from South or North Bihar having regard to the criteria laid in (i) and (ii) above, should may be selected having regard to the criteria indicated above.

GROUP I

3. 20 rural blocks and 10 urban blocks should be selected in each of the states of Uttar Pradesh, Bihar, West Bengal, Tamil Nadu and Madhya Pradesh. In the remaining states belonging to Group-I, the pre-test will be carried out in 10 rural and 10 urban blocks, all of which can be located in one district or at the most in two.

4. In all the states of Group I, household sampling procedure will be resorted to. Broadly, the sampling procedure will be as follows—after the houselist has been filled in. all the households will have been identified and recorded. The enumerator will be required to select a sample of households according to the procedure to be laid down in the instructions which will follow, and canvass the universal and sample slips in the selected households. In the remaining households, only the universal slip will be filled in.

GROUP II

5. In all the states and union territories falling in Group II, pre-test will be carried out in 5 rural and 5 urban blocks of the district only. In these states/union territories, both the universal and sample slip will be canvassed only.

6. In the Annex, we are indicating approximate timings for holding of the pre-test in each state/union territory. You are requested to examine the calendar and let us know immediately whether or not the timings suggested will be suitable. You are also requested to select the requisite number of rural and urban blocks, as the case may be, and intimate urgently names of the rural and urban blocks selected by you for the pre-test. Identification details like district, tehsil, taluk etc. for each selected rural/urban block, as the case may be, should accompany the list.

The instructions for enumerators for filling up various schedules will follow shortly.

Enclo : One spare copy

Yours faihfully,

(Sd.) P. PADMANABHA

Registrar General, India.

No. 9/7/78-CD (CEN)

New Delhi 11th.....

2 copies with enclosure forwarded to all heads of divisions of R.G.'s Office, including Language Division, Calcutta for information (and necessary action).

5 extra copies each to CTU, Dem. Dvn, Map Dvn. and D.P. Lvn.

for CTU, Dem. Dvn. Map Dvn. & D.P. Dvn. only.

(Sd.) P. PADMANABHA

Registrar General, India.

The first pre-test was conducted with the help of Census staff in accordance with R.G.'s instruction. In order to complete the first pre-test in time, my office stopped sanction of earned leave to all categories of staff. The Registrar General, India in his letter as mentioned above indicated to conduct the first pre-test in the state from 15th Oct. to 30th Oct./1978 but in view of some practical difficulties the Directorate of Census Operations, Nagaland conducted the first pre-test from 15th Sept. to 30th Sept./1978 with the approval of the Registrar General, India. The following blocks were selected for the purpose of first pre-test.

Rural Blocks	*District*	*Circle*
1. Kohima Village (L. Khel)	Kohima	Chiephobozou
2. Jakhama	Do.	Jakhama
3. Nerhema . . .	Do.	Chiephobozou
4. Ghaspani . . .	Do.	Pherima
5. Purana Bazar . . .	Do.	Dimapur

Urban Blocks	*District*	*Circle*
1. Kohima Town (2 blocks) .	Kohima	..
2. Dimapur Town (3 blocks)	Kohima	..

In order to conduct the first pre-test successfully the Directorate of Census Operations, Nagaland requested the Chief Secretary to the Govt. of Nagaland to render all possible help and co-operation to the Census Department by its letter No. R. 11011/7/78-Tab. dated 17th July, 1978 which is reproduced below:—

To

The Chief Secretary to the
Government of Nagaland,
KOHIMA.

Subject:—First pre-test of census schedules in preparation for the 1981 census

Sir,

I have the honour to inform you that the Government of India have proposed to hold the first pre-test of Census Schedules in preparation for the 1981 Census in Nagaland alongwith other States/Union Territories of the country. The timing for such pre-test has been taken as from the 15th day of Sept., 1978 to 30th day of September, 1978 (both days inclusive). Although the Schedules, forms etc., will be pretested only in Kohima district, following blocks have been selected for the purpose of first pre-test:—

Rural Blocks	*District*	*Circle*
1. Kohima Village (L. Khel)	Kohima	Chiephobozou
2. Jakhama . . .	Do.	Jakhama
3. Nerhema . . .	Do.	Chiephobozou
4. Ghaspani . . .	Do.	Pherima
5. Purana Bazar . .	Do.	Dimapur
Urban Blocks		
1. Kohima town (2 blocks) .	Do.	..
2. Dimapur town (3 blocks) .	Do.	..

I have the honour to say that though Census is a Central subject, yet it is being conducted through the State Govt. machinery. Enumerators, who are proposed to be appointed from amongs the school teachers, are the primary agency for the conduct of the Census. I have the honour, therefore, to request you to kindly issue suitable instructions to the (1) Deputy Commissioner, Kohima (2) Additional Deputy Commissioner, Dimapur and (3) Director of Education, Nagaland, Kohima to render all possible helps and co-operation to the Census department here for the successful completion of the first pre-test in Nagaland beginning from 15th Sept., 1978 aforesaid.

Yours faithfully,
(Sd.) A. C. BAL,
Deputy Director of Census Operations,
Nagaland.

No. R. 11011/7/78-Tab.

Dated Kohima, the 15th July, 1978.

Copy for present information to:—

The Registrar General, India,
Kotah House Annexe,
2/A, Mansingh Road,

New Delhi—110 001—with reference to his letter No. 9/7/78-CD(CEN) dt. 7th July, 1978 and this Office letter of even number dated 15th July, '78.

(Sd.) A. C. BAL,
Deputy Director of Census Operations
Nagaland.

The Government of Nagaland in response to our letter as mentioned above readily agreed to extend full co-operation to the Census Directorate for successful completion of the first pre-test in the selected units of Nagaland and accordingly a circular to the various agencies was issued by the Home Department. The same letter is reproduced below:—

No. PGA/GA-12/2/74

Dt. Kohima, the .....th July, 1978.

To

1. The Deputy Commissioner,
   Kohima District.
2. The Additional Deputy Commissioner,
   Dimapur.
3. The Director of Education,
   Nagaland, Kohima.

Subject:—First pre-test of census schedules in preparation for the 1981 census

Sir,

I am directed to refer to Deputy Director of Census Operations letter No. R. 11011/7/78-Tab dated the 17th July, 1978 on the above subject and to say that the first pre-test of Census Schedule in preparation for the 1981 Census is proposed to be held in Nagaland from 15th Sept. 1978 to 30th Sept., 1978. The following blocks have been selected for the purpose of first pre-test rural blocks.

1. Kohima Village (L.Khel)
2. Jakhama
3. Nerhema
4. Ghaspani
5. Purana Bazar

Urban Blocks

Kohima town (2 blocks)

Dimapur town (3 blocks)

I am, therefore, to request to extend all possible helps and co-operation to the Directorate of Census Operations, Nagaland in the form of appointment of enumerators (school teachers are normally appointed as enumerators) for the successful completion of the first pre-test in Nagaland.

Yours faithfully,
(Sd.) M. SUOKHRIE

Under Secretary to the Govt. of Nagaland.
Dt. Kohima, the.....th August, 1978.

No. PGA/GA-12/2/74
Copy to:—

1. The Registrar General, India,
   2/A, Mansingh Road,
   NEW DELHI—110 011.
2. The Deputy Director of
   Census Operations,
   Nagaland, Kohima.

(Sd.) M. SUOKHRIE
Under Secretary to the Govt. of Nagaland.

But before the first pre-test of Census Schedules was conducted, a training programme was organised by the Registrar General, India in Calcutta from 4th Sept., 1978 to 7th Sept., 1978 for the Deputy Director and Assistant Directors. Shri A. C. Bal, Deputy Director of Census Operations and Shri A. Pyrtuh, Asst. Director of Census Operations (Tech) attended the training On their return from Calcutta a training programme was organised in this office for the members of the staff who were involved in canvassing the Schedules for the first pre-test for a period of three days. The list of the staff who were directly involved in this projcet is given below:—

1. Shri D. C. Pathak, S.A., Purna Bazar, Dimapur.
2. Smt. E. Peseyie, S.A., Kohima Village (L. Khel).
3. Shri Neisakholie, Computor, Nerhema
4. Shri Z. Nisa, Asstt. Compiler, Jakhama
5. Shri D. Sarmah, Astt. Compiler, Ghaspani
6. Shri K. Rengma, S.A.,
   and Shri K.K.G. Pillai, Draftsman
   One block (Midland in Kohima town).
7. Shri R.K. Ghosh, Ferro-Typer & Shri J. Raibaruah, Sr, Draftsman, One block (P.W.D. in Kohima town).
8. Shri A. Jahan, S.A., One block from ward No 1 in Dimapur town.
9. Shri H.K. Endow, Computor, One block (from ward No. 3 in Dimapur town).
10. Shri J. Sirajuddin Chowdhury, Proof Reader, One block from ward No. 5 in Dimapur town.

In fact, the training was imparted by Shri J.C. Datta, Tabulation Officer who possessed the experience of 1961 and 1971 Census. Second round of training programme was also organised in which Shri Madan Singh, Sr. Research Officer from the Office of the Registrar General, India was also present. That training was also imparted by Shri J. C. Datta, T.O. (Now A.D.C.O.) (T).

The canvassing of schedules for the first pre-test in the selected blocks was conducted in time by the members of the staff of this Office. Although the state Govt. issued instructions to the concerned agencies for sparing the services of school teachers/V.L.W's etc. for appointment as enumerators, their services were not utilised as adequate number of officials were available in the Directorate for appointment as enumerators for the first pre-test.

SUPPLY OF SCHEDULES FOR FIRST PRE-TEST

The requisite quantity of the following forms were centrally printed by the Registrar General, India and the same were supplied by the same office. This office did not take up printing of any form for the first pre-test. Various forms supplied by R.G.'s Office are as follows:

Names of the schedules

1. Individual Slips
2. Population record
3. Enumerator's Compilation Sheets
4. Enumerators Abstract
5. House list form
6. Household Establishment Schedule forms
7. Houselist Abstract
8. Degree holders & Technical Personnel Survey.
   The schedules so canvassed are being reproduced in Annexure I (one).

After canvassing of the schedules in selected blocks, the schedules were manually processed in this office as per instructions received from the Registrar General, India. Having done so, the data were sent to the R.G.I for scrutiny and further necessary action.

PUBLICITY

In order to make the people Census conscious and to obtain co-operation from the public a talk on the first pre-test was broadcast by Shri A. C. Bal, Deputy Director of Census Operations through the All India Radio, Kohima. Another rural programme (Basti Manuhar Karane-for rural folk) in Nagamese was also broadcast by All India Radio, Kohima in order to draw the attention of the rural people about the importance of the first pre-test being conducted in Nagaland. On 14th Sept., 1978 a news was also broadcast by All India Radio on the first pre-test. Since the houseless population was enumerated on the night of 29th Sept., 1978, another news was also broadcast by

the All India Radio. Kohima requesting the public to render all possible help to the enumerators on that particular night.

REPORT ON FIRST PRE-TEST

In accordance with Registrar General's instruction, a report on first pre-test conducted in Nagaland from 15th Sept., 1978 to 30 Sept. 1978 was sent to him (Registrar General, India). The said report is reproduced below:—

TRAINING

The training of the D.D.C.O's and A.D.C.O's organised by the R.G's office was held in Calcutta from 4-9-78 to 7-9-78 ADCO (T) Nagaland returned to the H.Q. on 10-9-78 alongwith Shri Madan Singh S.R.O. of R.G's Office. Thereafter the DDCO returned from Calcutta with the forms for use in the first pre-test.

Training to the Census staff drafted for enumerations was imparted by Shri J. C. Datta, Tabulation Officer of this Office in presence of Shri Madan Singh, S.R.O. and Shri A. Pyrtuh, ADCO (T) from 11-9-78 to 13-9-78. On 14-9-78 also training was imparted to the Census staff when it was subsequently found that some of them were deficient in the methodology of filling up questions 13A, B & C and 14 A & B though the above members were from the reserve list. The enumerators assigned with the job were sent to the field only when it was found that they were adequately trained. Apart from the above training Shri J.C. Datta, Tabulation Officer of this office had been regularly imparting training to the Census Staff in presence of DDCO and ADCO (T) from 22nd August, 1978 onwards as and when the instructions from R.G's office were received.

In this connection, I would like to emphasise that the Tabulation Officer's/Investigators who are directly involved in the training programme of the first pre-test/2nd pre-test could be allowed to receive necessary training alogwith DDCOs/ADCOs. This will pay handsome dividend during the actual operations period.

ENUMERATION

As scheduled, the enumeration of the first pre-test was conducted in Nagaland from 15th Sept., to 30th Sept. 1978. Due to shortages of staff in this Directorate, the first pre-test was carried out with the help of Statistical Assistants, Computors, Proof-reader, Assistant Compilers, Draftsman, Sr. Draftsman and Ferro-Typer.

SUPERVISION OF ENUMERATION

Apart from DDCO, ADCO(T) and T.O., there was none to do the supervision and inspection of the enumeration in the field, DDCO himself inspected some of the block. ADCO(T) visited all the blocks and was all alongwith the enumerators in the field. The lone T.O. was also sent to the field for the purpose of supervision.

ENUMERATION DIFFICULTIES

All the enumerators complained that the period of 16 days was insufficient for both the operations (House-listing and enumeration). Therefore, with a view to covering the blocks within the stipulated time, they had to work from 7 A.M. to 9 P.M. in the urban areas. In rural areas, the people were generally available only in the morning and in the evening as during the day they were in the fields. Here also, the enumerators had to visit a household several times to collect the necessary data. In some cases, the enumerators had to face difficulties in recording the age of the elderly persons who had no knowledge of their own ages.

Some confusion cropped up as the enumerators were in doubt as to whether the students aged 5 to 8 who spent some time in cultivation in rural areas should be recorded against question 13B. Some persons could not control their tears while answering question 5(a) and (b) of the sample slip. The people did not entertain the questions against 5 and 13 C in respect of children below 14 and 7 respectively of the universal slip.

Difficulties have been found in recording the answer against Q. 5(a) of the sample slip in case of elderly women in rural areas and in urban areas like Dimapur the respondents pleaded that they had to consult their fathers-in-law.

(Sd.) A. C. BAL
Deputy Director of Census Operations Nagaland.

SECOND PRE-TEST

Before the second pre-test was started in the country, Registrar General requested the Chief Secretary to the Govt. of Nagaland vide his D.O. No. 1/18/78-RG(P) dated 27/28 Nov. 1978 to issue necessary instruction to the Commissioner and Deputy Commissioner to keep the Directorate of Census Operations in Nagaland informed of the dates and venue of co-ordination committee meeting that are called so that the officers of the Census Directorate can take participation for finalisation of list of villages/towns etc. The aforesaid letter is reproduced below:—

No. PGA/GA-12/2/74

Dated Kohima, the 24th Jan., 1979.

To

The Commissioner,
Nagaland, Kohima.

Subject:—Census of India 1981 Preparation for

Sir,

I am directed to forward herewith the D.O. No. 1/18/78-RG(P) dated 27/28th November, 1978 on the above subject received from Registrar General, India, New Delhi for favour of your information and necessary action.

Enclo : As stated

Yours faithfully,

(Sd.) KERISAL

Under Secretary to the Govt. of Nagaland.

No. PGA/GA-12/2/74

Dated Kohima, the 24th Jan., 1979.

Copy to :

1. All Deputy Commissioners
2. All Additional Deputy Commissioners
3. All Sub-Divisional Officers
4. The Deputy Director of Census Operations, Nagaland, Kohima with reference to his letter No. R-11311/11/78-Tab. dated 11th Dec. 1978.

} for information and necessary action. A copy of the D. O. letter stated above.

The R.G. I vide his letter No. 9/25/78-CD(CEN) dated 27th Feb., 1979 asked the Director of Census Operations to conduct the second pre-test during the first fortnight of June, 1979 and in his letter the Registrar General emphasised that unlike the first pre-test, the second pre-test would be conducted through the agency of the State Govt. namely teachers/patwaris/VLWS etc. under the supervision of the Directorate of Census Operations. In that letter it has also been indicated that 5 blocks each for rural and urban areas would be selected for the second pre-test. The letter is reproduced below:—

No. 9/25/78-CD (CEN)

Dated the 27th Feb., 1979.

To

All D.C.O.S.

Subject:—Organisation of second pre-test operations

Sir,

I have the honour to say that the Registrar General has decided that the second pre-test should be organised during the first fortnight of June, 1979. Unlike the first pre-test held in September-October, 1978 the second pre-test will be conducted through the agency of the state Govt. namely teachers/patwaris/VLWS etc. under your supervision. The state hierarchy namely, B.D.Os, Tehsildars, District Statistical Officers etc. will doubtless be kept informed.

It has been decided that five blocks each in rural and urban areas will be selected for the second pre-test. In the case of union territories which are entirely rural, only five rural blocks need be selected.

D.C.Os, Tamil Nadu and Goa, Daman & Diu will have to organise pre-tests in Pondicherry and Dadra & Nagar Haveli respectively. In the case of Mizoram, the State Govt. will be requested to organise the pre-test since it will take some more time for the Mizoram Census Directorate to be set up.

It has further been decided that the schedules to be canvassed will be translated into regional languages and tried in the second pre-test. For this purpose, we will be sending you shortly a set of Census Operations, namely the houselist, the household schedule and the individual slip. The Individual slip will have two parts, namely, universal slip and sample slip. Both the parts will have to be canvassed in all the five rural blocks and five urban blocks. The household schedule will have two parts, namely part (1) Household particulars and part (2) Population Record and Abstract of Population Record. These will be filled in by the enumerator and checked by the supervisors before these are transhipped to your office. The instructions for filling up these forms are being drafted and will be sent latest by the end of March, 1979 whereupon, you will be required to revise your language version having regard to the changes made in the instructions. The schedules will have to be translated and draw up in the appropriate size and artpulls will have to be sent to this office for approval. In all likelihood, the language versions will have to be printed by you locally. The printing cell of the Registrar General's Office will correspond with you directly in the matter of printing of the language version, but the formats should be got approved from the Census Cell and communications in this regard should be addressed to the undersigned.

Please acknowledge the receipt of this letter.

Yours faithfully,

(Sd.) K. K. CHAKRAVORTY
Asst. Registrar General, India.

Enclo : Two extra copies

No. 9/25/78-CD (CEN)

New Delhi, the

Two copies to all heads of divisions of R.G.'s Office. Five extra copies each to S.S. Dvn., D.P. Dvn., CTU and Dem. Dvn.,

Two copies to R.G.'s personal section.

One copy to S.R.O. (M).

(Sd.) K. K. CHAKRAVORTY
Asst. Registrar General, India.

On receipt of the above letter this office sought some clarification from the Registrar General, India on the following points:—

(1) Whether there would be local constraint in selecting blocks and whether second pre-test to be confined to one or two districts of state.

(2) Whether honorarium from Census payable if so rate prescribed for enumerators and supervisors who will be mainly teachers of state govt.

(3) Obviously training to above teachers at State Headquarters and other necessary tours will be required for which what method of payments of T.A./D.A. would be followed.

(4) Whether printed forms in English sent from R.G.'s Office for conduct of Second Pre-test

In response to the above, clarifications were received from Registrar General's Office vide his signal No. 9/25/78-CD (CEN) dated 13-3-79 (reproduced below):—

CLARIFICATIONS REGARDING SECOND PRE-TEST AS FOLLOWS(.) ONE (.) FIVE RURAL AND FIVE URBAN BLOCKS SHOULD BE SPREAD OVER ALL THE DISTRICTS OF NAGALAND (.) TWO (.) NO PROVISIONS FOR HONORARIUM TO ENUMERATORS AND SUPERVISORS MADE (.) THREE (.) TRAINING SHOULD BE ORGANISED AT DISTRICT/SUB-DIVISIONAL/CIRCLE HEADQUARTERS SUITING CONVENIENCE OF ENUMERATORS (.) TA/DA IF ANY PAYABLE BY STATE AUTHORITIES (.) FOUR (.) PRINTED FORMS IN ENGLISH WILL BE SUPPLIED FROM DELHI (.) CLARIFICATIONS END (.) REQUEST MOVE CHIEF SECRETARY FOR ISSUE OF NECESSARY INSTRUCTIONS TO ALL CONCERNEND IN THE STATE=

K. K. CHAKRAVORTY

Asst. Registrar General, India.

SELECTION OF BLOCKS

The following blocks were selected for the purpose of second pre-test in Nagaland.

Sl. No.	District	Name of enumerator's block	
		Rural	Urban
1.	Kohima	..	2 blocks in Kohima town 1 block in Dimapur town
2.	Mokokchung	..	2 blocks in Mokokchung town
3.	Tuensang	Holongla Village	..
4.	Mon	Mon Village	..
5.	Wokha	Longsachung Village	..
6.	Zunheboto	Awotsakali Village	..
7.	Phek	Chazouba Village	..

In this regard this Office requested the Chief Secretary to the Government of Nagaland to render possible help in matter of appointment of enumerators' for the purpose of second pre-test. The letter addressed to the Chief Secretary is reproduced below:—

No. R. 11011/11/78-TAB.

Dated the 17th March, 1979.

To

The Chief Secretary,
to the Govt. of Nagaland,
Kohima.

Subject:—Organisation of the second pre-test operations

Sir,

I beg to refer to the above subject and to state that the Registrar General, India has decided that the second pre-test of Census Schedules in preparation for the 1981 Census will be conducted in 5 (five) rural and five urban blocks (enumerators block), spread all over the seven districts of Nagaland, in the first fortnight of June, 1979.

2. As far as Nagaland is concerned the second pre-test will be conducted by school teachers. However, as no provision for honorarium has been made in this regard by office of the Registrar General, India, New Delhi, the teachers selected for enumeration works may kindly be treated as on duty so that they need not attend to their teaching duty during the entire enumeration period.

3. This office has decided to select the following enumerators block.

Sl. No.	District	Name of enumerator's block	
		Rural	Urban
1.	Kohima	..	2 blocks in Kohima town 1 block in Dimapur town.
2.	Mokokchung	..	2 block in Mokokchung town
3.	Tuensang	Holongba village	..
4.	Mon	Mon Village	..
5.	Wokha	Longsachung Village	..
6.	Zunheboto	Awotsakali Village	..
7.	Phek	Chazouba Village	..

4. It has also been decided to organies a 6-day trainig course for the enumerators as follows:-

Sl. No.	Venue of training	Enumerators blocks for whom, training will be organized
1.	Kohima	Kohima Town, Dimapur Town Chazouba village and Longsachung village.
.	Mokokchung	Mokokchung town, Awotsakali village and Holongba village.
3.	Mon Hs	Mon village.

5. As no provision for T.A./D.A. to Enumerators for attending the Training has been made by the office of the Registrar General, India, it may kindly be considered that expenditure on T.A./D.A. if any be borne by the state Education Department.

6. As it may take sometime to complete demarcation of Urban blocks of Kohima, Dimapur and Mokokchung Town, the actual Enumerator's blocks to be selected will be indicated shortly. As far as rural blocks are concerned, it is proposed that the following teachers may be appointed as Enumerators for the blocks indicated against their names:—

Sl. No.	Name of Teacher	School in which he is Teaching	Enumerator's Block
1.	Shri K. Evang Konyak	L.P. School, Mon Vill.	Mon Village
2.	Shri Kingdouse Sangtam	L.P. School, Holongba.	Holongba
3.	Shri Kahoi Sema	L.P. School, Awotsakali	Awotsakali
4.	Shri Pisamo Lotha	L.P. School, Longsachung	Longsachung
5.	Shri Madoi	L.P. School, Chazouba	Chazouba.

7. The Director of Education may kindly, therefore, be instructed to appoint teachers as enumerators both for rural and urban Enumerators' Blocks for the second pre-test.

Yours faithfully,
(Sd.) A. C. BAL
Deputy Director of Census Operations, Nagaland.

SCHEDULES CANVASSED

The following schedules were canvassed in the second pre-test.

(1) Individual slip. (Universal and Sample).

(2) House list.

(3) Household Schedule and population record.

SUPPLY OF FORMS

The requisite quantity of forms meant for second pre-test were centrally printed and supplied by the Office of the Registrar General. India. The forms so canvassed in the second pre-test are reproduced in annexure 2 (two).

PROBLEMS OF VEHICLE

The Office Vehicle which was supplied by the Registrar General, India in 1969 was out of order because the longivity of the vehicle was over. Therefore, it was felt that a jeep is necessary for supervision and supply of forms in difficult selected blocks at the time of second pre-test. Accordingly the Chief Secretary to the Govt. of Nagaland was requested to place a vehicle temporarily at the disposal of the Directorate of Census Operations for a period of 3 months effecting from 1st week of April, 1979. In that letter it was also mentioned that the Directorate of Census Operations would be able to incur expenditure on purchase of Petrol, Mobile etc. The aforesaid letter is reproduced below:—
No. R. 11011/11/78-Tab.

Dated the 30th March, '79.

To

The Chief Secretary
to the Govt. of Nagaland.
Kohima.

Subject:—Organisation of the second pre-test operations in Nagaland.

Sir,

I have the honour to refer to this Office letter of even number dated 17th March, 1979 on the above subject and enclose a copy of the Census Calendar drawn up for the conduct of the 2nd pre-test in Nagaland. In this connection, I have the honour to say that this Office is in need of a vehicle very badly particularly for training programme, despatch of printed forms to the Enumerators and effective supervision of the conduct of the 2nd pre-test. The old jeep of this office was declared condemned and sanction for purchase of a new jeep has been received. The Registrar General, India has already placed requisition with an approved firm for the supply of a vehicle. It is apprehended that there may be some delay in the actual supply and the same could be expected during the middle of the year only. In a place like Nagaland where transport facilities are not adequately available in the villages, a Government jeep will be of paramount importance for the smooth conduct of such an important work.

Should a vehicle is placed temporarily at our disposal for a maximum period of 3 months effecting from 1st week of April, 1979, this office will be able to incur expenditure on purchase of petrol, mobile, etc. This Office is having a jeep driver also.

I have the honour to request you, therefore, kindly to consider the gravity in the matter sympathetically and arrange to spare preferably a jeep to this Office for the above mentioned period so that the smooth conduct of the 2nd pre-test is not affected.

Yours faithfully,
(Sd.) A. C. BAL
Deputy Director of Census Operations, Nagaland

No. R. 11011/11/78-Tab.

Dated Kohima, the 30th March, '79.

Copy to:

The Registrar General, India,
Kotah House Annexe,
2/A, Mansingh Road,
NEW DELHI—110 011.

(Sd.) A. C. BAL
Deputy Director of Census Operations, Nagaland.

With the request of the Directorate of Census Operations, Nagaland, the Chief Secretary to the Government of Nagaland, organised a meeting of the following officers to discuss the organisation of the second pre-test operations for the 1981 Census.

(1) Chief Secretary

(2) Special Secretary (Home)

(3) Special Secretary Education

(4) Secretary Finance

(5) Directorate of Education

(6) A Representative of the Directorate of Census Operations, Nagaland.

A brief note on the second pre-test conducted in Nagaland connected with the 1981 Census and observations.

As desired by the Registrar General, India, 10 blocks were selected in Nagaland for conducting the second pre-test of the 1981 Census. Of the ten blocks, 5 were located in the rural areas and 5 blocks in the urban areas. The selection of those blocks were so made that at least one of them lied in each of the existing district of the state.

AGENCY USED

For the purpose of the pre-test, the services of the L.P. Teachers were made available by the State Govt. when requested. Hence, the L.P. Teachers played the role of the core enumerators. Their works were supervised by the staff members of this Directorate.

TRAINING

As the staff of this Directorate were detailed for the supervision of the enumeration works, it was considered necessary to impart intensive training to them on different concepts and phases of operations contemplated for the second pre-test. That was felt very much necessary for equiping the supervisors with sufficient knowledge in the work for facing any kind of field problem. Accordingly, an intensive training programme was arranged in this Directorate for them when they were given scope for getting themselves acquainted with all possible field problems which were likely to precipitate in the field, in addition to the discussion on the different concepts, schedules etc. Such a training made them well prepared even to hold training classes independently arranged for the enumerators at different centres in the states.

The training of the staff-members was imparted by the Assistant Director (T) as well as by the Tabulation Officer. The Deputy Director also participated in sorting out some of the problems raised by the staff-members specially connected with local conditions.

Four training centres were arranged for the enumerators. Of them, one was arranged at this Directorate and the remaining three at the district headquarters The enumerators attended those training classes. The training was imparted by the staff-members in presence of the Asstt. Director (T) or the Tabulation Officer. At the end of the training, the enumerators did practical work in the field. Their field-in schedules were corrected in their presence and the mistakes were explained to them in relation to the entries. They were supplied with required number of census schedules and the stationeries before they left for the blocks.

CENSUS CALENDAR

Census Calendar was drawn up for this state for the purpose of second pre-test, which is given below:—

1st April to 15th April, 1979

(i) Discussion with the State Government Officials.

(ii) Instructions issued by the State Government to the concerned agencies.

16th April to 30th May, 1979

(i) Appointment of Enumerators and Supervisors.

(ii) Training of Enumerators.

(iii) Demarcation of E.B.

(iv) Preparation of Notional Map of the E.B.

(v) Despatch of schedule to the Enumerators.

1st June to 15th June, 1979

(i) House numbering and House listing.

(ii) Enumeration.

Night of 15th June, 1979

(i) Enumeration of Houseless persons.

16th June to 17th June, 1979

(i) Rivisional Round

18th June to 19th June, 1979

(i) Collection of filled-in schedules from the Enumerators.

PUBLICITY

A radio talk by the Deputy Director on the Second Pre-test was relayed from the All India Radio Station at Kohima preceded by a talk on the subject in their rural programme in the local languages. It evoked much interest among the local people and helped indirectly in the work.

SUPERVISION OF ENUMERATION WORK

The supervision in some blocks were done by the Assistant Director (T)/Tabulation Officer. The staff-members exercised through supervision of the works.

SCHEDULE-WISE DISCUSSION OF THE QUESTIONNAIRE AND SUGGESTIONS

House-List

Item 2 & 3 : *Building and Census House*

The structural patterns in the rural areas are somewhat different and perhaps require consideration for discussion. In the village, the granaries for preserving paddy are build up the villages in one part of the village in rows which are normally located at a little distance from their homestead lands. Apparently, they appear to be a cluster of structures. The size of the structures are considerably greater than what has been stated at page 44 of the instructional booklet. Confusion arose whether those structures were to be treated as buildings/Census Houses as they fulfilled the concepts of building/census house.

Item 8 : *Physically Handicapped person*

A problem arose in the case of a congenital idiot who was found more or less incapable of using his

limbs and even to speak. Like a paralytic, he was treated as physically crippled.

No difficulty was faced by the Enumerators in regard to the remaining items of the Houselist.

SUGGESTIONS

1. At the top right hand corner of the form page No..... should be printed.

2. Against item No. 2 of the location items 'circle' should be included and printed, as in Nagaland circle is the next lower administrative unit after the district which is more or less akin to PS/Tehsil/Island etc.

3. The Enumeration Block(EB) with its code number should be separated from the item No. 4. It was also observed in the past Censuses that EB code, are not written in many cases by the Enumerators. To check this tendency on the part of the Enumerators, EB code should be treated as a separate item in the location code element.

4. To minimise the labour as well as to pinpoint the accuracy of the Enumerators, each line number should be printed under the existing col. (1) showing only the digits in the unit place. (Please see the enclosed specimen): Appendix "A".

This is very much necessary because the Enumerators commit mistakes very often in maintaining the continuous line serial numbers particularly when "One" building/one Census house/one household occur continuously in series in the rural areas. In case the digits are printed in it places, they are to write only the number in the tenth places only. *This will ensure accuracy.*

5. It is proposed that the existing items under cols. 9 to 11 should be placed after the existing item under col. 6 with the new col:—serial numbers running from 7 to 9.

Again the existing item under col. 8 should be adjusted after the above stated new cols. 7 to 9 with new col. number as 10.

Followed by the above, re-arrangement of the col. of the existing items under col. 7 should come after the proposed new col. 10. Its new number would be 11. (Please see the enclosed specimen) Appendix "A".

If these suggestions are considered, it will not only enable the enumerators to write the information maintaining the horizontal line for such household particularly when multi-households are living in one census house.

Further, experience shows that it will facilitate the punchers at the punching stage and there will be less numbers of cases of column shifting. That apart, punchers will maintain speed in punching.

6. The last line of the form should be used for striking down the page total. So 'total' should be printed separating the remaining lines by a thick line for the same. (Please see Appendix 'A' enclosed).

HOUSELIST ABSTRACT

No difficulty faced by the enumerators.

SUGGESTIONS

1. Serial Number should be given for each of the location code details as has been done in the case of Houselist form.

2. 'Circle' should be shown against item 2. Reasons as above.

3. EB No. should be shown separately as discussed above.

ABRIDGED HOUSELIST

No difficulty in filling up.

SUGGESTIONS

'Circle' should be printed in the group: Taluk/Ps etc. Reasons as above.

HOUSEHOLD SCHEDULE PART I

No difficulty was left except items 5 and 6 (SC/ST) of the first section and item 7 and 8 (Cultivable land) of the 2nd section. These are discussed as under:

(a) ITEMS 5 & 6 OF THE FIRST SECTION

The enumerators omitted in filling up the item 5 but filled up item 6 in many cases. Perhaps they thought both the items as same.

SUGGESTION

The purpose will perhaps be served if these two items are combined as one. The nomenclature of the item heading may be as "If the head of the Household is SC/ST, write name of SC/ST".

(b) ITEMS 7 & 8 OF THE SECOND SECTION

In case of 'yes', the enumerators filled up only item 8, leaving item 7 blank.

SUGGESTION

1. These two items may be combined as "Does the household cultivate land? If yes category owned (1)/.....so on". The number of housesold without this information can be generated through the computor.

2. In case of the encroachers what should be their title on the land they hold may be discussed in the instruction booklet in details.

POPULATION RECORD

No difficulty was faced in regard to the methods.

SUGGESTION

As proposed for the Houselist, the line-serial numbers under cols. (1) in pages 2 and 3 should be printed only in the unit-digits.

GENERAL

Most of the enumerators did not fill up the enumerator's abstract from population record.

INDIVIDUAL SLIPS

1. Universal

(a) Item 1 to 3: No difficulty.

(b) Item 4: Apart from digital preference, difficulty faced in ascertaining the age of the much old persons might be due to recall lapse.

(c) Item 5: In view of the system of premarital sex among some STs, many women were found living either separately or as dependants on their parents with the children of their own. Such women did not want to record themselves as married but wanted to include their children as their own. Difficulty was faced to determine their appropriate marital status. Further, difficulty arose in categorizing them for the purpose of the items 5 and 6 of the sample slip.

(d) Item 6 to 11: No difficulty.

(e) Item 12: Most of the enumerators put the question to the respondents "Did you attend School/College?" in spite of repeated caution on this item.

SUGGESTION

The question may be adopted as:

Now attending School/College? Yes (1) No (2). This may enable the enumerators to understand the actual implication.

(f) Item 13: No difficulty.

(g) Item 14A to 15B: In case of marginal workers particularly for the non-workers with little economic activities, entries against item 14A, the return was Yes/H, while against item 15A, the return was H and so on. The entries for such cases against item 15B were correctly done.

(h) Item 16: The importance of the question was some-what diluted when put in respect of the children up to age of 6 years as well as for the much aged persons. Moreover, the enumerators were very much confused in understanding the implication of the two expressions involved in the item, namely, "seeking or available for work". They were at a loss to understand the meaning particularly the term 'Available for work'. The instructions should be more explicit with example.

SAMPLE SLIP

(a) Items 1 and 2: No difficulty.

(b) Item 3: Enumerators were confused to assign appropriate code in the case of women-migrants who shifted to the place of enumeration with their family just after their marriage. In such cases, both "Marriage and Family moved" are involved.

(c) Item 4 to 6: No difficulty except what was pointed out in case of item 5 of the Universal Slip.

SUGGESTION

As sufficient space is left out unused, the items 4 to 6 may be recast suitably as per the specimen enclosed herewith Appendix 'B'.

Such arrangements would facilitate for maintaining speed on the part of the coder as well as for the punchers/verifiers.

GENERAL OBSERVATIONS

1. All the additional instructions including corrigendum etc. should be issued before the operations starts. In view of peculiar physical feature of this state, it was found difficult to send the additional instructions etc. to the lowest level in time.

2. The supply of forms etc. should be done well ahead for training purpose and also for the operation proper.

3. The printing, binding and the contents of the schedules should carefully be examined before they are sent to the state.

APPENDIX A

Page No .....

Census of India 1981 (Second Pre-test)

HOUSELIST

1. Name of District .....Code No.....
(2) Name of Tehsil/Taluk/PS/Dev. Block/Island Circle.....Code No.....
3. Name of Village/Town .....Code No.....
(4) Name or No. of Ward/Mohalla/Hamlet .....( )
(5) E.B. Code.....( )

Sl. No.	Building No. (municipal or local authority or Census No.)	Census House No.	Purpose for which Census house is used (if totally non-residential go to E.C.S.)	Household No.	Name of the head of household	No. of persons normally residing in census household on day of visit of the enumerator			Is there a physically handicapped person in the household. If so, indicate no within brackets for each category Totally blind 1; totally dump 2; totally crippled 3 (like 1 (2), 3(1), 2(1) etc.)	Is the household engaged in an enterprise using the members of the household or hiring outside this census house and with or without premises If so, go to E.C.S.	Remarks
						Male	Female	Total			
1	2	3	4	5	6	7	8	9	10	11	12

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

Signature of Office Compiler .....Date .....

APPENDIX B

Census of India 1984
(Second Pretest)

INDIVIDUAL SLIP
(Sample)

Confidential

1 Birth place

(a) Place of birth.....
(b) Rural (1)/Urban (2).....
(c) District.....
(d) State/ Country.....

2 Last residence

(a) Place of last residence .....
(b) Rural (1)/Urban(2).....
(c) District.....
(d) State/Country .....

3 Reasons for migration from place of last residence(Code)*.....

4 Duration of residence at the village or town of enumeration.....

5 For all ever-married women only

(a) Age at marriage.....

(b) Number of children surviving at present

Male Female Total

(c) Number of children ever born alive

Male Female Total

6 For currently married women only

Any child born alive during last one year.....

*Employment (1), Education (2), Family moved (3), Marriage (4), Others (5).

ANNEXURE I

Instructions to Enumerators for filling up the Houselist and Household establishment schedule (First pretest).

And

Instruction to Enumerators for filling up the Individual slip (First pre-test).

HOUSELIST

General

Houselisting is a preliminary but important step and is an essential feature of the Indian census. The main purpose of this operation is to locate and identify all places containing or likely to contain human beings on the census date. Prior to 1961, the states were permitted to design their own form for houselisting. In the 1961 and 1971 censuses a uniform houselist schedule was adopted and canvassed throughout the country and through this schedule some basic information on housing was collected. Along with it a separate schedule called the establishment schedule, which yielded very useful data about all types of establishments, was also canvassed during the 1971 census. In view of the usefulness of these data it is proposed to collect such data at the 1981 census also.

2. After the publication of the census results of 1971, demands were made for the collection of data on various other topics, such as (i) age of the census house; (ii) state of repairs; (iii) type of living quarters; (iv) toilet facilities; (v) source of drinking water; (vi) type of ownership; (vii) particulars of the head of household like age, sex, occupation, type of activities and the number and type of physically handicapped persons. These were gone into in great details by an advisory group on 'housing statistics' set up by the National Buildings Organisation of the Ministry of Works and Housing. Further discussion was held in a conference of data users in New Delhi during 13-15 February 1978. It was noted that the year or period of construction was an item which was pretested in 1971 census, but failed to yield reliable results. It was, therefore, felt that it would not be possible to collect this information at the 1981 census. As regards 'state of repairs' it has also not been considered feasible to canvass this question in view of a number of field problems. It was, however, decided to collect information also on (i) physically handicapped, (ii) toilet facilities in urban areas, (iii) availability of electricity in the house, (iv) predominant material of the floor and (v) drinking water supply during the pretest. In addition information about the number of married couples in the household will also be collected at this pretest.

3. The job entrusted to you, viz., the house-numbering and houselisting is doubtless important but it is fascinating too. Apart from listing of houses, you will be collecting some essential data on housing, as also on household establishments which the country's planners need badly. You have therefore, an important role to play in the country's planning process. The quality and effectiveness of your contribution would depend on how will you apply yourself to this national task, understand the instructions thoroughly and carry out your responsibilities with the care that it demands.

4. As in the previous censuses you will be required to prepare a lay out sketch plan showing the location of houses within the area allotted to you and number of the houses, residential or otherwise, list them and fill up some essential particulars in the schedules given to you. The lay out sketches prepared by you may eventually form the basis for a permanent system of house numbering that may be introduced and maintained by the local bodies, Municipal Corporations, Municipalties etc. in the near future.

Housenumbering and preparation of notional maps

5. **Rural areas:** As already mentioned, the first operation will be allotment of distinguishing numbers to each building, house and household.

6. 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 their size, it is desirable to divide 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, a line can be indicated by the name of the owner of the fields on either side of the line or by the name of the field, if any.

7. The notional map shows the general topographical details of a whole revenue village. (If a survey map is already available with the village revenue official, your task will be easy because you can indicate

these on your map). 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 one can identify them. It is necessary to define at the foot of the map the boundaries of a particular block. It will help identification of a specific block without giving scope for any doubt.

Having thus prepared the village map, each block of the village as demarcated on the village map should be taken up for detailed sketching of the lay-out. 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 kuchha houses are shown by some signs like a square □ for a *Pucca* house and a triangle for a Kachha house, further classifying them as residential or non-residential as follows:—

⊏⊐ *Pucca* residential house, for *Pucca* non-residential house, shade the square thus ⊏⊐:

△ Kachha residential house; for Kachha non-residential house, shade the triangle thus △

It is difficult to give a comprehensive and detailed 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 will facilitate in 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, roof and floor 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 (galvanized corrugated iron) sheets, asbestos cement sheets, RBC (reinforced brick concrete), RCC (reinforced (reinforced cement concrete) etc.

Floor material: Burnt bricks, cement, timber, RCC (re-inforced cement concrete) etc.

Houses, the walls and/or roof or floor 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.

8. When once the location of every building/house is demarcated on the sketch plan it will be a simple matter to decide on numbering the buildings/houses in one series following certain principles. No hard and fast rule can be laid down 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 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 given on the lay-out sketch would be convenient or any change is 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.

9. 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 with reference to a particular village.

10. 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, the normal procedure for preparing lay-out plan sketches may be followed. But apart from such villages, there could be clusters of habitations spread out in the forest. Your work will be facilitated 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). 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 sketch, the location of each house should be indicated on it and a number assigned to each such house. Habitations (clusters) falling within the area of the smallest forest administrative unit should be taken as one village for the purpose of housenumbering and house-listing.

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.

In the case of tea estates, coffee estates, plantations etc., the pattern may be slightly different. You will be well advised to first contact the estate/plantation authorities, study the pattern of habitation and then decide on the lay-out plan and listing of villages. Listing of villages of such estates will have been done by your superior officers and a list may have been pre-

pared already and such village(s) has been assigned to you with necessary code No. and so on. In that case, your task is easy. You have only to find out from the estate/plantation authorities, the boundaries of the village (area) allotted to you. You should then visit the area and decide on the lay-out plan sketch.

11. **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 except 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 in extremely handy. It has been found from experience that the boundaries of towns are oftentimes loosely defined and not properly demarcated giving rise to several doubts regarding the areas lying on the outskirts 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 the road may fall within the town limits and the other side get excluded as it may be outside the defined boundary of the town. All these points should be carefully verified on the 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 unit in which they fall.

12. In urban areas very detailed plans showing the location of every building or 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 number of sketches each covering a limited area. Each town would probably have already been divided into some sort of 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 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 street 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 cases, a ward map showing the segments and separate lay-out maps 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 will facilitate your work and of others if the non-residential houses are distinguished from the residential houses by showing them in different figures and by hatching them as indicated in paragraph 7. Here again the important permanent buildings such as say, town-hall, large office building, court building, post office, hospital, school, church, market building, etc., should be indicated on the map.

13. For those towns which already have a satisfactory house-numbering system, you should adopt the same for preparation of house-numbering maps referred to above. The house-numbering can be brought up-to-date with the help of each lay-out map. But if there be no proper house-numbering system in the town, you will be required to assign numbers to the houses in the layout sketch(es) of your jurisdiction in the manner indicated below. Where a rationalised house-numbering is proposed to be introduced for the first time, these sketches will greatly help the authorities.

Numbering of buildings and census houses in rural as well as urban areas

14. You have to give numbering to 'Buildings' and 'Census houses' in all areas. The instructions given hereafter will guide you to determine what a building and a census house are for the purpose of houselisting. A 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 part 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.

15. **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 godown, stores, cattle-sheds, etc., kitchen & latrine excluded or in combination with any of these such as, shop-cum-residence, or workshop-cum-residence, etc.

16. 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 numbers. On the other hand, you may come across cases, particularly in large cities, where multistoreyed ownership flats have come up. That is to say, while the structure looks like one building, the flats are owned by different persons. In such cases, you should treat the structure as one building and the individual flats as separate census houses.

17. 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.

18. 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 run along the axis of the street and not any arbitrary 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 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 building No. 10.

19. **Census House:** A 'Census house' is a building or part of a building having a separate main entrance from the road or common courtyard or staircase, 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.

20. 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 staircase 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 owned by different persons then each such building should be treated as one or more separate buildings. You may come across cases where within an enclosed compound there may be separate buildings owned by an undertaking or company or even government, actually in occupation of different persons. For example, I.O.C. colony where the buildings are owned by the Corporation but these are in occupation of their employees. Each such building should be reckoned as a separate building. But if in any one of these buildings there be flats in occupation of different households, each such flat should be treated as separate census house. Again, if all the structures within an enclosed compound are together treated as one building as may be the case in most rural areas (see paragraph 17) then each structure with a separate entrance should be treated as a separate census house.

21. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house will be 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 after the building number as 10(1), 10(2), etc. or 11(1), 11(2), 11(3), etc.

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

23. 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 courtyard, or staircase. In terms of the definition of a census house each of these rooms having entrance from the common staircase, etc., may qualify to be treated as census houses. But it does not realistically reflect the situation of the number of houses. In such a case, 'singleness' of use of these rooms alongwith 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. On the other hand, in a hostel building even if the door of each room in which an inmate lives opens on to a common verandah or staircase, 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. On the other hand, you may come across situations, where a household is in occupation of several huts in an unenclosed compound—the main residence where the kitchen is also located; storehouse, sitting room and other huts where people sleep. In

such a case you should not treat the structures as separate census houses. Please note that the fact that all the structures actually belong to one housing unit has to be brought out by indicating the use to which each such census house is put. In the instant case for example, the main residence and the huts which are used for sitting and sleeping should necessarily be treated as one house and counted as separate rooms in occupation of the household. Thus the entire cluster in occupation of one household should be treated as one house. The storehouse should not be counted as a living room.

24. 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 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, there may not be any wall. As for example, a conical roof almost touches the ground and an entrance is also provided, and there will not be any wall as such. Such structures should of course be treated as buildings and houses and numbered and listed.

25. **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 or even of mixed type. Examples of unrelated households 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 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:

26. After the preparation of the notional house numbering maps and the numbering of the houses, the next step is to list them in a prescribed schedule (Houselist).

27. At the 1981 census, a houselist form and a household 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 instructions given below will guide you in filling up the houselist.

28. On the top of the houselist form, provision is made to note the name of District with Code number, name of Taluk/Tehsil/ Police Station/Revenue block/ Island and its Code No., name of village/town and its Code No., name and/or No. of ward/Mohalla/ hamlet with code No. and Enumerator's Block Code No. Here the entries which will be referred to as location code hereafter are to be filled in by you very carefully. The Location Code is the method by which every village or town in any tehsil or police station in every district of a state is identified by a combination of numbers For this purpose every district, tehsil or police station, village or town, ward mohalla/hamlet and 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, tehsil or police station and the village or town, ward/mohalla and 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 (I, II, III, IV etc.) to distinguish it from the village number which will be indicated by Arabic numerals* (1, 2, 3, 4, *etc.*).

Col. 1: Serial Number.

29. Every line in the Houselist is to be numbered serially. The serial numbers should be continuous for your block. Arabic numerals should be used for this purpose, e.g., 1, 2, 3, 4, etc. If you are supplied with forms with printed serial numbers like 1, 2, 3, 4, 5, 6, 7, 8, 9 0 1 2 3 4 etc..... after 9 you will have to write the earlier digit(s) i.e. 1 or 2 or 3 as the case may be in the 10th place. After 99, you will be required to write the appropriate digit for the 100th place also.

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

30. 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.

31. 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 situation is that numbering did not exist earlier and you have numbered the buildings and assigned them the number on the lay-out sketch and painted them on the building itself.

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

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

Census House number.

33. A census house is a structure or part of a structure inhabited or vacant or a dwelling, a shop, a shop-cum-dwelling or a place of business, workshop, school etc. with a separate entrance.

34. In accordance with instructions you would have allotted census house No. to a building or to a part of a building. 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. This will be repeated in this column. If a building has a number of flats or blocks which have separate entrances of their own and are independent of each other giving on the road or a common staircase or a common courtyard leading to the main gate, they will be considered as separate census houses. If within an enclosed or open compound there are separate buildings, then each such building will also be 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. The order in which census houses within a building should be numbered, should be continuous, preferably clockwise or in any convenient manner if at all it is difficult to do it clockwise.

Sometimes a building which may form a single structure may be occupied in its different parts or suites of rooms or even some single rooms by different households. These individual parts are likely to have separate entrances from a common verandah, staircase or a courtyard. Then each of these parts would assume the character of separate census houses.

The census house number to be noted in this column will be the same as the building number already noted in column 2, if the building continues to be a single census house. But if the building is made up of portions each of which will be treated as a separate census house according to the definition, then the census house will bear the building number with a separate sub-number in brackets for each census house e.g., 9(1), 9(2) .... 12(1), 12(2), 12(3) .....etc. Note: You should not indicate the number as 9/1 or 9/2 etc. as this pattern would be followed in the assignment of a number to a new building not previously numbered that has come up after building no. 9 and before no. 10.

Col. 4, 5 and 6: (Predominant construction material of census house)

35. In these columns, you will have to note the materials of wall, roof and floor.

Col. 4: Material of wall.

36. 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, cellular concrete, concrete panel and blocks, timber etc. should be written. Where a house 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.

37. 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, prefabricated concrete and cellular concrete panels, slate, tiles etc. should be written. In the case of a multistoreyed 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 fabrics of the roof.

Col. 6: Material of floor.

38. Under this column the material out of which the floor of the house is made i.e., stone, cement, tiles, mud, concrete, prefabricated concrete and cellular concrete panels, wood etc., is to be written.

Col. 7: Purpose for which census house is used.

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 such as say, handloom weaving, *biri* rolling *paped* 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 for 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) *Hospitals, dispensary, Health centre, Doctor's clinic, etc.*

(6) *School and other educational institutions.*

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

(8) *Restaurent, 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*: Examples Cinema house, theatre, community hall (Panchayatghar) etc.

(10) *Place of worship etc.*: Examples—temple, church, mosque, gurudwara, etc.

(11) *Institutions* : Examples—orphanage, rescue home, jail, reformatory, children's care home, etc.

(12) *Others* : Examples—cattle-shed, garage, godown, laundry, petrol bunk, passenger shelter, etc. (the exact use to be fully described in each case).

Important: 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 column. The reason for vacancy such as 'dilapidated' 'under repair', 'incomplete construction', 'want of tenant', etc. may be recorded in the 'Remarks' column. If on the other hand the census house is found locked because the occupants have gone on journey or pilgrimage, then it may not be treated as 'vacant', but the use of which it is put should be 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.'

Important

Please read paragraphs 20-25 again.

Col. 8 to 10: Facilities in the house.

Col. 8: Facility in the house—Electricity

40. If the facility of electricity is available in the house enter '1' which indicates that electricity is available in the house. If not available, the answer should be recorded by the arabic numeral '2'. It should be noted that what is sought to be elicited is availability of electricity in the house as distinct from use of electricity by household. The household may or may not be using electricity but the fact that it is available is what we are interested in.

Col 9: Facility in the house—Drinking water supply:

41. In this column information relating to facility of drinking water supply in the house will be recorded. If this facility is available in the house you have to record it by indicating arabic numeral (1). If the facility is not available it is to be indicated by arabic numeral (2).

Col. 10: Source of drinking water:

42. After filling in the information in column 9, you have to proceed further and record the source of drinking water. The sources may be of different types. You have to record any one of the sources under this column by using the following arabic numerals:

For well	record 1
For Tap water	record 2
For Hand pump	record 3
For river	record 4
For Tank	record 5
For others	record 6 (It generally denotes rain water.)

The source need not necessarily be in the compound or even near the house. Availability is what we are interested in.

If a household gets its drinking water from two or more sources throughout the year, the source availed of during the greater part of the year is to be recorded.

Col. 11: Facility in the house—Toilet (for urban areas only)

43. If toilet facility is available in the house write '1' under this column. If it is not available record '2'. The facility should be available in the house i.e. as part of the house or in the same compound.

Col. 12: Is this house used wholly or partly as an establishment? If yes, describe.

44. For filling up information in this column you have to enquire whether any establishment is located in that particular house. If the answer is 'yes', you have to further ask as to which type of establishment is that, i.e. whether it is a factory, or workshop, or an office, or school etc. etc. The description should be brief and concise. For the purpose of identifying an establishment the following definition will apply.

Definition of an Establishment

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.

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.

Col. 13: If household type of activity, go to Establishment Schedule and note line No. (from Col. 1)

45. This column applies only in cases where the census house is used for some household type of activity such as household industry or household trade. Sometimes the act of production, processing or servicing may not be apparent especially if carried out as a household industry e.g. when a handloom is located inside the 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 in any part of the house not readily seen from outside.

46. 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, chillies, etc., or say, knitting or woollen garments, embroidery work, loinloom 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'.

If some household type of activity is carried on you have to further fill up the detailed information or particulars in that schedule separately. You have to further note the line number as given in the household establishment schedule in this column.

Col. 14: Household No.

47. 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 a number of unrelated persons live together is an institutional household. So also a Jail.

48. 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 suffixes 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.

49. In the above cases of household Nos. 2(b), 2(c), 4(1)(b), 4(1)(c) and 4(2)(b), there will be no entries against them in columns 3 to 13. Columns 3 to 13 will be filled for the entire census house, 2, 4(1) or 4(2) as the case may be, once. There is no need to repeat columns 3 to 13 in each line for which entries are made for more than one household against that census house in columns 14-24.

Col. 15: Name of the Head of household.

50. 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. 16: If S.C. or S.T. write name of caste/tribe.

51. 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.

52. 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 SC/ST even then write SC/ST 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 SC/ST but any other member of the household does belong to SC/ST: 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 SC/ST or not.

Col. 17: Is there a physically handicapped person in the household, If so, indicate the number within brackets for each category.

53. Against this column information about different categories of physically handicapped persons will have to be recorded.

(1) For totally blind write 1,

(2) For totally dumb write 2,

(3) For totally disabled write 3.

The term 'totally disabled' refers to such persons who had lost their arms or limbs. After ascertaining the existence of physically handicapped persons in the household, indicate number of such persons within brackets thus—1(2) or 2(1) or 3(3) etc.....

This is a very sensitive question. You have therefore, to be very polite and tactful in asking this question. You should not try to find out the names of the physically handicapped. Only the number of persons who are 'totally blind' or 'totally dumb' or 'totally disabled' are to be determined.

Col. 18: No. of living rooms in the occupation of Census Household.

54. A room should have four walls with a door way 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 $1\frac{1}{2}$ 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.

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.

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.

In certain parts of the country, particularly in rural areas, the pattern of housing may present some problems. For example, a household may be in occupation of several huts put to different uses, such as main residence, sitting room, store and even for sleeping at night. By strict application of the definition each one will be reckoned as a census house, but this does not reflect the real situation. While huts used as store or cattle shed pose no problems, those used as sleeping rooms beyond the main residence, should be counted as rooms rather than separate census houses.

Col. 19: Does the household live in owned or not owned house.

55. 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 '1'. A household living in a flat or a house taken on 'ownership' basis on payment of instalments should be regarded as living in its own house, not withstanding that all instalments have not been paid.

If the household lives in a rented house or in the house which is not owned by itself write '2'. 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, i.e. 'not owned'. For example rent free accommodation provided to employees by Government, Institutions, Companies etc. In such cases, you should treat the house as not owned and write '2'.

Cols. 20 to 22: No. of persons normally residing in census household on day of visit of the enumerator

56. Enter the number of males normally residing in the household in column 20; females in col. 21 and total number of persons in column 22 (col. 20 + col. 21).

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. 23 : Does the household cultivate land? If yes, owned or rented

57. If the household is cultivating any land then you have to record the answer 'Yes'. After recording

'Yes' you have to ascertain whether the land possessed is owned by him or he has taken it on rent. This should also be indicated by writing 1 for owned and 2 for rented. In case he does not cultivate land this may be indicated by arabic numeral 3. 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. Encroachers 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 or other members of the household are engaged in cultivation of their own the household should not be reckoned as a cultivating household. A household whose members merely work on somebody else's land for wages should not be treated as a cultivating household.

Col. 24: No. of married couples in the household (both spouses usually living in the household)

58. Enquire from the head of household or any adult member the No. of married couples living in the household and enter the figures as such. Before entering the number make sure that both spouses are usually living together in the household. If any of such person has gone out temporarily for a short visit he should be counted for the purpose of this column.

Col. 25: Remarks

59. This will provide space for any useful or significant information about the building, census house, census household and other particulars regarding the building inventory. This will provide interesting facts regarding observations made during the houselisting operations.

If there is an entry in column 7 as 'vacant', you have also to record the reason such as 'dilapidated', 'under repair', 'incomplete construction', 'want of tenant' etc. in this column. Also make a note in this column or likely places where houseless persons can be found.

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.

House List Abstract

After you have prepared one copy for pretest of the houselist, you have to prepare a house-list abstract with a view to obtaining 'control' figures of the number of census houses and households since the houselist data are to be tabulated on sample basis. You have to prepare this abstract for your block in duplicate. Specimen form of this abstract is given at the end of these instructions.

INSTRUCTIONS—PART II

HOUSEHOLD ESTABLISHMENT SCHEDULE

61. In 1971 a separate schedule known as the establishment Schedule was canvassed alongwith the houselisting operation. The scope of the enquiry covered all types of establishments. Information like ownership type of establishment and number of workers including family members was collected for all establishments. In case of establishments engaged in manufacturing, processing or servicing information on registered factories or/and unregistered workshop, description of the product/processing/service, type of fuel/power used were collected. For trading, establishments description of the goods bought/sold, whether wholesale or retail were ascertained.

62. A significant change since the last census took place on account of the launching of a scheme of economic censuses and surveys in 1977. The scheme covered all non-agricultural establishments employing at least one hired worker and left out purely household type of establishments as it were. Since the economic census would be providing complete coverage of all establishments where at least one or more person has been hired, it is proposed to confine the establishment schedule to household type economic activities in the manufacturing sector and trading sector. This restricted coverage of only household type activities is also dictated by the need to keep the work load at the house listing stage to a manageable level, as it is proposed to expand houselisting schedule by including certain amenities available. To identify the household type establishments and to provide frame, it is proposed to collect information on the number of hired workers, if any, also.

63. Keeping in view the important uses of the data for household establishments it is proposed to augment this schedule by adding a few additional questions. These are whether the establishment is seasonal or perennial, whether it is located in owned or rented premises and the source of financial assistance. These questions will provide valuable data on the household sector. A specimen of the household establishment schedule is given at the end of this book. In other words household establishment will be the one which is 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 the urban areas. The establishment should not be run on the scale of a registered factory.

64. The term establishment has been defined in Para 44 of this book. If a particular establishment is carried on in a particular household, it will be treated as household establishment. You are requested to study this carefully before filling the household establishment schedule.

65. Respondents should be fully assured that the information collected in these schedules will be treated as completely confidential and is meant for statis-

tical 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.

66. At the top of the schedule provision is made for noting the location Code No. and name of the area concerned. This should be the same as those noted on the top of the Houselist which you will be canvassing simultaneously. The code number should be filled up correctly and accurately which is very important. The instructions of the various columns may be followed as given below:—

Col. 1: Serial No.

67. In this column, the household 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: Line No. in houselist

68. The form will be filled only in respect of such households where any household establishment is carried on. The line number has been noted against Col. 13 of the houselist. That line number should be carefully reproduced in this column.

Col. 3: Census House Number

69. 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 Col. 13 of the houselist indicating that the census house is used wholly or partly as an establishment. A point to be noted here is that it is likely that a single household establishment may be spread over more than one census house adjoining one another. Therefore, while in Col. 3 of this schedule a number of census houses may be noted in respect of that particular establishment, the entries in Column 4 onwards will be only for that group of houses covered by a single unit of production or business etc. For example if an establishment in a village is spread over two or three adjacent buildings, each of the building should not be shown as a separate establishment. But the house numbers of all the buildings shown in column 3 should be bracketed together and the particulars of the establishments entered in the subsequent columns against this group of houses.

If the activities of household industry are carried on in the buildings located for away in different localities specially in Urban areas, each of 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. 4: Name of the establishment/head of household.

70. In this column write the name of the establishment which usually bears a distinct name. Where an establishment has no separate name as in the case of small establishments like Confectionaries etc. write the name of the head of the household.

Col. 5 & 6 Average number of persons working daily last week/last season

71. **Col. 5: Total.**—In this column the information has to be entered relating to the total number of workers including the head of the household and any of their family members if they also work in the establishment and also the hired workers, if any. The average number of persons working daily last week preceding the day of your visit should be recorded for computing the average, if no work was done on a particular day, 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 due to some reasons or the other, the week during which the establishment worked preceding this period should be taken into account for reckoning the average number of persons working.

72. **Col. 6: Hired:** Against this coulmn, the total number of hired workers, if any, has to be filled in. Their average may also be calculated in the manner as described in instructions for Col. 5. The hired worker should normally be in full time employment.

73. Some establishments may be seasonal like gur making, rice mill etc. These may not be actually working at the time of present listing. You have therefore, to enquire whether any seasonal work is done in that establishment. If he says yes, then you should ascertain the particulars of such establishments with reference to the last working season.

74. In case more than one article is produced or several types of household activities are rendered it is not necessary to enquire the number of persons employed in each type of production which is covered against that serial number. The total picture of such an establishment has to be ascertained.

Col. 7: Type of fuel/power used.

75. Enter here the description of the power or fuel used for the running of the 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.

Col. 8: Description of the products, processing, servicing done or goods bought and/or sold

76. The description of actual work relating to product, processing and servicing which is done in the household type establishment, that is being listed, is to be recorded here (examples, handloom weaving, lace knitting, oil ghani, book binding, shoe 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 product or processing or repairing or servicing etc.

77. You will have also to ascertain what are the goods bought and/or sold in the case of household type trading establishment and write the description in such cases. If there are more than one type of goods bought/sold by the establishment, you should give description of the main item of goods bought/sold by the establishment.

Col. 9: In case of manufacturing; Seasonal/Perennial, In case of trade; wholesale/retail

78. For all manufacturing establishments you should ascertain, in respect of goods mentioned in Col. 8, whether it is carried out only during a particular season or it is carried on perennial basis. If it is done on seasonal basis, it should be indicated by arabic numeral '1'. In case of perennial arabic numeral '2' should be used. If the goods as mentioned in Col. 8 are sold and bought in wholesale or in retail write '3' for wholesale and '4' for retail. You may come across certain establishments where both types of trade i.e. wholesale and retail dealings 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.

Col. 10: Financial assistance

79. It is important to find out the source of financial assistance for running the establishment. These sources may be many and vary from one establishment to another. You have to enter the various sources by indicating the following numerals:

Government	1
Bank	2
Co-operative Credit Societies	3
Private	4
Others	5
Not available	6

80. If no assistance is available from any source and the establishment is being run by the household by investing his own money, it is to be indicated by arabic numeral '6' as mentioned above. But before entering this column make repeated enquiries so that any other source of financial assistance may not be missed.

81. You may come across certain cases where the household industry is being run with the financial assistance of two or three sources. In such cases you should ascertain from which source assistance is greater and record that source accordingly.

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

CENSUS OF INDIA 1981

HOUSELIST

Name of District .....Code No.....Name of village/Town/Island .....Code No.....Name of Taluk/Tehsil/Police Station/Dev. Block .....Code No.....

Name or No. of Ward/Mohalla/Hamlet/

Enumerator's block No .....Code No.....

Sl. No.	Building No. (municipal or local authority or census No.)	Census house No.	Predominant construction material of census house			Purpose for which census house is used	Facilities in the house					
			Wall	Roof	Floor		Electricity		Drinking water supply			
							Available	1	Available	1	Source	
							Not available	2	Not available	2	Well	1
											Tap	2
											Hand Pump	3
											River	4
											Tank	5
											Others	6
1	2	3	4	5	6	7	8		9		10	

Facilities in the house (urban areas only)		Is this house used wholly or partly as an establishment?	If used wholly or partly as a residence				
Toilet		If yes, describe	If household type activity go to Estt. Sch. and note line No. from col. 1)	Household No.	Name of the head of household.	If S.C. or or S.T., write name of caste/ tribe	Is there a physically handicapped person in the household? If so indicate no. within brackets for each category
Available	1						Totally blind 1
Not available	2						Totally dumb 2
							Totally disabled 3
11		12	13	14	15	16	17

If used wholly or partly as a residence							
No. of living rooms in the occupation of census household	Does the household live in owned or not owned house? (i) Owned 1 (ii) Not owned 2	No. of persons normally residing in census household on day of visit of the enumerator. M	F	T	Does the household cultivate land? If yes, owned or rented? Owned 1 Rented 2 Does not cultivate 3	No. of married couples in the household (both spouse usually living in the household).	Remarks
18	19	20	21	22	23	24	25

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

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

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

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

Page No. of House List	Number of Census Houses						Number of Households		Total population		
	Occupied residential census Houses			Vacant census Houses	Census Houses put to other uses	Total of columns 4, 5 and 6	Total Households including Institutional Households	Institutional households	Males	Females	Total
	Wholly residential	Partly residential	Total								
1	2	3	4	5	6	7	8	9	10	11	12
Total											

Checked and found correct.

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

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

CENSUS OF INDIA 1981

HOUSEHOLD ESTABLISHMENT SCHEDULE

(For household type activity only)

Name of District .....Code No..... Name of Taluk/Tehsil/Police Station/ Dev. Block/Island .....Code No.....

Name of Village/Town .....Code No..... Name or No. of Ward/Mohalla/Hamlet Enumerator's block No .....Code No.....

Sl. No.	Sl. No. in houselist	Census house No.	Name of the establishment/head of household	Average No. of persons working daily last week/last season — Total	Average No. of persons working daily last week/last season — hired	Type of household used	Description of the products, processing, servicing done or goods bought and bought for sale or sold	In case of manufacturing: Seasonal 1, Perennial 2; In case of trade: Wholesale 3, Retail 4	Financial assistance: Government 1, Bank credit 2, Coop.Societies 3, Private 4, Others 5, Not available 6
1	2	3	4	5	6	7	8	9	10

PART I

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP

Introduction

Population Census is a great national task which we are called upon to undertake every ten years. It provides valuable information about the land and the people at a given point of time. It provides the trends in the population and its various characteristics which are essential for planning. It has bcome indispensable for effective and efficient public administration besides serving the needs of scholars, businessmen, industrialists, planners, electoral authorities etc. Census, therefore, has become a regular feature in progressive countries, whatever be their size and political set up and they are conducted at regular intervals for fulfilling well-defined objectives.

2. As a census enumerator, you are performing a duty which, as you can see, is of great national importance. The data you provide through the census are very much needed by the public and government organisations for many aspects of economic and social planning and form the very basis for the delimitation of electoral constituencies. You are previleged to be a census enumerator. At the same time your responsibilities are heavy. You have to fulfil them with a sense of pride and devotion to duty.

3. For your information certain provisions of the Indian Census Act, 1948 under which the census is conducted and which gives you the legal authority to canvass the census questionnaire and spells out your responsibilities are reproduced below:

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

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief. Provided that no person shall be bound to state the name of any female member of his household, and no 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 customs to mention.

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, all the persons employed under such manager or officer, as the case may be, at the time of the taking of the census.

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

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

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

(d) Any person who intentionally gives 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, 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".

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

5. 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.

6. In the 1981 census two types of census schedules hereinafter called individual slips, will be canvassed. The first type of slip will be canvassed universally in all areas. The second type of slip will contain additional questions and will be canvassed in sample areas. The additional questions relate to (i) any other language known, (ii) migration, and (iii) Fertility.

7. Your task is simple. You will be required to canvass only one universal individual slip containing 14 questions for each individual in your jurisdiction. If you are an enumerator in a sample area, six additional questions will have to be canvassed. You have to record the answer to each question truthfully.

Reference date and Enumeration Period

8. The reference date for the Pretest is the sunrise of ... ...i.e., the census is expected to provide a snap shot of the population of the selected area as it exists at sunrise of ... ...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, you will have to actually commence your work of enumeration on ... ...and end it on ... . You will, therefore, have to cover your jurisdiction and enumerate every person as will be explained in the succeeding paragraphs during this period. But in order to bring the infromation up-to-date with reference to the census moment which is being fixed, you will have to quickly go round your jurisdiction again on revisit from..... to.....and enumerate any fresh arrivals in your jurisdiction who might not have already been enumerated elsewhere and also take account of any births that might have taken place in any of the households after your previous visit and before the sunrise of the said date and fill in fresh Individual slips to cover such cases. As a corollary, you will have also to cancel the Individual slip relating to persons who may have unfortunately died since your last visit to a household but prior to the sunrise of the reference date. Births or deaths and arrivals of visitors that had taken place after the sunrise of the reference date need not be taken note of by you.

Pad Number and Slip Number

9. The census charge officer or the supervisor would have issued the required number of pads of Individual slips to you. For the pre-test each pad will consist of 100 slips or 50 slips.

10. 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 take the following steps :

(a) Check the pad and note on the right hand corner of each individual slip, within each book in the space provided for the purpose, the pad number as given on the top of the cover;

(b) Allot a serial number to each slip. The serial number of the slip will have to be given by you in one sequence, starting with 1 (one) on the first slip of the pad and ending with 100, in the case of pads of 100 slips and ending with 50 in case of pads of 50 slips. In some pads, the actual number of individual slips may by mistake in binding be a little more or little ess. The last serial number in such

pads will, therefore, vary accordingly. The idea is that every slip should be allotted the number.

Location Code and your Jurisdiction

11. The location code in a device by which every village or town in a tehsil/taluk/police station/Dev. Block/Island of every district in a state is identified by a combination of numbers. For this purpose, every district, tehsil, taluk, police station, Dev. Block 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, Dev. Block 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 identify your village or town. Thus, a code number 10/3/46 would mean village No. 46 in Tehsil No. 3 of District No. 10 of a State, or a code number 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 enumerators' block number and this has to be entered in all the other documents. (The enumerators' block number will be continuous for the tehsil/taluk/town etc.)

12. On the top cover page of each book you will 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 number have been already stamped on each slip in the rural pads. In the case of urban areas, the town number also may have been rubber stamped along with the district number.

13. The full location code must be on each slip. In rural areas you will have to note in addition the village number and the enumerator's block No. on each slip and for towns the ward number if any and the enumerator's block No. But if on any pad or slip the location code has not been stamped through oversight, you will have to note the combined location code number made up of the district number, tehsil or police station or town number and the village/ward No. and enumerator's block No. on each *slip* on the left hand top corner in the space provided for the purpose.

14. Elements of each code should be separated by obliue strokes. The enumerator's block number may be noted within round brackets at the end of the location code. 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.

15. 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 the same pad. The individual slip pads of each village or urban block will have to remain separate.

16. Your appointment order would have defined your census jurisdiction. You must acquaint yourself with your jurisdiction immediately after you have received your appointment order. You should get to know the relevant house number 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 boundary which separates your enumeration block from the adjoining enumerator's jurisdiction. Make sure that he also knows the boundaries of your jurisdiction 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. One way of getting to know each other's jurisdiction accurately is to walk along the common boundary along with the enumerator of the adjoining block.

17. Soon after you are appointed a Census Enumerator, please go round your area and prepare the lay-out plan sketch as per instructions given in 'Instructions to enumerators for houselisting and house numbering'. Then go ahead with the house numbering and filling in of the houselist form. You will have to fill in the household establishment schedule also. Having done all this you will be required to start individual enumeration in the individual slip.

Persons to be Enumerated

18. 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 kitchen 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 essential 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 food or other essential 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.

19. You will have to make note of the areas within your jurisdiction where there is a likelihood of houseless persons such as the payment dwellers or

nomads living. Such note can be made in the remarks column of the houselist and later copied in your diary. Those houseless persons should all be censused on the night of 29th Sept 1978. You will also have to cover that night. persons living in boats, if any, in your jurisdiction.

20. 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 at a place if he normally stays in that place during the enumeration period i.e., from 15th Sept 1978 till sunrise of 30th Sept 1978, and had in fact actually resided there during any part of the enumeration period. If a person had been away from his normal place of residence throughout the enumeration period he is not 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 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 move from this place.

21. 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 (both days inclusive);

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

(iii) All those who are known to be normally residing and are not present at the time of your visit but are expected to return before sunrise of 30th Sept 1978; and

(iv) Visitors who are present in the 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.

22. You should plan 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.

Individual Slip (Universal)

23. The census schedule, which is called the Individual slip, that you will be required to canvass is given on the next page. It contains two types of boxes. One is made up of dotted lines [ ] and the other of continuous lines [ ] *you should not write anything in the box with dotted lines.* These boxes are meant for coding. *You will write* 1 *or* 2, *as the case may be, in the boxes with continuous lines.* [ ]

24. One slip will have to be filled for each Individual in each household that you visit in your jurisdiction. A slip will have to be filled for all persons, from new born babies and infants to the oldest.

25. One of the records that you would have to complete is a Population Record and the instructions as to how this is to be filled up are given later in this book. Our aim is to be absolutely sure that all person in a household who are entitled to be enumerated are actually enumerated without any omission. We have found from experience that it is easier for the head of a household to remember all the members of the household if he is asked about them together. Therefore, before filling up a slip for each member of the household, you should list out the members in the Population Record and fill up columns 1 to 6 of the Population Record first. This will help you to fill up the individual slips of each member quickly and will ensure that no one is missed.

FIRST PRETEST

CONFIDENTIAL

CENSUS OF INDIA
INDIVIDUAL SLIP
(Universal)

Pad No .....
Slip No .....

Location Code.....( ) Household No. ( )

1 Name .....

.....

2 Relationship to head

5 Marital Status

3 Male (1) [ ] Female (2) [ ] (4) Age.....

7 Nationality

6 Mother tongue

8 Religion

9 Name of S.C. or S. T.

10 Literate (1) Illiterate (2)

11 Educational attainment

12 Worked any time at all last year? Yes (C/AL/HHI/OW); No (H/ST/D/B/R/I/O)

13A If yes in 12, was this your main work last year season? Yes (C/AL/HHI/OW) No (H/ST/D/B/R/I/O)

If HHI/OW in 13A,

(i) Name of establishment

(ii) Nature of industry, trade, profession or service

(iii) Description of work

(iv) Class of worker

13B Any other work (13A 'Yes')/work (13A 'No'/Any time last year? Yes (C/AL/HHI/OW) No

If HHI/OW in 13 B,

(i) Name of establishment

(ii) Nature of industry, trade, profession or service

(iii) Description of work

(iv) Class of worker

13C If no in 12 or 13 A, seeking work? Yes (1) No (2)

14A If yes in 12, worked at least one day in last week? Yes (C/AL/HHI/OW) No

If HHI/OW in 14A,

(i) Name of establishment

(ii) Nature of industry, trade, profession or service

(iii) Description of work

(iv) Class of worker

14B If no in 14A, seeking work during last week Yes (1) No (2)

CONFIDENTIAL

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Sample)

1 Any other language known _____

2 Birth place _____
(a) Place of birth _____
(b) Rural (1) Urban (2) _____
(c) District _____
(d) State/Country _____

3 Last residence

a) Place of last Residence _____
(b) Rural (1) Urban (2) _____
(c) District _____
(d) State/Country _____

4 Duration of residence at the village or town of enumeration

.....

5 For all ever-married women only

(a) Age at marriage.....

(b) Number of children ever born.....

Male.....Female .....

(c) Number of children living .....

Male.....Female .....

For currently married women only

(a) Any child born during last one year _____
Yes (1)/ No (2)

(b) Has this birth been registered ? _____
Yes (1)/No (2)

26. Instructions for filling up the columns 1 to 6 of the Population Record are given at the end of Part I of these instructions. In entering the members of the household in the Population Record it would be better if some system is followed. After entering the name and other particulars of the head of the household, you could cover near relatives such as the wife/husband of the head of the household, sons and daughter's each son's wife and his children, each daughter's husband and their children, then other relations such as sisters, mother, father etc. of the head of household, then domestic servants, visitors, boarders if any etc. Please remember all these persons must form part of the household and must be entitled to be enumerated accordingly. Such a preliminary listing and entering of particulars in the Population Record will ensure that omissions are avoided, particularly of small children. It will also help in cross-checking replies regarding age.

27. One word of caution.—You must ask probing questions regarding relations such as unmarried sisters, parents, domestic servants and children. Otherwise, that there are such persons as members of the household.

28. After having entered the names and other particulars of the head and other members of the household in columns 1 to 6 of the Population Record, you must go on to fill one individual slip per person of the household. You should first enumerate the head of the household and thereafter the other members of the household in the order listed in the Population Record. You must ensure that nobody is left out.

29. *Please make repeated enquiries about infants and very young children because they are often liable to be left out of the count.*

30. The various items to be canvassed on the Individual slip are explained in the paragraphs that follow :

Pad No. and Slip No.

31. Make sure that the Pad Number and the slip number have been noted by you on the top right hand corner of each slip against the space provided for the purpose and as already indicated under the general instructions. It is necessary to note the Pad No. and the slip number.

32. The Pad No. is the number already furnished on the top of the Individual Slip Pad and the Slip No. is the serial number that you will assign for each slip in the Pad. You are also advised to use the Pads in a sequence starting with the lowest Pad number.

33. 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 slips for all or more than one village or urban block in your charge. There should be separate pad(s) for each village or urban block, even if a few blank slips are left over in the pad of a particular village or urban block.

Location Code

34. The location code has been explained earlier (Paras 11-17). 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 will have then to note only the household number, as explained in the subsequent para, by the side of the location code number which you would have already written.

Household Number

35. The household number which identifies the household that you are covering at the census should be noted within the square brackets provided for the purpose. Houselisting and housenumbering operations have been undertaken by you a few days in advance 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 numbers. The census household numbers would be painted on the houses on the wall or at some prominent place, like the pillar of the main gate, top of the main door etc. Sometimes there may be some 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 house with a request to preserve the same. You should use this number.

36. 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 I) 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 I 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 is 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.

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

38. 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.

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

40. In all the individual slips pertaining to the members of the same household, the household numbers of the same household, the household number will be repeated.

41. You are now ready to start recording the particulars of each individual against questions indicated in the individual slip according to the instructions that follow.

Question 1 : Name

42. 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.

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

Question 2 : Relationship to head

44. In the case of 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 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.

45. 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 and 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.

46. 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.

47. 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.

48. All relationship 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' or 'daughter' wil include 'adopted son' or 'daughter' or 'step son or daughter'. For brother-in-law or sister-in-law, write wife's brother or brother's wife as the case may be. In the case of visitors, boarders, or domestic servant/cook as the case may be.

49. Normally, the members of an institutional household will be 'unrelated'. In the case of institutions, the members should be recorded as 'unrelated'. If in a hostel, the Superintendent's son or daughter also happens to be a boarder even then the relationship to the head should be recorded here as 'unrelated'. The assumption is that the Superintendent is the 'head'.

Question 3 : Sex

50. For males write (1) and for females write (2) in the space against this question. For enunchs and hermaphrodites, write (1) only. Verify with reference to the name and relationship to head recorded against question 1 and 2 respectively that you have noted the sex correctly.

Question 4 : Age

51. Record the age of the person in total years completed last birthday in the line provided in this question. 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.

52. In respect of infants who might not have completed one year by the day of enumeration their age in completed years must be shown as 'O', as they have not yet completed one year of age. As was stated under general instructions make sure that infants even if one 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.

53. 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 often times do not give their age correctly. They should be assisted to state the correct age by stipulating their money with reference to any historical event etc. well known in the area. Sometimes the age can be ascertained with reference to the age of another person of a known age who may be living 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 then 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 precisely.

Question 5 : Marital Status

54. In answering this question use the following abbreviations :

NM : Never married

M : Currently married

W : Widowed

Separated or Divorced

55. The entry is made in the manner indicated below :

(a) For a person who has been married at any time before, write 'NM'.

(b) 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.

(c) For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'.

(d) 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 decree of a law court or by an accepted social or religious custom but who has not re-married, write 'S'.

(e) For an independent woman return her marital status as declared by her.

This question must be answered for all persons irrespective of age. For every young children, though we may know that they are not married, the appropriate abbreviation must be entered.

'M' is the abbreviation for "currently married". The word "currently" does not mean "recently". It only means "at present". For example, a man may be 80 years old and may have been married 50 years ago; if his wife is still alive and both are living together, they are "currently married".

The only conditions for the marital status to be reckoned as "currently married" are that the man and woman are both alive together and that their marriage subsists i.e. they are not divorced or separated. Please note that we are not concerned with the legality of a union.

Question 6 . Mother tongue

56. 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. In case of doubt, the language mainly spoken in the household may be recorded.

57. Record mother-tongue in full whatever be the name of the language as returned and avoid use of abbreviations. Please note the following :

(a) You are not expected to determine if the language returned by a person is a dialect of another language and so on.

(b) You should not try to establish any relationship between religion and mother-tongue.

(c) 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.

(d) 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 7 : Nationality

58. For Indian nationals write 'I'; for the other nationals write the nationality in full.

Question 8 : Religion

59. In answering this question use the following abbreviations :

H : Hinduism :

I : Islam

C : Christianity

S : Sikhism

B : Budhism

J : Jainism

For the others record the actual religion as returned fully.

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

Question 9 : Name of S.C. or S.T.

61. You have been furnished with a list of schedule 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, the name of the scheduled caste or scheduled tribe should find a place in the list furnished to you. The name should be recorded against this question. For a person who is not a member of any scheduled caste or scheduled tribe write 'X' in the space provided against both. Castes or tribes which do not find mention in your list are not to be recorded here.

62. If the person belonging to a scheduled caste or scheduled tribe returns his caste or tribe by a synonym or generic name of a caste or a tribe it should be entered only if it finds place in the list furnished to you. Do not write the names of Scheduled castes in general terms as 'Harijans' or 'Achhut'. You should ascertain the name of the caste and write it in the space provided for recording the same. Similarly, do not write the names of scheduled tribes in general terms such as 'Adivasi' or 'Girijan'. You should ascertain the name of the tribe and write it in the space provided for recording the same. If a person is negligent and insists on calling himself merely 'Harijan' or 'Achhut' or 'Adivasi' or 'Girijan', 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.

63. 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 8 i.e., Religion. Scheduled tribes may belong to any religion.

Question 10 : Literate/Illiterate

64. 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 cannot write is not a literate.

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

66. For a person who is literate i.e. who can both read and write, record '1' in the box against this question. 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 *Enumertor'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.

67. 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 '2' in the Box against this question. 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 11 : Educational attainment

68. This question will be asked of only those who are literate and for whom '1' has been recorded against question 10. For a person who is illiterate and for whom '2' has been recorded in the answer to Question 10, there is no question of ascertaining the educational attainment 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 a dash '—'. You have to ascertain and record the highest educational level attained by a person for Literates i.e. for whom '1' is recorded in answer to Question 10.

69. 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 is which he is studying. For example, a person studying in Ist 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. You must record the actual standard passed such as say IIIrd standard, VIIIth standard, Ist year B.Com. etc. However if a person merely says that he has passed primary, middle, matriculation, school final, Secondary or other definite levels, record him as such.

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 or of varying levels such as say B.Sc. (Zoology) and M.B.B.S. or B.A (Maths) and B.E. (Bachelor of Engineering), both the technical and general qualifications should be recorded against this question.

In recording the educational level of a graduate or a post-graduate, the major subject 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. For example, M.A. (Hindi) and Diploma in Library Science or M.A. (Soc.) and Diploma in Labour relations. Adequate space has been provided in the slip and you are urged to record the qualification accurately and in sufficient detail. This information is vital for manpower planning and should receive your careful attention.

ECONOMIC QUESTIONS

In the 1981 census we intend collecting information regarding the economic activity of the people in great detail so that those who use these data have the type of information they want. The economic questions consist of three parts, namely—

(i) Q. 12—Worked any time at all last year ?

(ii) Q. 13A— Was this your main work during last year/last season ?

Q. 13B—Any 'other work/work any time last year ?

Q. 13C—If 'No' in 12 or 13A, seeking work ?

(iii) Q. 14A—Worked at least one day in the last one week ?

Q. 14B—If No in 14A, seeking work ?

Every person must be asked these questions and even for the very young or very old, the answers to these questions must be filled in. The instructions for filling these questions follow.

These questions are meant to get details of the work done by the people with reference to a certain period of time. We may therefore first consider what is meant by "work" and what the reference period is.

Definition of work:

Work may be defined as any economically productive work by an individual's physical or mental activity. Work involves not only actual work but also effective supervision and direction of work.

Reference period

In Question 12 and Question 13, the reference period is the one year preceding the date of enumeration. Certain types of work such as agriculture, household industry, gur-making, etc. are carried on either throughout the year or only during certain seasons or parts of the year, depending on the local circumstances. What we are concerned with this is broad time-span of the agricultural year and the seasons in it, preceding the enumeration.

The reference period for Question 14A is one week preceding the date of enumeration. If a person has worked on any one day in the preceding week he is a worker.

Explanation

There should be no confusion regarding these questions. What we are trying to find out is the number of workers and since workers can be full-time workers or seasonal workers or marginal workers or regular workers it is necessary to collect data that will give us the correct picture. This is what Question 12, Question 13A and B and Question 14A seek to do.

The detailed explanation and instructions for each of these questions are given separately but it would be useful if we looked at these together to understand their purpose better.

Question 12 is meant to find out if a person has done any work at all during the last year or season or whether he or she has been a non-worker throughout. Having found out if a person has been a worker either fully at sometime at all during this period, Question 13A then seeks to find out if this work has been the person's main activity or not. In addition to main activity, some persons have other work also or a person who is mainly a non-worker, may have some marginal work. Question 13B is meant to find this out in detail.

Question 14A refers to work over a one week period. These need be no confusion even though different answers may be got for Question 13A and Question 14A. For example, if a person has worked as a cultivator during the major part of the kharif season or any other season he will be treated as a worker in Question 12 and 13A; but if he has not worked for even one day in the preceding week, he would not be treated as a worker in Question 14A. The answers are different because the reference periods are different.

These questions on economic aspects have been so designed as to identify all the workers, regular or seasonal, with reference to the work during the last one year or seasons and during the last one week prior to enumeration. The three questions namely Question 12, 13A and 14A are based on these two reference periods. Question 13B refers to secondary or marginal work that a person might have undertaken in addition to his main activity in Question 13A or 14A.

It is very important to remember that the period referred to in Question 12 and 13A and 13B include a season or all the seasons. Even if in some areas, a person has been a cultivator or an agricultural labourer or has worked in an industry etc. only in one season he is a worker.

Certain important points that need special emphasis are the following and these should be kept in mind :

(i) A person who normally works but has been absent from work during the reference period on account of illness, travel, holiday, temporary breakdown, strike etc. must be treated as engaged in the work he would otherwise have been doing but for his temporary absence.

(ii) Persons under training such as apprentices, with or without stipends or wages, should be treated as workers.

(iii) A person who has merely been offered a work but has not actually joined yet, should not be treated as engaged in this work.

(iv) 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 body or a girl who is primarily a 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.

(v) A person who merely receives an income such as 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. Similarly, beggars, pensioners, receivers of agricultural or non-agricultural royalty or of rents or dividends who may be earning an income but who are not participating in any productive work should not be treated as working unless they also work in cultivation, industry, trade, profession, business or commerce.

(vi) An adult women who is engaged in household duties but doing no other productive work to augment the family's resources should not be considered as working for purpose of this question. If however, in addition to her household work she engages herself in work such as rice pounding for sale or wages, or in domestic services for wages for others or minding cattle or selling firewood or making and selling cowdung cakes or grass etc., or any such work she should be treated as working.

(vii) A man or a woman who is doing household duties may be producing or making something *only* for the domestic consumption of the household and *not* for sale. Such a person is not a worker, even though from his or her point of view the activity is productive.

(viii) For an under trial prisoner enumerated in a Jail he should be recorded for the work or kinds of work he was doing before he was apprehended. Similarly, for a person temporarily in a hospital or similar institution he should be recorded for the kind of work he was doing before he was admitted into hospital or institution. But for a convict in a prison or for long term inmates of penal or charitable or mental institutions, the person's previous work should not be recorded but 'I' should be recorded.

(ix) A public or social service worker who is actively engaged in public service activity or a political worker who is also actively engaged in furthering the political activity of his party will be regarded as a worker and entered fully.

Each of the economic questions can now be considered in detail. *Please study these instructions carefully. It will help if you read the general introduction given above and those that follow more than once so that the concepts and the scope of the questions are familiar to you.*

Question 12—Worked any time at all last year

This question is intended to divide the population into two broad streams on the basis of a liberal definitions of work. The reference period is one year. This question is expected to net all workers irrespective or the amount of time they have spent on work. In other words, this question will find out the number of all workers which will include fulltime workers, part-time workers, marginal workers and even workers whose contribution would otherwise be considered insignificant.

The reference period is one year and this includes the agricultural seasons also. A person may have worked as a cultivator or as an agricultural labourer throughout the year or in some season such as only Kharif or rabi, or only for say a day or two. In all these cases this person has worked at some time in the year and the answer to this question should be "Yes". One may have been a cultivator, an agricultural labourer, or engaged in a household industry or any other work. The definitions of these terms are given later, but the important point is that we are determining the fact that one has done some work some time during the last one year.

Obviously, probing question will have to be asked specially in the case of those who are not regular workers. It is particularly important to ask such probing questions regarding the work done at any time last year or season in the case of women and children in the rural areas. Women and children in the rural areas work in the fields in the sowing, harvesting or other seasons and this may be on their own land or as labourers on someone-else's land. This is usually seasonal work only. While they run the house and do all the household work. Unless questions are asked about such work, the usual answer may be that they do only household work.

It must be remembered that a man or a woman who is doing only household duties or making something only for domestic consumption (and *not* for a sale) is not doing any work for census purpose. It is true that a housewife may be working harder than the others in the home because she has to cook, look after the children, run the house etc., but for census *purposes she is not a worker.*

In this question every worker (even marginal workers) will be identified and in their cases the answer will be "Yes". You must enquire regarding each person that you enumerate whether he or she has worked

anytime at all during the last year. Even if the person has worked even for one day you have to record him as "Yes". Having got the 'Yes' answer, you will have to find out what was that work and record him as 'C' or 'AL' or 'HHI' or 'OW'. These are explained below.

If the individual has not worked even for a day during the last year you have to record "No". Then ascertain how he or she spent his or her time and record H or ST or D or B or R or I or O.

In question 12 we are trying to find out to what category a worker or a non-worker belongs. Workers and non-workers are divided into the following categories :

Workers		Non-Workers	
(i) Cultivator		(i) Household duties	H
(ii) Agricultural Labourer	AL	(ii) Student	
(iii) Household Industry	HAI	(iii) Dependent	D
(iv) Other workers	OW	(iv) Retired person or Rentjer	
		(v) Begger etc.	B
		(vi) Institution	I
		(vii) Other-non-workers	O

The symbols which should be used to indicate these categories are also shown against each category.

Each of these categories, whether of workers or non-workers, refers to persons involved in certain activities. The descriptions of the categories are given below and you must carefully read these paragraphs. It is very important that you carefully read and fully understand these instructions because it is essential to collect the information in Question 12, 13 and 14 accurately.

Cultivator

For purposes of the census a person is working as Cultivator if he or she is engaged either as employer, single worker or family worker in (a) cultivation of land or supervision or direction of cultivation of land owned or held from Government and (b) cultivation of land or supervision or direction of cultivation of land held from private persons or institutions for payment in money, kind or share.

A person who has given out his 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 or kind or a combination of both (Agricultural labourer) will not be treated as Cultivator in this question.

Cultivation involves ploughing, sowing and harvesting and production of cereals and millet crops such as wheat, paddy, jowar, bajra, ragi etc., and other crops such as sugarcane, groundnuts, tapioca etc. and pulses raw jute and kindred fibre crop, cotton 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. For a person who is a cultivator, write "C" in the space provided.

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.

For a person who returns his economic activity as agricultural labourer, write "AL" in the space provided.

Important

For certain reasons, the growing of certain crops is not considered as agriculture. If a person is engaged in the growing of such crops he or she will *not* be considered as a cultivator or agricultural labourer.

You must remember that a person can be classified as a cultivator or as an agricultural labourer *only on the basis of the crops grown.* The growing of the following crops is considered as cultivation. Therefore, a person who grows these crops or who works on land on which these crops are grown can be classified either as a cultivator or an agricultural labourer as the case may be :—

(i) Cereal and millet crops—paddy, wheat, jowar, barja, maize, ragi, barely, gram, etc.

(ii) Pulses-arhar, mong, masur, urd, dal, etc.

(iii) Raw cotton, jute, mesta, sun-hemp and kindred crops.

(iv) Oil seeds-sesamum, ground nut, rape, mustard, linseed, castor, etc.

(v) Sugarcane.

The growing of the following crops *will not be considered as cultivation*:

(i) Plantation crops—tea, coffee, rubber, tobacco, pepper, cardamom, etc.

(ii) Edible nuts (other than groundnut)—walnut, almond, cashewnut, etc.

(iii) Fruits—bananas, apples, grapes, mangoes, oranges etc.

(iv) Cocoanut.

(v) Ganja, cinhona, opium, medicinal plants.

(vi) Betel nuts (areca).

(vii) Flowers.

(viii) Roots and tubers; chillies and spices (other than pepper and cardamom).

(ix) Vegetables.

(x) Other crops not specifically excluded.

Please remember, you must use the abbreviations given in the Instructions namely C or AL. It will be evident that you will have to ask a specific question regarding the crops grown in all cases where one merely says he is a cultivator or an agricultural labourer.

Household Industry

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 manufacture, 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 space.

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.

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 in the case of urban areas.

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 the household. A list of a few typical Household Industries is appended to these instructions at Appendix II.

Sometimes it is likely that the person who may not be working in his own Household Industry may be working as a paid 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 instruction given above.

As mentioned earlier, a Household Industry should relate to production, processing, servicing, repairing or making and selling of goods. However a household can be engaged in certain other activities collectively but these may not qualify for being considered as Household Industries.

Certain activities even though conducted by members of the same household will not constitute a Household Industry. These are indicated below and therefore the members of the family working in such industries will be classified as OW and not HHI:—

(i) Plantation work.

(ii) Livestock maintenance and production such as cattle, goats, sheep breeding, poultry farms, bee keeping, rearing of silk worm and production of cocoons and *raw silk*, production of milk, eggs, honey, wax, bones, etc.

(iii) Hunting, trapping, and selling of the catch.

(iv) Forestry and logging-log, fuel, charcoal production, gathering and selling of fodder and other forest produce etc.

(v) Fishing including rearing of fish, collection of pearls, shells, sea products, etc.

(vi) Mining and quarrying.

In our country Household Industry is a very important part of our economy. We must get accurate data regarding those engaged in HHI. You must carefully read these instructions and understand them. The main points are again indicated below. HHI stands for Household Industry workers. The main characteristics of the Household Industry are the following:—

(a) One or more members of the household must participate. Participation by hired labour must be minimum.

(b) The activity should relate to some production, processing, servicing, repairing or making and selling of goods.

(c) The goods produced should not be for consumption by the household itself but should wholly or partly for sale.

(d) In an urban area the industry must be carried on *in the premises of the Census House itself*. In the rural areas the industry may be anywhere within the limits of the village.

(e) The activity should not be on the scale of a Registered Factory.

(f) Professions such as Pleader, Doctor, Barber, Musician, Dancer, Dhobi, Astrologer etc., will not be HHI.

Other Workers

All workers, i.e. those who have been engaged in some economic activity during the last one year (or in any season), who are not cultivators or agricultural labourers or in Household Industry, are "other workers"—OW. The type of workers that come under this category of OW include factory workers, those in trade, commerce, business, transport, mining, construction, political or social work, all government servants, municipal employees, teachers, priests, entertainment artists etc. In effect, all those who work in any field of economic activity other than cultivator, agricultural labour or household industry, are other workers. They will be entered as OW.

You will recall that it was mentioned that the growing of certain crops is not agriculture. Please see page 40. Those engaged in this activity would have to be classified as OW.

Non-Workers

The definitions and explanations of the four types of workers have been studied by you so far. We may now take up the definition of the seven types of non-workers. These are indicated in the paragraphs that follow.

Houshold Duties—H

This covers all persons who are engaged in unpaid home duties and who do no other work or have not done any work at all the last one year. Such persons should be entered as H.

If a person who normally attends to household duties is also engaged in some economic activity, then he or she is a worker for the purposes of Question 12 and not a nonworker. For example, a housewife may help in family cultivation or agriculture or make and sell cowdung cakes at odd times, or prepare *papads, achar* etc. and sell them. She is a worker and should be recorded as C, AL or HHI as the case may be though she is mainly a housewife. On the other hand, a woman may be working in a factory or office or as a labourer or cultivator and may also be attending to household duties. Such a person is of course a worker and will be categorised as C, AL, HHI, OW as may be appropriate.

It will be necessary for you to ask probing questions, particularly in the case of women, to find out if they have any economic activity, even if it is marginal, apart from household duties. If they have, they would be workers for the purposes of Question 12 but the fact that they are mainly engaged in household duties will be reflected in Question 13A as we will see later.

Students—ST

This will cover all full-time students and children attending school. For student, write ST in the space provided.

If such students participating in some economically productive work say by helping sometimes as unpaid family workers in family cultivation, household industry, trade or business, they should not be treated as students but as workers. In such cases, even though they are *mainly* students, they are workers for the purposes of question 12 The fact that they are mainly students and only marginal workers will be reflected in question 13A, as we will see later.

Please do not presume that a person does not do any work because he is a student. It is very important to ask probing questions from students so as to net marginal workers.

Please note that in most houses, the daughters help in the household work though they are studying. In such cases, we are more interested in finding out if they are students and for this purpose you must ask if such girls are students or not. If they are, they should be recorded as ST and not as H.

Dependents—D

This category includes all dependents such as infants or children *not* attending school or a person permanently disabled from work because of illness or old age.

Dependents will also include even able-bodied persons who cannot be categorised in any other category of non-worker but are dependent on others. However, if such a person who is dependent on others for subsistence, is seeking work, he or she should be categorised as "O".

If a girl or an old woman attends to household duties she should be categorised as 'H' rather than 'D'. As you are aware, many persons may be dependents in the general sense of the words but are also doing household work, studying or looking for work. In such cases, they should be entered as H, ST or O, as the case may be, and not as D. It is, therefore, necessary for you to ask whether a person who is said to be a dependent is studying or looking for work etc., and if so categorise them accordingly rather than as D. Such persons would particularly include daughters, unemployed sisters, brothers etc.

Retired persons, Rentiers—R

A person who has retired from service and is doing no other work i.e. not employed again in some full-time work or not engaged in some other work such as cultivation, 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 space provided for a person coming under this category.

However, in such cases also a careful probe is necessary. A retired person may be drawing pension

and be doing some work, as for example, a retired engineer may be working as a contractor. In such cases, he is a worker and should be entered as such.

Beggars etc.—B

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

For such persons, B should be written in the space provided.

Institutions—I

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. But an undertrial prisoner enumerated in a jail should be recorded for the work or kinds of work he was doing before he was apprehended. Similarly, a person temporarily in a hospital or similar institution should be recorded for the kind of work he was doing before he was admitted into hospital or institution. But for a convict in a prison or for lang term inmates of penal or charitable or mental institutions, the persons's previous work should not be recorded, but 'i' should be recorded.

Other non-workers—O

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 space provided. A boy or girl who has completed education or has stopped studying and is seeking work will come under this category. A person who 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.

It must be noted that this category includes only those who do not fall into any of the other categories of non-workers discussed earlier. There may be cases of students who may be seeking work and quite prepared to give up studies if they got a job. Such persons are students (ST) for Question 12. The fact that they are seeking jobs will be reflected in question 13C or Question 14B as we will see later. Thus, category 'O' need not necessarily represent all those who are seeking work.

Question 13A—If yes in 12, was this your main work last year season?

As mentioned earlier, through Question 12 we are classifying all people into workers and non-workers. In doing so, workers would include all those who have worked irrespective of their contribution to the economy. Even marginal workers are categorised as workers in Question 12.

It is now necessary to categorise the workers further on the basis of what they mainly or mostly do. For our purposes, the time spent in work is what determines the main activity of a person, and not income. Therefore, based on the time disposition, we have to get information regarding main activity or main work. This is what Question 13A seeks to find out.

In Question 13A we are trying to find out what a person's main work is. You will see that if a person is recorded as a worker in Question 12 but has no main work, the answer in Question 13A would be 'No'. In such a case, you must find out what such a person has been doing mostly. He or she may have mainly been doing Household duties, or studying, or been a dependent or rentier or beggar or lodged in an institution or may fall under the category "O" described earlier. In any case, even for these persons, we are interested in finding out their work details, though this may not be what they were mostly doing. This information is obtained through Question 13B, where the marginal or secondary work of a person is categorised.

Question 13A gives information about workers on the basis of what they have been doing mostly.

Question 13B gives information regarding the marginal or secondary work. You will notice that in actual practice you will find it convenient to canvass Question 12, Question 13A and Question 13B together. This will give you a complete picture before you start entering details in the slip.

If in reply to Question 12 a person has said that he has worked anytime at all in the last one year (or season) you will have entered him or her as "Yes" against Question 12. Based on the 'Yes' answer, you will have noted whether he or she is a C or AL or HHI or OW. What you have now to do is to find out if this is what this person did or does mostly i.e. whether it is his or her main work, on which the greater part of his/her time is spent. You do this in Question 13A.

If in reply to Question 12, a person says that he has worked any time last year (or season), you must now enquire whether the work recorded in Question 12 is his main work or the work which he does or did mostly. If this is so, then the type of work should be determined and the person should be categorised as C or AL or HHI or OW. The nature of these activities and how these categories are to be determined has been fully explained in para pages 38 to 43. You must read these paragraphs again and again so that there is no scope for any doubts. The category of worker to which this person belongs should be entered in Question 13A.

If a person who is recorded as a worker in Question 12 says that the work recorded there is not what he or she does mainly or is not the activity on which most of the time is spent, then you should enquire as to what this person does or did mostly. He or she may have been mostly engaged in Household duties or as a Student or as a Dependent or as Rentier, or as a Beggar etc. or in an Institution or may have been in the non-worker category of "O"—in such cases, the work recorded is this person's marginal work. Since the person is mainly an H or ST or D or R or B or I or O, the appropriate symbol will be entered in the space provided in Question 13A. The descriptions of these categories have been given earlier (pages 44 to 47).

At this stage, you may just keep in mind that the secondary work of persons entered as C/AL/HHI/OW in Question 13A or the work actually done by persons entered as H/S/D/R/B/I/O in Question 13A will be recorded in Question 13B. This will be discussed a little later.

What is meant by main work or the work that a person has been doing mostly is easily understood by the following examples:

(a) A person is a cultivator (C) but during the non-agricultural season works as a construction worker or as a 'hamali' (OW). He is a cultivator mainly and next an 'other worker'. He should be recorded as C in Question 13A and OW in Question 13B.

(b) A housewife, (H) is generally engaged in running her household but works on the family land during the sowing or harvesting season (C). She is mainly in Household duties and should be recorded as H for Question 13A and as C for Question 13B.

In this example, if she works as an agricultural labourer or in a Household Industry, she would be AL or HHI, as the case may be, for Question 13B.

(c) A person may be mainly an agricultural labourer (AL) but may have worked in a Khandsari sugar factory during the lean season (OW). He would be AL for Question 13A and OW for Question 13B.

(d) A student (S) may be working for a few hours in a shop to earn some money for fees etc. (OW). He is mainly ST for Question 13A and OW for Question 13B.

(e) A person who is mainly a cultivator (C) also keeps cows and sells the milk. He would be entered as C in Question 13A and OW in Question 13B.

These examples will help you to understand the concepts better.

In the case of those who are mainly engaged in Household Industry or as other workers, certain details should be collected regarding name of establishment, nature of industry, trade, profession of service, description of work and class of worker. These details will have to be filled in Question 13A (i) to (iv).

These parts are applicable to persons for whom HHI or OW are recorded against Question 13A. If the economic activity has been shown as C or AL against Question 13A, there is no need to give the details of 'cultivator' or 'agricultural labourer' in sub-section (i) to (iv) of this question. Similarly, if an individual has been recorded as 'No' against Question 13A, sub-sections (i) to (iv) will not apply. In such cases an 'X' may be put in each of the lines against these questions.

Question 13A (i) : Name of Establishment

Record there the exact name of the factory, firm, workshop, business house, company, shop, office, etc. 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, handloom weaving, potter's house, blacksmithy etc., note 'No particular name'.

Question 13A (ii) : Nature of Industry, Trade, Profession or Service

The answer to this question will have to be given in detail 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. In order to enable us to classify a person properly, full details of the nature of the industry, trade, profession or service should be given. Please avoid vague answers. Full details of the type of industry, trade, profession or service in which the person is engaged will have to be recorded here. It is not enough to say 'plantation' or 'Livestock'. You should say whether it is tea plantation or banana plantation or sheep rearing or cattle breeding. Similarly it is not enough to say 'manufacturing'. You should say whether it is manufacturing of cotton textile in handloom or manufacturing Khadi textile or manufacturing silk textile. Likewise mere 'trade' is not enough. It should be recorded as wholesale trading in food grains or pulses or retail trading in spices or grocery (retails) and so on. For defence personnel, write 'Central Government Service'.

To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, illustrative description of various economic activities are furnished in *Appendix III* categorised under certain broad classifications. It should,

however, be noted that the list in *Appendix III* is by no means exhaustive. You must describe the nature of industry, profession, trade or service or whatever it is, in as detailed a form as possible. In the case of industries, the articles which are produced or serviced or processed should be given. In the case of service please describe from the nature of the service to which the person belongs.

Question 13A (iii) : Description of work

Under this question, the description of the actual work that the person enumerated is doing is to be recorded irrespective of the type of industry trade, profession or service that he may be working in and which is already recorded under (ii) of Question 13A.

His actual work should always be given in sufficient detail. If for example, a person is merely recorded as 'clerk' with no other details, it will be impossible to properly categorise him by 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 technician, it will not help to determine what type of technician/mechanic he is, whether computer-technician or a motor-mechanic or a locomotive-mechanic etc. The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question. Similarly, in a trading establishment there could be a proprietor, cashier, book keeper, salesman etc.

It is necessary to describe the actual occupation adequately. It is not enough to say that one is a Government Official. Whether one is a bill-clerk or section officer, tahsildar, police chowkidar or Research Officer etc., has to be spelt out. There may be Assistant Directors, Deputy Directors, etc. doing different functions. It is necessary to describe the occupation adequately in their case for proper classification, e.g. Assistant Director (Agriculture), Assistant Director (Soil conservation), Senior Research Officer (Vital Statistics), Deputy Director (Health), Sub-Inspector (Excise), Treasury Officer, Village Officer (Revenue), Panchayat Secretary, Malaria Control Officer, Traffic Inspector (Transport Department) etc.

To guide you in answering question 13A (iii), the types of particulars that need to be ascertained in respect of a few typical occupations are given in *Appendix IV*.

Appendix IV again is by no means exhaustive. This just helps in bringing home the need to ascertain the full details of the particulars of work performed by an individual for being recorded against question 13A(iii).

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 the person is mostly engaged as a labourer, such as a road mazdoor, a loader or unloader in a market, a construction labourer, etc.

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. For other Government servants full details must be given and the description of the work should be as detailed as possible.

Important

There need be no confusion as to the scope of 13A(ii) and 13A(iii). 13A(ii) would represent the nature of industry, trade, profession or service i.e. the sector of economy in which a person is engaged in work and 13A(iii) represents the occupation or the actual work the person performs in the industry, trade, profession or service in which he is engaged. Thus, for example if the answer to question 13A(ii) 'Cotton Textile manufacture in mill' the answer to question 13A(iii) could be chemical engineer or a bill clerk or an accountant or a labourer or a truck driver or the managing director of that industry and so on. Similarly, in question 13A(ii) the nature of service may be some department of the State Government Service and in Question 13A(iii) 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 13A(ii) the answer may be private medical practice and in 13A (iii) orthopaedic surgeon, or nurse or a sweeper etc., working in that private medical practitioner's nursing home. The sample answers furnished in the specimen (Appendix *V*) at the end of this booklet, the Industrial and Occupational classifications in Appendices *III* & *IV* and the instructions given by your supervisor and other Census Officers will help you to clear up any doubts you may have regarding the scope of the questions relating to Nature of Industry, Trade, Profession or Service covered by question 13A(ii) and the description of actual work of the individual enumerated covered by question 13A(iii).

Question 13A(iv) : Class of Worker

For a person who is:

(i) an Employer, that is, who hires one or more persons in his work described in Question 13A(iii) write.....ER

(ii) an employee, that is, who does his work described in Question 13A(iii) 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 13A(iii) without employing others except casually, and without the help of other members of the family except casually and a participant in work as member of cooperative write.....SW

(iv) A family worker, that is, who is doing his work described in question 13A(iii) in a family enterprise alongwith other members of the family without wages or salary in cash or kind write.....FW

Explanation

An Employer is a person who has to employ other persons in order to get the work mentioned in his case in Question 13A(ii) performed. That is to say, such a person is not only responsible for his own personal work but also for giving work to others for carrying out the activity mentioned in Question 13A (ii). Please note that a person who employs domestic servants for household duties is not an employer. So also, a person who has subordinates under him in an office where he is himself employed by others, is not an employer, even if he has the power to appoint another person in his office on behalf of his own employer. A Head of Department or a local manager of a company may have the power to appoint people. But they are themselves employees of someone else—in this case government or the main office of the company and cannot therefore be employer. A Government servant irrespective of the post he holds is an 'employee'.

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. Please note that a cook or domestic servant engaged by someone is an employee. The fact their master may himself be an employee is irrelevant.

A Single Worker for the purpose of Question 13A (iv) is a person who works by himself. He is not employed by any one else and in his turn does not employ anybody else. 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' cooperatives should be recorded as 'Single Worker'. Political workers and social workers are to be treated as 'SW'.

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. Family workers must be related by ties of blood or marriage but such workers may belong to different households. Thus, what is important is that such workers must necessarily be related even though they may be living in different households. The family workers may or 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.

Please note the following important cases

In the case of persons engaged in household industry, i.e. in the case of persons for whom the answer to question 13-A is 'HHI', there will be three classes of workers generally viz. Family worker, Single Worker and Employee. There may not be a formal 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 along with 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 should be secondary as indicated above, he should be treated as a 'single worker', although one might argue that in effect he becomes an employer. The hired workers are of course employees.

(a) Members of the household who help solely in household duties i.e. economically non-productive work should not be treated as family workers. In fact, they are not workers.

(b) Members of a producer's cooperative Society who have no other occupation of work except this, should be categorised as single worker—SW.

(c) In the case of partnership in which all the partners are related, treat them as Family workers—FW. The partnership firm may or may not employ others, but this will not change the category of the partners. They would be FW.

(d) In the case of a partnership firm in which some of the partners are not related treat all the partners, including those that may be related as Single Worker—SW. The firm may or may not employ others, but this will not change the category of the partners. They will all be SW.

(e) Political workers and social workers should be treated as SW.

(f) Doctors and lawyers who do not employ any person should be treated as SW. One may come across doctors and lawyers employing certain persons on a regular basis in the doctor's dispensary or clinic or in the lawyers office or chambers. In this case the doctor or lawyer would become an employer and so ER should be recorded. However, sometimes lawyers have been found to take the help of clerks who remain attached to them on a regular basis but without being formally employed on wages. The clerk usually earns his remuneration independently from the lawyer's clients. In such a case, both the lawyer and the clerk should be treated as Single Workers—SW.

Some illustrations for filling the questions 13A or 13B are given in *Appendix VI.*

Question 13B—Any other work any time last year?

You will recall that in Question 12 you have identified all those who have done any work at all in the last one year and that in Question 13A you have divided these persons on the basis of what they have been mostly doing. It is quite possible that those who have been categorised as C, AL, HHI or OW in Question 13A because this is the type of work they have been doing mostly, may have done some other work in addition to what they have been doing mostly. Similarly, a person who is mostly doing household duties, or is mainly a student, or mainly a dependent or a rentier or a beggar or belongs to the categories of I and O, may have done some work at some time during the last one year. This is the information we are trying to get in Question 13B.

This is meant to elicit information on the secondary or marginal work which a person might have done any time in the last one year, apart from the main work or other activity which will have come out in Question 13A. It is obvious that, irrespective of whether the answer is 'yes' or 'no' in Question 13A, there could be an answer in Question 13B because a full-time worker may have done some other work or a person who is essentially a non-worker, though he has not done any work over the major part of the last year, might also have done some work occasionally. This, therefore, should give us details of secondary and marginal work in respect of both workers and those who are mainly non-workers.

This question should be asked of every person who has returned 'yes' and therefore been entered as C/AL/HHI/OW against question 12. *It is re-emphasised that all those who have answered 'yes' i.e. whom C/AL/HHI/OW has been recorded against question* 12 *and who have recorded 'yes' or 'no' in Question* 13*A, this Question* 13*B should be asked without fail.* In answer to this question if the individual says 'yes' then you should find out the type of work and categorise him or her as 'C', 'AL', 'HHI', 'OW' as the case may be. These abbreviations refer to Cultivators, Agricultural Labourers, Household Industry, and Other Workers and have been fully explained earlier in the instructions against question 12 in pages 38 to 43. You may refer to them again before recording the appropriate category in this question. If the respondent gives reply in the negative it should be indicated by the word 'NO' in the space provided.

Ask of each person if besides what he had already returned as his/her activity against question 13A, he/she participated in any other work any time last year. A number of unpaid family workers participating in household enterprises who might have returned themselves mainly as 'H', or 'ST' or 'R' under question 13A will be netted here for their involvement in this economic activity. Mere rendering of service for one's 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, women who may produce cloth on a loom at home for domestic consumption will not be treated as economically active unless at least a part of the product is sold and the household derives an income. Only that participation in work that goes to augment the income of the household will be treated as economically productive work. A boy who is categorised as a student under Question 13A, can have a marginal work say, cultivation if he helped the head of the household the family cultivation during some parts of the season. But if a girl student, who is shown as 'ST' under question 13A also helped in weaving cloth purely for domestic consumption on a loom at home, or helped in attending to household chores she will not be treated as having any marginal work.

Any other work or secondary work will be reckoned only if the person is engaged in some economically productive work even if marginal, in addition to whatever is his/her activity under question 13A. If a person whose economic activity is shown as, say, a clerk in a Government office or a teacher, also attends to some cultivation even by way of direction or supervision or undertakes some tuition, this will be shown as 'any other work any time last year' under question 13B. A person's main activity may be cultivation and his secondary work may be money lending. Again, main activity may be agricultural labourer and secondary work could be sugar factory labourer or vice versa.

After it is established that the person is doing some work and he or she has been recorded accordingly in 13B in any of the categories of C, AL, HHI, OW, you have to proceed further and fill up the details of sub-sections 13B(i) to (iv) in respect of entries 'HHI' and 'OW' only. The instructions for filling up the details in these sub-sections will be the same as given under question 13A and are explained in detail in pages 51-56. For those who are recorded as C, AL, HHI or for whom you have entered 'No' in Question 13B, you have to put a cross against these sub-Sections.

A few illustrations showing specimen entries are appended at Appendix VI and some illustrations for recording answers against questions 13A and 13B are given in Appendix V. You are advised to study these instructions and illustrations before starting actual enumeration and also consult these and the instructions whenever you are in doubt during field operations about what to record as the answers.

Important

It must particularly be noted that if there is an entry 'NO' in Question 13A, there MUST be an entry in Question 13B and this *cannot be blank*. This is because a person who has been noted in question 12 as having worked sometime during the year, must have some occupation which will have to be reflected in Question 13B, though he or she may not be enumerated as full-time worker in Question 13A. You will see that probing questions are essential and you must ask questions again and again to find out if a person has secondary or marginal work of the type that must be caught by Question 13B.

Question 13C—If 'No' in 12 or 13A—Seeking work?

This question is intended to elicit some information on the number of unemployed. If an individual has returned that he has not worked any time at all last year or during the major part of last year under question 12 or 13A and you have recorded 'No' against either of these two question you have to ask from him or her whether he or she is seeking work? This question should be asked of all persons shown as non-workers, i.e. H/ST/D/B/R/I/O. Seeking work means that the person may have got himself enrolled in the employment exchanges or he may be applying for jobs also or he may have made other efforts for a job. There may be cases where a person says that he might accept a job if it were attractive enough and if it is offered. This is not the same as seeking a job. One has to put in efforts as illustrated earlier to be categorised as 'seeking work'. If the person replies that he is seeking work, you have to record 'Yes' by entering arabic numeral 1 in the box provided. In case his reply is 'No', this should be indicated by arabic numeral 2 in the box provided.

It should be remembered that if the answer to Question 13A is 'Yes' (CAL/HHI/OW), Question 13C is not applicable. You should leave it blank.

Question 14A—If 'Yes' in 12 worked at least one day in last week?

This question is based on the concept of current status and has been introduced to enable us to obtain the figures of workers on labour-force concept also.

You have to enquire whether the person who has returned 'yes' under question 12, has worked at least one day in the last week. Here the reference period will be one week prior to the date of enumeration. If he says 'Yes' he/she must be categorised under one of the four broad types of workers, namely, 'C', 'AL', 'HHI' or 'OW'. If he/she says 'No' this must be indicated by writing 'No' in the space provided.

A person who normally works but has been absent from work during the reference period on account of illness, travel, holiday, temporary break-down, strike etc., should be treated as engaged in work in which he would otherwise have been employed but for his temporary absence.

If the person returns 'Yes' against this question and you have recorded HHI or OW, you may proceed further to fill up the enteries for the four sub-parts (i) to (iv) viz. (i) Name of Establishment, (ii) Nature of Industry, Trade, Profession, Service, (iii) Description of work and (iv) Class of Worker. For instructions, please refer to page 51-56. If the individual returns that he has not worked for any one day in the last week and you have recorded 'No', 'X' will have to be noted against these four sub-parts (i) to (iv) under this question.

The use of the abbreviations and the instructions for filling up the abbreviations 'C', 'AL', 'HHI', and 'OW' and also the sub-categories (i) to (iv) have already been explained in the instructions of questions 12 and 13A. These must be studied carefully before filling up the information against these abbreviations and sub-parts.

Question 14B—If 'No' in 14A—seeking work during last week?

This question again is designed to give an estimate of the number of unemployed under the labour force approach, i.e., one week period. If an individual has returned 'No' against the question 14A, i.e., he replies that he has not worked at least one day in the last week, you have to enquire whether he was seeking work during last week. Seeking work means that the person has got himself enrolled in the employment exchanges or he may be applying for jobs also or he may have made other efforts for a job. If he replies 'yes' this must be indicated by arabic numeral 1 in the box provided but if he returns that he is not seeking work this must be indicated by arabic numeral 2 in the box provided.

Summary

It would be useful to summarise the main points with regard to the economic questions i.e. Questions 12, 13A, 13B, 13C, 14A and 14B. These are indicated below:

(i) In Question 12 we are finding out if a person has worked any time at all in the last year. The word 'year' includes any one season or all the seasons for agricultural and associated activities. Even marginal workers must be covered by this question.

(ii) If the answer to Question 12 is 'Yes', then categorise the person as C/AL/HH/OW. If the answer is 'No' then categorise as H/ST/D/B/R/I/O.

(iii) The work recorded in Question 12 may be the main work of a person or what he has done or does mostly. If so he or she would be C/AL/HHI/OW in question 13A also. If this person is not doing this work mostly he or she must be H/ST/D/B/R/I/O mainly in question 13A. These details are recorded Question 13A.

(iv) Secondary work or the marginal work of those recorded as C/AL/HHI/OW or as H/ST/D/B/R/I/O respectively in Question 13A is obtained through Question 13B.

(v) Note that if a person has been entered as a worker in Question 12 and as H/ST/D/B/R/I/O in Question 13A, *there must be an entry in Question 13B.*

(vi) Question 13C to be asked of all those for whom 'NO' has been written in Question 12 and 13A.

(vii) Details of name of establishment, industry, occupation, category of workers, in Question 13A and 13B and 14A need be entered only for HHI and OW.

(viii) The reference period for Question 14A and 14B is one week.

Important

You must read the explanations and instructions on the economic questions very carefully. Question 12 and Question 13A and 13B should be canvassed together. Otherwise, the full and correct answers will not be available and you may have to make corrections. For example, if a lady is asked whether she is working, the usual answer is that she is working because household work is naturally considered as work by her. It is only if you ask further questions as to what she mostly does, her marginal work if any, etc. will come out and you will get a correct picture of the facts. It is advisable to ask questions covering Questions 12 and 13A & B together and then fill up the details.

Having filled in the individual slip, you may find it rewarding to go through all the entries and gaps, if any, can be filled in then and there. This will obviate the need to visit the household again to collect missing information.

POPULATION RECORD

You have earlier been told that columns 1 to 6 of the population record form should be filled by you when you visit a household for enumeration. A copy of the population record form is given at Appendix VIII. *It is re-emphasised that columns 1 to 6 of this form should be filled by you before you take up individual enumeration of the members of the household.* This will make your task easy. Remaining column of this form will have to be filled with reference to the particulars recorded by you in the individual slip in respect of a household.

At the top of the population record form, you will be required to fill in the location code, name of village or town, enumerator's block No. and household number. There are altogether 49 columns in this form of which 6 will have been filled by you before you start individual enumeration. The various columns of the population record form hardly call for any detailed explanation. On the top of each form while noting the household number you should note the number correctly as has been explained in paragraphs 35 to 40 of this instruction booklet. Do not fail to note 'INST' in capital letters in respect of institutional households as explained in paragraph 38 and 'O' in respect of houseless household in paragraph 39.

Population record forms would have been supplied to you in convenient books and each page will normally take the entries of one household. For each household you will have to fill one form. Even if a form has been filled for a single member household and there is enough space to enter particulars of another household you should not make use of the form filled for one household. You should take up a fresh form for each household. However, if in a large household there are more number of persons than what a single population record form can accommodate, you should continue the entries on the next form but do not fail to note prominently on the top of the continued population record form as 'CONTINUED' or 'CONTD.' in capital letters and repeat the household number.

The column headings of this form are self explanatory. Below each heading of columns 2 through 49, question No. of the individual slip has been indicated to facilitate your work. For example, col. 3 'Relationship to head' refers to question 2 of the individual slip which you have filled in advance. But you may like to check this with the entries in the individual slip while filling in the population record form. The relationship to head has to be described in full as explained in paragraph 48.

Columns 4 and 5 refer to question 3 of the individual slip 'sex'. For male, you will have to give a tick (√) under column 4 and for female a tick (√) under column 5. It is obvious that there can not be a tick (√) under both columns 4 and 5 in one line which represents one person. Col. 6 refers to Q. 4 'age' which you are required to write in completed years as explained in paragraph 51.

Column 7 'marital status' refers to the entries in the individual slip against question 5. The entries could be 'NM' or 'M' or 'W' or 'S'. You have merely to copy the entry from the individual slip in respect of that person. That is to say you have to write NM/M/W/S. as the case may be. But for columns 8 through 49 your task will be simpler. You have merely to tick (√) in the appropriate cell of the column after consulting the individual slip of the person concerned. You will notice that columns 8 to 28 refer to *males* and 29 to 49 refer to *females*. Therefore, for a tick (√) under column 4 there could be ticks (√) under columns 8 to 28 and similarly for a tick (√) under column 5 there could be ticks (√) under columns 29 to 49. The following illustration may help you in getting your doubts, if any, cleared.

Illustration: You have entered a household as under:

Question 1-AMAR KISHU, Q. 2: Head; Q. 3: 1 (i.e. male); Q. 4: 43; Q. 5: M; Q. 9: ST-SANTAL; Q. 10: 1 (i.e. literate); Q. 12: C; Q. 13A: C; Q. 14A: AL; columns 2, 3, 6 and 7 will be mere repetition of what are shown above and ticks (√) will have to be given under columns 4, 9, 10, 12, 17 and 25 against Sl. 1 of the form. In the same household you have enumerated his wife. Let us assume that the entries are as under:—

Q. 1: BILASIA; Q. 2: Wife; Q. 3: 2 (i.e. female Q. 4: 39; Q. 5: M; Q. 9: ST-SANTAL; Q. 10: 2 (i.e. illiterate); Q. 12: AL; Q. 13A: H; Q. 13C: No; Q. 14A: AL. In this case, the entries against serial 2 of the population record form will be as follows:

Col. 2, 3, 6 and 7 get repeated and ticks (√) will have to be given under cols. 5, 30, 32, 34, 42, 44 and 46.

It is best that the remaining columns of the population record form namely columns 7 through 49 are filled while you are in the field. This provides you an opportunity of checking back with the household if gaps or discrepancies are noticed in the individual slip form while copying. Filling of the population record form is likely to take some time and therefore there is not objection to the details (columns 7 to 49) being posted by you later at home at the end of the day. But it is important that the population record form should be filled at the end of the day's work and you should not allow the work to accumulate.

You will have to strike totals of all columns except columns 2, 3, 6 and 7 for each household. These totals will form the basis for filling up the Enumerator's compilation sheet as we will see presently.

Enumerator's Compilation Sheet

The enumerator's compilation sheet, a specimen of which is given as Appendix IX, will have to be filled by you at home. This will be compiled from the population record. Each line of the compilation sheet will refer to the total of each household. At the top of this form you will have to fill the location code, name of village or town, and enumerator's block number. On the right hand top, you will have to indicate whether the household is *institutional* or *houseless* or a *normal* one. This would mean that you will have to have three sets of forms—one for normal households, one for institutional households and one for houseless households. If you are dealing with normal households, i.e. those who live in houses and are not institutional households as defined in paragraph 36, you should strike out 'institutional' and 'houseless' on the form. Similarly for dealing with the institutional households you should strike out 'normal' and 'houseless' and while dealing with houseless households you should strike out 'normal' and 'institutional'. In no case you should enter details of more than one type of households in the same form. You will, doubtless, need more than one sheet for normal households in your block. But for institutional and houseless households, probably not more than one sheet each will be required. If you need more than one sheet you should number the pages serially and tag them up keeping identity of normal households, institutional households and houseless households separate.

There are 40 columns in the compilation sheet. The column headings refer to the columns of the population record form. You have merely to copy the household number from right hand top of the population record form and enter the same in column 2. Under column 3 you have to give the total of ticks √) under column 4 of the population record form. Similarly under column 22 you give the total of ticks (√) under column 5 of the population record form. The column headings and column numbers of the population record form to which they refer are self explanatory. For all columns except columns 1 and 2, entries will have to be copied from the total struck by you in the population record form for each household. In the case of columns 8 and 27, however, you will have to strike totals respectively of columns 12 to 15 and columns 33 to 36 of the population record form and enter the totals under columns 8 and 27. For example, for a particular household, if the totals of columns 12 to 15 are say, 2, 1, 1 and 1 you have to write the total of these i.e. 5 under column 8 of the compilation sheet against this household. Similarly if the total under columns 33 to 36 for a household are 1, 2, nil, 1, the total of these i.e. 4 is to be written under column 27 for this household.

The columns hardly call for any detailed explanation. You will have to fill in this form with reference to the population record form daily at the end of the day's work.

Important

If during the course of the revisional round you come across births or deaths or visitors eligible for enumeration, you will be required to fill in fresh slips for births or cancel the filled in slip for deaths or fill in fresh slip for visitors. These would necessitate corrections in the population record form and consequential corrections in the enumerator's compilation sheet also. *You should not forget to do these corrections.*

At the end of the revisional round you will have to strike final totals in each of the three sets of compilation sheets, namely, normal, institutional and houseless and then proceed to fill up the enumerator's abstract.

Enumerator's Abstract

A copy of the enumerator's abstract is given as Appendix X. You will have to enter the location code, name of village or town, total number of households (which will include all normal households, all institutional households, and all houseless households),

total number of institutional households separately, enumerators block number and your own name at the appropriate places. The information about the number of 'occupied residential houses' has to be culled out by you in the following manner:

In column 2 of the compilation sheet you have noted the household number which can have three elements as defined in paragraph 35-36 and also in Appendix I. These elements are building number, census house number, and household number. If only one household is residing in a building which is also a census house, then a simple number like say '9' will appear under column 2: but if this building has got more than one census house and the same are in occupation of two households the numbers under column 2 would show 9(1) and 9(2). For purposes of the total number of occupied residential houses you will have to count these numbers. You will also come across household numbers like 9(1) (a), 9 (1) (b), 9 (1) (c) etc. Although these represent three households, the occupied residential household is one i.e. No. 9 (1). Therefore, for the purpose of occupied residential house, you will count only census houses which may be a building itself or parts of it being census houses. But the latter will have no element of alphabetical number.

The following illustration may help you in clearing your doubts, if any.

Cols. 1 and 2 of the compilation sheet read thus:

1.	3	7.	9(b)
2.	4(1)	8.	13
3.	4(2)	9.	14 (1)
4.	6(1)(a)	10.	14(1)
5.	6(1)(b)	11.	14(3)
6.	9(a)	12.	22

Note 1: Building numbers 1, 2, 5, 7, 8, 10—12, 15—21 may be non-residential houses, hence they do not appear here.

Note 2: For counting total number of 'occupied residential houses' you will count serials 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12. Serials 5 and 7 are omitted because they live in the same census house.

There are 5 columns in the form. The column numbers against each 'particular' refer to the column number of the compilation sheet. Serial 1 'population' will be inclusive of institutional population and houseless population. But you will have also to provide houseless and institutional population figures separately against items 10 and 11. Column 3 refers to total i.e. total of column 4 and 5 of the form which stand for male and female respectively. After you have filled in this form you put your dated signature and submit all your documents, which would include the filled in Individual slip pads, blank individual slip pads, filled in population record forms, blank population record forms, filled in compilation sheets (three sets i.e. normal/institutional/houseless), blank compilation sheets, filled in enumerator's abstract, nominal maps and other documents utilised by you. Please do not forget to submit your daily diary also which might contain interesting and useful information relating to your experience while performing your duties. Having done so your task will be over and you will have the satisfaction of completing on time a very important national duty.

Enumeration of Houseless Population

You must complete the enumeration of all the persons in all the households in your jurisdiction between ... ...and ... ...1978. 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... .... 1978 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.....1978. You should of course make sure that they have not been enumerated elsewhere. As per instructions in para 39 you should record 'O' in bold letters for houseless persons in the space provided for household number.

Revisional Round

In the next three days, i.e. from... ... .1978 to ..... 1978, 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 .... 1978 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 ... ...to..... ..... 1978 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(a) of the sample slip.

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... ... ...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 correct 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.

PART II

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP

(Sample)

Questions in the Sample

This part is meant only for those enumerators who are in charge of sample blocks. If you are in charge of a sample block, this would have been indicated to you and the pads issued to you will contain the sample slips also. The sample slip has been printed on the reverse of the universal slip.

There are certain characteristics of the people that are important but can be determined without collecting the information from every person. These mainly relate to other languages known, migration and fertility. For these characteristics, it is found that collecting the details from a part of the population is enough. This is what is meant by the sample.

You are in charge of a block which has been selected as the sample block. In your block you must canvass the universal and the sample slip for everyone. In other words, for every person in your block, irrespective of the age or sex, you must collect the details against each of the questions in the universal slip and the sample slip. The questions relating to the special characteristics mentioned earlier are in the sample slip.

It is important for you to remember that both the slips should be canvassed for every person in your block. The term "universal slip" means that the questions in this slip will be canvassed in all the blocks in the country while the term "sample slip" means that the questions in this slip will be asked only in the sample blocks, in addition to those in the universal slip. There are, as you will recall 14 main questions in the universal slip with certain sub-parts. In the sample slip there are 6 questions. These are discussed in the paragraphs that follow:

Question 1—Any other language known

You have recorded the mother-tongue in question 6. 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.

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 them 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 those languages with understanding.

Question 2—Birth Place

Certain details regarding the place in which the person enumerated was born, are to be collected and entered in the subparts of this question. The explanation and instructions as to how the four sub-parts are to be filled are as follows:

2(a) Place of Birth :

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-items (b), (c) and (d).

2(b) Rural/Urban :

For those born outside the village or town of enumeration as certain 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'.

gainst this sub-item and also against sub-item (c). If ll efforts to classify the place of birth as rural/urban fail, write 'not known'.

2(c) District :

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 in a district in some other State/ Union Territory in the country, write the name of the district.

If the person cannot name the district, write 'not known'.

2(d) State/Country :

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 '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).

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

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.

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 3-Last Residence

The 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 was born at the place of enumeration but because 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 within the same City of Bombay. Similarly, a person born in hamlet I of village Rampur and found in hamlet 2 of the same village at the time of enumeration, should not be deemed to have had another 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 (that is, his normal home) 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.

3(a) Place of last residence :

For a person who has 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).

3(b) Rural/Urban :

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 village write 'R'. 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 Question 2(b).

3(c) District :

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 after enquiry.

For a person who previously resided in another district of the state/Union Territory of enumeration or in a district in any 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.

3(d) State/Country :

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 4-Duration of Residence at the village or town of Enumeration

Note here the period of the 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 Question 3 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 Question 3(a) then 'X' may be put against Question 4.

For a person whose duration of continuous residence at the place of enumeration is less than 1 year, write 'O'.

Question 5-For all ever-married women only

This question will be asked in the case of the all ever-married women. It will not be asked for a woman who has never married. Please note that the term "ever-married' does not mean "currently married". The "ever-married" would include all women who may be currently married, the widowed, the separated and the divorced. This question, in other words, will be asked of all women except those who are "never married". For all women for whom M or W or S is entered in Question 5 this question will be asked. In the case of women who are NM in Question 5, put a cross in both the parts of this question.

5(a) Age at marriage :

You should ascertain the age at which the woman whom you are enumerating was married and record that age in completed years. If a woman has been married more than once, the age at which she got married for the first time should be recorded.

5(b) Number of children ever born :

You should ascertain the total number of children that the woman you are enumerating gave birth to from the time she got married. Please remember that in the case of a woman who has been married more than once, all the children born to her should be ascertained.

The number of children born would include all children born alive, even if later unfortunately the child died. Many persons specially older people may only count children living with them. It is, therefore, essential to enquire about the number of children living at home, those living elsewhere and also those who were born alive but who are unfortunately not alive now. Even if the child died within a few hours of its birth, it should be included in the count. Still births, i.e. children born dead should not be included in counting this number of children ever born. You will have to ask polite but appropriate questions for getting this information.

You should ensure that all live births are ascertained, irrespective of whether the children are alive now.

It is our experience that the birth of a child may not be reported readily if the child is not actually living at the time of enumeration. The children who are born but may have died before the enumeration may not be indicated by the respondent unless you make detailed enquiries. This would be particularly true in the case of children who may have died as infants. There is, therefore, need for a detailed probe to ensure that you get the correct number.

Ascertain the number of children ever born by sex and write the figures in arabic numerals in the spaces provided.

5(c) Number of children living :

Under the previous question you have ascertained the number of children by sex ever-born in the case of each ever-married woman. In this question, you will have to find out how many of the children noted in Question 5(b) are living now, i.e. at the time of enumeration.

Please note that the children need not be staying with the mother i.e. the woman you are enumerating. They may be elsewhere due to any reason. What is important is whether they are alive, not where they live. They may be anywhere, even outside the country. The important point is the number living.

Having ascertained this number, enter the details by sex in the spaces provided.

Question 6-For currently married women only:

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 Question 5. For all others a cross may be put in the two subparts of this question.

6(a)-Any child born during last one year?

Yes (1)/No (2)

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 Director of Census Operations 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 be 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 a 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.

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 a country. There is a chance of a number of such cases being missed unless specifically questioned about. It is necessary to record all live births even if the child had died soon thereafter or had not survived to the day of enumeration. Therefore, where the initial answer to this question is 'no', you should ask a specific question if there has been a case of a 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 the house. If the answer is 'yes', no further question is needed. If 'no' the enumerator might ask where the child has gone. The answer may be 'dead' or that it has gone elsewhere. If 'dead' then the enumerator might ask when the child died and this will bring out the fact whether or not it was a still birth.

If the answer is 'yes', then enter the numeral '1' in the box; if the answer is 'No' enter the numeral '2' in the box.

In a case where the woman has had twins or multiple births, please write 2, 3 etc. in the space next to yes (1)/No (2) separately.

Note: You may find on your revisional round from .... to 1978 that a child is born to a married woman in a household after your last visit but before the sunrise of ... ... You will have to take this into account and correct the answer against the Question 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.

6(b)-Has the birth been registered ?

Yes (1)/No (2)

You may be aware that every birth (or death) has to be registered under the Registration of Births and Deaths Act, 1969. In fact, the parent or parents of the child are required to intimate the birth of the child to the Registrar of Births and Deaths for the village/ward etc. and this Registrar would issue a Birth Certificate when he registers the birth. Such a certificate is very useful as a record of the date of birth for school admissions, getting a job etc.

The intention of this question is to find out whether the birth of the child born in the last one year has been registered. You must explain that even if the answer is 'No', the parents or guardians may give this reply freely since we are only trying to find out the fact and are not going to take any further action. They may also be advised to get this registration done.

If the answer to this question is 'yes' enter the numeral '1' in the box and if the reply is 'No', enter the numeral '2' in the box.

APPENDICES

APPENDIX I

PRINCIPLES OF HOUSE-NUMBERING

(The Census household number will consist of, Building number, Census house number and Household Number

Building:

"Building" is genrally 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., or as godowns, 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. On the other hand, you may come across cases, particularly in large cities, where multistoreyed ownership flats have come up. That is to say, while the structure looks like one building, the flats are owned by different persons. In such cases, you should treat the structure as one building and the individual flats as separate census houses.

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 building 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 considerd 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 estrance 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 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.

8. 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.

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 of 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 alongwith 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. On the other hand, 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 structure is an integral part of the housing unit as such. In such cases it may be more realistic to treat the groups 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. On the other hand, you may come across situations, where a household is in occupation of several huts in an unenclosed compound—the main residence where the kitchen is also located; storehouse, sitting room and other huts where people sleep. In such a case you should not treat the structures as separate census houses. Please note that the fact that all the strucures actually belong to one housing unit has to be brought out by indicating the use to which each such census house is put. In the instant case for example, the main residence and the huts which are used for sitting and sleeping should necessarily be treated as one house and counted as separate rooms in occupation of the household. Thus the entire cluster in occupation of one household should be treated as one house. The storehouse should not be counted as a living room.

10. 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 sites, even 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, there may not be any wall. As for example, a conical roof almost touches the ground and an entrance is also provided, and there will not be any wall as such. Such structures should of course be treated as buildings and houses and numbered and listed.

Household

11. 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 'Houeshold'. Again, there may be a household of persons related by blood or household of unrelated persons or even of mixed type. Examples of unrelated households 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 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.

12. There may be one or more households in a census house. If there are more than one houeshold, 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 42b 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

Foodstuffs

Production of flour by village chakkis or floor 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 cashewnuts, making of dried vegetables, manufacture of sweetmeats 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.

Tobacco 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, network, lace garland making, manufacture of headgar, 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 broomsticks, canning 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 byhand, making of envelopes, paper mach 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, copper utensils, etc., nickeling and electroplating, blacksmithy, manufacture and repair of agricultural implements such as ploughshare, etc., making and repairing of locks and truncks, 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 conchshell and horn goods.

APPENDIX III

CLASSIFIED LIST OF ECONOMIC ACTIVITIES AGRICULTURE, HUNTING, FORESTRY AND FISHING

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

Plantation Crops

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

Livestock Production

Indicate what kind of livestock is reared such as goats sheeps, 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 textile mills; printing; dyeing and bleaching of cotton textiles; cotton spinning other than in mills (charkha); khadi production; weaving etc., in hand-loom 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 jute textiles 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 textile 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 news-prints; 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 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.; fertilizers and pesticides; paints; varnishes; drugs and medicines; perfumes, cosmetics, lotions; synthetic resins, etc., explosive and ammunition and fireworks, etc.

Non-metallic Mineral Products

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

Basic Metal and Alloys Industries

Iron and Steel Industries; casting foundries; ferro-alloys; 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; hand 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

Ship building and repairing locomotives and parts; Railway wagons; coaches; etc.; rail road equipments; 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, railways, 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, tobacco, 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 metales, 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 textile (non-ready made), ready-made garments, are some examples.

Recall 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 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; auctioning, accounting, data processing, engineering; advertising services, etc.; legal services rendered by advocates, barristers, pleaders, etc.

COMMUNITY, SOCIAL AND PERSONAL SERVICES

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 IV

CLASSIFIED LIST OF OCCUPATIONS, i.e. WORK DESCRIPTION

QUESTIONS 13(A&B) AND 14(A)

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 kindergarden teachers. There are various other types of chemists, physicians, 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 Government 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, aircrafts 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, brakeman, 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 workers 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. Salesman 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 product gatherers, plantation managers, farm machine operators, gardners, 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: minerals 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, photolitho 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 V

Some Illustrations for filling the economic characteristics falling under Q. 13-A, 13-B and 14-A are given below

Broad classification	Q.13-A(i), 13-B(i) 14-A(i)— Name of Establishment	Q.13-A(ii), 13-B(ii), 14-A(ii)— Industry, Trade, Profession or Service	Q.13-A(iii), 13-B(iii) 14-A(iii) — Work description	Q. 13-A (iv) 13-B (iv) 14-A (iv) Class of worker
1	2	3	4	5
1. C	X	X	X	X
2. AL	X	X	X	X
3. HHI	No particular name	Spinning yarn in Ambar Charkha.	Spinning yarn	FW
4. HHI	No particular name	Cotton Handloom weaving	Dyeing and Spinning yarn	FW
5. HHI	No particular name	Flour making chakki	Winnowing and cleaning grains	EE
6. HHI	No particular name	Oil Ghani	Running oil ghani	SW
7. HHI	No particular name	Blacksmithy (making Agricultural implements)	Tempering and polishing implements.	FW
8. HHI	No particular name	Earthenware pottery	Making pottery on the wheel	FW
9. HHI	No particular name	Earthenware pottery	Making and firing kiln	EE
10. HHI	No particular name	Carpentry-manufacturing of wooden doors and windows.	Carpenter	FW
11. HHI	Saraja-di-Hatti	Goldsmithy	Filling gold ornaments with lac.	FW
12. HHI	Gupta Hosiery Works	Production of Hosiery goods	Operator, Hosiery Machine	EE
13. OW	Verma Hosiery Works	Production of Hosiery goods	Account Clerk	EE
14. HHI	No particular name	Electroplating	Scraping and Polishing metal	FW
15. HHI	No particular name	Production of Cart wheel rings	Putting Iron hoop on cart wheels	EE
16. OW	No particular name	Hair cutting	Barber	SW
17. OW	No particular name	Production of honey	Bee-keeping	SW
18. OW	No particular name	Livestock raising	Tending cattle	FW
19. OW	Government forest Department	Logging in forest	Cutting trees in forest	EE
20. OW	No particular name	Private tuition	Tutor	SW
21. OW	No particular name	Fruit growing	Gardener in mango orchard	EE
22. OW	Muthuswamy Coffee Estate	Coffee Plantation	Farm Labourer	EE
23. OW	Northern Railway	Rail Transport	Travelling Ticket Inspector	EE
24. OW	Indian Ceramic Institute	Research in manufacturing of ceramic products	Senior Scientific Officer (Ceramic Research).	EE
25. OW	Office of the Registrar General, India.	Central Government service	Senior Research Officer (Vital Statistics)	EE
26. OW	Gypsum Supply Co.	Supplying Gypsum on orders	Contractor supplying Gypsum to Sindri Fertilizer Factory.	ER
27. OW	Chittaranjan Locomotive	Locomotive Factory	Accountant	EE
28. OW	Delhi Railway Station	Railway Station Porter	Goods shed porter	EE
29. OW	C.P.W.D.	Road Construction	Manual labourer (on muster roll) digging earth.	EE
30. OW	No particular name	House construction	Labourer brick laying	SW
31. OW	No particular name	Vegetable market labourer carrying goods.	General labourer	SW
32. OW	Delhi Electric Supply Corporation Sub-station	Transmission of electricity with the help of transformer.	Machine operator electricity	EE

1	2	3	4	5
33. OW . . .	Madan Brothers	Retail shop in stationery stores	Shop Assistant	FW
34. OW . . .	Sahu & Co.	Wholesale store for grains and cereals.	Proprietor, wholesale trade	ER
35. OW . . .	Dayanand and Sons	Retail shop of readymade garments and hosiery.	Salesman	FW
36. OW . . .	Kaka Agrico	Dealing in Hardware	Sales Manager	EE
37. OW . . .	Indian Iron and Steel Company, Burnpur.	Manufacturer of iron and steel structurals.	Boiler room foreman	EE
38. OW . . .	Indian Airlines Corporation	Air Transport	Air Pilot	EE
39. OW . . .	State Motor Transport undertaking.	Motor Transport Service	Bus Driver	EE
40. OW . . .	Prakash Transport Service	Goods Transport by Motor Truck.	Working Proprietor	ER
41. OW . . .	Medical College, Calcutta, Radiology Department.	Medical and Health service of of state.	Radiologist	EE
42. OW . . .	I.C.A.R. Pusa, Delhi	Plant Protection Research.	Plant Nutritionist	EE
43. OW . . .	Bimla Sugar Factory	Sugar Factory	Chemist	EE
44. OW . . .	Akash Chemical and Pharmaceutical Factory.	Manufacturer of antibiotics	Chemist	EE
45. OW . . .	L.I.C. Delhi . . .	Life Insurance Business	Secretary Administration	EE
46. OW . . .	Government of Tamil Nadu (Commerce and Industry Department)	State Government Service	Assistant Secretary	EE
47. OW . . .	Do.	Do.	U.D.C.	EE
48. OW . . .	Kundan Brothers, Jewellers, Jaipur	Jewellery Works	Supervisor	FW
49. OW . . .	No particular name	Domestic service	Cook	EE
50. OW . . .	Asoka Hotel, New Delhi	Residential Hotel	Cook	EE
51. OW . . .	Club	Recreation club	Bearer	EE
52. OW . . .	No particular name	Retail, trade in grocery	Working proprietor	SW
53. OW . .	Bhilai Steel Plant	Steel Production	Chartered Accountant	
54. OW . . .	Howrah Jute Mill	Jute Mill	Accountant	EE
55. OW . . .	ABC Film Studio	Production of feature films.	Cinema Actor	SW
56. OW . . .	Ruparekha Company	Commercial Sign Painting	Sign painter	EE
57. OW . . .	Portland cement Co.	Cement manufacturing	Canvas bag maker	EE
58. OW . . .	ABC stock exchange	Share broker	Share broker in tea & jute	SW
59. OW . . .	ABC Business house Ltd.	Discounting of bills of business firms.	Managing Director	ER
60. OW . . .	Ramchandra Engineering Co.	General Engineering works	Die Caster	EE
61. OW . . .	ABC Paint Factory	Manufacturing of paints	Ochre Grinder	EE
62. OW . . .	Solan Breweries . . .	Brewery Factory	Distillation Plant operator	EE
63. OW . . .	ABC Chemical Factory	Manufacturing of Hydrochloric Acid.	Grinder	EE
64. OW . . .	ABC Rerolling Mills	Steel Rerolling Works	Cleaner	EE
65. OW . . .	ABC Cinema	Cinema House	Gate Keeper	EE
66. OW . . .	ABC Engineering Works	Iron & Steel Foundry	Moulder	EE
67. OW . . .	ABC Oil Mill	Manufacturing of mustard oil	Foreman, Packing Deptt.	EE
68. OW . . .	ABC Company	Motor Body Building factory	Foreman, Saw Mill	EE

1	2	3	4	5
69. OW . . .	ABC Aluminium Company	Aluminium Factory	Foundry Caster	EE
70. OW . . .	ABC Iron Factory	Iron Foundry Works	Furnaceman Boiler shop	EE
71. OW . . .	Government Printing	Printing Works	Mono Operator	EE
72. OW . . .	ABC Small Tool Company	Small Tool Production	Brass Turner	EE
73. OW . . .	State Social Welfare Board	Social Welfare Organisation	Honorary Social Worker	SW
74. OW . . .	Parliament, Delhi	Parliamentary Work	Member of Parliament	SW
75. OW . . .	No particular journal	Writing for newspapers and periodicals.	Freelance journalist	SW
76. OW . . .	ABC Party	Promotion of party's political work.	Political worker	SW
77. HHI . . .	Ramchandra & Sons	Manufacture of Silver Jewellery	Polishing silver ornaments.	EE
78. HHI . . .	Ramchandra & Sons	Manufacture of silver Jewellery	Making of silver ornaments	FW
79. OW . . .	P.K. Bhar & Co.	Manufacture of silver Jewellery	Proprietor	ER
80. OW . . .	P.K. Bhar & Co.	Manufacture of silver Jewellery	Accountant	EE
81. OW . . .	P.K. Bhar & Co.	Manufacture of silver Jewellery	Sales worker	FW
82. OW . . .	Office of the Divisional Superintendent, Northern Railway	Rail transport.	Accounts Clerk	EE
83. OW . . .	Raj & Co.	Readymade garments shop (Retail)	Proprietor	ER
84. OW . . .	Raj & Co.	Readymade garment shop (Retail)	Salesman	EE
85. OW . . .	Raj & Co.	Readymade garment shop (Retail)	Sales worker	FW
86. OW . . .	Madras Stores	Grocery shop (Retail)	Owner and seller	SW
87. OW . . .	Chunilal Rameswarlal	Wholesalers in Cotton textile	Partner	SW
88. OW . . .	Chunilal Rameswarlal	Wholesalers in Cotton textile	Purchase clerk	EE
89. OW . . .	Chunilal Rameswarlal	Wholesalers in cotton textile.	Working partner	SW

A sleeping partner is not a worker.

APPENDIX VI

SOME TYPICAL SITUATIONS OF ECONOMIC ACTIVITY

	12	Qn. 13A	Qn. 13B	Qn. 13C	Remarks
C		Yes—C	No.		A full time cultivator with no secondary work. Qn. 13C does not apply.
C		Yes—C	Yes—AL		A cultivator who also works as AL probably because of small holdings or need for more income. Qn. 13C does not apply.
C		Yes—C	Yes—OW		A cultivator who is having secondary work as OW. Details of OW must be recorded. Qn 13C does not apply.
C		No—H	Yes—C	No	A housewife whose main activity is running the household. She helps in the family cultivation and this is therefore her secondary work. Qn 13C has to be asked because she is 'NO' in 13A.
C		No—H	Yes—HHI	No	Same as Sl. No. 4 except that her secondary work is HHI. Detail of HHI should be recorded in 13B. Qn 13 C has to be asked because she is 'NO' in 13A.
AL . . .		No—D	Yes—AL	Yes	He is mainly a dependent sometimes working as AL and is looking out for job. Qn 13C applies because he/she is 'D' in Qn 13A.
OW . . .		Yes—OW	No	No	He is an OW with no secondary work. Details of OW must be entered in Qn. 13A. Qn. 13C does not apply. Therefore the entry 'NO' here is also wrong. It should remain blank.
OW . . .		Yes—OW	Yes—OW		He has secondary work also OW. Details of OW should be recorded in13A and 13B. Qn. 13C does not apply.
HHI . . .		No—ST	Yes—HHI	Yes	The person works in a HHI but is mainly a student. He is looking for a job. Details of HHI must be entered in 13B. Qn. 13C applies as he/she is 'NO' in 13A.
0.	Yes—HHI	Yes—HHI	Yes—OW	No	This person has secondary work of his own OW. Details of HH in 13A and OW in 13B must be entered. Qn. 13C does not appl therefore the entry 'NO' here is also wrong.
1.	No—H	..	..	No	A housewife with no economic activity not looking out for a job.
2.	No—H	..	..	Yes	Like Sl. No. 11, except that she is looking for a job.
3.	No—ST	..	..	No	A full-time student not looking for a job.
4.	No—H	Yes—AL	No	No	This is an incorrect entry. If there is No in Qn. 12 there cannot be an entry in Qn. 13A.
5.	No—ST	Yes—OW	No	Yes	This is an incorrect entry for the same reasons as in Sl. 14. Either the entry in Qn. 13 is wrong or that in Qn. 13A. But if the entry in Qn. 12 is right the entry in 13C can be correct. Needs requestioning by the enumerator.
16.	Yes—HHI	No—H	No	No	The entry in 13B is wrong. It should be yes—HHI because of yes—HHI in 12 and No H in 13A. This is a person who is mainly doing household duties and has some secondary or marginal work. The latter reflected in 12 and must be reflected in 13B. Note that the answer in 13C can be yes if she is looking for a job.
17.	Yes—C	Yes—HHI	Yes—C		The facts are correct but the entries are wrong. If the person has mostly worked as HHI as recorded in 13A, then HHI should be in 12 also. Cultivation is evidently only secondary work. Qn. 13 C does not apply.
18.	Yes—OW	Yes—OW	Yes—C		He is mainly OW but carries on cultivation as secondary work For example, he may be a govt. officer carrying on cultivation under his personal supervision. Qn. 13C does not apply.

APPENDIX VII—1

FIRST PRETEST

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

CONFIDENTIAL

Pad No. 7..
Slip No. 2..

Location Code.....2/1/22....(125)

House hold No.....[15 (4) (c)]

1. Name SULOCHANA DEVI

2. Relationship to head wife

3. Male (1) [ ] Female (2) [ ]

4. Age 35

5. Marital status.....M

6. Mother tongue Assamese

7. Nationality .....I.....

8. Religion —H

9. Name of S.C.——X
or
S.T.——X

10. Literate (1) [1] Illiterate (2) [ ]

11. Educational attainment
——Vth standard——

12. Worked any time at all last year ?
Yes (C/AL/HHI/OW) ——C——;
No (H/ST/D/B/R/I/O)——X

13A. If yes in 12, was this your main work last year/season ?——
Yes (C/AL/HHI/OW) —X—
No (H/ST/D/B/R/I/O)——H——

If HHI/OW in 13A,

(i) Name of establishment——X——

(ii) Nature of industry, trade, profession or service —X

(iii) Description of work ——X

(iv) Class of workers ——X——

13B. Any other work (13A 'Yes') /Work (13A 'No')/any time last year ?
Yes (C/AL/HHI/OW) ——C——
No

If HHI/OW in 13 B,

(i) Name of establishment ——X——

(ii) Nature of industry, trade, profession or service——X—

(iii) Description of work ——X——

(iv) Class of worker ——X——

13C. If no in 12 or 13A, seeking work ? ——Yes (1) [ ] No. (2) [2]

14A. If yes in 12, worked at least one day in last week ?
Yes (C/AL/HHI/OW) ——C——
No

If HHI/OW in 14A,

(i) Name of establishment —— X ——

(ii) Nature of industry, trade, profession or service
—— X
—— X ——

(iii) Description of work ——X——

(iv) Class of worker ——X——

14B. If no in 14A, seeking work during last week ? ——Yes (1) [ ] No. (2) [2]

FIRST PRETEST

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Sample)

CONFIDENTIAL

1. Any other language known
   Bengali & Khasi

2. Birth place
   (a) Place of birth Gauhati
   (b) Rural (1) Urban (2) [2]
   (c) District Kamrup
   (d) State/Country Assam

3. Last residence
   (a) Place of last residence Nowgong
   (b) Rural (1) Urban (2) [2]
   (c) District Nowgong
   (d) State/Country Assam

4. Duration of residence at the village or town of enumeration 20

5. For all ever-married women only
   (a) Age at marriage 15
   (b) Number of children ever born
   Male 2 Female
   (c) Number of children living
   Male 2 Female

6. For currently married women only
   (a) Any child born during last one year
   Yes (1) / No (2) [1]
   (b) Has this birth been registered ?
   Yes (1) / No (2) [1]

FIRST PRETEST

APPENDIX VII—2

INDIVIDUAL SLIP
(Universal)

CONFIDENTIAL

Page No. 16..
Slip No. 98.

Location Code. 16/2/4 (132) Household No. [6]

1. Name HARBALLABH SINGH
2. Relationship to head Son
3. Male (1) [1] Females (2) [ ] 4 Age 38
5. Marital status M
6. Mother tongue Punjabi
7. Nationality I
8. Religion S
9. Name of S.C. Kabirpanthi
   or
   S.T. ——X——
10. Literate (1) [ ] Illiterate (2) [ ]
11. Educational attainment Matriculation

12. Worked any time at all last year ?
    Yes (C/AL/HHI/OW) ——OW——
    No (H/ST/D/B/R/I/O) ——X——

13A. If yes in 12, was this your main work last year/season ? ——
    Yes (C/AL/HHI/OW) ——OW
    No (H/ST/D/B/R/I/O) X

If HHI/OW in 13A,

(i) Name of establishment Punjab cloth store

(ii) Nature of industry, trade, profession or service Retail
Cotton cloth Shop

(iii) Description of work proprietor

(iv) Class of worker ER

13B. Any other work (13A 'Yes')/work (13A 'No') /any time last year ?
Yes (C/AL/HHI/OW) C
No

If HHI/OW in 13B,

(i) Name of establishment ——————X——————

(ii) Nature of industry, trade, profession or service X
—————— X ——————

(iii) Description of work ——X——

(iv) Class of workers ——X——

13C. If no in 12 or 13A, seeking work ?——X—— Yes (1) [ ] No. (2) [ ]

14A. If yes in 12, worked at least one day in last week ? ——————
Yes (C/AL/HHI/OW) OW
No

If HHI/OW in 14A,

(i) Name of establishment Punjab Cloth Store

(ii) Nature of industry, trade, profession or service Retail
Cotton Cloth Ship

(iii) Description of work Proprietor

(iv) Class of worker ER

14B. If no in 14A, seeking work during last week ? X
Yes (1) [ ] No. (2) [ ]

FIRST PRETEST

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Sample)

CONFIDENTIAL

1. Any other language known Hindi & English .....
2. Birth place
   (a) Place of birth PL .....
   (b) Rural (1) Urban (2) X
   (c) District X .....
   (d) State/Country X .....
3. Last residence
   (a) Place of last residence PL .....
   (b) Rural (1) Urban (2) X
   (c) District X .....
   (d) State/Country X .....
4. Duration of residence at village or town of enumeration X
5. For all ever-married women only
   (a) Age at marriage X
   (b) Number of children ever born
   Male X Female X
   (c) Number of children living
   Male X Female X
6. For currently married women only
   (a) Any child born during last one year
   Yes (1) / No (2) X
   (b) Has this birth been registered ?
   Yes (1) / No (2) X

FIRST PRETEST

APPENDIX VII 3

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

CONFIDENTIAL

Pad No. 1
Slip No. 1

Location Code 20/3/72 (148) House hold No. [81/1(2)

1. Name RUKMINI DEVI
2. Relationship to head Head
3. Male (1) [ ] Female (2) [2] 4 Age 42
5. Marital status M
6. Mother tongue Tamil
7. Nationality I
8. Religion H
9. Name of S.C. X / or / S.T. X
10. Literate (1) [1] Illiterate (2) [ ]
11. Educational attainment B.A. (*Philosophy*)

12. Worked any time at all last year ?
Yes /(C/AL/HHI/OW) X
No (H/ST/D/B/R/I/O) —H

13A. If yes in 12, was this your main work last year/ season ?
Yes (C/AL/HHI/OW)—OW
No (H/ST/D/B/R/I/O) X

If HHI/OW in 13A,
(i) Name of establishment —X—
(ii) Nature of industry, trade, profession or service X
(iii) Description of work —X—
(iv) Class of worker X

13B. Any other work (13A 'Yes')/work (13A' No) /any time last year ?
Yes (C/AL/HHI/OW) —
No

If HHI/OW in 13B,
(i) Name of establishment X
(ii) Nature of industry, trade, profession or service X
(iii) Description of work —X—
(iv) Class of worker —EE—

13C. If no in 12 or 13A, seeking work ? —Yes (1) [1] No (2) [ ]

14A. If yes in 12, worked at least one day in last week ? —X—
Yes (C/AL/HHI/OW) —
No

If HHI/OW in 14A,
(i) Name of establishment X
(ii) Nature of industry, trade, profession or service X
(iii) Description of work XX—X—
X
(iv) Class of worker —X—

14B. If no in 14A, seeking work during last week ? —X— Yes (1) [ ] No. (2) [ ]

FIRST PRETEST

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1. Any other language known
   English & Hindi .....

2. Birth Place .....
   (a) Place of birth Madras
   (b) Rural (1) Urban (2) [2]
   (c) District Madras .....
   (d) State/Country Tamil Nadu .....

3. Last residence
   (h) Place of last residence Madras
   (b) Rural (1) Urban (2) [2]
   (c) District Madras .....
   (d) State/country Tamil Nadu .....

4. Duration of residence at the village or town of enumeration 22

5. For all ever-married women only
   (a) Age at marriage 20
   (b) Number of chilren ever born
   Male 1 Female 3
   (c) Number of children living

6. For currently married women only
   (a) Any child born during last one yea.
   Yes (1) / No (2) [1]
   (b) Has this birth been registered ?
   Yes (1) / No (2) ..... [2]

FIRST PRETEST

APPENDIX VII 4

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No. 7

Slip No. 13

Location Code I/II/2 (20) Household No. [10 (2) (b)]

1. Name HUSSAIN
2. Relationship to head Brother's son's son :
3. Male (1) [1] Female (2) [ ] 4 Age 6
5. Marital status NM
6. Mother tongue Telugu
7. Nationality I
8. Religion I
9. Name of { S.C.——X—— or S.T. Andh —
10. Literate (1) [ ] Illiterate (2) [2]
11. Educational attainment ——— Please note that instead of cross (x), dash '—' is being given here.

12. Worked any time at all last year ?
Yes (C/AL/HHI/OW) ———
No (H/ST/D/D/R/I/O) ST ———

13A. If yes in 12, was this your main work last year /season ? ———
Yes (C/AL/HHI/OW) ———X———
No (H/ST/D/B/R/I/O) ———X———

If HHI/OW in 13A,

(i) Name of establishment ———X———

(ii) Nature of industry, trade, profession or service X

(iii) Description of work ———X———

———X———

(iv) Class of worker ———X———

13B. Any other work (13A 'Yes')/work (13A 'No' /any time last year ?
Yes (C/AL/HHI/OW)
No X

I HHI/OW in 13B,

(i) Name of establishment ———X———

(ii) Nature of industry, trade, profession or service X

(iii) Description of work ———X———

———X———

(iv) Class of worker ———X———

13C. If no in 12 or 13A, seeking work ? .....Yes (I) [ ] No (2) [2]

14A. If yes in 12 worked at least one day in last week ? ———X———
Yes (C/AL/HHI/OW) X
No X

If HHI/OW in 14A,

(i) Name of establishment ——— X ———

(ii) Nature of industry, trade, profession or service X

(iii) Description of work ———X———

———X———

(iv) Class of worker ——— X ———

14B. If no in 14A, seeking work during last week ? ———Yes (1) [ ] No (2) [2]

FIRST PRETEST

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1. Any other language known

   Urdu

2. Birth Place

   (a) Place of birth ——————PL——————

   (b) Rural (1) Urban (2) ——X—— ☐

   (c) District

   (d) State/Country ———X———

3. Last residence

   (a) Place of last residence PL

   (b) Rural (1) Urban (2) ——X—— ☐

   (c) District ——X —————

   (d) State/Country ———X ———

4. Duration of residence at the village or town of enumeration X

5. For all ever-married women only

   (a) Age at marriage ——————X——————

   (b) Number of children ever born
   Male ———X———Female ———X———

   (c) Number of children living
   Male ———X——— Female ——— X ———

6. For currently married women only

   (a) Any child born during last one year

   Yes (1) / No (2) ———X——— ☐

   (b) Has this birth been registered ?

   Yes (1) / No (2) ——————X—————— ☐

APPENDIX VII 5

CENSUS OF INDIA 1981

FIRST PRETEST

INDIVIDUAL SLIP
(Universal)

Location Code 3/3/64 (10) Household No [9

1. Name BASMATIA 2. Relationship to h
3. Male (1) [ ] Female (2) [2] 4 Age 25 5. Marital status
6. Mother tongue Bhojpuri 7. Nationality
8. Religion ——H—— 10. Literate (1) [ ]
9. Name of { S.C.——X—— or S.T.——X—— 11. Educational attain Higher Secondary

12. Worked any time at all last year ? Yes (C/AL/HHI/
No (H/ST/D/B

13A. If yes in 12, was this your main work last year/season ? ——
Yes (C/AL/HHI/
No (H/ST/D/B

If HHI/OW in 13A,
(i) Name of establishment ——X——
(ii) Nature of industry, trade, profession or service ——X——
(iii) Description
(iv) Class of wor

13B. Any other work (13A 'Yes')/work (13A 'No')/any time last year ?
Yes (C/AL/HHI/
No

If HHI/OW in 13B,
(i) Name of establishment No particular name
(ii) Nature of industry, trade, profession or service Knitting woollen sweaters for sale
(iii) Description o woollen sweat
(iv) Class of wo

13C. If no in 12 or 13A, seeking work ? ——Yes (1) [1] No (2)

14A. If yes in 12, worked at least one day in last week ? ——
Yes (C/AL/H
No

If HHI/OW in 14A,
(i) Name of establishment ——X——
(ii) Nature of industry, trade, profession or service X
(iii) Description o
(iv) Class of worke

14B. If no in 14A, seeking work during last week ? ——Yes (1) [1] No (2)

FIRST PRETEST

CENSUS OF INDIA 1981

CONFIDENTIAL

INDIVIDUAL SLIP

(Sample)

1. Any other language known —— Hindi & English

2. Birth place
   (a) Place of birth Karisath &
   (b) Rural (1) Urban (2) 1
   (c) District Bhojpur .....
   (d) State/Country Bihar

3. Last residence
   (a) Place of last residence Karisath
   (b) Rural (1) Urban (2) 1
   (c) District Bhojpur .....
   (d) State/Country Bihar .....

4. Duration of residence at the village or town of enumeration 7

5. For all ever-married women only
   (a) Age at mariage ——18——
   (b) Number of children ever born
   Male ——2—— Female 1
   (c) Number of children living
   Male 1 Female 1

6. For currently married women only
   (a) Any child born during last one year
   Yes(1) / No (2) 1
   (b) Has this birth been registered ?
   Yes (1) / No (2) —— 2

APPENDIX VII 6

FIRST PRETEST

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

Location Code 3/3/64 (10)

1. Name SAMYUKTA DEVI
2. Relationship
3. Male (1) [ ] Female (2) [2] 4 Age 55
5. Marital status
6. Mother tongue Magahi
7. Nationality
8. Religion ——H——
10. Literate (1)
9. Name of S.C. ——X——
or
S.T. ——X——
11. Educational cross (x), das

12. Worked any time at all last year ? Yes (C/AL/H
No (H/ST/D/

13A. If yes in 12, was this your main work last year/season ? ——— Yes (C/AL/H
No (H/ST/D/

If HHI/OW in 13A,
(i) Name of establishment X
(ii) Nature of industry, trade, profession or service X (iii) Descriptic
——X——
——X——
(iv) Class of

13B. Any other work (13 'Yes') /work (13A 'No')/any time last year ? Yes (C/A
No

If HHI/OW in 13B,
(i) Name of establishment ——No particular nam
(ii) Nature of industry, trade, profession or service Retail (iii) Descriptic Worker
grocery shop
(iv) Class of

13C. If no in 12 or 13A, seeking work ? ——Yes (1) [ ]

14A. If yes in 12, worked at least one day in last week ? Yes (C/AL/H
No

If HHI/OW in 14A,
(i) Name of establishment ——No particular name
(ii) Nature of industry, trade, profession or service Retail (iii) Descriptic worker
grocery shop
(iv) Class of

FIRST PRETEST | CENSUS OF INDIA 1981 | CONFIDENTIAL

INDIVIDUAL SLIP

(Sample)

1. Any other language known Hindi

2. Birth place
   (a) Place of birth ———PL——
   (b) Rural (1) Urban (2)
   (c) District ———X———
   (c) State/Country ——X——

3. Last residence
   (a) Place of last residence PL
   (b) Rural (1) Urban (2) ——X——
   (c) District ——X——
   (d) State/Country ——X——

4. Duration of residence at the village or town of enumeration X

5. For all ever-married women only
   (a) Age at marriage ——12——
   (b) Number of children ever born
   Male 5 Female 3
   (c) Number of children living
   Male 4 Female 1

6. For currently married women only
   (a) Any child born during last one year
   Yes (1) / No (2) ——— 2
   (b) Has this birth been registered ?
   Yes (1) / No (2) ———X——— 1

APPENDIX VII 7

FIRST PRETEST | CENSUS OF INDIA 1981 | CONFIDENTIAL

INDIVIDUAL SLIP
(Universal)

Pad No. 3
Slip No. 25

Location Code 3/3/64 (10) Household No. [9(1) (A)]

1. Name GOPAL
2. Relationship to head Head
3. Male (1) 1 Female (2)
4. Age 38
5. Marital status M
6. Mother tongue Hindi
7. Nationality I
8. Religion H
9. Name of { S.C. Chamar / or / S.T. —X—
10. Literate (1) 1 Illiterate (2)
11. Educational attainment B.A., LL.B., B. Ed.

12. Worked any time at all last year ?
Yes (C/AL/HHI/OW) OW
No (H/ST/D/B/R/I/O) X

13A. If yes in 12, was this your main work last year/season ?
Yes (C/AL/HHI/OW) OW
No (H/ST/D/B/R/I/O) —X—

If HHI/OW in 13A,

(i) Name of establishment Government High School

(ii) Nature of industry, trade, profession or service State
Govt. educational Service

(iii) Description of work (English) Teacher

(iv) Class of worker EE

13B. Any other work (13 A 'Yes')/work (13 A 'No')/any time last year ?
Yes (C/AL/HHI/OW) C
No

If HHI/OW in 13B,

(i) Name of establishment — X —

(ii) Nature of industry, trade, profession or service X
— X —

(iii) Description of work —X—
—X—

(iv) Class of worker —X—

13C. If no in 12 or 13A, seeking work ? —Yes (1) No (2) 2

14A. If yes in 12, worked at least one day in last in last week ?
Yes (C/AL/HHI/OW) OW
No X

If HHI/OW in 14A,

(i) Name of establishment —Government High School

(ii) Nature of industry, trade, profession or service State
Govt. Education Service

(iii) Description of work (English) Teacher

(iv) Class of worker EE

14B. If no in 14A, seeking work during last week ? —Yes (1) No. (2)

EST CENSUS OF INDIA 1981 CONFIDENTIAL

INDIVIDUAL SLIP
(Sample)

r language known English and Bengali

ce

e of birth Rajgir

ıl (1) Urban (2) 2

rict Patna

e/Country Bihar

lence

e of last residence Gaya

al (1) Urban (2) 2

rict Gaya .....

e/Country Bihar .....

4. Duration of residence at the village or town of enumeration 13

5. For all ever-married women only
   (a) Age at marriage X
   (b) Number of children ever born
   Male X Female X
   (c) Number of children living
   Male X Female X

6. For currently married women only
   (a) Any child born during last one year
   Yes **(1)** /No (2) X
   (b) Has this birth been registered ?
   Yes (1) / No (2) ————X————

APPENDIX VII 8

FIRST PRETEST | CENSUS OF INDIA 1981 | CONFIDENTIAL

INDIVIDUAL SLIP
(Universal)

Pad No.
Slip No. 5

Location Code 10/I/5 (25) Household No. [5/1 (4)]

1. Name DULARI
2. Relationship to head Brother's son's wife (vistor)
3. Male (1) Females (2) 2 4 Age 38
5. Marital status W
6. Mother tongue Marathi
7. Nationality
8. Religion Atheist
9. Name of S.C. or S.T. X Bhil
10. Literate (1) Illiterate (2)
11. Educational attainment IIIrd Standard

12. Worked any time at all last year ?
Yes (C/AL/HHI/OW) AL
No (H/ST/D/B/R/I/O)

13A. If yes in 12A was this your main work last year/season ?
Yes (C/AL/HHI/OW) AL
No (H/ST/D/B/R/I/O)

If HHI/OW in 13A,
(i) Name of establishment X
(ii) Nature of industry, trade, profession or service X
(iii) Description of work X
(iv) Class of worker X

13B. Any other work (13A Yes)/Work (13A 'No')/any time last year ?
Yes (C/AL/HHI/OW) HHI X
No

If HHI/OW in 13B,
(i) Name of establishment No particular name
(ii) Nature of industry, trade, profession or service
Manufacture of Bidi
(iii) Description of work rolling Bidi
(iv) Class of worker FW

13C. If no in 12 or 13A, seeking work ? X Yes (1) No (2)

14A. If yes in 12, worked at least one day in last week ?
(Please note that she did not work in the last week. She may have come to the city for pleasure trip).
Yes (C/AL/HHI/OW)
No No

If HHI/OW in 14A
(i) Name of establishments X
(ii) Nature of industry, trade, profession or service X
(iii) Description of work X
(iv) Class of worker X

14B. If no in 14A, seeking work during last week ? Yes (1) No (2) 1

PRETEST

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

ny other language known Kamari

Hindi

rth Place

) Place of birth Rewa

) Rural (1) Urban (2) (2)

) District Rewa .....

) State/Country Madhya Pradesh .....

st residence

Place of last residence Shivpuri

) Rural (1) Urban (2) 1

District Thana .....

State/Country Maharashtra .....

4. Duration of residence at the village or town of enumeration

5. For all ever-married women only

(a) Age at marriage 14

(b) Number of children ever born

Male 1 Female 2

(c) Number of children living
Male 1 Female 1

6. For currently married women only

(a) Any child born during last one year

Yes (1) /No (2) ——X——

(b) Has this birth been registered ?

Yes (1) /No (2) ————X————

FIRST PRETEST

APPENDIX VII 9

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

Location Code 1/I/12....(82) Household No [6(

1. Name N. RAGHUBIR SINGH
2. Relationship to head & Sister'
3. Male (1) ☐ Female (2) ☐ 4. Age 52
5. Marital Status M
6. Mother tongue Manipuri
7. Nationality I
8. Religion Haokip
9. Name of S.C. X / or / S.T. X
10. Literate (1) ☐ Illiter
11. Educational attainment — VIIth Standard

12. Worked any time at all last year ?
Yes (C/AL/HHI/OW) ———
No (H/ST/D/B/R/I/O)

13A. If yes in 12, was this your main work last year/season ?
Yes (/C/AL/HHI/OW)
No (H/ST/D/B/R/I/O)

If HHI/OW in 13A,
(i) Name of establishment ——X——
(ii) Nature of industry, trade, profession or service
——X ☐
——X——
(iii) Description of work
——X——
(iv) Class of worker ——

13B. Any other work (13A 'Yes')/work (13 A 'No')/any time last year ?
Yes C/AL/HHI/OW)
X
No

If HHI/OW in 13B,
(i) Name of establishment X
(ii) Nature of industry, trade, profession or service
——* X ☐
——X——
(iii) Description of work
——X——
(iv) Class of worker ——

13C. If no in 12 cor 13A, seeking work ? ——— —Yes (1) ☐ No (2)

14A. If yes in 12, worked at least one day in last week ? ——X——
Yes (C/AL/HHI/OW) X
No

If HHI/OW in 14A,
(i) Name of establishment ——X——X——
(ii) Nature of industry, trade, profession or service
——X——X ☐
——X——
(iii) Description of work ——
——X *——
(iv) Class of worker ——

14B. If no in 14A, seeking work during last week ? X Yes (1) ☐ No. (2)

CENSUS OF INDIA 1981

PRETEST

CONFIDENTIAL

INDIVIDUAL SLIP
(Sample)

y other language known X

————X ———— ——

th Place .....

Place of birth Churachandrapur

Rural (1) Urban (2) ———— 2

District Manipur South .....

State/Country Manipur .....

t residence

Place of last residence Ukhrul

Rural (1) Urban (2) 2

District Manipur East .....

State/Country Manipur .....

4. Duration of residence at the village or town of enumeration 32

5. For all ever-married women only

(a) Age at marriage X

(b) Number of children ever born

Male X Female X

(c) Number of children living

Male X Female X

6. For currently married women only

(a) Any child born during last one year

Yes (1) /No (2) ——X——

(b) Has this birth bee n registered?

Yes (1)/No (2) ——X——

APPENDIX VII 10

FIRST PRETEST

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

Location Code 2/I/4 · · · · · · · · · · · · · · · (6)

Household No. [3

1. Name C.F. GEORGE

2. Relationship to hea

3. Male (1) [1] Female (2) [ ]

4. Age 46

5. Marital status

6. Mother tongue English

7. Nationality

8. Religion C

9. Name of S.C. X
or
S.T. X

10. Literate (1) [1]

11. Educational attain
M.S. (Statistics)

12. Worked any time at all last year ?

Yes (C/AL/HHI/O

No (H/ST/D/B/R

13A. If yes in 12, was this your main work last year/season ? ———

Yes (C/AL/HHI/

No (H/ST/D/B/R/I/

If HHI/OW in 13A,

(i) Name of establishment ———Christian College

(ii) Nature of industry, trade, profession or service Christian

Missionary educational Service. . . . .

(iii) Description of

(iv) Class of worl

13B. Any other work (13A 'Yes')/work (13A 'No') / any time last year ?

Yes (C/AL/HHI/OW

No

If HHI/OW in 13B,

(i) Name of establishment ———X———

(ii) Nature of industry, trade, profession or service X

———X——— . . . .

(iii) Description of v

———X—

(iv) Class of worke

13C. If no in 12 or 13A, seeking work ? ———Yes (1) [ ] No (2)

14A. If yes in 12, worked at least one day in last week ? ———

Yes (C/AL/HHI/O

No

If HHI/OW in 14A,

(i) Name of establishment Christian College

(ii) Nature of industry, trade, profession or service Christian

Missionary Educational Service. . . . .

(iii) Description of v

(iv) Class of worker

14B. If no in 14A, seeking work during last week ? ——— Yes (1) [ ] No (

FIRST PRETEST

CENSUS OF INDIA 981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1. Any other language known French & Adi ——————— ———————

2. Birth Place .....

(a) Place of birth Washington

(b) Rural (1) Urban (2) ——X——

(c) District ——————X———————

(d) State/Country U.S.A.

3. Last residence

(a) Place of last residence Newyork

(b) Rural (1) Urban (2) X

(c) District X

(d) State/Country U.S.A.

4. Duration of residence at the village or town of enumeration 9

5. For all ever- married women only

(a) Age at marriage ———X———

(b) Number of children ever born

Male ——X—— Female ——X——

(c) Number of children living

Male X Female X

6. For currently married women only

(a) Any child born during last one year

Yes (1) /No (2) X

(b) Has this birth been registered ?

Yes (1) /No (2) X

FIRST PRETEST

APPENDIX VII 11

CENSUS OF INDIA 1984

CONFIDENTIAL

INDIVIDUAL SLIP
(Universal)

Pad No. 5
Slip No. 14

Location Code I/II/4 26 Household No. [10 (a)]

1. Name MADAN KUMAR
2. Relationship to head Head
3. Male (1) [1] Female (2) [ ] 4 Age 35
5. Marital status M
6. Mother tongue Khari Boli
7. Nationality I
8. Religion H
9. Name of S.C. or S.T. X X
10. Literate (1) [1] Illiterate (2)
11. Educational attainment M.A. (Econ.)

12. Worked any time at all last year ?
Yes (C/AL/HHI/OW) OW
No (H/ST/D/B/R/I/O)

13A. If yes in 12, was this your main work last year/season ?
Yes (C/AL/HHI/OW) OW
No (H/ST/D/B/R/I/O)

If HHI/OW in 13A,

(i) Name of establishment Registrar General's Office
(ii) Nature of industry, trade, profession or service Central Government Service
(iii) Description of work Systems Analyst (Computer)
(iv) Class of worker EE

13B. Any other work (13A 'Yes')/work (13A 'No') any time last year ?
Yes (C/AL/HHI/OW) C
No

If HHI/OW in 13B,

(i) Name of establishment X
(ii) Nature of industry, trade, profession or service X
(iii) Description of work X
(iv) Class of worker X

13C. If no in 12 or 13A, seeking work ? X Yes (1) [ ] No (2) [2]

14A. If yes in 12, worked at least one day in last week ?
Yes (C/AL/HHI/OW)
No No

If HHI/OW in 14A,

(i) Name of establishment X
(ii) Nature of industry, trade, profession or service X
(iii) Description of work X
(iv) Class of worker X

14B. If no in 14A, seeking work during last week ? Yes (1) [ ] No (2) [2]

(Please note that this person worked during most part of last year. Perhaps he resigned recently and seeking job).

CENSUS OF INDIA 1981

:ST

CONFIDENTIAL

INDIVIDUAL SLIP
(Sample)

language known Hindi

of birth Etawah

(1) Urban (2) 2

ct Etawah .....

Country Uttar Pradesh

:nce

of last residence Kanpur

(1) Urban (2) 2

ct Kanpur .....

Country Uttar Pradesh

4. Duration of residence at the village or town of enumeration

5. For all ever-married women only

(a) Age at marriage X

(b) Number of children ever born

Male X Female X

(c) Number of children living

Male X Female X

6. For currently married women only

(a) Any child born during last one year

Yes (1) / No (2) X

(b) Has this birth been registered ?

Yes (1) / No (2) X

FIRST PRETEST

APPENDIX VII 12

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

Location Code 1/2/3 (6) Household No. [9

1. Name CHRISTOPHER
2. Relationship to head H
3. Male (1) [1] Female (2) [ ] 4 Age 45
5. Marital status M
6. Mother tongue Mizo
7. Nationality I
8. Religion C
9. Name of { S.C. or S.T. } X Mizo
10. Literate (1) [1] Illiterate (2)
11. Educational attainment School final

12. Worked any time at all last year ?
Yes (C/AL/HHI/OW)
No (H/ST/D/B/R/I/O)

13A. If yes in 12, was this your main work last year/season ?
Yes (C/AL/HHI/OW) AI
No (H/ST/D/B/R/I/O)

If HHI/OW in 13A,
(i) Name of establishment X
(ii) Nature of industry, trade, profession or service X
(iii) Description of work X
(iv) Class of worker

13B. Any other work (13A 'Yes')/work (13A 'No')/any time last year ?
Yes (C/AL/HHI/OW)
No

If HHI/OW in 13B,
(i) Name of establishment X
(ii) Nature of industry, trade, profession or service X
(iii) Description of work X
(iv) Class of worker X

13C. If no in 12 or 13A, seeking work ? X Yes (1) [ ] No (2)

14A. If yes in 12, worked at least one day in last week ?
Yes (C/AL/HHI/OW)
No

If HHI/OW in 14A,
(i) Name of establishment X
(ii) Nature of industry, trade, profession or service X
(iii) Description of work X
(iv) Class of worker X

14B. If no in 14A, seeking work during last week ? X Yes (1) [ ] No (2)

CENSUS OF INDIA 1981

PRETEST

CONFIDENTIAL

INDIVIDUAL SLIP

(Sample)

ıy other language known English
Angami

rth Place

) Place of birth PL

) Rural (1) Urban (2) X

) District X ....

l) State/Country X ....

ast residence

) Place of last residence PL

) Rural (1) Urban (2) X

) District X ....

l) State/Country X .....

4. Duration of residence at the village or town of enumeration X

5. For all ever-married women only

(a) Age at marriage X

(b) Number of children ever born

Male X Female X

(c) Number of children living

Male X Female X

6. For currently married women only

(a) Any child born during last one year

Yes (1) / No (2) X

(b) Has this birth been registerd ?

Yes (1) / No (2) X

FIRST PRETEST

APPENDIX VIII

CENSUS OF INDIA 1981

POPULATION RECORD

(To be compiled from Individual slip)

Location Code _____

Name of village or town _____

BSI. No.	Name (Q.1)	Relation-ship to head (Q.2)	Sex (Q. 3)		Age (Q. 4)	Marital status (Q.5)	S.C. (Q.9)
			M(1)	F(2)			
1	2	3	4	5	6	7	8

Total of all columns except Columns 2, 3, 6 and 7

MALE

...B Worked any time at all during last year (Q. 12)

If yes in Q. 12, w season (Q. 13A)

		Yes					
C		AL	HHI	OW		C	AL
	12	13	14	15	16	17	18

FEMALE

Seeking work ? Q. 13C (check 'No' in Col. 16 or 21)		If yes in Q. 12, worked at least one day in last week — (Q. 14A)					S.C. (Q.9.)
		Yes				No	
Yes	No	C	AL	HHI	OW	No	
22	23	24	25	26	27	28	

FEMALE

Worked any time at all during last year (Q. 12)					If yes in Q. season (Q	
Yes						
C	AL	HHI	OW	No	C	Al
33	34	35	36	37	38	39

FEMALE						
Seeking work ? (Q. 13C) (Check 'No' in col. 37 or 42)		If yes in Q. 1; worked at least one day in last week. (Q. 14A)				No
Yes	No	C	AL	Yes HHI	OW	
43	44	45	46	47	48	49

nature of Enumerator ..... Signature of Supervisor .....

te ..... Date .....

ST PRETEST

APPENDIX IX

CENSUS OF INDIA 1981

ation Code .....
me of village or town .....
umerator's Block No. .....

ENUMERATOR'S COMPILATION SHEET

(To be compiled from Population Record Form)

Type* of house hold: Normal Household; Institutional Household; Houseless Household

(References are to the appropriate column number in the Population Record)

o.	Household No. (from right hand top)	Total (Col. 4)	MALES					
			S.C. Col. 8	S.T. Col. 9	Literate Col. 10	Illiterate Col. 11	Worked any time at all during last year ?	
							Yes (Col. 12 to 15)	No. (Col. 16)
	2	3	4	5	6	7	8	9

MALES											
Was this your main work last year/season ?					Seeking work ?		Worked at least one day in last week				
YES				NO	YES	NO	YES				NO
C l. 17	AL Col. 18	HHI Col. 19	OW Col. 20	Col. 21	Col. 22	Col. 23	C Col. 24	AL Col. 25	HHI Col. 26	OW Col. 27	Col. 28
10	11	12	13	14	15	16	17	18	19	20	21

APPENDIX IX—Contd.

	Total (Col. 5)	FEMALES			
		S.C. Col. 29	S.T. Col. 30	Literate to 31	Ill 3
	22	23	24	25	

FEMALES								
Was this your main work last year/season?					Seeking work ?		Worked at least	
YES			NO		YES	NO		YES
C Col. 38	AL Col. 39	HHI Col. 40	OW Col. 41	Col. 42	Col. 43	Col. 44	C Col. 45	A Col. 4
29	30	31	32	33	34	35	36	37

Signature of enumerator ..... Signat

Date..... Date

*Strike out which is not applicable.

FIRST PRETEST

APPENDIX X

CENSUS OF INDIA 1981

ENUMERATOR'S ABSTRACT

(To be compiled from Enumerator's daily compilation sheet)

Location code ..... No. of occupied Enumer

Name of village or town ..... Residential houses .....

Total No. of Households..... No. of Institutional Enume

Households .....

Sl. No.	Particular	
1	2	
1.	Population (Cols. 3 & 22) (inclusive of population given against items 10 & 11)	
2.	Scheduled Caste	(Cols. 4 & 23)
3.	Scheduled Tribe	(Cols. 5 & 24)
4.	Literate	(Cols. 6 & 25)
5.	Illiterate	(Cols. 7 & 26)

APPENDIX X--Contd.

1	2	3	4	5

6. Worked any time at all during last year.
   - 'Yes' (Cols. 8 & 27)
   - 'No' (Cols. 9 & 28)

7. Was this your main work last year/season
   - 'Yes'
     - C (Cols. 10 & 29)
     - AL (Cols. 11 & 30)
     - HHI (Cols. 12 & 31)
     - OW (Cols. 13 & 32)
   - 'No' (Cols. 14 & 33)

8. Seeking work ?
   - 'Yes' (Cols. 15 & 34)
   - 'No' (Cols. 16 & 35)

9. Worked at least one day in last week.
   - 'Yes'
     - C (Cols. 17 & 36)
     - AL (Cols. 18 & 37)
     - HHI (Cols. 19 & 38)
     - OW (Cols. 20 & 39)
   - 'No' (Cols. 21 & 40)

10. Houseless population
    (To be extracted from Cols. 3, & 22 of enumerator's compilation sheets in respect of houseless households only).

11. Institutional population (To be extracted from Cols. 3 & 22 of enumerator's compilation sheet in respect of institutional households only).

Signature of Enumerator .....

Date .....

Signature of Supervisor .....

Date .....

Introduction to Enumerators for filling up the Houselist, Household schedule and Individual slip (Second pre-test).

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSELIST

General

Houselisting is a preliminary but important step and is indeed an essential feature of the Indian census. The main purpose of this operation is to locate and identify all places containing or likely to contain human beings on the census date.

2. Both in the 1961 and 1971 censuses, some housing particulars were collected during the houselisting operation, but at the census of 1981, it has been decided to collect most of the housing particulars during the census enumeration itself and confine the houselist to basic items for preparing the requisite frame needed for the population census. It would also serve as a link to the economic census for which a separate enterprise slip will be canvassed alongwith the houselisting operation, *but not at the Second Pretest.*

The houselist to be canvassed during the Second Pretest will now consist of the following:—

(1) Serial No.

(2) Building No.

(3) Census House No.

(4) Purpose for which census is used (if totally non-residential, an enterprise slip will have to be canvassed during the final houselisting operation *not* in the Pretest).

(5) Household No.

(6) Name of the head of the household.

(7) Is the household engaged in an enterprise using the member(s) of the household or hiring outside labour within or outside this census house and with or without premises, if so, go to economic census schedule (*not for Second Pretest*).

(8) Is there a physically handicapped person in the household?

If so, indicate number (for each category, viz. totally blind, totally dumb and totally crippled).

(9) No. of persons normally residing in census household on the day of visit of the enumerator (by male, female and total).

(10) Remarks.

3. The job entrusted to you, viz., the housenumbering and houselisting is doubtless important but it is fascinating too. Apart from listing of houses, you will be collecting some essential data on the physically handicapped which the country's planners need badly. You have, therefore, an important role to play in the country's planning process. The quality and effectiveness of your contribution would depend on how well you apply yourself to this national task, understand the instructions thoroughly and carry out your responsibilities with the care that it demands.

4. As in the previous censuses you will be required to prepare a lay-out sketch showing the location of houses residential or otherwise within the area allotted to you with their number, list them and fill up some essential particulars in the schedules given to you. The lay out sketches prepared by you may eventually form the basis for a permanent system of house numbering that may be introduced and maintained by the local bodies, Municipal Corporations, Municipalities etc.

House numbering and preparing of notional maps

5. **Rural areas:** As already mentioned, the first operation will be allotment of distinguished numbers to each building, house and household.

6. Before the actual affixing of house numbers on doors, an essential step to be taken is to prepare a notional map of the entire village and decide 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 recognised hamlets irrespective of their size, it is desirable to divide the village into blocks, so that each hamlet with the adjoining area is recognised as a separate housenumbering block of the village.

7. 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 owner of the fields on either side of the line or by the name of the field, if any.

8. The notional map shows the general topographical details of a whole revenue village. (If a survey map is already available with the village revenue official, your task will be easy because you can indicate these on your map). This notional map should indicate the prominent features and land-marks such as the village sites, roads, cart tracks, hills, rivers, nallahs, etc. Clear demarcation lines of blocks are important so that anyone can identify them. It is neces-

sary to define at the foot of the map the boundaries of a particular block. It will help identification of a special block, without giving scope for any doubts.

Having thus prepared the village map, each block of the village as demarcated on the village map should be taken up for detailed sketching of the lay-out. 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 Kuchha houses are shown by some signs like a square [] for a *Pucca* house and a triangle △ for a *Kachha* house, further classifying them as residential or non-residential as follows:—

[] Pucca residential house, for Pucca non-residential house, shade the square thus ▪;

△ Kachha residential house; for Kachha-non-residential house, shade the trigangle thus ▲.

It is difficult to give a comprehensive and detailed 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 will facilitate their 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 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 (galvanized corrugated iron) sheets, asbestos cement sheets, RBC (reinforced brick concerete), RCC (re-inforced cement concrete) 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.

9. When once the location of every building/house is demarcated on the sketch it will be a simple matter to decide on numbering the buildings/houses in one series following certain principles. No hard and fast rule can be laid down 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 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 given in the lay-out sketch would be convenient or any change is 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.

10. 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 one is sure that any house falling in a particular area may be reckoned with reference to a particular village.

11. In the forest areas, all habitations are not on a settled pattern. There are forest villages which may be just like other revenue village or mauas. For such villages, the normal procedure for preparing lay-out sketches may be followed. But apart from such villages, there could be clusters of habitations spread out in the forest. Your work will be facilitated 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). Then the clusters should be drawn on the lay-out sketch. Name of the cluster should also be written if, there is one. If there is no name, then it would be necessary to identify if with reference to any known permanent feature such as a stream, a range of hills, road and so on. After drawing the boundaries of such clusters on the lay-out sketch, the location of each house should be indicated on it and a number assigned to each such 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.

In the case of tea estates, coffee estates, plantations etc., the pattern may be slightly different. You will be well advised to first contact the estate or plantation authorities, study the pattern of habitation and then decide on the lay-out plan and listing of villages. Listing of villages of such estates will have been done by your superior officers and a list may have been prepared already and such village(s) has been assigned to you with necessary code No. and so on. In that case, your task is easy. You have only to find out from the estate or plantation authorities, the boundaries of the village or area allotted to you. You should then visit the area and decide on the lay-out sketch.

12. **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 except 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 in extremely handy. 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 outskirts 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 the road may fall within the town limits and the other side get excluded as it may be outside the defined boundary of the town. All these points should be carefully verified on the 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 unit in which they fall.

13. In urban areas very detailed plans showing the location of every building or 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 number of sketches each covering a limited area. Each town would probably have already been divided into some sort of 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 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 indicatd 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 cases, a ward map showing the segments and separate lay-out maps for each one of the segments may be prepared and on these segments the buldings and houses should be clearly located and the house-numbers shown . It will facilitate your work and of others if the non-residential houses are distinguished from the residential houses by showing them in different figures and by hatching them as indicated in paragraph 8. Here again the important permanent buildings such as say, town-hall, large office building, court building, post office, hospital, school, church, market building, etc., should be indicated on the map.

14. For those towns which already have a satisfactory house-numbering system, you should adopt the same for preparation of house-numbering maps referred to above. The house numbering can be brought up-to-date with the help of each lay-out map. But if there be no proper house-numbering system in the town, you will be required to assign numbers to the houses in the lay-out sketch(es) of your jurisdiction in the manner indicated below. Where a rationalised house numbering is proposed to be introduced for the first time, these sketches will greatly help the authorities.

Numbering of buildings and census houses in rural as well as urban areas:

15. You have to give numbers to 'Buildings' and 'Census houses' in all areas. The instructions given hereafter will guide you to determine what a building and a census house are for the purpose of houselisting. A 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 part 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.

16. **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 dwelling (residences) or establishments such as shops, workshops, factories, etc., or as godown, stores, cattle-sheds, etc., or in combination with any of these such as, shop-cum-residence, or work-shop-cum-residences, etc.

17. 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 a separate building and given separate numbers. On the other hand, you may come across cases, particularly in large cities, multistoryed ownership flats have come up. That is to say, while the structure looks like one building, the flats are owned by different persons. In such cases, you should treat the structure as one building and the individual flats as separate census houses.

18. If there is 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.

19. The building 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 continously. 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 numbring 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 run along the axis of the street and not any arbitrary 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 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 building No. 10.

20. **Census House:** 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 occupied or vacant. It may be used for a residential or non-residential purpose or both.

21. 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 staircase 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 owned by different persons then each such building should be treated as one or more separate buildings. You may come across cases where within an enclosed compound there may be separate buildings owned by an undertaking or company or even government, actually in occupation of different persons. For example, I.O.C. colony where the buildings are owned by the Corporation but these are in occupation of their employees. Each such building should be reckoned as a separate building. But if in any one of these buildings there be flats in occupation of different households, each such flat should be treated as a separate census house. Again, if all the structures within an enclosed compound are together treated as one building as may be the case in most rural areas (see paragraph 18) then each structure with a separate entrance should be treated as a separate census house.

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

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

24. 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 courtyard, or staircase. In terms of the definition of a census house each of these rooms having entrance from the common stair case, etc., may qualify to be treated as a census house. But it does not realistically reflect the situation of the number of houses. In such a case, 'singleness' of use of these rooms alongwith 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 can justifiably be treated as a separate census house. On the other hand, in a hostel building even if the door of each room in which an inmate lives, opens on to a common verandah or staircase, as it happens almost invariably, the entire hostel building will have to be treated as one census house only.

25. 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 whether it is 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. On the other hand, you may come across situations, where a household is in occupation of several huts in an unenclosed compound—the main residence where the kitchen is also located; storehouse, sitting room and other huts where people sleep. In such a case you should not treat the structures as separate census houses. Please note that the fact that all the structures actually belong to one housing unit has to be brought out by indicating the use to which each such census house is put. In the instant case for example, the main residence and the huts which are used for sitting and sleeping should necessarily be treated as one house and

counted as separate rooms in occupation of the household. Thus the entire cluster in occupation of one household should be treated as one house. The storehouse should not be counted as a living room.

26. 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 sites, even if they are enclosed by a compound wall, should not be listed for census purposes. Only cases 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 there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided, and there will not be any wall as such. Such structures should of course be treated as buildings and houses and numbered and listed.

In certain areas, specially in the cities, there may be cases of blocks of garages which stand separate but are associated with flats or houses in the area. In other words, a garage may be considered as part of a house or building or flat even though it is located separately. In such cases, the garages may be assigned to the flat concerned in order to preserve this identification.

Pump house, temples and other similar structures must also be numbered and given census house numbers. There can be places where people can live obviously, such structures if very small/low etc. need not be numbered.

27. **Household:** A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigensies 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 or even of mixed type. Examples of unrelate households are boarding houses, hostels, residential hotels, orphanges, rescue homes, ashrams, etc. These are called "Institutional households".

Each household will be listed according to the instructions that follow and a distinguished 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

28. After the preparation of the Sectional house numbering maps and the numbering of the houses the next step is to list them in a prescribed schedule (Houselist).

29. At the 1981 census, a houselist form will be canvassed on universal basis. Specimen form of the schedule to be so canvassed is given as appex. 'A' at the end of this book.

The instructions given below will guide you in filling up the houselist.

30. On the top of the houselist form, provision is made to note the name of District with Code number, name of Taluk/Tehsil/Police Station/Development Block/Island and its Code No., name of village/town and its Code No., name and/or No. of Ward/Mohalla/Hamlet and Enumerator's Block with Code No. The entries which will be referred to as "location code" hereafter are to be filled in by you very carefully. The Location Code is the method by which every village or town in any tehsil or police station in every district of a state is identified by a combination of numbers. For this purpose every district, tehsil or police station, village or town, ward/mohalla/hamlet and 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, tehsil or police station and the village or town, ward/mohalla and enumerator's block code numbers pertaining to you. You will 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 (I, II, III, IV etc.) to distinguish it from the village number which will be indicated by Arabic numerals* (1, 2, 3 *and* 4 *etc.*)

Col. 1: Serial Number

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

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

32. Some Municipal towns may have a 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.

33. There would be cases where the Municipal numbers of local authority members 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 situation is that where numbering did not exist earlier and you have numbered the buildings and assigned them the number on the lay-out sketch and painted them on the building itself.

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

Arabic numbers (e.g. 1, 2, 3.....) should be used for building numbers. In cases where there are numbers already present and painted or fixed these instructions naturally will not apply. These instructions will apply entirely depending on local circumstances.

In many cases there may be large colonies or blocks of flats where continuous serial numbering has been adopted by the local authoritits. Strictly speaking, each building in which there may be a set of flats should be given a building number and the flats themselves given census house numbers. However, local authorities may have numbered the flats continuously *without* reference to the separate buildings. Such situations exist in Delhi, Madras, Bombay, etc. and in *official colonies. In such cases we need not change the numbering system and may adopt it as such.* In such cases the enumerator will obviously have to enter the same number in columns 2 and 3 of the houselist since a separate building number is now not being given. However, to ensure that all buildings have been covered, the enumerator should be asked to put a bracket in column 2 enclosing all those flat numbers which are located in one single building unit. The manner in which this is done is indicated below:—

Houselist

Sl. No.	Building No. (municipal or local authority or census No.	Census house No.
(1)	(2)	(3)
1	215	215
2	216	216
3	217	217
4	218	218
5	219	219
6	220	220
7	221	221
8	222	222

In the example given, building consists of 4 flats.

Col. 3: Census House No.

35. A census house is a structure or part of a structure inhabited or vacant or a dwelling, a shop, a shop-cum-dwelling or a place of business, workshop, school etc. with a separate entrance.

36. In accordance with the instructions you would have allotted census house No. to a building or to a part of a building. 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. This will be repeated in this column. If a building has a number of flats or blocks which have separate entrance of their own and are independent of each other giving on the road or a common staircase or a common courtyard leading to the main gate, they will be considered as separate census houses. If within an enclosed or open compound there are separate buildings, then each such building will also be 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. The order in which census houses within a building should be numbered, should be continuous, preferably clockwise or in any convenient manner if at all it is difficult to do it clockwise.

Sometimes a building which may form a single structure may be occupied in its different parts or suites of rooms or even some single rooms by different households. These individual parts are likely to have separate entrances from a common verandah, staircase or a courtyard. Then each of these parts would assume the character of separate census houses.

The census house number to be noted in this column will be the same as the building number already noted in column 2, if the building continues to be a single census house. But if the building is made up of portions each of which will be treated as a separate census house according to the definition, then the census house will bear the building number with a separate sub-number in brackets for each census house e.g. 9(1), 9(2)..... 12(1), 12(2), 12(3)..... etc.

Note: You should not indicate the number as 9/1 or 9/2 etc. as this pattern would be followed in the assignment of a number to a new building not previously numbered that has come up after building no. 9 and before no. 10.

Col. 4. Purpose for which Census house is used (If totally non-residential go to E.C.S.)

37. 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 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 for 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) *Hospitals, dispensary, Health centre, Doctor's clinic, etc.*

(6) *School and other educational institutions.*

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

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

(9) *Place of entertainment*: Examples—Cinema house, theatre, community hall (Panchayatghar) etc.

(10) *Place of worship etc.* Examples—temple, church, mosque, gurudware, etc.

(11) *Institutions* : Examples—Orphanage, rescuec home, jail, reformatory, children's care home, etc.

(12) *Others*: Examples—cattle-shed, garage, godown, laundry, petrol bunk, pasenger's shelter, etc. (the exact use to be fully described in each case).

Important: 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 column. The reason for vacancy such as 'dilapidated', 'under repair', 'incomplete construction', 'want of tenant', etc. may be recorded in the 'Remarks' column. If on the other hand the census house is found 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 should be 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'.

If a particular house is totally non-residenial you have to fill up the economic census schedule for that particular house hereafter, but not at the second pretest.

Col. 5: Household No.

Important: Please read paragraphs 21-27 again.

38. 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 a number of unrelated persons live together is an institutional household. So also is a Jail.

39. There may 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))., as suffixes 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.

Col. 6: Name of head of household

40. 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 or she 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 unrelated 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. 7: Is the Household engaged in an enterprise using the member(s) of the household/or hiring outside labour within or outside this census house and with or without premises. If so, go to E.C.S.

41. This para is not relevant for the second pretest.

Col. 8 : Is there a physically handicapped person in the household? If so, indicate No. within brackets for each category: Totally blind-1 Totally dump-2 Total crippled- (Like 1(2), 3(1), etc.).

42. Against this column information about different categories of physically handicapped persons will have to be recorded.

1. For totally blind write 1,
2. For totally dumb write 2,
3. For totally crippled write 3.

The term 'totally crippled' refers to such persons who have lost their arms or limbs. After ascertaining the existence of physically handicapped persons in the household, indicate number of such persons within brackets thus—1(2) or 2(1) or 3(3) etc.....

The loss of arms or legs or all the four limbs refers to loss of both the arms or loss of both the legs. It is not necessary that the disabled should have lost *both* arms and legs. The loss of either of these i.e. both arms or both legs would be sufficient for classification as totally crippled. Please note that loss of only one arm or one leg will not classify a person as totally crippled. The loss here refers to the inability to use and not necessarily physical absence. Thus, a paralytic who has lost the use of both the legs *or* both the arms, will be totally crippled, though the legs or arms as such are *still physically present.*

This is a very sensitive question. You have therefore, to be very polite and tactful in asking this question. You should not try to find out the names of the physically handicapped. Only the number of persons who are 'totally blind' or 'totally dumb' or 'totally crippled' are to be determined.

Cols. 9 to 11: No. of persons normally residing in census household on day of visit of the enumerator.

43. Enter the number of males normally residing in the household in column 9; females in col. 10 and total number of persons in column 11 (col. 9+10).

In these columns normal residents are to be recorded even though some of them may be absent on the day of your 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. 12: Remarks

44. This will provide space for any useful or significant information about the building, census house, census household and other particulars regarding the building inventory. This will provide interesting facts regarding observations made during the houselisting operations.

If there is an entry in column 4 as 'vacant' you have also to record the reason such as 'dilapidated', 'under repair', 'incomplete construction', 'want of tenant' etc. in this column. Also make a note in this column of likely places where houseless persons can be found.

Houselist Abstract

45. After filling all the entries in the houselist, you have to prepare a house-list abstract with a view to obtaining 'control' figures of the number of census houses and households since the houselist data are to be tabulated on sample basis. Specimen form of this abstract is given as annex. 'B' at the end of these instructions.

Abridged Houselist

46. After completing the Houselist Abstract, an Abridged Houselist has to be prepared by you before you commence the population count in order to ensure complete coverage. This document is of great utility for conducting the post-enumeration check and also serves as a frame for future surveys. The format of the Abridged Houselist is given as Annex. 'C' at the end of the instructions.

47. The abridged houselist consists of four sections. Section 1 deals with identification particulars, Section 2 will contain the population of the enumerator's block, Section 3 will contain certain details copied out from the houselist and Section 4 will consist of additions of census houses and households which have not been covered in Section 3.

48. Section 1 which relates to identification particulars, is quite simple. In this section, apart from the names of the districts/taluks etc., the location code particulars will also be entered in the appropriate lines against district/taluk etc., village etc., These particulars are already available in the houselist.

49. In Section 2, the population of the enumerator's block, as finally determined after the completion of census enumeration will be entered.

50. Section 3 contains certain particulars from the houselist. The particulars in this section will have to be copied out from the original houselist with no omissions at all. It will be noted that the columns relating to Serial No., Building No., Census house No., purpose for which census house is used, Household No. and the name of the head of the household, Remarks, namely, columns 1 to 5 and columns 7 & 8 can be filled up directly from the houselist with no difficulty at all. As mentioned earlier, there will be no omission and there should be a one-to-one correspondence between this section and the houselist concerned.

51. Column 6 of Section 3 of the abridged houselist needs a little explanation. This column relates to the serial No. of the household and is an extremely important column which should be filled up carefully. *The numbering in this column will be continuous for all the households in the enumeration block.* The following illustrations will help you to understand the method of numbering in this column.

Sl. No.	Bldg. No.	Census House No.	Purpose for which census house is used	Household No.	Sl. No. of household	Name of head of household	Remarks
1	2	3	4	5	6	7	8
1.	A2/107	A2/107	Residence	A2/107	1	Sri ABC	
2.	A2/108	A2/108	Vacant (Residential)	—	—	—	
3.	A2/109	A2/109(1)	Residence	A2/109(1)(a)		Sm. DEF	
4.	A2/109	A2/109(1)	Residence	A2/109(1)(b)	3	Sri GHI	
5.	A2/109	A2/109(2)	Workshop-cum-residence	A2/109(2)	4	Sri JKL	
6.	A2/110	A2/110	Workshop	—	—	—	
7.	A2/111	A2/111 & so on.	Residence	A2/111	5	Sri MNO	

Please note that the numbering of households in column 6 is continuous for the enumerator's block, while in column 5, the full location code of the household as obtained in the houselist is being repeated. Also please note that the lines assigned to non-residential or vacant residential houses are being skipped for purposes of numbering in column 6. In other words, as the title of the column itself indicates, the continuous serial numbering will be of *households only*.

52. At the time of actual enumeration you may also come across cases where the household/housholds already entered in the abridged houselist may not be present. These are cases of drop outs. You have to score out such entries in Section 3 and note 'household left in col. 8'. You need not correct the serial number by renumbering in columns 1 & 6. You will have to keep a note of such cases and report the same to your supervisor, who will inform the higher authorities.

Section 4 deals with additions of census houses or households which are not covered by Section 3, but are found by the census enumerator during enumeration. Section 3 is filled up from the houselist, but by the time you go round your block for purposes of enumeration there may be cases of new census houses, new households etc. Where a new census house or a new household is seen, Section 4 will have to be filled up. The headings for Section 4 are the same as those for Section 3.

As has been explained in the instructions for filling up the houselist, for purposes of the census, a census house has been defined as a structure or a part of the structure, a dwelling, a shop, a workshop, factory or place of business or shop-cum-dwelling giving on the road or a common staircase or a common courtyard, leading to a main gate or enjoying separate entrance. If, therefore, you come across a census house or a census household, which has not been numbered in Section 3, you should bring this fact to the notice of your supervisor and enter the same in Section 4. The illustrations given below will explain the procedure:

Sl. No.	Bldg. No.	Census House No.	Purpose for which census house is used	Household No.	Sl. No. of household	Name of head of household	Remarks
1	2	3	4	5	6	7	8
151	A2/110	A2/110(1)	Residence	A/2/110(1)	144*	Sh. XYZ	New house, new household
152	A2/110	A2/110(2)	Residence-cum-Workshop.	A/2/110(2)(a)	145	Sh. UVW	New household
153	A2/110	A2/110(2)	Residence	A/2/110(2)(b)	146	Sm. RST	New household
154		—	—	0	147-0	Sh. OPQ	houseless
.....							
.....							

Also please note that the houseless households have to be entered in Section 4 of the abridged houselist during the course of enumeration and assigned serial number of households with a suffix 'O' separated by a dash (—) as shown in the illustration.

*It is assumed that the last serial No. of household in Section 3 was 143. It is also assumed that there were 150 entries in column 1 of Section 3. It is also assumed that in the earlier example, the building No. A2/110 which was used as a workshop during houselisting has been found to be occupied by households at the time of enumeration. Please note that the first serial No. of household in Section 4 is continuous. Please note that the new households are being assigned census code. In Section 3, a suitable remark under column 8 against building No. A2/110 which was a workshop, has to be given for cross-check.

ANNEXURE A

CENSUS OF INDIA 1981

HOUSELIST

1. Name of District .....Code No.....
2. Name of Tehsil/Taluka/P.S./Dev. Block/ Island etc..... Code No .....
3. Name of village/Town.....Code No.....
4. Name or No. of Ward/Mohalla/Hamlet/E.B..... Code No.....

Serial No.	Building No. (Municipal or local authority census No.)	Census house No.	Purpose for which census house is used (if totally non-residential go to ECS)	House-hold No.	Name of the head of household	Is the household engaged in enterprise using the member of the household or hiring outside labour within or outside this census house and with or without premises, if so, go to ECS	Is there a physically handicapped person in the household ? If so, indicate No. within brackets for each category totally blind-1; totally dumb -2; totally crippled-3 (Like 1(2); 3(1); 2(1) etc.)	No. of persons normally residing in census household on day of visit of the enumerator.			Remarks
1	2	3	4	5	6	7	8	9	10	11	12

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

Signature of field supervisor .....Date.....

Signature of office compiler.....Date.....

ANNEXURE B

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

Name of District ..... Code No..... Name of Village/
Name of Tehsil/Taluka/P.S./Dev. Block/ Name or Numb
Island etc.....Code No..... Enumerator's Blo

Page No. of House list	Number of Census Houses						Total I of Hou
	Occupied residential Census Houses			Vacant census Houses	Census houses put to other uses	Total of columns 4, 5 and 6	
	Wholly residential	Partly residential	Total				
1	2	3	4	5	6	7	
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....

Checked and found correct
Signature of Enumerator ..... Signat
Date ..... Date

ANNEXURE C

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST FOR EACH CENS

SECTION 1 : Identification particulars

Name	Loca
District	
Taluk/Tehsil/P.S./Dev. Block/Island	
Village/Town	
Ward/Mohalla/Hamlet	
Enumerator's block	

SECTION 2* : Population of Enumerator's block
SECTION 3 : Houselist (to be copied from the original Houselist)

Serial No.	Building No.	Census house No.	@% Purpose for which census house is used	@% Household No.	@ Serial N the hous
1	2	3	4	5	6
.....					
.....					
.....					
.....					

SECTION 4 : Addenda to Section 3 (To record census house/house-holds not covered i enumeration).

.....
.....

*To be filled only on completion of census enumeration.

@If any of these characteristics have changed at the time of census enumeration the tion in columns.

%Record purpose as given in the original houselist.

& If the name of head of the household is different from the one recorded in the o column at the time of enumeration. For Institutional Households add "(I)" after the n

**Record Remarks as given in the original houselist.

Signature of Supervisor and date .....
Signature of Enumerator and date .....

At the 1981 census a household schedule will be canvassed alongwith the individual slip during the enumeration. The enumeration period is from 10 February to 28 February 1981 with reference date as the sun rise of 1st March 1981. The revisional round will be from 1 March 1981 to 3 March 1981. During this enumeration period you will have to fill the household schedule for each household falling in your jurisdiction. Households living in houses and the homeless households such as those living on pavements, temple mandaps or boats etc. as also those living in residential institutions such as hostels, boarding houses, chummeries etc. will be covered and the household schedule will have to be filled for each household. A household means 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. In some census houses there may be more than one group of persons, each group with a common kitchen. In such cases, each group should be regarded as a separate household for purposes of the census and a separate household schedule should be prepared. But for the second pretest different dates will be prescribed by the state Director of Census Operations.

2. The household schedule is made up of two parts; the first part incorporates the household particulars. The second part comprises the Population Record of which columns 1 to 7 should be filled in first which will help to ensure complete coverage by including details of the members of the household with regard to characteristics through which linkages can be established. The remaining columns of the population record will have to be filled in from the completed individual slips. On the back of the population record an abstract of the population record will be prepared in office which will on the basis for the Primary Census Abstract. The following instructions will explain how each of the questions in the household schedule will have to be filled in.

Part I : Household particulars

Question 1: Location Code

3. At the top on the left hand side of the schedule you will find the location code. The location code Nos. have been allocated to each district/tehsil or thana and each town and village. Your charge officer or supervisor would have already indicated to you the complete location code No of the village or urban block pertaining to you. You should enter here the complete Location Code Number of the district/tehsil or thana/village or town and enumerator's block that you are covering. You must note that while filling the last part of the code No. i.e. the village or town number, you should use the roman numeral for an urban unit i.e., town and the arabic numeral for the rural unit i.e., village. You should take care to write these Nos. connecting them by oblique strokes. For example, location code 3/II/4(123) will denote E.B. No. 123 of ward No. 4 of town No. II in district No. 3. Similarly 3/12/52 (3) denote E.B. No. 3 of village No. 52 of Taluka No. 12 in district No. 3.

Question 2: Serial No. of Household (Col. 6 of abridged houselist)

4. While you are visiting each household for enumeration you should write the serial No. of the household in the space provided on the right hand corner of the schedule against item.

2. This sl. No. will be the same as given in col. of the abridged houselist which you must have prepared before proceeding for enumeration. The instructions for filling in the abridged houselist will be found at the end of the instructions for filling in the houselist which you must read again.

Question 3 : Type of Household

5. There are three types of households viz., Normal, Institutional and Houseless. These types have been indicated after the item relating to S. No. of household. While you are enumerating the members of the household, you will come to know whether the household falls in the category of normal household or institutional household or houseless. What you have to do is to cut out the inapplicable categories and retain the relevant one.

Question 4 : Name of head of household

6. The head of the household for census purpose is one on whom falls the chief responsibility for the maintenance of the household. Thus, the Head of the household need not necessarily be the oldest male member but may even be a female or a younger member of either sex. You need not, however, make any elaborate enquiry about this and should record as Head of the household the name of the person who is actually acknowledged as such.

7. In respect of the institutional households such as hostels, boarding houses, messes, jails etc. the Warden the Manager or Superintendent or the person who has administrative responsibilities or who by common consent is regarded as the Head should be regarded as the Head of the household. If in an institution separate families are also living, each such family should be treated as a census household and a separate household should be filled. In such a case the name of the recognised head of the household should be written.

8. If the Head of the household is a person who spends the week-days in town and spends the week-ends at home, he should be regarded as Head of household and entered for enumeration at his home. If he should be away for a fairly long-period, which covers the entire enumeration period, then the person who is in charge in his absence should be regarded as the Head of the household.

Question 5 : Whether head of household belongs to SC or ST. (Write SC/ST as the case may be)

9. You will be supplied with a list of scheduled castes (SC) and scheduled tribes (ST) pertaining to your

state by your supervisor. While filling up the household schedule you have to ascertain from the head whether he is a member of scheduled caste or scheduled tribe. If in reply to this question the answer is in the affirmative you have to record SC or ST, as the case may be, in the space provided. If the head returns himself as SC, you have to check the religion of the head of the household. He or she should belong to Hindu or Sikh religion S.C. can not belong to any other religion. The scheduled castes who have embraced religions, other than Hinduism & Sikhism will not be treated as members of any scheduled caste. But a member of scheduled tribe may belong to any religion. In case of the institutional & non-SC/ST households write 'X' in the

Question 6 : If SC/ST in '5' write name of scheduled caste scheduled tribe

10. If you have recorded SC or ST against item '5' you have to enter here the name of the SCs or STs which find place in the list provided to you. You have to be careful that only that name of SCs or STs should be entered which is given in the list pertaining to your state/union territory. If the head returns any other name which does not find place in the list it has not to be recorded and the entry in col. 5 will have to be corrected accordingly. In case the head replies that he does not belong to SC or ST you have to put 'X' against both the questions i.e. Q. 5 and 6.

Question 7 : Language mainly spoken in the household

11. You have to ascertain from the head of the household about the language which is generally spoken in the household. You have to record the answer faithfully. There may be cases where one or two persons of the household may be speaking other languages also, but that language is to be recorded which is spoken mostly by the members of the household. The language spoken in the household should not be confused with the mother tongue of each individual. For institutional households put 'X'.

Question 8 : Religion of the head of the household

12. You have to record the religion of the head as given by him against this question. While writing the religion you have to use the abbreviation as follows against the space provided.

For Hindus	write	H
Muslims	write	M
For Christians	write	C
For Sikhs	write	S
For Buddhists	write	B
For Jains	write	J

13. For others record the actual religion as returned fully. If the head says that he has no religion it may be recorded accordingly. For institutional household put 'X'.

Question 9 : Total Population (Total of Col. 1 of Part II Population Record)

14. For filling up this column you have to refer to part II of the schedule namely Population Record. In Population Record Sl. No. has been provided. You have to simply give total with reference to the last serial No. of Population Record of that particular household and record the entry in the space provided. In fact the total will be the sum of entries (names) recorded in column 2 of the population record.

15. After completing the entries upto question 9 you have to proceed further for filling up the housing particulars in the next section of the household schedule for which the instructions are given hereafter.

Question 1 : Does the household live in owned house? Yes (1)/No (2):

16. 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 owned house. This should be recorded by putting '1' in the box provided. A household living in a flat or a house taken on 'ownership' basis on payment of instalments, should be regarded as living in its own house, notwithstanding the fact that all instalments have not been paid.

17. If the household lives in a rented house or in the house which is not owned write '2' in the box. 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 under 'No' and write '2' in the box.

Question 2: If 'No' in 1 does the household own any house or house site in the village or town of enumeration?

18. If you have recorded 'No' for the previous question 1 by abbreviation '2' in the box you have to ask this question. You have to enquire whether that particular household owns a house of its own or a house-site elsewhere in the place of enumeration, i.e. elsewhere in the village or town of enumeration. If the enswer to the question is in the affirmative i.e. 'yes' you have to record it by arabic numeral '1' in the box. If the answer is in the negative i.e. 'No' and the head of the household replies that this household does not have a house or house site you have to indicate it by arabic numeral '2' in the box provided.

Question 3 : Predominant construction material of the house occupied by household.

19. This question has been divided into 3 parts i.e. (a) material of wall; (b) material of roof (c) material of floor. For your convenience the description of the predominant construction material has been given within rectangles under each item, i.e. wall, roof and floor. A numerical code for a group of materials has been indicated. What you have to do is to enquire about the material and enter the appropriate code in

the box provided with reference to the description given within the rectangles for each of the materials of wall, roof and floor respectively.

(3A) Material of wall

For material of wall nine codes have been provided with the following combinations:

Grass, leaves, reeds or bamboo	1
Mud	2
Unburnt bricks	3
Wood	4
Burnt bricks	5
GI Sheet or other metal sheets	6
Stone	7
Cement concrete	8
Others	9

20. In order to determine the material of wall you have to take into account the material out of which the major portions of the wall of the house are made, and then select the appropriate code.

(3b) : Material of roof:

21. For material of roof eight codes have been provided with the following combinations:

Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo	1
Tiles, slate or shingles	2
Corrugated iron zinc or other metal sheets	3
Asbestos cement sheets	4
Brick, stone and line	5
Stone	6
Concrete R. B. C. R. C. C.	7
Others	8

22. For determining the material of the roof, you have to take into account the material out of which outer roof exposed to the weather and not the ceiling is made, i.e. tiles, thatch, corrugated iron, zinc or asbestos cement sheets or concrete, wood, mud, etc. If the roof is mainly made of bricks and stone 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 but it will be bricks, stones etc. which constitute the fabric of the roof. After ascertaining it you have to give the suitable numerical code in the box provided.

23. For material of floor seven codes have been provided with the following description:

Mud	1
Wood/Planks	2
Bamboo or logs	3
Brick, stone and lime	6
Cement	5
Mosaic/tiles	6
Others	7

Question (3C) : Material of floor

24. For the material of floor you have again to take the major portion of material out of which the floor of the house is made.

25. It is again emphasised that while recording the materials of wall, roof and floor you have only to give the code number and not the description.

Question 4 : Facilities available to the household

26. This question has been divided into three parts i.e. drinking water supply, electricity and toilet for urban areas only.

Question 4(a) : Drinking water supply

27. The first part of the question relating to drinking water supply has again been divided into two sub parts. The first sub part deals with the source of the drinking water supply. The sources have been put within blocks alongwith arabic numerical code against each. You have to record any one of the soucers under this part in the box provided by using the following arabic numerals:

For well	record (1)
For Tap	record (2)
For Hand pump/tube well	record (3)
For River/Canel	record (4)
For Tank	record (5)
For Others	record (6)

It generally denotes rain water

28. If a household gets drinking water from two or more more sources throughout the year, the source availed of during the greater part of the year is to be recorded. After recording the numerical code in the box, you have to proceed further for recording the answer of sub part (II), of the same question namely whether the drinking water supply is within the premises or outside premises. If the water supply is available within the premises you have to indicate it by numerical code (1).

29. A question can be asked as to what is meant by within the premises. Local conditions vary tremendously in this country. We may have a well, a hand pump or tube well within the house or even the backyard in the house opening to a river or canal. In all such cases, if within the house site the source of water is located, we may take it that drinking water supply is available within the premises. In such cases numeral code '1' will be entered. If it is outside the premises it has to be given numerical code (2).

Question 4(b) : Electricity

30. If the facility of electricity is available to the household, enter (1) in the box. If it is not available the answer should be recorded by the arabic numeral (2) in the box provided. It should be noted that what is sought to be elicited is availability of electricity to the household as distinct from use of electricity by the household. The household may or may not be using electricity but the fact that it is available is what we are interested in.

Question 4(c): Toilet facility (For urban areas only)

31. If the toilet facility is available to the urban household, write '1' in the box. If it is not available record '2'. The facility should be available in the house ie. as part of the house or in the same compound. This information is to be recorded for urban areas only.

Question 5 : No. of living rooms in occupation of household

32. A room should have four walls with a door way 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 $1\frac{1}{2}$ 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 question.

33. 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 accommodatio. In such cases, the tent or conical hut etc., may by itself be construed to be a room.

34. In certain parts of the country, particularly in rural areas, the pattern of housing may present some problems. For example, a household may be in occupation of several huts put to different uses, such as main residence, sitting room, store and even for sleeping at night. By strict application of the definition each one will be reckoned as a census house, but this does not reflect the real situation. While huts used as store or cattle shed pose no problems, those used as sleeping rooms beyond the main residence, should be counted as rooms rather than separate census houses.

If a garage is used by a servant and he lives in it as a separate household, it should be reckoned as a room available to the servant's household. If the servant is considered a member of the household then the garage room should be reckoned as an additional room of the household. Write the number of rooms available to the household in the box provided.

Question 6 : No. of married couples usually living in the house hold

35. Enquire from the head of household or any adult member the No. of married couples living in the household and enter the figures as such in the box. Before entering the number make sure that both spouses are usually living together in the household. If any of such persons has gone out temporarily for a short visit he should be reckoned for the purpose of this question.

Question 7 : Does the household cultivate land ?

36. If the household is cultivating any land, you have to record the answer 'yes' by giving the numeral code '1' in the box. If the household is not cultivating land the answer should be recorded by giving arabic numeral '2' in the box. 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. Encroachers 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 or other members of the family are engaged in cultivation of their own, the household should not be reckoned as a cultivating household. A household whose members merely work on somebody else's land for wages should not be treated as a cultivating household.

Question 8 : If yes in 7 category

37. If you have noted code '1' against question 7 i.e. the household is cultivating land you have to proceed further for ascertaining the category of land possessed by that household. The categories have been spelt out under three heads, namely, owned, rented, owned and rented. These have also been given the codes of 1, 2 & 3 respectively. First you have to ascertain whether the land possessed is owned by him. If he says yes you have to record 1. In case he is cultivating land taken on rent you have to record '2'. There may be certain cases where the household may be owning some land but at the same time might have taken land for rent also. If this is the case you have to record it by arabic numeral '3'.

Population record

38. Part II of Household schedule gives the format of the population record. There are all together 35 columns in this form. You have been told in the Instructions relating to filling up of the individual slip that columns 1 to 7 of the Population Record form should be filled up first by you before filling up the questions in the Individual slip when you visit a household for enumeration. It is re-emphasised that columns 1 to 7 of this form should be filled up by you before you take up the individual enumeration of the members of the household. This will help you in recording age of the individuals more precisely and more importantly it helps you in counting all members of the household missing none.

39. Please go through paragraphs 42 to 55 of the instructions for filling up the Individual slip for recording answers under columns 2 to 7 of the Population Record. Col. 1 relates to serial no. which hardly calls for any instructions. But in column 3 you have also to enter the serial No. of the mother if present in the household. You will get this information from columns 1 and 2 of the schedule itself. The following illustration will help you in understanding the instruction better.

Sl. No.	Nome	Relationship to head	Sex	Age	Material status
1.	Sm. ABC	Read		53	W
2.	Shri DEF	Son (Sl. 1		32	M
3.	Sm. GHI	Son's wife		25	M
4.	Shri JKL	Son's son (sl. 3) & so on		5	NM

40. The various columns of the population record form hardly call for any detailed explanation. Household schedule forms which contain Population record would have been supplied to you in sufficient quantity. For each household you have to fill one form. Even if form has been filled for a single member household and there is enough space to enter particulars of another household you should not make use of the form filled for one household. You should take up a fresh form for each household. However, if in a large household there are more persons than what a single population record form can accommodate, you should continue the entries on the next form but do not fail to note prominently on the top of the continued Household schedule and population record form as 'CONTINUED' or 'CONTD.' in capital letters and repeat the location code and serial number of household in the second household form also.

41. The column headings of this form are self explanatory. For example, col. 3 'Relationship to head' refers to question 2 of the individual slip. But you may like to check this with the entries in the individual slip at home while filling in the remaining columns of the population record form. The relationship to head has to be described in full.

42. Columns 4 and 5 refer to question 3 of the individual slip 'sex'. For male, you will have to give a tick (√) under column 4 and for female a tick (√) under column 5. It is obvious that there can not be a tick (√) under both columns 4 and 5 in the same line which represents one person. Col. 6 refers to Q. 4 'age' which you are required to write in completed years as explained in paragraph 51 of Individual slip instruction.

43. Column 7 'marital status' refers to the entries to be made in the individual slip against question 5. The entries could be 'NM' or 'M' or 'W' or 'S'. That is to say you have to write NM/M/W/S, as the case may be. Column 8 and 9 'Name of scheduled caste/tribe if any refer to question 10 of Individual slip pertaining to male only. You have to copy out the relevant name of scheduled caste/tribe in col. 8 or 9 as the case may be. Similar procedure will be followed for writing the name of SC or ST in columns 22 and 23 for female members. But for columns 10 through 35 (excluding 22 & 23) your task will be simpler. You have merely to tick (√) in the appropriate cell of the column after consulting the individual slip of the person concerned. You will notice that columns 8 to 21 refer to males and 22 to 35 refer to females. Therefore, for a tick under column 4 there could be ticks (√) under columns 4 5 there could be ticks (√) under columns 24 to 35. The illustration given hereunder may help you in getting your doubts, if any, cleared.

Illustration : You have entered a household as under:—

Question 1-AMAR KISKU; Q. 2: Head; Q. 3: 1 (i.e. male); Q. 4 : 43, Q.5: M; Q. 10: ST—SANTAL; Q. 11 : 2 (i.e. literate); Q. 14A yes; Q. 14B yes (1); Q. 15AC, Q. 15B No, columns 2, 3, 6, 7 and 9 will be mere repetition of what are shown above and ticks (√) will have to be given under columns 4, 11, 12, 14 and 16 against Sl. 1 of the form. In the same household you have enumerated his wife. Let us assume that the entries are as under:—

Q. 1 : BILASIA; Q. 2: Wife; Q. 3: 2(i.e. female); Q. 4 : 39, Q. 5 : M; Q. 10 : ST—SANTAL; Q. 11: 1 (i.e. illiterate); Q. 14A yes; Q. 14B : yes; Q. 15A : AL; Q. 15B No. In this case, the entries against serial 2 of the population record form will be as follows:

Col. 2, 3, 6, 7 and 23 get repeated and ticks (√) will have to be given under cols. 5, 24, 26 and 31.

44. It is best that the remaining columns of the population record form namely columns 8 through 35 are filled while you are in the field. This provides you an opportunity of checking back with the household if gaps or discrepancies are noticed in the individual slip form while copying. Filling of the population record form is likely to take some time and therefore there is no objection to the details (columns 8 to 35) being posted by you later at home at the end of the day. But it is important that the population record form should be filled at the end of the day's work and you should not allow the work to accumulate.

You will have to strike totals of all columns except columns 2, 3, 6 and 7 for each household. These totals will form the basis for filling up the Abstract of Population record.

Abstract of population record

45. This part of the population record will be filled in the Regional tabulation office. You should leave this part of the form blank.

Important

46. If during the course of the revisional round you come across births or deaths or visitors eligible for enumeration, you will be required to fill in fresh slips for births or cancel the filled in slip for deaths or fill in fresh slip for visitors. These would necessitate corrections in the population record form and consequential corrections in the total of Population Record also. **You should not forget to do these correctness.**

After you have completed the filling up of all entries in part I and II excluding abstract of population record of all the households in your block, you have to hand over the filled in schedules alongwith the enumerator's abstract to your supervisor for further necessary action.

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CENSUS OF INDIA 1981

HOUSEHOLD SCHEDULE

Part I : Household particulars

CONFIDENTIAL

1. Location Code..... 2. Serial number of household (col. 6 of abridged household list).....
   3. Type of household-Normal/Institutional/Houseless.....
4. Name of head of household.....
5. Whether head of household belongs to S.C. or S.T. (Write S.C./S.T., as the case may be).....
6. *If S.C./S.T. in 5, write name of Scheduled Caste / Scheduled Tribe.....
7. Language mainly spoken in the household.....
8. Religion of the head of household.....
9. Total population (Total of col. 1 of Part II Population Record).....

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1. Does the household live in owned house? Yes (1)/No (2).....
2. If 'No' in 1, does the household own a house or house site in the village or town of enumeration? Yes (1)/No (2).
3. Predominant construction material of the house occupied by household :
   (a) WALL | Grass, leaves, reeds or bamboo(1) | Mud (2) | Unburnt bricks (3) | Wood (4) | Burnt bricks (5) | G I Sheets or other metal sheets (6) | Stone (7) | Cement concrete (8) | Others (9) | .....
   (b) ROOF | Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) | Tiles slate or sindles (2) | Corrugated iron zinc or other metal sheets (3) | Asbestos Cement Sheets (4) | Brick, stone and lime (5) | Stone(6) | Concrete R.B.C. R.C.C. (7) | Others (8) | .....
   (c) FLOOR | (Mud (1) | Wood/planks (2) | Bamboo or logs (3) | Brick stone and lime (4) | Cement (5) | Mosaic/tiles (6) | Others (7) | ..
4. FACILITIES AVAILABLE TO THE HOUSEHOLD :
   (a) Drinking water supply (i) Source | (Well (1) | Tap (2 | Hand pump/Tube well (3) | River/canal (4) | Tank (5) | Others (6) | ..
   (ii) Within premises (1)/Outside premises (2).....
   (b) Electricity I Yes (1)/No (2).....; (C) Toilet (for urban areas only) Yes (1)/No (2).....
5. Number of living rooms in occupation of household.....
6. Number of married couples usually living in the household.....
7. Does the household cultivate land? Yes (1)/No (2).....
8. If 'yes' in 7, category | Owned (1) | Rented (2) | Owned and rented (3) | .....

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*Consult list supplied to you. If not belonging to S.C./S.T., put cross (×) in both lines.

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CENSUS OF INDIA 1981 **Part II : Population**

MALE

Serial No.	Name	Relationship to head (indicate serial No. of mother if present in household)	Sex		Age	Marital Status	Name of scheduled Caste/ Tribe if any		Literacy		Entry in 14A	
			Male	Females			Caste	Tribe	Illi-terate	Lite-rate	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13

Checked with reference to Individual slip

Compiler.....

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Record

CONFIDENTIAL

Serial No.	MALE								FEMALE											
	Entry in 14B		Entry in 15A				Whether seeking or available for work		Name of Scheduled Caste/Tribe if any		Literacy		Entry in 14A		Entry 14B		Entry in 15 A				Whether seeking or available for work	
	Yes	No	C	AL	HHI	OW	Yes	No	Caste	Tribe	Illi-tera-	Lite-rate	Yes	No	Yes	No	C	AL	HHI	OW	Yes	No
1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

Checked and found correct

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

Part II—contd.

Abstract of Population Record

Total of Column 1.....

Male	Female	Persons
1	2	3
(1) Total of column 4	(18) Total of column 5	(35) Population
(2) Total of entries in column 8	(19) Total of entries column 22	(36) Scheduled Castes
(3) Total of entries in column 9	(20) Total of entries in column 23	(37) Scheduled Tribes
(4) Total of column 10	(21) Total of column 24	(38) Illiterates
(5) Total of column 11	(22) Total of column 25	(39) Literates
(6) Total of column 12	(23) Total of column 26	(40) All types of workers
(7) Total of column 13	(24) Total of column 27	(41) Pristine Non-workers
(8) Total of column 14	(25) Total of column 28	(42) Main workers
(9) Total of column 15	(26) Total of column 29	(43) Marginal workers
(10) Total of column 16	(27) Total of column 30	(44) Cultivators
(11) Total of column 17	(28) Total of column 31	MAIN(45) Agricultural labourers
(12) Total of column 18	(29) Total of column 32	ACTI-(46) Workers in HHI
(13) Total of column 19	(30) Total of column 33	VITY(47) Other workers
(14) Total of columns 16-19 (workers for main activity)	(31) Total of columns 30-33 (workers for main activity)	(48) Total workers for main activity
(15) Serial (1) minus (14) (Non-workers for main activity)	(32) Serial (18) minus (31) (Non-workers for main activity)	(49) Total Non-workers for main activity
(16) Total of column 20	(33) Total of column 34	(50) Job seekers
(17) Total of column 21	(34) Total of column 35	(51) Non- seekers of jobs

Checked and found correct

Signature of compiler.....

PART I

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP
(Universal)

Introduction

Population Census is a great national task which we are called upon to undertake every ten years. It provides valuable information about the land and the people at a given point of time. It provides the trends in the population and its various characteristics which are essential for planning. It has become indispensible for effective and efficient public adminitration besides serving the needs of scholars, businessmen, industrialists, planners, electoral authorities etc. Census, therefore, has become a regular feature in progressive countries, whatever be their size and political set up and they are conducted at regular intervals for fulfilling well-defined objectives.

2. As a census enumerator, you are performing a duty which, as you can see, is of great national importance. The data you provide through the census are very much needed by the public and government organisations for many aspects of economic and social planning and form the very basis for the delimitation of electoral constituencies. You are privileged to be a census enumerator. At the same time your responsibilities are heavy. You have to fulfil them with a sense of pride and devotion to duty.

3. For your information certain provisions of the Indian Census Act, 1948 under which the census is conducted and which gives you the legal authority to canvass the census questionnaire and spells out your responsibilities are reproduced below:—

Asking of questions and obligation to answer

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

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief. Provided that no person shall be bound to state the name of any female member of his household, and no 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.

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 areas 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, all the persons employed under such manager or officer, as the case may be, at the time of the taking of the census.

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

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

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

(d) Any person who intentionally gives 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.

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."

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

5. 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.

6. In the 1981 census two types of census schedules, hereinafter called individual slips, will be canvassed. The first type of slip will be canvassed universally in all areas. The second type of slip will contain additional questions and will be canvassed in sample areas. The additional questions relate to (i) migration, and (ii) Fertility.

7. Your task is simple. You will be required to canvass only one universal individual slip containing 16 questions for each individual in your jurisdiction. If you are an enumerator in a sample area, six additional questions will have to be canvassed. You have to record the answer to each question truthfully.

Reference date and enumeration period

8. The reference date for the second pretest is the sunrise of i.e., the census is expected to provide a snap shot of the population of the selected area as it exists at sunrise of ..... 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, you will have to actually commence your work of enumeration on ..... and end it on ..... You will, therefore, have to cover your jurisdiction and enumerate every person as will be explained in the succeeding paragraphs during this period. But in order to bring the information up-to-date with reference to the census moment which is being fixed, you will have to quickly go round your jurisdiction again on a revisit from ..... to ..... and enumerate any fresh arrivals in your jurisdiction who might not have already been enumerated elsewhere and also take account of any births that might have taken place in any of the households after your previous visit and before the sunrise of the said date and fill in fresh Individual slips to cover such cases. As a corollary, you will have also to cancel the Individual slip relating to persons who may have unfortunately died since your last visit to a household but prior to the sunrise of the reference date. Births or deaths and arrivals of visitors that had taken place after the sunrise of the reference date need not be taken note of by you.

Pad number and slip number

9. The census charge officer or the supervisor would have issued the required number of pads of individual slips to you. For the pre-test each pad will consist of 50 slips or 25 slips.

10. 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 take the following steps:

(a) Check the pad and note on the right hand corner of each individual slip, within each book in the space provided for the purpose, the pad number as given on the top of the cover;

(b) Allot a serial number to each slip. The serial number of the slip will have to be given by you in one sequence, starting with 1(one) on the first slip of the pad and ending with 50, in the case of pads of 50 slips ending with 50, in in case of pads of 25 slips. In some pads, the actual number of individual slips may by mistake in binding be a little more or little less. The last serial number in such pads will, therefore, vary accordingly. The idea is that every slip should be allotted the pad number as well as the distinct serial number.

Location code and your jurisdiction

11. The location code is a device by which every village or town in a tehsil/taluk/police station/Development block/Island of every district in a state is identified by a combination of numbers. For this purpose, every district, tehsil, taluk, police station, Development block 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, development block 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 identify your village or town. Thus, a code number 10/3/46 would mean village No. 46 in Tehsil No. 3 of District No. 10 of a State, or a code number 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 enumerators' block number and this has to be entered in all the other documents. (The enumerators' block number will be continuous for the tehsil/taluk/town etc.).

12. On the top cover page of each book you will 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 number have been already stamped on each slip in the rural pads. In the case of urban areas, the town number also may have been rubber stamped along with the district number.

13. The full location code must be on each slip. In rural areas you will have to note in addition the village number and the enumerator's block No. on each slip and for towns the ward number if any and the enumerator's block No. But if on any pad or slip the location code has not been stamped through oversight, you will have to note the combined location code number made up of the district number, tehsil or police station or town number and the village/ward No. and enumerator's block No. **on each slip** on the left hand top corner in the space provided for the purpose.

14. Elements of each code should be separated by oblique stockes. The enumerator's block number may be noted within round brackets at the end of the location code. 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.

15. 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 the same pad. The individual slip pads of each village or urban block will have to remain separate.

16. Your appointment order would have defined your census jurisdiction. You must acquaint yourself with your jurisdiction immediately after you have received your appointment order. You should get to know the relevant house number 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 boundary which separates your enumeration block from the adjoining enumerator's jurisdiction. Make sure that he also knows the boundaries of your jurisdiction 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. One way of getting to know each other's jurisdiction accurately is to walk along the common boundary along with the enumerator of the adjoining block.

17. Soon after you are appointed a Census Enumerator, please go round your area and prepare the lay-out plan sketch as per instructions given in 'Instructions to enumerators for houselisting and house numbering'. Then go ahead with the house numbering and filling in of the houselist form. Having done all this you will be required to start individual enumeration in the individual slip. You should also fill up the household schedule.

Persons to be enumerated

18. 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 kitchen 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 food 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.

19. 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. Such note can be made in the remarks column of the houselist and later copied in your diary. Those houseless persons should all be censused on the night of 1979. You will also have to cover that night, persons living in boats, if any, in your jurisdiction.

20. 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 at a place if he normally stays in that place during the enumeration period i.e., from 1979 till ..... 1979, and had in fact actually resided there during any part of the enumeration period. If a person had been away from his normal place of residence throughout the enumeration period he is not 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 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 move from this place.

21. 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

(both days inclusive);

(ii) Also those who are known to be normally residing and had actually stayed during a part of the enumeration period (.....);

(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 1979; 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.

22. You should plan 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.

Individual Slip (Universal)

23. The census schedule, which is called the individual slip, that you will be required to canvass is given on the next page. It contains two types of boxes. One is made up of dotted lines [ ] and the other of continuous lines [ ]. You should not write anything in the box with dotted lines. These boxes are meant for coding.

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

CONFIDENTIAL

Pad No.....
Slip No.....

Location Code.....( ) Sl. No. of Household [ ]

1. Name
2. Relationship to head
3. Male(1)/Female (2)
4. Age
5. Marital Status
6. Mother tongue
7. Two other languages known
8. Nationality
9. Religion
10. Name of S.C. or S.T.
11. Illiterate (1)/Literate (2)
12. Attending school/college, Yes (1)/No (2)
13. Educational attainment

14A Worked any time at all last year? Yes / No (H/ST/D/R/E/I/O)

14B If yes in 14A, did you work for major part of last year? Yes (1)/No (2)

15A Main activity last year? 'Yes' in 14B (C/AL/HHI/OW) / 'No in 14B (H/ST/D/R/E/I/O)

If HHI/OW in 15A
(i) Name of establishment
(ii) Description of work
(iii) Nature of industry, trade or service
(iv) Class of worker

15B Any other Work ('Yes' in 14B) / Any Work ('No' in 14B) any time last year? Yes (C/AL/HHI/OW) / No

If HHI/OW in 15B
(i) Name of establishment
(ii) Description of work
(iii) Nature of industry, trade or service
(iv) Class of worker

CENSUS OF INDIA 1981
INDIVIDUAL SLIP
(Sample)

CONFIDENTIAL

16. If No in 14A or 14B seeking or available for work ? Yes (1)/No (2) ____

1. *Birth Place*

(a) Place of birth ____

(b) Rural (1)/Urban (2) ____

(c) District ____

(d) State/country ____

2. *Last residence*

(a) Place of last residence ____

(b) Rural (1)/Urban (2) ____

(c) District ____

(d) State/Country ____

3. Reasons for migration from place of last residence (Code)* ____

4. Duration of residence at the village or town of enumeration ____

5. *For all ever-married women only :*

(a) Age at Marriage ____

(b) Number of children surviving at present

Male ____ Female ____ Total ____

(c) Number of children ever born alive

Male ____ Female ____ Total ____

6. *For currently married women only*

Any child born alive during last one year ____

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

You will write 1 or 2, as the case may be, in the boxes with continuous lines—. You will write age in completed years in the box given against question 4.

24. One slip will have to be filled for each Individual in each household that you visit in your jurisdiction. A slip will have to be filled for all persons, from new born babies and infants to the oldest.

25. One of the records that you would have to complete is a Population Record which is part II of household schedule. The instructions as to how this is to be filled up are given separately alongwith the instructions for filling up of Household Schedule. Our aim is to be absolutely sure that all persons in a household who are entitled to be enumerated are actually enumerated without any omission. We have found from experience that it is easier for the head of a household to remember all the members of the household if he is asked about them together. Therefore, before filling up a slip for each member of the household, you should list out the members in the Population Record and fill up columns 1 to 7 of the Population Record first. This will help you to fill up the individual slips of each member quickly and will ensure that no one is missed. This is important and you must fill up columns 1 to 7 of the population record first and then proceed to fill in the individual slips.

26. In entering the members of the household in the Population Record it would be better if some system is followed. After entering the name and other particulars of the head of the household, you could cover near relatives such as the wife/husband of the head of the household, sons and daughters, each son's wife and his children, each daughter's husband and their children, then other relations such as brother, sisters, mother, father etc. of the head of household, then domestic servants, visitors, boarders if any etc. Please remember that all these persons must form part of the household and must be entitled to be enumerated accordingly. Such a preliminary listing and entering of particulars in the Population Record will ensure that omissions are avoided, particularly of small children. It will also help in cross-checking replies regarding age.

27. One word of caution — you must ask probing questions regarding relations such as unmarried sisters, parents, domestic servants and children. Otherwise, that there are such persons as members of the household may not be indicated by the head of the household.

28. After having entered the names and other particulars of the head and other members of the household in columns 1 to 7 of the Population Record, you must go on to fill one individual slip per person of the household. You should first enumerate the head of the household and thereafter the other members of the household in the order listed in the Population Record. You must ensure that nobody is left out.

29. *Please make repeated enquiries about infants and very young children because they are often liable to be left out of the count.*

30. The various items to be canvassed on the Individual slip are explained in the paragraphs that follow:

Pad No. And Slip No.

31. Make sure that the Pad Number and the Slip Number have been noted by you on the top right hand corner of each slip against the space provided for the purpose and as already indicated under the general instructions. It is necessary to note the Pad No. and the Slip Number.

32. The Pad No. is the number already furnished on the top of the Individual slip Pad and the Slip No. is the serial number that you will assign for each slip in the Pad. You are also advised to use the Pads in a sequence starting with the lowest Pad number.

33. If a slip is spoiled due to over-writing or any other reason, the enumerator may go on to the next slip. There is no need to change the serial number of the slips in the pad even if the spoiled slip is not used. In such cases, the enumerator should be asked to put a complete line across the unused slip and write "unused".

34. 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 slips for all or more than one village or urban block in your charge. There should be separate pad(s) for each village or urban block, even if a few blank slips are left over in the pad of a particular village or urban block.

Location Code

35. The location code has been explained earlier (Paras 11-17). 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 after 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 will have then to note only the serial number of the household, as explained in the subsequent paras, by the side of the location code number which you would have already written.

36. Hamlets will be distinguished by sub-numbers. Pads of 25 slips may be used for hamlets. Hamlets, in other words, must be enumerated as separate blocks during the pretest. The intention is to see how far we can get hamletwise information.

The state code would have to be rubber stamped or entered in red ink in the office of the directorates for being distinguished from the slips of other states.

Sl. No. Of Household

37. The serial number of household which identifies the household that you are covering at the census should be noted within the square bracket provided for the purpose. (This number will be the same as given in column 6 of the abridged houselist which must have been noted by you). Houselisting and house numbering operations have been undertaken by you a few days in advance 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 numbers. The census house numbers would be painted on the houses on the wall or at some prominent place, like the pillar of the main gate, top of the main door etc. Sometimes there may be some permanent house numbering 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.

38. 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 these. You should allot a number after consulting the order of numbering prevailing in your jurisdiction (Please see instructions for houselisting para 5 to 27) 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 for houselisting 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 is 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. Thereafter you should allot the requisite serial number of household in section 4 of the abridged houselist in the manner explained in para 51 of the instructions to fill in the Houselist schedule. 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.

39. For the purpose of conveniently understanding the house numbering system, the instructions governing the numbering of buildings, census houses and households should be read again carefully.

40. 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 serial No. of household.

41. If you are enumerating the houseless persons, you should record 'O' boldly after the serial No. of household separated by a 'dash' (—).

42. In all the individual slips pertaining to the members of the same household, the serial number of

household will be repeated. Check if you have entered columns 1 to 7 of the Population record. If not, do so even now.

43. You are now ready to start recording the particulars of each individual against questions indicated in the individual slip according to the instructions that follow.

Question 1 : Name

44. 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.

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

Question 2: Relationship to head

46. In the case of 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.

47. 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 and 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.

48. 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.

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

50. 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' or 'daughter' will include 'adopted son' or 'daughter' or 'step son or daughter'. For 'brother-in-law' write 'wife's brother' or 'sister's husband' as the case may be. For 'grandson', write 'son's son' or 'daughter's son' as the case may be. In the case of visitors, boarders, or domestic servant/cook etc. write 'visitor', 'boarder' or domestic servant/cook as the case may be.

51. Normally, the members of an institutional household will be 'unrelated'. In the case of institutions, the members should be recorded as 'unrelated'. If in a hostel, the Superintendent's son or daughter also happens to be a boarder even then the relationship to the head should be recorded here as 'unrelated'. The assumption is that the Superintendent is the 'head'.

Question 3: Sex

52. For males write (1) and for females write (2) in the box against this question. For eunuchs and hermaphrodites, write (1) only. Verify with reference to the name and relationship to head recorded against question 1 and 2 respectively that you have noted the sex correctly.

Question 4: Age

53. Record the age of the person in total years completed last birthday in the rectangle provided in this question. 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.

54. In respect of infants who might not have completed one year by the day of enumeration their age is completed years must be shown as 'O', as they have not yet completed one year of age. As was stated under general instructions make sure that infants even if one 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.

55. 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 often times do not give their age correctly. They should be assisted to state the correct age by stimulating their memory with reference to any historical event etc. well known in the area. Sometimes the age can be ascertained with reference to the age of another person of a known age who may be living 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 then 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 precisely.

Question 5: Marital Status

56. In answering this question use the following abbreviations:

NM : Never married.

M : Currently married.

W : Widowed.

S : Separated or Divorced.

57. The entry is to be made in the manner indicated below:

(a) For a person who has never been married at any time before, write 'NM'.

(b) 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.

(c) For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'.

(d) 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 decree of a law court or by an accepted social or religious custom but who has not remarried, write 'S'.

(e) For an independent woman return her marital status as declared by her.

This question must be answered for all persons irrespective of age. For very young children, though we may know that they are not married, the appropriate abbreviation must be entered.

'M' is the abbreviation for 'currently married'. The word 'currently' does not mean 'recently'. It only means 'at present'. For example, a man may be 80 years old and may have been married 50 years ago; if his wife is still alive and both are living together, they are 'currently married'.

The only conditions for the marital status to be reckoned as 'currently married' are that the man and woman are both alive and that their marriage subsists i.e., they are not divorced or separated. Please note that we are not concerned with the legality of a union.

Question 6 : Mother-tongue

58. 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. In case of doubt, the language mainly spoken in the household may be recorded.

59. Record mother-tongue in full whatever be the name of the language as returned and avoid use of abbreviations. Please note the following:—

(a) You are not expected to determine if the language returned by a person is a dialect of another language and so on.

(b) You should not try to establish any relationship between religion and mother-tongue.

(c) 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.

(d) 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 7 : Two other languages known

60. You have recorded the mother-tongue in question 6. Enquire whether the person knows any other languages, Indian or foreign and record languages returned by him against this question. In case he does not know any language apart from his mother-tongue put 'X' against this question.

61. 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 them 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 those languages with understanding.

Question 8 : Nationality

62. For Indian nationals write 'I'; for the other nationals write the nationality in full.

Question 9 : Religion

63. In answering this question use the following abbreviations:

H : Hinduism

I : Islam

C : Christianity

S : Sikhism

B : Buddhism

J : Jainism

For the others record the actual religion as returned fully.

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

Question 10 : Name of S.C. or S.T.

65. You have been furnished with a list of Scheduled Castes and Scheduled Tribes notified for your state. Ascertain if the person enumerated belongs to Scheduled Caste or Scheduled Tribe and if he does, the name of the Scheduled Caste or Scheduled Tribe should find a place in the list furnished to you. The name should be recorded against this question. For a person who is not a member of any Scheduled Caste or Scheduled Tribe write 'X' in the space provided against both. Castes or Tribes which do not find mention in your list are not to be recorded here.

66. If the person belonging to a Scheduled Caste or Scheduled Tribe returns his caste or tribe by a synonym or generic name of a caste or a tribe it should be entered only if it finds 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 and write it in the space provided for recording the name. Similarly, do not write the names of Scheduled Tribes in general terms such as 'Adivasi' or 'Girijan'. You should ascertain the name of the tribe and write it in the space provided for recording the same. If a person is negligent and insists on calling himself merely 'Harijan' or 'Achhut' or 'Adivasi' or 'Girijan', 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.

67. 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 8 i.e. Religion. Scheduled Tribes may belong to any religion.

Question 11 : Illiterate/Literate

68. *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 cannot write is not a literate.

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

70. For a person who is literate i.e. who can both read and write, record '2' in the box against this question. 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.

71. 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 '1' in the box against this question. 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 12 : Attending School/College

72. After you have recorded the answer of question 11, you have further to ask whether the person whom you are enumerating is attending any school or college. If the answer is 'yes' you have to record it by numerical code 1. If 'no' it is to be indicated by Code 2. You should note that illiterates (code 1) can be found attending school. Therefore, this question should be asked of all persons.

Question 13 : Educational attainment

73. This question will be asked of only those who are literate and for whom '2' has been recorded against question 11. For a person who is illiterate and for whom '1' has been recorded in the answer to Question 11, there is no question of ascertaining the educational attainment 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 a dash '—'. We are insisting that a dash should be put if there is no educational attainment and *not* a cross × because we want to avoid confusion with 10th standard which a cross may signify. You have to ascertain and record the highest educational level attained by a person for Literates i.e., for whom '2' is recorded in answer to Question 11.

74. 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. You must record the actual standard passed such as say IIIrd standard, VIIIth standard, 1st year B.Com. etc. However if a person merely says that

he has passed primary, middle, matriculation, school final, Secondary or other definite levels, record him as such.

75. 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 or of varying levels such as say B.Sc. (Zoology) and MBBS or B.A. (Maths) and B.E. (Bachelor of Engineering), both the technical and general qualifications should be recorded against this question.

76. In recording the educational level of a graduate or a post-graduate, the major subject 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 dipoma should be spelt out fully. For example, M.A. (Hindi) and Diploma in Library Science or M.A. (Soc.) and Diploma in Labour relations. Adequate space has been provided in the slip and you are urged to record the qualification accurately and in sufficient detail. This information is vital for manpower planning and should receive your careful attention.

Economic Questions

77. In the 1981 census we intend collecting information regarding the economic activity of the people in great detail so that those who use these data have the type of information they want. The economic questions consist of three parts, namely:—

(i) Q. 14A—Worked any time at all last year?
Q. 14B—If yes in 14A, did you work for major part of last year?

(ii) Q. 15A—Main activity last year?
Q. 15B—Any other work/any work, any time last year?

(iii) Q. 16—If 'No' in 14A or 14B seeking or available for work?

Every person must be asked these questions and even for the very young or very old, the answers to these questions must be filled in. The instructions for filling these questions follow.

78. These questions are meant to get details of the work done by the people with reference to last year. We may, therefore, first consider what is meant by 'work' and what the reference period is.

Definition of work

79. Work may be defined as any economically productive work by an individual's physical or mental activity. Work involves not only actual work but also effective supervision and direction of work.

Reference period

80. In all the questions the reference period is the one year preceding the date of enumeration. Certain types of work such as agriculture, household industry, gur-making etc. are carried on either throughout the year or only during certain seasons or parts of the year, depending on the local circumstances. What we are concerned with is this broad time-span of the agricultural year and the seasons in it, proceeding the enumeration.

Explanation

81. There should be no confusion regarding these questions. What we are trying to find out is the number of workers and since workers can be full-time workers or seasonal workers or marginal workers or regular workers it is necessary to collect data that will give us the correct picture. This is what Question 14A & 14B and Question 15A and B seek to do.

82. The detailed explanation and instructions for each of these questions are given separately but it would be useful if we looked at these together to understand their purpose better.

83. Question 14A seeks to find out if a person has done any work at all during the last year or whether he or she did not work at all. If latter, how the person spent his/her time as a non-worker. Then Q. 14B seeks to find out who among the persons returning 'Yes' in Q. 14A had worked for the major part of the year. By major part of the year, it is intended to find out how many had worked for 183 days or more or in other words, worked for six months or more. Those who have worked for 183 days or more, will record 'Yes' in this Question; and those who have worked for less than 183 days, will record 'No' in this question. Q. 15A wants to elicit information on the main activity of the workers in 14B, i.e., those who have returned 'Yes' against 14B. A person may have worked for 183 days or more in more than one capacity. For example, he may have worked for three months in cultivation, one month in Gur making and three months as an agricultural labourer. In this question 15A, he is required to answer which of these three activities according to him was his main activity, i.e., in which capacity, he spent more time. Those who have returned 'No' against Q. 14B, i.e., those who have worked for less than 183 days during the last year, will have to state whether according to them, they were engaged mainly in household duties, or as student, or as dependent, or as retired person/rentier, or begger/vagrant, or as inmates of institutions and if not in any of these categories, the person(s) should be put under 'Others' in Q. 15A. In Q. 15B, details of secondary work or marginal work are sought to be obtained. Those who have returned 'Yes' in 14B, can have secondary work and these should be entered in Q. 15B. Those who returned 'No' in 14B, must have done some marginal work and these details will be entered here. It is important that probing questions are asked to elicit correct information in this question. In Q. 16, it is proposed to ask all persons returning 'No' in 14A or 'No' in 14B, whether he or she has been seeking work or available for work.

84. It will thus be seen that these questions on economic aspects have been so designed as to identify all the workers, regular or seasonal, and non-workers with reference to the activities during the

last one year prior to the date of enumeration. It is very important to remember that the period referred to in Q. 14A, 14B, 15A and 15B refer to last one year. Thus, if in some areas, a person has been a cultivator or an agricultural labourer, or has worked in an industry etc., only in one season, i.e., less than 183 days, he is not to be treated as a worker for Q. 14B. His economic activity will be reflected in Q. 15B. Thus all those returning 'Yes' in 14A must be nelted as 'Yes' in 14B or 'Worker' in Q. 15B or both.

85. Certain important points that need special emphasis are the following and these should be kept in mind:

(i) A person who normally works but has been absent from work during the reference period on account of illness, travel, holiday, temporary breakdown, strike etc., must be treated as engaged in the work he would otherwise have been doing but for his temporary absence.

(ii) Persons under training such as apprentices, with or without stipends or wages, should be treated as workers.

(iii) A person who has merely been offered a work but has not actually joined yet, should not be treated as engaged in this work.

(iv) 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 Q. 14B, even though he or she may record 'Yes' in 14A. On the other hand, if a person was primarily engaged in some economic activity for major part of the year but at the same time did also attend to some household chores or attends a night school etc., he or she should be treated basically as a worker for Q. 14B and categorised suitably in Q. 15A.

(v) 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 for major part of the year in some economic activity. Similarly, beggars, pensioners, receivers of agricultural or non-agricultural royalty or of rents or dividends who may be earning an income but who are not participating in any productive work should not be treated as working unless they also work in cultivation, industry, trade, profession, business or commerce.

(vi) An adult woman who is engaged in household duties but doing no other productive work to augment the family's resources should not be considered as working for purpose of this question. If, however, in addition to her household work she engaged herself in work such as rice pounding for sale or wages, or in domestic services for wages for others or minding cattle or selling firewood or making and selling cowdung cakes or grass etc., or any such work she should be treated as working under Q. 14A.

(vii) A man or a woman who is doing household duties may be producing or making something only for the domestic consumption of the household and not for sale. Such a person is not a worker, even though from his or her point of view the activity is productive.

(viii) For an undertrial prisoner enumerated in a Jail he should be recorded for the work or kinds of work he was doing before he was apprehended. Similarly, for a person temporarily in a hospital or similar institution he should be recorded for the kind of work he was doing before he was admitted into hospital or institution. But for a convict in a prison or for long term inmates of panel or charitable or mental institutions, the person's previous work should not be recorded but 'I' should be recorded.

(ix) A public or social service worker who is actively engaged in public service activity or a political worker who is also actively engaged in furthering the political activity of his party will be recorded as a worker and entered accordingly.

86. Each of the economic questions can now be considered in detail. *Please study these instructions carefully. It will help if you read the general introduction given above and those that follow more than once so that the concepts and the scope of the questions are familiar to you.*

Question 14A—Worked any time at all last year

87. This question is intended to divide the population into two broad streams on the basis of a liberal definition of work. The reference period is one year. This question is expected to net all workers irrespective of the amount of time they have spent on work. In other words, this question will find out the number of all workers which will include fulltime workers, part-time workers, marginal workers and even workers whose contribution would otherwise be considered insignificant.

88. The reference period is one year and this includes the agricultural seasons also. A person may have worked as a cultivator or as an agricultural labourer throughout the year or in some season such as only Kharif or rabi, or only for say a day or two. In all these cases this person has worked at some time in the year and the answer to this question should be "Yes". One may have been a cultivator, an agricultural labourer, or engaged in a household industry or any other work. The definitions of these terms are given later, but the important point is that we are determining the fact that one has done some work some time during the last one year.

89. Obviously, probing question will have to be specially in the case of those who are not regular workers. It is particularly important to ask such probing questions regarding the work done at any time last year or season in the case of women and children in the rural areas. Women and children in the rural areas work in the fields in the sowing, harvesting or other seasons and this may be on their own land or as labourers on someone else's land. This is usually seasonal work only, while they run the house and do all the household work. Unless questions are asked about such work, the usual answer may be that they do only household work.

90. It must be remembered that a man or a woman who is doing only household duties or making something only for domestic consumption (and not for sale) is not doing any work for census purpose. It is true that a housewife may be working harder than the others in the home because she has to cook, look after the children, run the house etc., but for census purposes she is not a worker.

91. In this question every worker (even marginal workers) will be identified and in their cases the answer will be 'Yes'. You must enquire regarding each person that you enumerate whether he or she has worked anytime at all during the last year. Even if the person has worked just for one day, you have to record him as 'Yes'.

92. If the individual has not worked even for a day during the last year, the answer will be 'No'. Then ascertain how he or she spent his or her time and record H or ST or D or R or B or I or O.

93. In question 14A we are trying to find out whether a person has worked any time or has been a non-worker throughout. If he/she is a non-worker, the category is also asked which is as follows:

(i) Household duties	H
(ii) Student	ST
(iii) Dependent	D
(iv) Retired person or Rentier	R
(v) Beggar etc.	B
(vi) Institution	I
(vii) Other-non-workers	O

The symbols which should be used to indicate these categories are also shown against each category.

94. The definitions of the seven categories of non-workers are given in the paragraphs that follow:

Household Duties—H

95. This covers all persons who are engaged in unpaid home duties and who do no other work or have not done any work at all during the last one year. Such persons should be entered as H.

96. If a person who normally attends to household duties is also engaged in some economic activity, then he or she is a worker for the purposes of Question 14A and not a non-worker. For example, a housewife may help in family cultivation or agriculture or make and sell cowdung cakes at odd times, or prepare *papads, achar* etc., and sell them. She is a worker and should be recorded as 'Yes' in Q. 14A though she is mainly a housewife. On the other hand, a woman may be working in a factory or office or as a labourer or cultivator and may also be attending to household duties. Such a person is of course a worker and will be categorised as C, AL, HHI, OW as may be appropriate in Q. 15A later, but she will be recorded as 'Yes' in this Question.

97. It will be necessary for you to ask probing questions, particularly in the case of women, to find out if they have any economic activity, even if it is marginal, apart from household duties. If they have, they would be workers for the purposes of Question 14A, but the fact that they are mainly engaged in household duties will be reflected in Questions 14B & 15A as we will see later.

Students—ST

98. This will cover all full-time students and children attending school. For student, write ST in the space provided.

99. If such students participating in some economically productive work say by helping sometimes as unpaid family workers in family cultivation, household industry, trade or business, they should not be treated as students but as workers for this question. In such cases, even though they are mainly students, they are workers for the purposes of question 14A. The fact that they are mainly students and only marginal workers will be reflected in question 14B and 15B, as we will see later.

100. Please do not presume that a person does not do any work because he is a student. It is very important to ask probing questions from students so as to net marginal workers.

101. Please note that in most houses, the daughters help in the household work though they are studying. In such cases, we are more interested in finding out if they are students and for this purpose you must ask if such girls are students or not. If they are, they should be recorded as ST and not as H.

Dependents—D

102. This category includes all dependents such as infants or children not attending school or a person permanently disabled from work because of illness or old age.

103. Dependents will include even able-bodied persons who cannot be categorised in any other category of non-worker but are dependent on others. However, if such a person who is dependent on others for subsistence, is seeking work, he or she should be categorised as "O".

104. If a girl or an old woman attends to household duties she should be categorised as 'H' rather than 'D'. As you are aware, many persons may be dependents in the general sense of the word but are also doing household work, studying or looking for work. In such cases, they should be entered as H, ST or O, as the case may be, and not as D. It is, therefore, necessary for you to ask whether a person who is said to be a dependent is studying or looking for work etc., and if so categorise him or her accordingly rather than as D. Such persons would particularly include daughters, unemployed sisters, brothers etc.

Retired persons, Rentiers—R

105. A person who has retired from service and is doing no other work i.e., not employed again in some full-time work or not engaged in some other work such as cultivation, 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 space provided for a person coming under this category.

106. However, in such cases also a careful probe is necessary. A retired person may be drawing pension and be doing some work, as for example, a retired engineer may be working as a contractor. In such cases, he is a worker and should be entered as such.

Beggars etc.—B

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

For such persons, 'B' should be written in the space provided.

Inmates of Institutions—I

108. 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. But an undertrial prisoner enumerated in a jail should be recorded for the work or kind of work he was doing before he was apprehended. Similarly, a person temporarily in a hospital or similar institution should be recorded for the kind of work he was doing before he was admitted into hospital or institution. But for a convict in a prison or for long time inmates of penal or charitable or mental institutions, the persons previous work should not be recorded, but 'I' should be recorded.

Other non-workers—O

109. This will include all non-workers who may not come under any of the six categories above but are looking for work. They should be noted as 'O' in the space provided. A boy or girl who has completed education or has stopped studying and is looking for work will come under this category. A person who 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.

110. It must be noted that this category includes only those who do not fall into any of the other categories of non-workers discussed earlier. There may be cases of students who may be seeking work and quite prepared to give up studies if they got a job. Such persons are students (ST) for Question 14A. The fact that they are seeking jobs will be reflected in question 16. Thus, category 'O' need not necessarily represent all those who are seeking work.

Question 14B—If yes in 14A, did you work for major part of last year?

111. As mentioned earlier, through Question 14A we are classifying all people into two broad streams of workers and non-workers. In doing so, workers would include all those who have worked irrespective of their contribution to the economy. Even marginal workers are categorised as workers in Question 14A.

112. Having found out that the person had worked any time at all during the last year ('Yes' in 14A), you have now to ascertain whether the person worked for the major part of last year. By major part of last year, it is meant that the person had worked for 183 days or more, or in other words worked for six months or more. If the answer to this question is in the affirmative you should record 'Yes' in Q. 14B. If the person has worked for less than 183 days during last year, you should record 'No' for that person in this Question. A box has been provided for recording the answer in this Question. For 'Yes' answer write '1' and for 'No' write '2' in the box.

113. A person, may have worked in different capacities during last year. For example, he/she may have worked as a daily wage labourer for four months, as an agricultural labourer for 1 month and as a cultivator for 2 months. There could even be breaks in between the different types of work performed by him. In computing whether the person worked for major part of the year, you should reckon all the three spells of economic activity and if it satisfies the concept of work for major part of the year, treat him as 'Yes' for Q. 14B and record '1' in the box. Similarly if the total period of work falls short of 183 days, you should record '2' in the box for that person.

114. In Q. 14B you have ascertained whether a person had worked for major part of the year or not. Now in Q. 15A, you will be required to ascertain his or her main activity during last year. That is to say how he or she engaged himself or herself mostly. Main activity of a person who was engaged in more than one activity will be reckoned in terms of time disposition. For example, if a person has worked as a daily wage labourer for 4 months, as an agricultural

labourer for 1 month and as cultivator for 2 months and for him, you have recorded '1' in the box against Q. 14B, that person will be reckoned as daily wage labourer for Q. 15A since he spent more time in this activity than as a cultivator or agricultural labourer. Similarly if a person for whom you have recorded '2' in the box in Q. 14B, you should ascertain how he spent his time mostly as a non-worker and record the appropriate symbol in the space provided.

115. The main activity of workers is classified into four categories, viz,. cultivator, agricultural labourer, household industry and other work. Those terms are explained below:

Cultivator

116. For purposes of the census a person is working as Cultivator if he or she is engaged either as employer, single worker or family worker in (a) cultivation of land or supervision or direction of cultivation of land owned or held from Government and (b) cultivation of land or supervision or direction of cultivation of land held from private persons or institutions for payment in money, kind or share.

117. A person who has given out his 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 cultivator. Similarly, a person working in another person's land for wages in cash or kind or a combination of both (Agricultural labourer) will not be treated as Cultivator in this question.

118. Cultivation involves ploughing, sowing and harvesting and production of cereals and millet crops such as wheat, paddy, jower, bajra, ragi etc., and other crops such as sugarcane, groundnuts, tapioca etc., and pulses, raw jute and kindred fibre crop, cotton etc., and does not include fruit growing, vegetable-growing or keep orchards or groves or working of plantations like tea, coffee, rubber, cinchona and other medicinal plantations. For a person who is a cultivator, write "C" in the space provided.

Agricultural labourer

119. 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.

For a person who returns his economic activity as agricultural labourer, write "AL" in the space provided.

Important

120. For certain reasons, the growing of certain crops is not considered as agriculture. If a person is engaged in the growing of such crops he or she will *not* be considered as a cultivator or agricultural labourer.

121. You must remember that a person can be classified as a cultivator or as an agricultural labourer *only on the basis of the crops grown.* The growing of the following crops is considered as cultivation. Therefore, a person who grows these crops or who works on land on which these crops are grown can be classified either as a cultivator or an agricultural labourer as the case may be:—

(i) Cereal and millet crops-paddy, wheat, jowar, bajra, maize, ragi, barley, gram, etc.

(ii) Pulses—arhar, mong, masur, urd, dal, etc.

(iii) Raw cotton, jute, mesta, sunhemp and kindred fibre crops.

(iv) Oil seeds—sesamum, ground nut, rape, mustard, linseed, castor, etc.

(v) Sugarcane.

122. The growing of the following crops *will not be considered as cultivation*:

(i) Plantation crops—tea, coffee, rubber, tobacco, pepper, cardamom, etc.

(ii) Edible nuts (other than groundnut)—walnut, almond, cashewnut, etc.

(iii) Fruits—bananas, apples, grapes, mangoes, oranges, etc.

(iv) Cocoanut.

(v) Ganja, cinchona, opium, medicinal plants.

(vi) Betel nuts (areca).

(vii) Flowers.

(viii) Roots and tubers, chillies and spices (Other than pepper and cardamom).

(ix) Vegetables.

(x) Other crops not specifically excluded.

123. Please remember, you must use the abbreviations given in the Instructions namely C or AL. It will be evident that you will have to ask a specific question regarding the crops grown in all cases where one merely says he is a cultivator or an agricultural labourer.

Household Industry

124. 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 manufacture, 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 space provided.

125. 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, which would qualify or has to be registered under the Indian Factories Act.

126. There may be an industry which is being run by a large joint family of more than 10 persons and where power is used or more than 20 persons where power is not used. In such cases, though only family members are involved, this will not be treated as HHI. Thus, the meaning of the term 'run on the scale of a registered factory' refers to such cases even if these are not registered as such.

127. 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 on industry 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 in the case of urban areas.

128. 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, musicin, dancer, waterman, *dhobi,* astrologer, etc., or merely trade or business, even if such professions, trade or services are run at home by members of the household. A list of a few typical Household Industries is appended to these instructions at Appendix I.

129. Sometimes it is likely that the person who may not be working in his own Household Industry may be working as a paid 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 instruction given above.

130. As mentioned earlier, a Household Industry should relate to production, processing, servicing, repairing or making and selling of goods. However a household can be engaged in certain other activities collectively but these may not qualify for being considered as Household Industries.

131. Certain activities even though conducted by members of the same household will not constitute a Household Industry. These are indicated below and therefore the members of the family working in such industries will be classified as OW and not HHI:—

(i) Plantation work.

(ii) Livestock maintenance and production such as cattle, goats, sheep breeding, poultry farms, bee keeping, rearing of silk worm and production of cocoons and *raw silk,* production of milk, eggs, honey, vax, bones, etc.

(iii) Hunting, trapping, and selling of the catch.

(iv) Forestry and logging-log, fuel, charcoal production, gathering and selling of fodder and other forest produce etc.

(v) Fishing including rearing of fish, collection of pearls, shells, sea products, etc.

(vi) Mining and quarrying.

132. In our country Household Industry is a very important part of our economy. We must get accurate data regarding those engaged in HHI. You must carefully read these instructions and understand them. The main points are again indicated below.

133. HHI stands for worker in Household Industry. The main characteristics of the Household Industry are the following:—

(a) One or more members of the household must participate. Participation by hired labour must be minimum.

(b) The activity should relate to some production, processing, servicing, repairing or making and selling of goods.

(c) The goods produced should not be for consumption by the household itself but should be wholly or partly for sale.

(d) In an urban area the industry must be carried on *in the premises of the Census House itself.* In the rural areas the industry may be anywhere within the limits of the village.

(e) The activity should not be on the scale of a Registered Factory.

(f) Professions such as Pleader, Doctor, Barber, Musician, Dancer, Dhobi, Astrologer etc., will not be HHI.

Other Workers

134. All workers, i.e. those who have been engaged in some economic activity during the last one year, who are not cultivators or agricultural labourers or in Household Industry, are "other workers"—OW. The type of workers that come under this category of OW include factory workers, plantation workers, those in trade, commerce, business, transport, mining, construction, political or social work, all government servants, municipal employees, teachers, priests, entertainment artists etc. In effect, all those who work in any field of economic activity other than cultivator, agricultural labour or household industry, are other workers. They will be entered as OW.

135. You will recall that it was mentioned that the growing of certain crops is not agriculture. Please see pages 97 & 98. Those engaged in this activity would have to be classified as OW.

136. In Question 15A we are trying to find out what a person's main work is. You will see that if a person is recorded as a worker in Question 14A but has no main work, the answer in Question 14B would be 'No'. In such a case you must find out what such a person has been doing mostly. He or she may have mainly been doing Household duties, or studying, or been a dependent or rentier or begger or lodged in an institution or may fall under the category "O" described earlier. In any case, even for these persons, we are interested in finding out their work details, though this may not be what they were mostly doing. This information is obtained through Question 15B, where the marginal or secondary work of a person is categorised.

Question 15A gives information about workers on the basis of what they have been doing mostly.

137. If in reply to Question 14A a person has said that he has worked anytime at all in the last one year (or season) you will have entered him or her as "yes" against Question 14A. What you have now to do is to find out if this is what this person did or does mostly i.e. whether it is his or her main work, on which the greater part of his/her time is spent. You do this in Question 14B.

138. At this stage, you may just keep in mind that the secondary work of persons entered as C/AL/HHI/OW in Question 15A or the work actually done by persons entered as H/S/D/R/B/I/O in question 15A will be recorded in Question 15B. This will be discussed a little later.

139. What is mean by main work or the work that a person has been doing mostly is easily understood by the following examples:

(a) A person is a cultivator (C) but during the non-agricultural season works as a construction worker or as a 'hamali' (OW). He is a cultivator mainly and next an 'other worker'. He should be recorded as C in Question 15A and OW in Question 15B.

(b) A housewife, (H) is generally engaged in running her household but works on the family land during the sowing or harvesting season (C). She is mainly in Household duties and should be recorded as H for question 15A and as C for Question 15B.

In this example, if she works as an agricultural labourer or in a Household Industry, she would be AL or HHI, as the case may be, for Question 15B.

(c) A person may be mainly an agricultural labourer (AL) but may have worked in a Khandsari sugar factory during the lean season (OW). He would be AL for Question 15A and OW for Question 15B.

(d) A student (S) may be working for a few hours in a shop to earn some money for fees etc. (OW). He is mainly ST for Question 15A and OW for Question 15B.

(e) A person who is mainly a cultivator (C) also keeps cows and sells the milk. He would be entered as C in Question 15A and OW in Question 15B.

These examples will help you to understand the concepts better.

140. In the case of those who are mainly engaged in Household Industry or as other workers, certain details should be collected regarding name of establishment, description of work, nature of industry, trade, profession or service, and class of worker. These details will have to be filled in Question 15A(i) to (iv).

141. These parts are applicable to persons for whom HHI or OW are recorded against Question 15A. If the economic activity has been shown as C or AL against Question 15A, there is no need to give the details of 'Cultivator' or 'agricultural labourer' in sub-section (i) to (iv) of this question. Similarly, if an individual has been recorded as 'No' against Question 14B and H/ST etc. in Q.15A, sub-sections (i) to (iv) will not apply. In such cases an 'x' may be put in each of the lines against these questions.

Question 15A(i)—Name of Establishment

142. Record here the exact name of the factory, firm, workshop, business house, company, shop, office, etc. 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, may, in the case of a household industry like hand pounding of rice, gur making, handloom weaving, potter's house, blacksmithy etc. enter the proprietor's name and the type of shop so that if necessary a link can be established between the various sub-parts of this question. For example, instead of "no particular name" the entry could read as "Babulal's Paint Shop", etc.

Question 15A(ii)—Description of work

143. Under this question, the description of the actual work that the person enumerated is doing is to be recorded irrespective of the type of industry, trade, profession or service that he may be working in and which is to be recorded under (ii) of Question 15A.

144. His actual work should always be given in sufficient detail. If for example, a person is merely recorded as 'clerk' with no other details, it will be impossible to properly categorise him by 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 technician, it will not help to determine what type of technician/mechanic he is, whether computer-technician or a motor-mechanic or a locomotive-mechanic etc. The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question. Similarly, in a trading establishment there could be a proprietor, cashier, book keeper, salesman etc.

145. It is necessary to describe the actual occupation adequately. It is not enough to say that one is a Government Official. Whether one is a bill-clerk or section officer, thasildar, police chowkidar or Research Officer etc., has to be spelt out. There may be Assistant Directors, Deputy Directors, etc. doing different functions. It is necessary to describe the occupation adequately in their case for proper classification, e.g., Assistant Director (Agriculture), Assistant Director (Soil conservation), Senior Research Officer (Vital Statistics), Deputy Director (Health), Sub-Inspector (Excise), Treasury Officer, Village Officer (Revenue), Panchayat Secretary, Malaria Control Officer, Traffic Inspector (Transport Department) etc.

146. To guide you in answering question 15A (ii), the type of particulars that need to be ascertained in respect of a few typical occupations are given in Appendix III.

147. Appendix III again is by no means exhaustive. This just helps in bringing home the need to ascertain the full details of the particulars of work performed by an individual for being recorded against question 15A(ii).

148. 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 the person is mostly engaged as a labourer, such as a road mazdoor, a loader or unloader in a market, a construction labourer, etc.

149. 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. For other Government servants full details must be given and the description of the work should be as detailed as possible.

Question 15A(iii): Nature of Industry, Trade, Profession or Service.

150. The answer to this question will have to be given in detail 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, processing, servicing and repairing (iv) Construction (v) Electricty, Gas or Water Supply (vi) Transport and Communications (vii) Trade and Commerce (viii) Professions and Services. In order to enable us to classify a person properly, full details of the nature of the industry, trade, profession or service should be given. Please avoid vague answers. Full details of the type of industry, trade, profession or service in which the person is engaged will have to be recorded here. It is not enough to say 'plantation' or 'Livestock'. You should say whether it is tea plantation or banana plantation or sheep rearing or cattle breeding. Similarly it is not enough to say 'manufacturing'. You should say whether it is manufacturing of cotton textile in handloom or manufacturing Khadi textile or manufacturing silk textile. Likewise mere 'trade' is not enough. It should be recorded as wholesale trading in food grains or pulses or retail trading in spices or grocery (retail) and so on. For defence personnel, write 'Central Government Service'.

151. To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, illustrative description of various economic activities are furnished in Appendix II categorised under certain broad classifications. It should, however, be noted that the list in Appendix II is by no means exhaustive. You must describe the nature of industry, profession, trade or service or whatever it is, in as detailed a form as possible. In the case of industries, the articles which are produced or serviced or processed should be given. In the case of service please describe fully the nature of the service to which the person belongs.

Important

152. There need be no confusion as to the scope of 15A(ii) and 15A(iii). 15A(iii) would represent the nature of industry, trade, profession or service i.e. the sector of economy in which a person is engaged in work and 15A(ii) represents the occupation or the actual work the person performs in the industry, trade, profession or service in which he is engaged. Thus, for example if the answer to question 15A (iii) is 'Cotton Textile manufacture in mill' the answer to question 15A(ii) could be chemical engineer or a bill clerk or an accountant or a labourer or a truck driver or the managing director of that industry and so on. Similarly, in question 15A(iii) the nature of service may be some department of State Government Service and in Question 15A(ii) the description of work may be a bill clerk or an accountant, a Director of the Department, Jeep driver in the Department etc., etc. Again say, against Question 15A(iii) the answer may be private medical practice and in 15A(ii) orthopaedic surgeon, or nurse or a sweeper etc., working in that private medical practitioner's nursing home. The sample answers furnished in the specimen (Appendix IV) at the end of this booklet, the Industrial and Occupational classifications in Appendices II and III and the Instructions given by your supervisor and other Census Officers will help you to clear any doubts you may have regarding the scope of the questions relating to Nature of Industry, Trade, Profession or Service covered by question 15A(iii) and the description of actual work of the individual enumerated covered by question 15A(ii).

Question 15(iv): Class of worker

153. For a person who is:

(i) an Employer, that is who hires one or more persons in his work described in Question 15A (ii) write.....ER

(ii) an employee, that is, who does his work described in Question 15A(ii) 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 15A(ii) without employing others except casually, and without the

help of other members of the family except casually and a participant in work as member of cooperative, write.....SW.

(iv) A family worker, that is, who is doing his work described in question 15A(ii) in a family enterprise alongwith other members of the family without wages or salary in cash or kind write .....FW.

Explanation

154. An Employer is a person who has to employ other persons in order to get the work mentioned in his case in Question 15A(iii) performed. That is to say, such a person is not only responsible for his own personal work but also for giving work to others for carrying out the activity mentioned in Question 15A(iii). Please note that a person who employs domestic servants for household duties is not an employer. So also, a person who has subordinate under him in an office where he is himself employed by others, is not an employer, even if he has the power to appoint another person in his office on behalf of his own employer. A Head of Department or a local manager of a company may have the power to appoint people. But they are themselves employees of someone else—in this case government or the main office of the company and cannot therefore be employer. A Government servant irrespective of the post he holds is an 'employee'.

155. 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. Please note that a cook or domestic servant engaged by someone is an employee. The fact that their master may himself be an employee is irrelevant.

156. A Single Worker for the purpose of *Question 15A(iv)* is a person who works by himself. He is not employed by any one else and in his turn does not employ anybody else. 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 cooperative. Each one of the partners or members of such producers' cooperatives should be recorded as 'Single Worker'. Political workers and social workers are to be treated as 'SW'.

157. 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. Family workers must be related by ties of blood or marriage but such workers can belong to different households. Thus, what is important is that such workers must necessarily be related even though they may be living in different households. The family workers may or may not be entitled to a share of the profits in the work or the business carried on either by the person or Head of the Household or other relative.

Please note the following important cases

158. In the case of persons engaged in household industry, i.e. in the case of persons for whom the answer to question 15-A is 'HHI', there will be three classes of workers generally viz. Family worker, Single Worker and Employee. There may not be a formal employer. Household industry by its very definition is conducted by the head of the household himself and/or other members of the household, the role of hired workers being secondary. If the head along with 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 should be secondary as indicated above, he should be treated as a 'single worker', although one might argue that in effect he becomes an employer. The hired workers are of course employees.

(a) Members of the household who help solely in household duties i.e. economically on-productive work should not be treated as family workers. In fact, they are not workers.

(b) Members of a producer's cooperative Society who have no other occupation or work except this, should be categorised as single worker—SW.

(c) In the case of partnership in which all the partners are related, treat them as Family workers—FW. The partnership firm may or may not employ others, but this will not change the category of the partners. They would be FW.

(d) In the case of a partnership firm in which some of the partners are not related treat all the partners, including those that may be related as Single Worker—SW. The firm may or may not employ others, but this will not change the category of the partners. They will all be SW.

(e) Political workers and social workers should be treated as SW.

(f) Doctors and lawyers who do not employ any person should be treated as SW. One may come across doctors and lawyers employing certain persons on a regular basis in the doctor's dispensary or clinic or in the lawyer's office or chambers. In this case the doctor or lawyer would become an employer and so ER should be recorded. However, sometimes lawyers have been found to take the help of clerks who remain attached to them on a regular basis but without being formally employed on wages. The clerk usually earns his remuneration in-

dependently from the lawyer's clients. In such a case, both the lawyer and the clerk should be treated as Single Workers—SW.

Some illustrations for filling the questions 15A or 15B are given in Appendix V.

Question 15B—Any other work (Yes in 14B)

Any Work ('No' in 14B) Any time last year?

159. You will recall that in question 14A you have identified all those who have done any work at all in the last one year. In Question 14B you must have categorised them either 'Yes' or 'No'. In Question 15A you have divided these persons on the basis of what they have been mostly doing. It is quite possible that those who have been categorised as C, AL, HHI or CW in Question 15A because this is the type of work they have been doing mostly, may have done someother work in addition to what they have been doing mostly. Similarly, a person who is mostly doing household duties, or is mainly a student, or mainly a dependent or a rentier or a beggar or belongs to the categories of I and O, may have done some work at sometime during the last one year. This is the information we are trying to get in Question 15B.

160. This is meant to elicit information on the secondary or marginal work which a person might have done any time at all last one year, apart from the main work or other activity which will have come out in Question 15A. It is obvious that, irrespective of whether the answer is 'yes' or 'no' in Question 14-B there could be an answer in Question 15B because a full-time worker may have done some other work or a person who is essentially a non-worker, though he has not done any work over the major part of the last year, might also have done some work occasionally. This, therefore, should give us details of secondary and marginal work in respect of both workers and those who are mainly non-workers.

161. This Question should be asked of every person who has returned 'yes' against question 14A. *It is reemphasised that all those who have answered 'yes' against question 14A and who have recorded 'yes' or 'no' in Question 14B, this Question 15B should be asked without fail.* In answer to this question if the individual says 'yes' then you should find out the type of work and categorise him or her as 'C', 'AL', 'HHI', 'CW' as the case may be. These abbreviations refer to Cultivators, Agricultural Labourers, Household Industry, and other Workers and have been fully explained earlier in the instructions under question 15A on pages 96—101. You may refer to these again before recording the appropriate category in this question. If the respondent gives reply in the negative it should be indicated by the word 'NO' in the space provided.

162. Ask of each person if, besides what he had already returned as his/her main activity against question 15A, he/she participated in any other work/any work any time last year. A number of unpaid family workers participating in household enterprises who might have returned themselves mainly as 'H', or 'ST' or 'R' under question 15A will be netted here for their involvement in this economic activity. Mere rendering of service for one's 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, women who may produce cloth on a loom at home for domestic consumption will not be treated as economically active unless at least a part of the product is sold and the household derives an income. Only that participation in work that goes to augment the income of the household will be treated as economically productive work. A boy who is categorised as a student under Question 15A, can have a marginal work 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, who is shown as 'ST' under question 15A also helped in weaving cloth purely for domestic consumption on a loom at home, or helped in attending to household chores she will not be treated as having any marginal work.

163. Any other work or secondary work will be reckoned only if the person is engaged in some economically productive work even if marginal, in addition to whatever is his/her activity under question 15A. If a person whose economic activity is shown as, say, a clerk in a Government office or a teacher also attends to some cultivation even by way of direction or supervision or undertakes some tuition, this will be shown as 'any other work any time last year' under question 15B. A person's main activity may be cultivation and his secondary work may be money lending. Again, main activity may be agricultural labourer and secondary work could be sugar factory labourer or vice versa.

164. After it is established that the person is doing some work and he or she has been recorded accordingly in 15B in any of the categories of C, AL, HHI, OW, you have to proceed further and fill up the details of sub-sections 15B(i) to (iv) in respect of entries 'HHI' or 'OW' only. The instructions for filling up the details in these sub-sections will be the same as given under question 15A and are explained in detail in pages 103—110. For those who are recorded as C, AL, or for whom you have entered 'No' in Question 15B, you have to put a 'X' against these sub-sections.

165. A few illustrations showing specimen entries are appended at Appendix V and some illustrations for recording answers against questions 15A and 15B are given in appendix IV. You are advised to study these instructions and illustrations before starting actual enumeration and also consult these and the instructions whenever you are in doubt during field operations about what to record as the answers.

Important

166. It must particularly be noted that if there is an entry 'NO' in Question 14B & H, ST, D etc. in Q.15A, there must be an entry in Question 15B and this *cannot be blank*. This is because a person who has been noted in question 14A as having worked sometimes during the year, must have some occupation which will have to be reflected in Question 15B, though he or she may not be enumerated as full-time worker in Question 14B and 15A. You will see that probing questions are essential and you must ask questions again and again to find out if a person has secondary or marginal work of the type that must be caught by Question 15B.

Question 16—If no in 14A or 14B—Seeking or available for work?

167. This question is intended to elicit some information on the number of unemployed. If an individual has returned that he has not worked any time at all last year or during the major part of last year under question 14A or 14B and you have recorded 'No' against either of these two questions you have to ask from him or her whether he or she is seeking or available for work? This question should be asked of all persons shown as non-workers, i.e. H/ST/D/R/B/I/O. Seeking work means that the person may have got himself enrolled in the employment exchanges or he may be applying for jobs also or he may have made other efforts for a job. There may be cases where a person says that he might accept a job if it were attractive enough and if it is offered. This is not the same as seeking a job.

In rural areas there may be no facilities of employment exchanges. The person may be available for work but not actually seeking work either because of lack of knowledge or absence of employment exchanges. Such cases should also be covered under this question.

Again, one may be looking into the newspaper advertisements with a view to applying for a job. The intention being in suitable cases, this person will offer himself as a candidate. The important issue here is that some effort has been made to get a job and that the mere fact that one is prepared to take a job if offered, is not relevant.

One has to put in efforts as illustrated earlier to be categorised as 'seeking or available for work'. If the person replies that he is seeking or available for work, you have to record 'Yes' by entering arabic numeral 1 in the box provided. In case his reply is 'No', this should be indicated by arabic numeral 2 in the box provided.

It should be remembered that if the answer to Question 14B is 'yes' and in Q. 15A is (C/AL/HHI/OW), Question 16 is not applicable. You should leave it blank.

Summary

168. It would be useful to summarise the main points with regard to the economic question i.e., Questions 14A, 14B, 15A, 15B and 16. These are indicated below:

(i) In Question 14A we are finding out if a person has worked any time at all last year. The word 'year' includes any one season or all the seasons for agricultural and associated activities. Even marginal workers must be covered by this question.

(ii) If the answer to Question 14A is 'No', then categorise as H/ST/D/R/B/I/O.

(iii) The work recorded in Question 14A may be the main work of a person or what he has done or does mostly. If so he or she would be 'yes' in Q. 14B and C/AL/HHI/OW in question 15A. If this person is not doing this work mostly he or she must be 'No' in Q. 14B and H/ST/D/R/B/I/O mainly in question 15A. These details are recorded in Question 15A.

(iv) Secondary work or the marginal work of those recorded as C/AL/HHI/OW or as H/ST/D/R/B/I/O respectively in Question 15A is obtained through Question 15B.

(v) Note that if a person has been entered as 'Yes' in Question 14A, No in Question 14B, *there must be an entry in Question 15B.*

(vi) Question 16 to be asked of all those for whom 'No' has been written in Question 14A or 14B.

(vii) Details of name of establishment, industry, occupation, category of workers, in Question 15A and 15B need be entered only for HHI and OW.

Summary

169. You must read the explanations and instructions on the economic questions very carefully. Question 14A, Question 14B, 15A and 15B should be canvassed together. Otherwise, the full and correct answers will not be available and you may have to make corrections. For example, if a lady is asked whether she is working, the usual answer is that she is working because household work is naturally considered as work by her. It is only if you ask further questions as to what she mostly does, her marginal work if any, etc. will come out and you will get a correct picture of the facts. It is advisable to ask questions covering Questions 14A, 14B and 15A and 15B together and then fill up the details.

170. Certain situations would call for some explanation so that the enumerator is clear in his mind regarding classifying such establishments. A few typical cases are indicated below:

(a) If a sweet-meat maker i.e. a Halwai makes sweets and sells them also, this would be manufacturing and can be a HHI too in appropriate cases.

(b) If a Halwai only sells sweets, having brought them from some other place, he would be carrying on a trade and this would *not* be an industry.

(c) We may have cases of a Halwai who makes and sells sweets and the greater part of which may be sold and consumed in the premises. Such an activity will still be an industry. Therefore, a person who is carrying on this business can be classified as HHI in appropriate cases.

(d) In many cases there are what are called tea shops, dhabas, chat shops, etc. where eatables are prepared and sold. For example, in a Dhaba, substantial meals such as chappaties, dal, etc. are prepared and sold. This will not be an industry. It will be classified as service, namely running eating place. Therefore, even if a household carried on this activity it will not be classified as HHI, but only as OW.

(e) In many places, there are persons who keep small electrical or hand-mixers or fruit crushers and crush fruits and sell the juice. In such cases since the juice is produced for consumption on the spot and is not bottled as such for sale, such units are carrying on trade and *not* manufacturing. Therefore, even if a household carries on this business this would not be HHI, but OW. On the other hand, if there are manufacturing units, whether big or small, which bottle juice and sell it as bottled, this would be manufacturing and should be classified as industry.

(f) Tailoring is an industry and a household that carries on tailoring on household industry basis can be HHI.

(g) There may be cases of a person who sells cloth and also provides tailoring services. In such cases if the sale of the cloth predominates i.e. if a greater income is from sale of cloth then he should be considered as carrying on trade. On the other hand, if the income from the tailoring line is greater than that from sale of cloth, then he should be considered as manufacturing. A household that carries on such a business will be considered as HHI or non-HHI depending on these circumstances.

Having filled in the individual slip, you may find it rewarding to go through all the entries and gaps, if any, can be filled in then and there. This will obviate the need to visit the housheold again to collect missing information.

Enumeration of Houseless Population

171. You must complete the enumeration of all the persons in all the households in your jurisdiction between.....and..... 1979. 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 1979 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 night of.....1979. You should of course make sure that they have not been enumerated elsewhere. As per instructions in para 41 you should record 'O' in bold letters for houseless persons after the serial number of household separated by a 'dash' (–). Please read again instructions for filling up the abridged houselist given at the end of the instructions for filling in the houselist.

Revisional Round

172. In the next three days, i.e. from..... 1979 to .....1979, 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.....1979 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.....to..... 1979 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 of the sample slip.

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..... 1979 and cross out the individual slip of the dead person writing boldly across it as 'Died'.

173. 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 Household Schedule containing population record form in continuation taking care that the location code etc., are noted on the second Household Schedule 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 and you should write on the second form 'continued' prominently.

"Consequential changes in the population record must also be made by you, when a slip is cancelled because the person enumerated has died before the reference date and after the date of enumeration. In such a case, after you have cancelled the slip as mentioned earlier, score out the line neatly in which entries have been made for this person in the population record. You need not further correct the serial number in column 1. You must correct the totals since such scored out entries would have to be deleted from the total".

PART II

Instruction to Enumerators for Filling up the Individual Slip

(Sample)

Questions in the Sample

174. This part is meant only for those enumerators who are in charge of sample blocks. The sample slip has been printed on the reverse of the universal slip. In the second pretest you will be required to fill in the sample slip for all households of your block.

175. In your block you must canvass the universal and the sample slip for everyone. In other words, for every person in your block, irrespective of the age or sex, you must collect the details against each of the questions in the universal slip and the sample slip.

176. It is important for you to remember that both the slips should be canvassed for every person in your block. The term "universal slip" means that the question in this slip will be canvassed in all the blocks in the country while the term "sample slip" means that the questions in this slip will be asked only in the sample blocks, in addition to those in the universal slip at the 1981 census. There are, as you will recall 16 main questions in the universal slip with certain sub-parts. In the sample slip there are 6 questions. These are discussed in the paragraphs that follow:

Question 1 : Birth Place

177. Certain details regarding the place in which the person enumerated was born are to be collected and entered in the sub parts of this question. The explanation and instructions as to how the four sub-parts are to be filled are as follows:

(Question) 1 (a): Place of Birth

178. 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-items (b), (c) and (d).

In indicating the birth place, only the full name of town or village would have to be indicated and not hamlet or mohalla/ward names. The name of a hamlet should not be entered but the name of the town/village to which it belongs should be entered.

Question 1 (b): Rural/Urban

179. For those born outside the village or town of enumeration ascertain if the place of birth is a village or town at present. To enable a person to determine whether the place is 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 is 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 '1'

For a person born in a town/city, write '2'

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'.

Question 1 (c): District

180. 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 in a district in some other State/Union Territory in the country, write the name of the district.

If the person cannot name the district, write 'not known'.

Question 1 (d): State/Country

181. 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 '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).

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

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.

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 or aircraft 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 2: Last Residence

182. The 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 was born at the place of enumeration but because 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.

183. 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 within 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 another 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 (that is, his normal home) 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.

184. It would not be possible to specify duration of stay. The circumstances of each case would have to be taken into consideration, in deciding whether a person has had a last residence or not. For example, an officer who has been transferred for a short period, must be considered as moving from his place of previous posting which would become his place of last residence, irrespective of his stay in the new posting. However, temporary shifts of short duration for the purposes of holiday, delivery in the case of women, etc., would not render such places their last residences.

Question 2 (a): Place of last residence

185. For a person who has 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 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).

Question 2(b): Rural/Urban

186. For a person who had previously resided outside the place of enumeration ascertain if the place of last previous residence is rural or urban and record the answer. For a person whose last previous residence is a village write 'R'. For a person whose last previous residence is 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 status existing at the time of enumeration.

Question 2(c): District

187. 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 after enquiry.

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 in a district in any 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 residene was outside India write 'X' against this sub-item.

Question 2(d) State/Country

188. 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 3: Reasons for migration from place of last residence

189. This question will be asked in respect of a person for whom information has been recorded in respect of question 2 last residence. Though there may be a number of reasons returned by the respondent, we are interested in recording a few only and these are the following:

Employment (1)
Education (2)
Family moved (3)
Marriage (4)
Others (5)

For your convenience the reasons alongwith arabic codes have been printed at the bottom of the sample slip. You have only to record the reasons by giving the relevant code in the box provided against this question.

Question 4: Duration of Residence at the village or town of Enumeration

190. Note here the period of the 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 Question 2 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 *latest 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.

209. If the person was born at the place of enumeration and also had not other place of last residence i.e. 'PL' has been noted in Question 2 (a) then 'X' may be put against Question 4.

For a person whose duration of continuous residence at the place of enumeration is less than 1 year, write 'O'.

Question 5: For all ever-married women only

191. This question will be asked in the case of the all ever-married women. It will not be asked for a woman who has never married. Please note that the term "ever-married" does not necessarily mean "currently married". The "ever-married" would include all women who may be currently married, the widowed, the separated and the divorced. This question, in other words, will be asked of all women except those who are "never married". For all women for whom M or W or S is entered in Question 5 of the universal slip, this question will be asked. In the case of women who are NM in Question 5, of the universal slip put a 'X' in both the parts of this question.

Question 5(a): Age at marriage

192. You should ascertain the age at which the woman whom you are enumerating was married and record that age in completed years. If a woman has been married more than once, the age at which she got married for the first time should be recorded.

Question 5(b): Number of children surviving at present

193. In this question, you will have to find out how many of the children born are still surviving i.e. at the time of enumeration.

Please note that the children need not be staying with the mother i.e. the woman you are enumerating. They may be elsewhere due to any reason. What is important is whether they are alive, not where they live. They may be anywhere, even outside the country. The important point is the number alive.

Having ascertained this number, enter the details by sex and total in the boxes provided.

Question 5(c): Number of children ever born alive

194. You should ascertain the total number of children that the woman you are enumerating gave birth to from the time she got married. Please remember that in the case of a woman who has been married more than once, all the children born to her should be ascertained.

195. The number of children born would include all children born alive, even if later unfortunately the child died. Many persons specially older people may only count children living with them. It is, therefore, essential to enquire about the number of children living at home, those living elsewhere and also those who were born alive but who are unfortunately not alive now. Even if the child died within a few hours of its birth, it should be included in the count. Still births, i.e. children born dead should not be included in counting this number of children ever born. You will have to ask politely but appropriate questions for getting this information.

You should ensure that all live births are ascertained irrespective of whether the children are alive now.

196. It is our experience that the birth of a child may not be reported readily if the child is not actually living at the time of enumeration. The children who are born but may have died before the enumeration may not be indicated by the respondent unless you make detailed enquires. This would be particularly true in the case of children who may have died as infants. There is, therefore, need for a detailed probe to ensure that you get the correct number.

Ascertain the number of children ever born by sex and write the figures in arabic numerals in the boxes provided. Also you have to give the total in the box provided.

Question 6: For currently married women only

197. 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 Question 5 of the universal slip. For all others a 'X' may be put in this question.

Any child born alive during last one year

198. You should ascertain if the currently married woman who 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 the period of enumeration as determined by the Director of Census Operations 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, the answer should 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 a 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.

199. 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. It is necessary to record all live births even if the child had died soon thereafter or had not survived to the day of enumeration. Therefore, where the initial answer to this question is 'no', you should ask a specific question if there has been a case of a 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 here 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?"

200. 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 this question the enumerator might ask if the child is here in the house. If the answer is 'yes', no further question is needed. If 'no' the enumerator might ask where the child has gone. The answer may be 'dead' or that it has gone elsewhere. If 'dead' then the enumerator might ask when the child died and this will bring out the fact whether or not it was a still birth. If the answer is 'yes', then enter 'yes' in the space, if the answer is 'no' enter 'no' in the space provided.

201. In a case where the women has had twins or multiple births, please write 2, 3, etc. next to 'Yes' as the case may be thus, yes (2) or yes (3).

Note: You may find on your revsional round that a child is born to a married woman in a household after your last visit but before reference date. You will have to take this into account and correct the answer against the Question 6 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.

APPENDICES

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

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 cashewnuts, making of dried vegetables, manufacture of sweetmeats 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.

Tobacco 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 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 planning 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 covering, sawdust and plaster figure making, inlay work, match splinters, plywood and veneers, etc., making palm leaf mats, fans, umbrellas, etc. baskets and broomsticks, canning 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, 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—other than Petroleum and coat

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, copper utensils etc., nickeling and electroplating, blacksmithy, manufacture and repair of agricultural implements such as ploughshare, etc., making and reparing of locks and trunks, cultery, manufacture of scales, weights and measures and foundary 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 conchshell and horn goods.

CLASSIFIED LIST OF ECONOMIC ACTIVITIES 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, betel nuts etc.

Livestock Production:

Indicate what kind of livestock is reared such as goats, sheeps, 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 Lodging:

Apart from planting and conservation 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, pisci-culture, 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 Products

Slaughtering, preparation and preservation of meat, dairy products; canning and preservation of fruits and vegetables; 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 textile mills; printing; dyeing and bleaching of cotton textiles; cotton spinning other than in mills (charkha); khadi production; weaving ec. *in hand-loom 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 jute textiles 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 textile goods (except garments), oil cloth, tarpaulin; coir and coir products; linoleum, padding, wadding, etc. are also covered in this.

Manufacture of 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. crok 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; fertilizers and pesticides; paints, varnishes; drugs and medicines; perfumes, cosmetics, lotions; synthetic resins, etc; explosive and ammunition and fireworks, etc.

Non-metalic Mineral Products

Structural clay products; glass and glass products; earthen ware and earthen pottery; china ware and procelain ware, cement, lime and plaster; asbestos, cement, etc.

Basic Metal and Alloys Industries

Iron and Steel Industries; casting foundries; ferro-alloys; 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; hand 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

Ship building and repairing locomotives and parts; Railway wagons; coaches; etc., rail road equipments; 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 transmisison 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, railways, 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; foodstuffs; textiles and textile products; e.g. graments, shirtings etc; beverages, intoxicnats like wines, opium, ganja, tobacco, etc.; wholesale trade in animals, straw and fodder is also covered in this.

Fuel, Light, Chemicals, Perfumery, Ceramics, Glass

Wholesal trade in medicines, chemicals; fuel lighting products; toilets; procelain, glass utensil, crockery, etc.

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

Agricultural and industrial machinery, e.g. harvesters, 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 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.

Retails 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 textile (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 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.

COMMUNITY, SOCIAL PERSONAL SERVICES

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.

CLASSIFIED LIST OF OCCUPATIONS, i. e. WORK DESCRIPTION

Questions 15 (A & B) : 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, jurist, 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 Government 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 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, aircrafts, 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, brakeman, traffic controller, railway ticket inspector, Postman, telephone/teleprinter/wireless operator, record keeper, despatcher etc., office workers would also include peons, daftries etc.

Sale worker

(Do not merely say a worker in a shop but give details). It should be clearly recorded whether the proprietor of a business concern engage himself in wholesale or retail trade. Salesman or shop assistants, agents of insurance, broker in share, auctioners, 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 caretaker, 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, charcol burners, forest product 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 : minerals quarrymen, well drillers, cotton ginners, spinners, dyers, knitters, lace makers, carpet makers, etc., tailors, cutters, hat makers, embroiderers, shoe maker or repairers, saddle makers, leathers 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 linemen, cable jointers, carpenters, jointers, 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.

Some illustrations for filling the economic characteristics falling under Q. 15-A and B are given below

Broad classification	Q. 15-A (i), 15-B (i) – Name of establishment	Q. 15-A (ii), 15-B (ii)— Work description	Q. 15-A (iii), 15-B (iii) Industry, Trade, Profession or Service	Q.15-A (iv) 15-B (iv) Class of worker
1	2	3	4	5
1. C	X	X	X	X
2. AL	X	X	X	X
3. HHI	Bhatnagar Ambar Charkha	Spinning yarn	Spinning yarn in Ambar Charkha	FW
4. HHI	Naresh Cotton handloom weaving	Dyeing and spinning yarn	Cotton Handloom weaving	FW
5. HHI	Srivastava Floor Mill Chakki	Winnowing and cleaning grains.	Flour making chakki	EE
6. HHI	Chakravorty oil Ghani	Running oil ghani	Oil Ghani	SW
7. HHI	Yadav blacksmithy work	Tempering and polishing implements.	Blacksmithy (making Agricultural implements).	FW
8. HHI	Paul Pottery works	Making pottery the wheel.	Earthenware pottery	FW
9. HHI	Paul Earthenware Pottery works	Making and firing Kiln	Earthenware pottery	EE
10. HHI	Bhatia manufacturing of wooden doors.	Carpenter.	Carpentary—manufacturing of Wooden doors and windows.	FW
11. HHI	Sarafa-di-Hatti	Filling gold ornaments with lac.	Goldsmithy	FW
12. HHI	Gupta Hosiery Works	Operator, Hosiery Machine	Production of Hosiery goods	EE
13. OW	Verma Hosiery Works	Account Clerk	Production of Hosiery goods	EE
14. HHI	Ram Polishing metal shop	Scraping and polishing metal	Electoplating	FW
15. HHI	Shyam cart wheel ring	Putting Iron hoop on cart wheels.	production of cart wheel rings	EE
16. OW	Ram Hair cutting saloon	Barber	Hair cutting	SW
17. OW	Ram Bee keeping shop	Bee keeping	Production of honey	SW
18. OW	Ram's line stock raising business	Tending cattle	Livestock raising	FW
19. OW	Government forest Department	Cutting trees in forest	Logging in forest	EE
20. OW	Ramesh tutorial	Tutor	Private tuition	SW
21. OW	Ram's gardening orchard	Gardener in mango orchard	Fruit growing	EE
22. OW	Muthuswamy Coffee Estate	Farm Labourer	Coffee Plantation	EE
23. OW	Northern Railway	Travelling Ticket Inspector	Rail Transport	EE
24. OW	Indian Caramia Institute	Senior Scientific Officer (Ceramic Research)	Research in manufacturing of ceramic products	EE
25. OW	Office of the Registrar General, India	Senior Research Officer (Vital Statistics)	Central Government service	EE
26. OW	Gypsum Supply Co.	Contractor supplying Gypsum to Sindri Fertilizer Factory	Supplying Gypsum on orders	ER
27. OW	Chittaranjan Locomotive	Accountant	Locomotive Factory	EE
28. OW	Delhi Railway Station	Goods shed porter	Railway Station Porter	EE
29. OW	C.P.W.D.	Manual labourer (on muster roll) digging earth	Road Construction	EE
30. OW	Ram's house construction work	Labourer brick laying	House construction	SW
31. OW	Vegetable market labourers place	General labourer	Vegetable market labourer carrying goods.	SW
32. OW	Delhi Electric Supply Corporation sub-station	Machine operator electricity	Transmission of electricity with the help of transformer.	EE

APPENDIX IV—*Contd.*

1	2	3	4	5
33. OW . .	Madan Brothers	Shop Assistant	Retail shop in stationery stores	FW
34. OW . .	Sahu & Co.	Proprietor, wholesale trade	Wholesale store for grains and cereals.	ER
35. OW . .	Dayanand and Sons	Salesman	Retail shop of readymade garments and hosiery.	FW
36. OW . .	Kaka Agrico	Sales Manager	Dealing in Hardware	EE
37. OW . .	Indian Iron and Steel Company, Burnpur.	Boiler room foreman	Manufacturer of iron and steel structurals.	EE
38. OW . .	Indian Airlines Corporation	Air Pilot	Air Transport	EE
39. OW . .	State Motor Transport Undertaking	Bus Driver	Motor Transport Service	EE
40. OW . .	Prakash Transport Service	Working Proprietor	Goods Transport by Motor Truck.	ER
41. OW . .	Medical College, Calcutta, Radiology Department.	Radiologist	Medical and Health Service of state.	EE
42. OW . .	I.C.A.R. Pussa, Delhi	Plant Nutritionist	Plant Protection Research	EE
43. OW . .	Bimla Sugar Factory	Chemist	Sugar Factory	EE
44. OW . .	Akash Chemical and Pharmaceutical Factory.	Chemist	Manufacturer of antibiotics	EE
45. OW . .	L.I.C. Delhi	Secretary Administration	Life Insurance Business	EE
46. OW . .	Government of Tamil Nadu (Commerce and Industry Department).	Assistant Secretary	State Government Service	EE
47. OW . .	Do.	U.D.C.	Do.	EE
48. OW . .	Kundan Brothers, Jewellers, Jaipur	Supervisor	Jewellery Works	FW
49. OW . .	Lalit domestic servant	Cook	Domestic service	EE
50. OW . .	Asoka Hotel, New Delhi	Cook	Residential Hotel	EE
51. OW . .	Club	Bearer	Recreation club	EE
52. OW . .	Ram's Grocers shop	Working proprietor	Retail, trade in grocery	SW
53. OW . .	Bhilai Steel Plant	Chartered Accountant	Steel Production	EE
54. OW . .	Howrah Jute Mill	Accountant	Jute Mill	EE
55. OW . .	ABC Film Studio	Cinema Actor	Production of feature films	SW
56. OW . .	Ruparekha Company	Sign painter	Commercial Sign Painting	EE
57. OW . .	Portland cement Co.	Canvas bag maker	Cement manufacturing	EE
58. OW . .	ABC stock exchange	Share broker in tea P Jute	Share broker	SW
59. OW . .	ABC Business house Ltd.	Managing Director	Discounting of bills of business firms	ER
60. OW . .	Ramchandra Engineering Co.	Die caster	General Engineering Works	EE
61. OW . .	ABC Paint Factory	Ochra Grinder	Manufacture of paints	EE
62. OW . .	Solan Breweries	Distillation Plant operator	Brewery Factory	EE
63. OW . .	ABC Chemical Factory	Grinder	Manufacturing of Hydrochloric Acid.	EE
64. OW . .	ABC Rerolling Mills	Cleaner	Steel Rerolling Works	EE
65. OW . .	ABC Cinema	Gate Keeper	Cinema House	EE
66. OW . .	ABC Engineering Works	Moulder	Iron & Steel Foundry	EE
67. OW . .	ABC Oil Mill	Foreman, Packing Deptt.	Manufacture of mustard Oil	EE
68. OW . .	ABC Company	Foreman, Saw Mill	Motor Body Building factory	EE
69. OW . .	ABC Aluminium Company	Foundry Caster	Aluminium Factory	EE

APPENDIX IV—*Concld.*

1	2	3	4	5
70. OW	ABC Iron Factory	Furnaceman Boiler Shop	Iron Foundry Works	EE
71. OW	Government Printing Press	Mono Operator	Printing Works	EE
72. OW	ABC Small Tool	Brass Turner	Small Tool Production	EE
73. OW	State Social Welfare Board	Honorary Social Worker	Social Welfare Organisation	SW
74. OW	Parliament, Delhi	Member of Parliament	Parliamentary work	SW
75. OW	Ramkishan writer	Freelance journalist	Writing for newspapers and periodicals	SW
76. OW	ABC Party	Political worker	Promotion of party's political work.	SW
77. HHI	Ramachandra & Sons	Polishing silver ornaments.	Manufacture of Silver Jewellery	EE
78. HHI	Ramachandra & Sons	Making of silver ornaments.	Manufacture of silver Jewellery	FW
79. OW	P. K. Bhar & Co.	Proprietor	Manufacture of silver Jewellery.	ER
80. OW	P. K. Bhar & Co	Accountant	Manufacture of silver Jewellery.	EE
81. OW	P.K. Bhar & Co.	Sales Worker	Manufacture of silver Jewellery.	FW
82. OW	Office of the Divisional Superintendent, Northern Railway.	Accounts Clerk	Raul transport.	EE
83. OW	Raj & Co.	Proprietor	Readymade garment shop (Retail).	ER
84. OW	Raj & Co.	Salesman	Readymade garment shop (Retail)	EE
85. OW	Raj & Co.	Sales worker	Readymade garment shop (Retail)	FW
86. OW	Madras Stores	Owner and seller	Grocery shop (Retail)	SW
87. OW	Chunilal Rameshwarlal	Partner	Wholesalers in Cotton textile.	SW
88. OW	Chunilal Rameswarlal	Purchase clerk	Wholesalers in Cotton textile	EE
89. OW	Chunilal Rameswarlal	Working partner	Wholesalers in Cotton textile.	SW@

@A sleeping partner is not a worker. Please see page 110/(d) also.

APPENDIX V

Some Typical Situations of Economic Activity

S. No.	Qn. 14A	Qn. 14B	Qn. 15A	Qn. 15B	Qn. 16	Remarks
1.	Yes	Yes	Yes—C	No		A full time cultivator with no secondary work. Qn. 16 does not apply.
2.	Yes	Yes	Yes—C	Yes—AL		A cultivator who also works as AL probably because of small holdings or need for more income. Qn. 16 does not apply.
3.	Yes	Yes	Yes—C	Yes—OW		A cultivator who is having secondary work as OW. Details of OW must be recorded. Qn. 16 does not apply.
4.	Yes	No	No—H	Yes—C	No	A housewife whose main activity is running the household. She helps in the family cultivation and this is therefore her marginal work. Qn. 16 has to be asked because she is 'No' in 14B.
5.	Yes	No	No—H	Yes—HHI	No	Same as Sl. No. 4 except that her marginal work is HHI. Details of HHI should be recorded in 15B. Qn. 16 has to be asked because she is 'No' in 14B.
6.	Yes	No	No—O	Yes—AL	Yes	He is mainly 'O' sometimes working as AL and is looking out for job. Qn. 16 applies because he/she is 'O' in Qn. 15A.
7.	Yes	Yes	Yes—OW	No	No	He is an OW with no secondary work. Details of OW must be entered in Qn. 15A, Qn. 16 does not apply. Therefore the entry 'NO' here is also wrong. It should remain blank.
8.	Yes	Yes	Yes—OW	Yes—OW		He has secondary work which is also OW. Details of OW should be recorded in 15A and 15B. Qn. 16 does not apply.
9.	Yes	No	No—ST	Yes—HHI	Yes	The person works in a HHI but is mainly a student, he is looking for a job. Details of HHI must be entered in 15B. Qn. 16 applies as he/she is 'NO' in 14B.
10.	Yes	Yes	Yes—HHI	Yes—OW	No	This person has secondary work OW. Details of HHI in 15A and OW in 15B must be entered. Qn. 16 does not apply, therefore, the entry 'NO' here is also wrong.
11.	No—H	—	—	—	No	A housewife with no economic activity not looking out for a job.
12.	No—H	—	—	—	Yes	Like Sl. No. 11, except that she is looking for a job.
13.	No—ST	—	—	—	No	A full-time student not looking for a job.
14.	No—R	—	Yes—AL	No	No	This is an incorrect entry. If there is No in Qn. 14A there cannot be entry in Qn. 15A.
15.	No—R	—	Yes—OW	No	Yes	This is an incorrect entry for the same reasons as in Sl. 14. Either the entry in Qn. 14A is wrong or that in Qn. 15A. But if the entry in Qn. 14A is right the entry in 16 can be correct. Needs re-questioning by the enumerator.
16.	Yes	No	No—H	No	Yes	The entry in 15B in wrong. It should be yes-HHI because of yes in 14A and No-H in 15A. This is a person who is mainly doing household duties and has some marginal work. The latter is reflected in 14A and must be reflected in 15B. Note that the answer in 16 can be yes if the person is looking for a job.
17.	Yes	Yes	Yes—HHI	Yes—C		If the person has mostly worked as HHI as recorded in 15A, then cultivation is evidently only secondary work. Qn. 16 does not apply.
18.	Yes	Yes	Yes—OW	Yes—C		He is mainly OW but carries on cultivation as secondary work For example, he may be a govt. officer carrying on cultivation under his personal supervision. Qn. 16 does not apply.

APPENDIX VI-I

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No. 7.....

Slip No.2.....

Location Code 2/1/22 (125) Sl. No. of Household [32]

1. Name Sulochana Devi

2. Relationship to head Wife

3. Male (1)/Female (2) — 2

4. Age — 35

5 Marital Status — M

6. Mother tongue — Assamese

7. Two other languages known — Bengali & Khasi

8. Nationality I

9. Religion — H

10. Name of S.C. — X or S.T. — X

11. Illiterate (1)/Literate (2) — 2

12. Attending School/College Yes (1)/No (2) (2)

13. Educational attainment — Vth Standard

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) — Yes

14B If yes in 14A, did you work for major part of last year ?

Yes (1)/No (2)— 2

15A Main activity last yer ? 'Yes' in 14B (C/AL/HHI/OW) / 'No' in 14B (H/ST/D/R/B/I/O) H

If HHI/OW in 15A

(i) Name of establishment —

(ii) Description of work — X

(iii) Nature of industry, trade or service — X

(iv) Class of worker..... X.....

15B Any other Work ('Yes' in 1 B) / Any work ('No' in 14B)

Any time last year ?

Yes (C/AL/HHI/OW) C / No

If HHI/OW in 15B

(i) Name of establishment..... X.....

(ii) Description of work..... X.....

(iii) Nature of industry, trade or service..... X.....

(iv) Class of worker..... X.....

16. If No in 14A or 14B seeking or available for work ?

Yes (1)/No (2)..... 2

APPENDIX VI-1

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

CONFIDENTIAL

(Sample)

1. *Birth place*

(a) Place of birth .....Gauhati

(b) Rural (1)/Urban (2)..... 2

(c) District.....Kamrup

(d) State/Country.....Assam

2. *Last residence*

(a) Place of last residence.....Nowgong

(b) Rural (1)/Urban (2)..... 2

(c) District.....Nowgong

(d) State/Country.....Assam

3. Reasons for migration from place of last residence (Code)*.....(4)

4. Duration of residence at the Village or town of enumeration 20

5. *For all ever-married women only*

(a) Age at marriage.....15

(b) Number of children surviving at present

Male 2 Female 1 Total 3

(c) Number of children ever born alive

Male (2) Female (2) Total (4)

6. *For currently married women only*

Any child born alive during last one year .....Yes.....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VI-2

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No 16
Slip No 48

Location Code.....16/2/44 (132) Sl. No. of Household [67]

1 Name.....Harballabh Singh

2 Relationship to head.....Son

3 Male(1)/Female (2) 1

4 Age 38

5 Marital Status .....M

6 Mother tongue.....Punjabi

7 Two other languages known

Hindi .....

English .....

8 Nationality .....I.....

9 Religion.....S.....

10 Name of: S.C. .....Kabirpanthi....
or .....
S.T. .....X.....

11 Illiterate (1)/Literate (2) 2

12 Attending School/College
Yes (1)/No (2) 2

13 Educational attainment .....Matriculation

14A Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O/) .....Yes

14B If yes in 14A, did you work for major part of last year?
Yes (1)/No (2) 1

15A Main activity last year? 'Yes' in 14B (C/AL/HHI/OW) / 'No' in 14B (H/ST/D/R/B/I/O) .....OW

If HHI/OW in 15A

(i) Name of establishment.....Punjab cloth store

(ii) Description of work.....Proprietor

(iii) Nature of industry, trade or service ..... Retail cotton cloth shop.....

(iv) Class of worker .....ER

15B Any other work (Yes' in 14B) / Any work ('No' in 14B) anytime last year?
Yes (C/AL/HHI/OW) C
No

If HHI/OW in 15B

(i) Name of establishment .....X.....

(ii) Description of work .....X.....

(iii) Nature of industry, trade or service .....X.....

(iv) Class of worker .....X.....

16 If No in 14A or 14B seeking or available for work? Yes (1)/No (2) .....X.....

APPENDIX VI-2

CENSUS OF INDIA 1981

CONFIDENTIAL

INDIVIDUAL SLIP

(Sample)

1 Birth place

(a) Place of birth.....PL .....

(b) Rural (1)/Urban (2).....X .....

(c) District.....X .....

(d) State/Country.....X .....

2 *Last residence*

(a) Place of last residence..... PL

(b) Rural(1)/Urban (2) .....X .....

(c) District.....X .....

(d) State/Country.....X.....

3 Reasons for migration from place of last residence (Code)*

4 Duration of residence at the village or town of enumeration

..... X .....

5 *For all ever-married women only*

(a) Age at marriage.....X .....

(b) Number of children surviving at present

Male X Female X Total X

(c) Number of children ever born alive

Male X Female X Total X

6 *For currently married woman only*

Any child born alive during last one year

.....X .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5).

APPENDIX VI-3

CENSUS OF INDIA, 1981

CONFIDENTIAL

INDIVIDUAL SLIP

(Universal)

Pad No. .....1.....

Slip No .....1.....

Location Code .....28/3/72..... (148) Sl. No. of Household (69)

1 Name .....Rukmini Devi.....

2 Relationship to head.....Head

3 Male (1)/Female (2) 2

4 Age 42

5 Marital status .....M.....

6 Mother tongue .....

Tamil .....

7 Two other languages known .....

.....Telugu.....

.....English .....

8 Nationality .....I.....

9 Religion .....H.....

10 Name of: S.C.....X.....

or.....

S.T. .....X.....

11 Illiterate (1)/Literate (2) 2

12 Attending school/college, Yes (1)/No (2) 2

13 Educational attainment .....

B.A. (Philosophy) .....

14A Worked any time at all last year? Yes / (No (H/ST/D/R/B//I/O) .....H.....

14B If yes in 14A, did you work for major part of last year? Yes (1) /No (2) .....X.....

15A Main activity last year? 'Yes' in 14B (C/AL/HHI/OW) / 'No' in 14B (H/ST/D/R/B/I/O) .....X.....

If HHI/OW in 15A

(i) Name of establishment .....X.....

(ii) Description of work .....X.....

(iii) Nature of industry, trade or service .....

.....X.....

(iv) Class of worker .....X.....

15B Any other work ('Yes' in 14B) / Any work ('No' in 14B) — Any time last year?

Yes (C/AL/HHI/OW) / No .....X.....

APPENDIX VI-3

CENSUS OF INDIA 1981

CONFIDENTIAL

INDIVIDUAL SLIP

(Sample)

If HHI/OW in 15B

(i) Name of establishment .....X .....

(ii) Description of work .....X ..... | | |

(iii) Nature of industry, trade or service .....X ..... | | |

(iv) Class of worker .....X ..... |

.....

16 If No in 14A or 14B seeking or available for work? Yes (1)/No (2) 2

1 Birth place

(a) Place of birth.....Madras 2

(b) Rural(1)/Urban (2) .....

(c) District.....Madras .....

(d) State/Country .....Tamil Nadu

2 Last residence

(a) Place of last residence.....Madras.....

(b) Rural (1)/Urban (2)..... 2

(c) District.....Madras

(d) State/Country.....Tamil Nadu

3 Reasons for migration from place of last residence (Code)* 3

4 Duration of residence at the village or town or enumeration 22

5 For all ever-married women only

(a) Age at marriage 18

(b) Number of children surviving at present

Male 1 Female 3 Total 4

(c) Number of children ever born alive

Male 2 Female 3 Total 5

6 For currently married women only

Any child born alive during last one year.....Yes ....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VI-4

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No. .....

Slip No. 13 .....

Location Code 1/11/2 ..... (20) Sl. No. of Household [70]

1. Name .....Hussain

2. Relationship to head ..... | | |

Brother's son's son .....

3. Male (1)/Female(2) ..... |_|

4. Age..... | | 6

5. Marital Status .....MN |_|

6. Mother tongue ..... | |

Telugu .....

7. Two other languages known

Urdu ..... | | | | | |

..... | | | | | |

8. Nationality .....I | | |

9. Religion .....M | | | |

10. Name of { S.C. ..... | | | |
or .....
S.T. Andh | | | |

.....

11. Illiterate (1)/Literate(2) 1

12. Attending school/college, ... 1
Yes(1)/No (2)

13. Educational attainment .....

.....X | | | |

14A. Worked any time at all last year — Yes / No (H/ST/D/R/B/I/O/) ST — |_|

14B. If yes in 14A, did you work for major part of last year? ..... Yes(1)/No(2) .....X |_|

15A. Main activity last year? ..... 'Yes' in 14B (C/AL/HHI/OW) / 'No' in 14B (H/ST/D/R/B/I/O) —X

If HHI/OW in 15A .....

(i) Name of establishment .... X | | | |

(ii) Description of work X

(iii) Nature of industry, trade or service ..... X | | | |

.... X |_|

(iv) Class of worker X

15B Any other work ('Yes' in 14B) / Any work ('NO' in 14B) any time last year? — Yes (C/AL/HHI/OW / No — X |_|

APPENDIX VI-4

CENSUS OF INDIA 1981 CONFIDENTIAL

INDIVIDUAL SLIP

(Sample)

If HHI/OW in 15B

(i) Name of establishment X

(ii) Description of work X

(iii) Nature of industry, trade or service X

(iv) Class of worker .....

.....

16. If No in 14A or 14B seeking or available for work? Yes(1)/No (2) .....

1. Birth place

(a) Place of birth ..... PL

(b) Rural (1) /Urban(2) X

(c) District X

(d) State/Country X

2. Last residence

(a) Place of last residence ..... PL

(b) Rural (1)/Urban(2) X

(c) District X

(d) State/Country X

3. Reasons for migration from place of last residence (Code)* X

4. Duration of residence at the village or town of enunmeration .....

5. For all ever-married women only

(a) (a) Age at marriage X

(b) Number of children surviving at present

Male [×] Female [—] Total [—]

(c) Number of children ever born alive

Male [ ] Female [ ] Total [ ]

6. For currently married women only

Any child born alive during last one year :

..... X

*Employment (1) Education (2) Family moved(3) Marriage (4) Others (5)

APPENDIX 6

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No.....3

Slip No.....35

Location Code 3/3/64.... (10) Sl No of Household (92)

1 Name ..... Basmati

2 Relationship to head ..... Wife

.....

3. Male (1)/Female(2) 2

4. Age 25

5. Marital status ..... M

6. Mother tongue ..... Bhojpuri

7. Two other languages Known

Hindi

English

8. Nationality I

9. Religion ..... H

10. Name of S.C. X

or

S.T. X

.....

11. Illiterate (1)/Literate(2)

12. Attending school/college, Yes(1)/No(2) 2

13. Educational attainment 2

Higher Secondary .....

14A. Worked any time at all last year : Yes / No (H/ST/D/R/B/I/O/) Yes

14B. If yes in 14A, did you work for major part of last year? Yes(1)/No(2) 2

15A. Main activity last year? 'Yes' in 14B(C/AL/HHI/OW) / 'No' in 14B (H/ST/D/R/B/I/O) H

If HHI/OW in 15A

(i) Name of establishment X

(ii) Description of work X

(iii) Nature of industry, trade or service X

.....

(iv) Class of worker X

15B Any other work ('Yes' in 14B) / Any work ('No' in 14B) — Any time last year? Yes (C/AL/HHI/OW) HHI / No

If HHI/OW in 15B

(i) Name of establishment ..... Basmatia knitting House

(ii) Description of work ..... Knitting woollen hosiery

(iii) Nature of industry, trade or service .....

Knitting woollen hosiery for sale

(iv) Class of worker .....SW

16. If No in 14A or 14B seeking or available for work? ..... Yes(1)/No(2) 1

APPENDIX VI—6
CENSUS OF INDIA 1981
INDIVIDUAL SLIP
(Sample)

CONFIDENTIAL
Pad No.....3
Slip No.....39

Location Code 3/3/64.... 10 Sl No of Household (92)

1. Birth place
   (a) Place of birth/ ..... Karisath [1]
   (b) Rural(1)/Urban(2)..... [ ]
   (c) District ..... Bhajpur [ ]
   (d) State/Country ..... Bihar [ ]

2. Last residence :
   (a) Place of last residence ..... Karisath [1]
   (b) Rural(1)/Urban(2) ..... [ ]
   (c) District ..... Bhojpur [ ]
   (d) State ..... Bihar [ ]

3. Reasons for migration from place of last residence (Code)* ..... [4]

4. Duration of residence at the village or town of enumeration ..... [7]

5. For all ever-married women only [ ]

   (b) Number of children surviving at present
   Male [2] Female [1] Total [3]

   (c) Number of children ever born alive
   Male [2] Female [2] Total [4]

6. For currently married women only

   Any child born alive during last one year ..... Yes [ ]

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5).

APPENDIX VI- 6

INDIVIDUAL SLIP
CENSUS OF INDIA 1981
(Universal)

CONFIDENTIAL
Pad No. 3
Slip No. 31

Location Code.....3/3/64 .....(10)

Sl. No. of Household.....[105]

1. Name .....Samyukta Devi
2. Relationship to head ..... Head
3. Male (I)/Female (2) 2
4. Age 55
5. Marital Status ....M.....
6. Mother tongue .....
   Magahi .....
7. Two other languages known
   Hindi .....
   .....
8. Nationality I
9. Religion ..... H
18. Name of S.C. .....X ....
    or .....
    S.T. X
    .....
    .....
11. Illiterate(1)/Literate(2) 2
12. Attending School/college, Yes(1)/No (2) 2
13. Educational attainment .....
   X

14A. Worked any time at all last year :
Yes (H/ST/O/P/B/I/O) — Yes
No

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) ..... 2 — 1

15A. Main activity last year?
'Yes' in 14B (C/AL/HHI/OW)
'No' in 14B (H/ST/D/R/B/I/O) ——H

If HHI/OW in 15A
(i) Name of establishment X
(ii) Description of work X
(iii) Nature of industry, trade or service X
.....
(iv) Class of worker X

15B. Any other work ('Yes' in 14B)
Any work ('No' in 14B) any time at last year?
Yes (C/AL/HHI/OW) — OW
No

If HHI/OW in 15B
(i) Name of establishment ..... Samyukta Devi's shop
(ii) Description of work ..... Sales worker
(iii) Nature of industry, trade or service ..... Retail grocery shop
.. ..
(iv) Class of worker ..... FW

16. If no in 14A or 14B seeking or available for work? ..... Yes(1)/No(2) 2

APPENDIX VI-6

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample) CONFIDENTIAL

1. Birth place
   (a) Place of birth ..... PL .....
   (b) Rural (1)/Urban (2) ..... X .....
   (c) District X
   (d) State/Country X

2. Last residence
   (a) Place of last residence ..... PL .....
   (b) Rural (1)/Urban (2) ..... X .....
   (c) District ..... X..
   (d) State/Country X

3. Reasons for migration from place of last residence
   (Code)* .... X .....

4. Duration of residence at the village or town of enumeration
   .....

5. For all ever-married women only
   (a) Age at marriage ..... 12 .....
   (b) Number of children surviving at present
   Male 5 Female 3 Total 8
   (c) Number of children ever born alive
   Male 6 Female 4 Total 10

6. For currently married women only
   Any child born alive during last one year
   ..... No .....

*Employment (1) Education(2) Family moved (3) Marriage (4) Others (5).

APPENDIX VI-7

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No.....3

Slip No.....25..

Location Code.....3/3/64.....(10) Sl. No. of Household [121]

1. Name.....Gopal.....

2. Relationship to head.....Head

3. Male (1)/Female (2) 1

4. Age 38

5. Marital status.....M.....

6. Mother tongue.. .....

Hindi .....

7. Two other language known.....

English .....

Bengali .....

8. Nationality.....I.....

9. Religion .....H .....

10. Name of S.C.....Chamar .....

or.....

S.T ..... X .....

11. Illiterate (1)/Literate 2

12. Attending school/college 2

Yes (1)/No (2)

13. Educational attainment .....

B.A., LL.B., B. Ed.....

14A. Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O) Yes

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No(2)..... 1

15A. Main activity last year 'Yes in 14B (C/AL/HHI/OW) OW / No in 14B (H/ST/D/R/B/I/O)

If HHI/OW in 15A

(i) Name of establishment .....Government High School.....

(ii) Description of work .....Teacher English Secondary School.....

(iii) Nature of industry, trade or service .....
State Government Educational Service .....

(iv) Class of worker .....EE .....

15B. Any other work ('Yes' in 14B) any time last year?

Any work ('No' in 14B) Yes (C/AL/HHI/OW) / No C .....

If HHI/OW in 15B

(i) Name of establishment .....X .....

(ii) Description of work .....X .....

(iii) Nature of industry, trade or service .....X .....

.....

(iv) Class of worker.....X.....

16. If No in 14A or 14B seeking or available for work? Yes (1)/No(2).....X.....

APPENDIX VI-7

CENSUS OF INDIA 1981

INDIVIDUAL SLIP CONFIDENTIAL

(Sample)

1. Birth place

(a) Place of birth.....Rajgir .. | 2 |

(b) Rural (1)/Urban (2) ..... | | |

(c) District.....Patna .... | | | |

(d) State/Country .....Bihar | | | |

2. Last residence

(a) Place of last residence.....Gaya....

(b) Rural (1)/Urban (2) ..... | 2 | | |

(c) District.....Gaya .. | | | |

(d) State/Country.....Bihar | | | |

3. Reasons for migration from place of last residence (Code)* ..... | 1 |

4. Duration of residence at the village or town of enumeration

.... | 13 |

5. For all ever-married women only

(a) Age at marriage..... | | |

(b) Number of children surviving at present

Male | × | Female | × | Total | × |

(c) Number of children ever born alive

Male | × | Female | × | Total | × |

6. For currently married women only

Any child born alive during last one year

.... | | |

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5).

APPENDIX VI-8

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pade No .....6.....

Slip No .....5.....

Location Code.....10/1/5 .....(25) Sl. No. of Household [126]

1. Name .....Dulri.....

2. Relationship to head .....
Brother's son's wife .. ..
.....(Visitor) .....

3. Male (1)/Female (2) 2

4. Age 38

5. Marital status .....W.....

6. Mother tongue .....
Marathi.....

7. Two other languages known .....

Kamari .....

Hindi .....

8. Nationality.....I .....

9. Religion.....Atheist.....

Name of S.C.....X ..
or.....

S.T.....Bhil .....

.....

11. Illiterate (1)/Literate (2) 2

12. Attending school/college,
Yes (1)/No (2) 1

13. Educational attainment .....

IIIrd Standard .....

14A Worked any time at all last year?

Yes

No (H/ST/D/R/B/I/O) ..... Yes

14B If yes in 14A, did you work for major part of last year?

Yes (1)/No(2) 1

15A Main activity last year?

'Yes' in 14B (C/AL/HHI/OW) AL

No in 14B (H/ST/D/R/B/I/O) .....

If HH/OW in 15A

(i) Name of establishment .....X .....

(ii) Description of work .....X .....

(iii) Nature of industry, trade or service .....X .....
.....

(iv) Class of worker .....X .....

15B Any other work ('Yes' in 14B) any time last year?

Yes (C/AL/HHI/OW) HHI

Any work (No' in 14B)

No

If HHI/OW in 15B

(i) Name of establishment.....Durai Bidi rolling shop .....

(ii) Description of work.....Bidi rolling.....

(iii) Nature of industry, trade or service .....Manufacturing of Bidi....
.....

(iv) Class of worker.....FW.....

16 If No in 14A or 14B seeking or available for work?

Yes (1)/No (2).....X.....

APPENDIX VI-8

CENSUS OF INDIA 1981

INDIVIDUAL SLIP CONFIDENTIAL

(Sample)

1. Birth place
   (a) Place of birth.....Rewa .... [2]
   (b) Rural (1)/Urban (2) .....
   (c) District.....Rewa [ ][ ]
   (d) State/Country.....Madhya Pradesh [ ][ ]

2. Last residence
   (a) Place of last residence.....Shivpuri .... [1]
   (b) Rural (1)/Urban (2)
   (c) District.....Shivpuri ..... [ ][ ]
   (d) State/Country.....Madhya Pradesh [ ][ ]

3. Reasons for migration from place of last residence
   (Code)* ..... [5]

4. Duration of residence at the village or town or enumeration
   ..... [0]

5. For all ever-married women only
   (a) Age at marriage.....14..... [ ][ ]
   (b) Number of children surviving at present .....
   Male [1] Female [2] Total [3]
   (c) Number of children ever born alive
   Male [1] Female [3] Total [4]

6. For currently married women only
   Any child born alive during last one year
   .....Yes (2) ..... [ ]

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VI-9

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No 1

Slip No 32

Location Code 1/1/12.....(82) Sl No. of Household [22]

1. Name.....N. Raghbir Singh .....
2. Relationship to head .....
   Sister's husband .....
3. Male (1)/Female (2) 1
4. Age 52
5. Marital status .....M.....
6. Mother tongue .....
   Manipuri .....
7. Two other languages known ....
   .....X ....
   .....
8. Nationality.....I
9. Religion.....Haokip .....
10. Name of S.C. .....X .....
    or .....
    S.T..... .....X .....
    .....
11. Illiterate (1)/Literate (2) 2
12. Attending school/college,
    Yes (1)/No (2) 2
13. Educational attainment .....
    .....
    VIIth Standard .....

14A Worked any time at all last year? .....
yes
No (H/ST/D/R/B/I/O) R

14B If yes in 14A, did you work for major part of last year? Yes (1)/No (2)

15A Main activity last year?
'Yes' in 14B (C/AL/HHI/OW) .....X.....
No in 14B (H/ST/D/B/B/I/O)

If HHI/OW in 15A
(i) Name of establishment .....X .....
(ii) Description of work .....X .....
(iii) Nature of industry, trade or service .....X .....
.....
(iv) Class of worker .....X .....

15B Any other work (yes' in 14B)
Any work (No' in 14B) Any time last year?
Yes (C/AL/HHI/OW).....X .....
No .....

If HHI/OW in 15B
(i) Name of establishment .....X .....
(ii) Description of work .....X .....
(iii) Nature of industry, trade or service .....X .....
.....X .....
(iv) Class of worker .....X .....

16. If No in 14A or 14B seeking or available for work? Yes (1)/No (2) 2

APPENDIX VI-9

CENSUS OF INDIA 1981

INDIVIDUAL SLIP CONFIDENTIAL

(Sample)

1. Birth place
   (a) Place of birth.....Chura Chandpur .. | 2 |
   (b) Rural (1)/Urban (2) ..... | | |
   (c) District.....Manipur South..... | | | |
   (d) State/Country.....Manipur.. | | | |

2. Last residence
   (a) Place of last residence.....Ukhrul..... | 2 |
   (b) Rura(1)/Urban (2) .....
   (c) District.....Manipur East.... | | | |
   (d) State/Country.....Manipur | | | |

3. Reasons for migration from place of last residence
   (Code)* ..... | 5 |

4. Duration of residence at the village of town or enumeratio
   ..... | 22 |

5. For all ever-married women only
   (a) Age at marriage.....X | |
   (b) Number of children surviving at present
   Male | @ | Female | @ | Total |
   (c) Number of children ever born alive
   Male | @ | Female | @ | Total |

6. For currently married women only
   Any child born alive last during one year
   .....X..... |

*Employment (1) Education (2) Family moved (3) Marriage (3) Others (5)

APPENDIX VI-10
CENSUS OF INDIA 1981
INDIVIDUAL SLIP
(Universal)

CONFIDENTIAL
Pad No.....8 .....
Slip No ....4 .....

Location Code 2/I/4

Sl. No. of Household (48)

1. Name ..... C.F. George.....
2. Relationship to head Head.....
3. Male (1) Female (2) 1
4. Age..... 48
5. Marital status.....M.....
6. Mother tongue ....
   English..... .....
7. Two other languages known
   French .....
   Adi .....
8. Nationality .....U.S.A.....
9. Religion .....
10. Name of { S.C..... / or..... / S.T.. .....x.....
11. Illiterate (1)/Literate (2) 2
12. Attending school/college, Yes (1)/No (2)..... 2
13. Educational attainment.....
    M.S. (Statistics) .....
    Ph.D.

14A. Worked any time at all last year ? Yes / No(H/ST/D/R/B/I/O) — Yes

14B. If yes in 14A, did you work for major part of last year ? Yes(1)/No(2) 1

15A. Main activity last year ? ..... Yes in 14B(C/AL/HHI/OW) / No in 14B(H/ST/D/B/I/O) ..... OW

If HHI/OW in 15A

(i) Name of establishment.... ..... Christian College

(ii) Description of work..... Principal

(iii) Nature of industry, trade or service..... Christian Missionary Education Service

(iv) Class of worker ..... EE.....

Any other work ('Yes' in 14B)

15B. ——————any time last year ?

Any work ('No in 14B) Yes' (C/AL/HHI/OW) — No / No

If HHI/OW in 15B

(i) Name of establishment .....

(ii) Description of work .....

(iii) Nature of industry, trade or service .....

.....

(iv) Class of worker .....

16. If No in 14A or 14B seeking or available for work ? Yes (1)/No (2).....x.....

APPENDIX VI-10

CENSUS OF INDIA 1981

INDIVIDUAL SLIP CONFIDENTIAL

(Sample)

1. *Birth place:*

   (a) Place of birth Washington ..... [ ]

   (b) Rural (1)/Urban (2) ..... [ ]

   (c) District ..... [ ]

   (d) State/Country USA

2. *Last residence:*

   (a) Place of last residence New York .... [ ]

   (b) Rural (1)/Urban (2) x .... [ ]

   (c) District x ..... [ ]

   (d) State/Country U.S.A. .....

3. Reasons for migration from place of last residence (Code)*

   .....(1) [1]

4. Duration of residence at the village of town or enumeration

   ..... [9]

5. *For all ever-married women only:*

   (a) Age at marriage x ..... [ ]

   (b) Number of children surviving at present:

   Male [..] Female [..] Total [..]

   (c) Number of children evern born alive:

   Male [+] Female [..] Total [..]

6. *For currently married women only:*

   Any child born alive during last one year .. .. [ ]

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VI-11

CENSUS OF INDIA 1981

INDIVIDUAL SLIP CONFIDENTIAL

(Universal)

Pad No. 5

Slip No.

Location Code 1/11/4 (26) Sl. No. of Household (140)

1. Name .....Madan Kumar
2. Relationship to head .....Head
3. Male (1)/Female (2)..... 1
4. Age 35
5. Marital status
6. Mother tongue .....Khari Boli
7. Two other languages known
   Hindi .....
   English.....
8. Nationality I .....
9. Religion H .....
10. Name of { SC x ..... or..... S.T. x
11. Illiterate (1)/Literate (2) 2
12. Attending school/college, Yes (1)/No (2) 2
13. Educational attainment M.A. (Economics)..

14A. Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O) — Yes

14B. If yes in 14A, did you work for major part of last year ? Yes (1)/No (2) 1

15A. Main activity last year ? 'Yes' in 14B (C/AL/HHI/OW) OW / 'No' in 14B (H/ST/D/R/B/I/O)

If HHI/OW in 15A

(i) Name of establishment Registrar General's office .....

(ii) Description of work Systems Analyst (Computer) ....

(iii) Nature of industry, trade or service Central Government Service .....

(iv) Class of worker EE

15B. Any other work ('Yes' in 14B) / Any work ('No' in 14B) —any time last year ? Yes (C/AL/HHI/OW) C / No

If HHI/OW in 15B

(i) Name of establishment x .....

(ii) Description of work x.....

(iii) Nature of industry, trade or service.....

(iv) Class of worker x

16. If No in 14A or 14B seeking or available for work ? Yes (1)/No (2) .....

APPENDIX VI-11

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1. *Birth place:*

   (a) Place of birth Etawah .....

   (b) Rural (1)/Urban (2) ..... [2]

   (c) District Etawah .....

   (d) State/Country Uttar Pradesh .....

2. *Last residence:*

   (a) Place of last residence Kanpur .....

   (b) Rural (1)/Urban (2) ..... [2]

   (c) District Kanpur .....

   (d) State/Country Uttar Pradesh .....

3. Reasons for migration from place of last residence

   (Code)*..... [1]

4. Duration of residence at the village of town or enumeration

   ..... [8]

5. *For all ever-married women only:*

   (a) Age at marriage x ..... [ ]

   (b) Number of children surviving at present:

   Male [@] Female [@] Total [@]

   (c) Number of children ever born alive:

   Male [@] Female [@] Total [@]

6. *For currently married women only:*

   Any child born alive during last one year x .....

[ ]

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VI-12

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No. 1

Slip No. 16

Location Code 1/2/3 (6) ..... Sl. No. of Household (3) .....

1. Name Christopher .....
2. Relationship to head ..... Head .....
3. Male (1)/Female (2) (1) **1**
4. Age 45 **45**
5. Marital status M
6. Mother tongue Mizo
7. Two other languages known
   English .....
   Angami .....
8. Nationality I
9. Religion C
10. Name of
    S.C. x .....
    or .....
    S.T. Mizo .....
11. Illiterate (1) /Literate (2) .....(2) **2**
12. Attending school/college, Yes (1)/No (2) **2**
13. Educational attainment School final .....

14A. Worked any time at all last year ? Yes / No(H/ST/D/R/B/I/O) ..... Yes .....

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) (1) **1**

15A. Main activity last year ? 'Yes' in 14B(C/AL/HHI/OW) AL / 'No' in 14B (H/ST/D/R/B/I/O/) .....

If HHI/OW in 15A

(i) Name of establishment x .....

(ii) Description of work x .....

(iii) Nature of industry, trade or service x .....

(iv) Class of worker x

15B. Any other work ('Yes' in 14B) any time last year ? Yes (C/AL/HHI/OW) C ..... / Any work ('No' in 14B) No

If HHI/OW in 15B

(i) Name of establishment x .....

(ii) Description of work x .....

(iii) Nature of industry, trade or service x .....

(iv) Class of worker x

16. If No in 14A or 14B seeking or available for work ? Yes (1)/No (2) x .....

APPENDIX VI-12

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample) CONFIDENTIAL

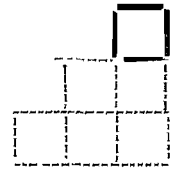
1. *Birth place* :

(a) Place of birth PL .....

(b) Rural (1)/Urban (2) x .....

(c) District .....

(d) State/Country x .....



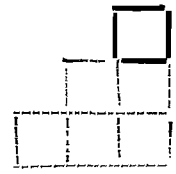
2. *Last residence*:

(a) Place of last residence PL .....

(b) Rural (1)/Urban (2) x .....

(c) District .....

(d) State/Country x .....



3. Reasons for migration from place of last residence (Code)* .....

4. Duration of residence at the village or town of enumeration x .....

5. *For all ever-married women only*:

(a) Age at marriage x .....

(b) Number of children surviving at present:

Male [×] Female [×] Total [×]

(c) Number of children ever born alive:

Male [×] Female [×] Total (x) [×]

6. *For currently married women only*:

Any child born alive during last one year x .....

* Employment(1) Education (2) Family moved (3) Marriage (4) Others (5)

CHAPTER III

PREPARATION FOR THE CENSUS

The first Director's Conference in connection with the 1981 Census was held in New Delhi from 24th to 29th August, 1979. As I joined only on 4th January, 1980, I therefore could not attend the same. However, Shri A. C. Bal, Deputy Director of Census Operations (Tech) and Shri N. C. Sarkar, Assistant Director of Census Operations, attended the Conference. In the Conference a detailed discussion took place on the following agenda items:

—Item I General Outline

—Item II Main Phases of the Census

—Item III Houselisting Operations

—Item IV Economic Census

—Item V Setting up of Regional Offices

—Item IV Enumeration —Preparatory and Organisational Steps

—Item VII Houselisting Operation

—Item VIII Enumeration

—Item IX Other matters

—Item X Administrative and organisational matters

The Conference was inaugurated by Shri Dhaniklal Mandal, former Minister of State, Ministry of Home Affairs. The inaugural speech is reproduced below:—

"Friends,

I am happy to be with you today as you begin your deliberations on the Census Operations for the 1981 Census of India. Not merely by virtue of its size but also because of its great utility, the Census of India is of paramount importance. We, in this country, have had a rich Census heritage which one can trace back over the last hundred years. In fact, we are among the few countries of the world that have had an unbroken series of Census from 1872.

The next Census is due in 1981 and none of us can or should under-estimate the magnitude of the task ahead of you. The Census of India is the most important single source of information about the people. Census data are valuable because of certain unique features which include completeness of coverage, availability of data at various points of time, possibility of analysis of inter-related characteristics, availability of data for small areas, particularly at village level, and comparability of data among the states in the country.

Over the years, the census has grown not merely, quantitatively but in qualitative terms also. It is no longer a mere head count. While that is no doubt an essential purpose, equally important is its role in the collection of vast amount of information on basic characteristics of the people. This is what makes the Census important—the fact that Census data lend themselves to a variety of basic uses. It would be difficult to image the formulation of plans for economic and social development without Census data. Over the years, the Census has come to be recognised as an essential tool for bench-mark data. Given this importance of the Census, the need for careful planning of the Census Operations scarcely needs any emphasis.

The Census Operations in our country are internationally recognised for their excellence and coverage and we also have received international recognition for the quickness with which the results are published. The Census today is universally acknowledge as the most authentic and comprehensive source of information about our land and the people. It is not necessary for me to indicate here the many uses to which Census data can be put it is useful to always keep in mind the fact that Census data have certain legal and constitutional uses which would necessitate our taking all possible care to ensure the accuracy of the results.

In the context of the present plan with its focus on rural needs and particularly its emphasis on employment and the revised minimum needs programmes, Census results acquire particular importance. The plan envisages the strengthening of infrastructural facilities in the villages, providing employment to the people, making available the essentials for what might be called the "goodlife" to the vast masses of the country and all this would need accurate data which the Government can use for ensuring that the plans are well formulated. It is in this context that I would like to urge all of you to pay particular attention to the need for total coverage and accuracy in the collection of Census data.

There can be no decision making in the critical fields of economic and social development without adequate data and the inter-dependence between sectors, the need for regional balances and the complexities of planning can only be taken care of with a firm and accurate data base. It is in this strategic task of generating link. This is a role of which you can be proud.

A great degree of sophistication has now come into our methods of collection, tabulation and analysis of statistical data. The Census plays crucial role in the formulation of the plans and schemes for social and economic development and it provides a firm basis for policy decisions in these fields. There can, therefore, be little doubt that all of us should ensure total reliability of the data. We must also ensure that the results are available with the least possible delay.

The Census of India, as I had mentioned on earlier occasions, is one of the largest administrative exercise in the world and because of its basis importance none of us should under-estimate the magnitude or complexity of the task. I am sure, all of you share with me our extreme anxiety in ensuring that the 1981 Census of India is a total success both in terms of coverage and accuracy of reporting. In order to ensure this, each step towards the ultimate Census count would need your careful attention and constant supervision. Attention to details is, in fact, an extremely major requirement of your task. Unlike most of the administrative tasks with which you would have been entrusted, the Census is a challenge which would call for the best from you and I am sure you will give of your best.

In keeping with our administrative structures the Census Operations are implemented almost solely through the hierarchies of the Government of the States and Union Territories and you have, therefore, a more difficult task since you would have to function not merely as the supervisor of the operations but also as a co-ordinator. You will have to work through hierarchies which are not under your direct control and you would have to enthuse vast armies of enumerators and others to perform a task which is essentially an addition to their workload. By any standards this is difficult and I would like to assure you that you can count upon our support in this major task.

The Government of India and the Governments of the States and the Union Territories attach great importance to the conduct of the Census Operations. Our anxiety is reflected in the appointment of the Directors of Census Operations and other officers in this organisation. Each one of you has been specially selected and hand-picked for this work and, therefore, we are confident that the Census Operations will be carried out not merely with its traditional efficiency but with increasing improvement in techniques, methods, organisation and accuracy.

On glancing through the agenda notes of your conference I am struck with wide variety or organisational matters with which you would be concerned and also by the highly technical nature of the subject. This is a rare combination in a single activity and I am sure you will all work/with a sense of pride and dedication in this task of national importance. Your responsibilities are great and your task is not too easy. The Census will call for single minded devotion to the task ahead in the few months left before us and I am confident that the Government of India can rest assured on this matter. Doubtless at the end of your conference when you go back to your states you will carry with you a feeling of total involvement in this vast operation. I am indeed extremely happy to associate myself with this conference and I look forward to receiving reports regarding the organisation of the Census and ultimately its results. I wish your conference all success and also success to each one of you in the task before you in the months to come. I have great pleasure in inaugurating the conference ".

Wide ranging discussions on Heavy Agenda:

Important items that were discussed related to:

I. General outline of the Census Operations, viz:

(a) Setting up of the hierarchy

(b) Rural and urban areas classification, collection and compilation of data.

(c) Preparation of notional maps and lay-out sketches.

(d) Reference data, enumeration period, revisional round, etc.

II. Main phases of the census operations, viz:

(a) Houselisting, choice of the suitable period.

(b) Enumeration preceding and simultaneous processes necessary.

Houselisting

(a) Preparation of lists of villages urban areas/ Military and defence areas.

(b) Allotment of location code.

(c) Delineation of houselisting blocks, both in rural and urban areas.

(d) Preparation of charge registers

(e) Selection and appointment of enumerators and supervisors.

(f) Training of those deployed

(g) Printing of forms and schedules; and

(h) System of supervision of operations

III. Economic Census

Here Dr. K. C. Seal, Director, Central Statistical Organisation, also joined and the exercise of running through the economic census schedules and instructions was gone through.

IV. Setting up of regional office

These were to function as field offices during the operations and were to be converted into regional tabulation offices after the head-count.

V. Enumeration

Preparatory and organisational steps

(a) Sample areas—sampling in the census

(b) Post-enumeration check

(c) Census evaluation study.

Only a brief review was held and detailed discussions were held over for the second Directors' Conference.

VI. Brief review of the results of second pretest relating to enumeration.

VII. General indication of

(a) Tabulation plan

(b) Publication programme

(c) Special studies

(d) Village and Town Directory.

VIII. Houselisting operations and a general review of houselisting instructions.

In fact the instructions were gone into word by work and the discussions that followed highlighted the various preparatory steps for houselisting, namely, appointment of enumeration agency, printing of schedules and forms, housenumbering and training of persons deployed.

IX. Finally the administrative and organisational matters were considered with emphasis upon:

(a) Adherence to rules in appointments, promotions and confirmations;

(b) Financial control and adherence to rules;

(c) Distribution of work amongst officers of the directorate;

(d) Purchase of equipment and furniture;

(e) Cadre review.

Apart from detailed discussion the technical and administrative matters involved in Census taking, an important decision was taken in the mater of setting up of Regional Tabulation Offices in the States. Accordingly only one Regional Tabulation Office was allotted to this State and one post of Deputy Director of Census Operations for that Office was sanctioned.

APPOINTMENT OF CENSUS OFFICERS

I found to my entire satisfaction that my office under the supervision of Shri A. C. Bal, Deputy Director of Census Operations took necessary measures for appointment of various categories of Census Officers under the Census Act, 1948. The Chief Secretary to the Govt. of Nagaland was requested to issue the appointment orders of the officers in their respective jurisdiction under the Census Act, 1948.

The Chief Secretary personally took interest in smooth conduct of 1981 Census in Nagaland, as a result the appointment orders were notified in the Nagaland Gazette in time. It helped the Directorate of Census Operations to make direct correspondence with the Deputy Commissioners, S.D.O(C), E.A.Cs and Circle Officers to gear up the tempo of Census taking in this state.

No. R. 11011/11/79-Tab.

Dated the 23rd July, 1979.

To

The Chief Secretary
to the Government of Nagaland,
Kohima.

Subject: Appointment of Census Officers under the Census Act, 1948—Notification in the Nagaland Gazette—Regarding.

Sir,

I have the honour to inform you that in connection with the 1981 Census, the Principal Census Officers, District Census Officers, Sub-Divisional Census Officers and Census Charge Officers are required to be appointed by the State Government under section 4 of the Census Act, 1948.

2. Each Principal Census Officer will be responsible for taking of the Census for each District as a whole. Obviously, the Officers at these levels can only function effectively if they have a suitable level of assistance. Therefore, the Addl. Deputy Commissioners/District Planning Officers in the offices of the Deputy Commissioners may be appointed as District Census Officers. The Additional Deputy Commissioner/Sub-Divisional Officer (Civil) holding the Charge of the Sub-Divisions. Likewise, the Extra Assistant Commissioners/Circle Officers holding the charge of the respective administrative circles may be appointed Census Charge Officers for their respective jurisdictions.

3. The Principal Census Officers may also be delegated with the powers under sub-section 4 of section 4 of the Census Act, 1948 to appoint other Census Officers in their respective jurisdictions.

4. As soon as the list of Towns in Nagaland is finalised, proposal for appointment of Town Census Officers in Nagaland will be forwarded in due course. In the case of areas which fall within the occupation and control of the defence services, etc., a separate communication will follow.

5. In order to save time, I have the honour to send herewith three draft notification for your kind perusal. If approved, the notification may kindly be gazetted in the next issue of the Nagaland Government Gazette.

6. This may kindly be treated as MOST URGENT.

Yours faithfully,

(A. C. BAL)
Deputy Director of Census Operations,
Nagaland : KOHIMA

Memo. No. R. 11011/11/79-Tab.
dated Kohima, the 23rd July, '79.

Copy forwarded to:—

1. The Registrar General, India
   Kotah House Annexe,
   2/A Mansingh Road
   NEW DELHI-110011.
2. All Directors, Census Operations.

(A. C. BAL)
Deputy Director of Census Operations,
Nagaland : KOHIMA.

CENSUS CALENDAR

The Census Calendar drawn up for the 1981 Census in Nagaland is reproduced below:—

Census Calendar—1981 Census : Nagaland

(Vide Circular No. 2 from Registrar General, India)

Assigned period	Tasks	Date by which action to be initiated by Census Directorate
1	2	3
15 July, 1979 to 15 Oct., 1979	(i) Finalisation of Village Lists.	15 July, 1979
	(ii) Finalisation of Town Lists.	
	(iii) Finalisation of District and Circle Maps.	
	(iv) Appointment of Principal/District/Sub-Divisional Census Officers and Census Charge Officers.	
	(v) Appointment of clerical staff etc. in the District/Sub-Divisional Census Offices.	15 July, 1979
	(vi) Meeting of the Census clerks of the District/Sub-Divisional Census Offices to be held at Kohima Census Office on the initiative of the D.C.O., Nagaland.	05 Sept., 1979
	(vii) Conference of the Principal and District Census Officers at Kohima in consultation with the Chief Secretary to the Government of Nagaland.	15 Sept., 1979
16 Oct., 1979 to 15 Nov., 1979	(i) Conference of the Sub-Divisional Census Officers and the Census Charge Officers at each of the District Hqrs. at the initiative of the concerned Principal Census Officer where the Director or his authorised representative shall be present.	
	(ii) Appointment of Enumerators/Supervisors including sufficient reserves for House-listing Operations.	16 Aug., 1979
	(iii) Carving out of Enumerator's Blocks on the basis of 1971 Census and the projected population.	05 Aug., 1979
16 Nov., 1979 to 31 Dec., 1979	(i) Conference-cum-Training of Principal Census Officers/District Census Officers.	15 Oct., 1979
	(ii) Internal Training of own Census officers.	15 Oct., 1979
	(iii) Training of Sub-Divisional Census officers and Census Charge Officers at District Hqrs.	15 Oct., 1979
	(iv) Drawing up of Training Programme for Enumerators/Supervisors including Reserves.	

1	2	3
House-Listing Operations		
01 January 1980 to 31 March, 1980	(i) Training of Enumerators/Supervisors including Reserves at selected centres for 4/5 days at each of the centres.	15 Nov., 1979
	(ii) Publicity for House-listing operations.	15 Feb., 1979
	(iii) Assignment of CODE NUMBERS to blocks, etc.	15 Nov., 1979
	(iv) Despatch of schedules to field.	15 Nov., 1979
01 April, 1980 to 10 May 1980	(i) Second Round of Training Programme for the Enumerators/Supervisors including Reserves at each of the selected centres for two days minimum each.	15 Feb., 1980
	(ii) Despatch of House-list schedules to the Enumerators through the Census Charge Officers.	Simultaneously at the time of second round of training programme
11 May, 1980 to 15 May, 1980	Time at the disposal of the Enumerators and Supervisors including Reserves.	
16 May, 1980 to	(i) Preparation of Notional Maps by Enumerators etc.	Nil
15 June, 1980	(ii) Canvassing of House-List Schedules.	Nil
	(iii) Filling up of Village Directory and Town Directory schedules by the Census Charge Officers.	15 Oct., 1979
16 June, 1980 to	(i) Arrival of Filled-in House-List Schedules at the District Hqrs.	05 June, 1980
07 July, 1980	(ii) Arrival of Filled-in House-List Schedules at the Hqrs of the Director of Census Operations, Nagaland.	05 June, 1980
08 July, 1980 to	(i) Editing of Filled-in Schedules.	
31 Aug., 1980	(ii) Despatch of Editing Schedules to the coding and Punching Cell for further processing.	
	Enumeration—Proper	
01 Sept., 1980 to 30 Sept., 1980	(i) Finalisation of Delineation of Enumerator's blocks and supervisor's circles on the basis of 1980 House list.	05 June, 1980
	(ii) Issue of Fresh Appointment Orders in respect of Enumerators and Supervisors including Reserves.	05 July, 1980
	(iii) Selection and earmarking of Enumerators and supervisors in each Charge.	05 July, 1980
	(iv) Re-allotment of code-numbers, if necessary.	05 July, 1980
	(v) Receipt of Individual slips pads from the office of the Registrar General, India.	05 Aug., 1980
	(vi) Arrangements of schedules for onward despatch to the Principal Census officers.	16 Aug. 1980
01 Oct., 1980 to	(i) Publicity Measures.	20 Aug., 1980
15 Nov., 1980	(ii) Training of Principal/District Census Officers, Kohima.	20 Aug., 1980
	(iii) Training of Sub-Divisional Census Officers and Census Charge Officers at each District Hqrs.	20 Aug., 1980
16 Nov., 1980 to 31 Dec., 1980	(i) Intensive Training of Enumerators and Supervisors including Reserves and also practical exercises on Training Schedules at selected centres of Training on consultation with the Principal Census Officers, for a period of 6 days each at stretch.	05 Oct., 1980
01 Jan., 1981 to 07 Feb., 1981	(i) Second Round of intensive Training to the Enumerators/Supervisors for a period of 2 days at Sub-Divisional Hqrs. of selected centres of Training.	15 Nov., 1980
	(ii) Despatch of Schedules to the Principal Census Officers.	15 Dec., 1980
	(iii) Despatch of schedules by the Principal Census Officers to the Census Charge Officers.	Nil
	(iv) Distribution of schedules to the Enumerators.	Nil

1	2	3
08 Feb., 1981	AT THE DISPOSAL OF THE PRINCIPAL CENSUS OFFICERS.	
09 Feb., 1981 to 28 Feb., 1981	CENSUS ENUMERATION.	
Night of 28 Feb., 1981	ENUMERATION OF HOUSELESS PERSONS.	
01 March, 1981 to 03 March, 1981	REVISIONAL ROUND	

Reporting of Provisional Totals

4 March to 5 March, 1981	By Enumerators to the Census Charge Officer
6 March, 1981 to 7 March, 1981	By Census Charge Officer to the P.C.O./ District Census Officer.
8 March, 1981 to 9 March, 1981	By P.C.O./District Census Officer in Director of Census Operations, Nagaland.
5 March, 1981 to 15 March, 1981	Collections of schedules from the Enumerators through Census Charge Officer.
16 March, 1981 to 25 March, 1981	Despatch of filled-in schedules by the P.C.O./ District Census Officer to the Director of Census Operations, Nagaland.

A.C. BAL

Deputy Director of Census Operations

Nagaland, Kohima

The time schedule prescribed in the Census Calendar was almost followed in toto. The Deputy Director and the Assistant Director pasted a copy of the Calendar on the wall and they watched the time schedule and took necessary action in case of defaulting officer.

Second D.C.O's Conference

The Second Conference of Director of Census Operations was held from 16th—19th January, 1980 at Mysore in Karnataka state. I alongwith my Deputy Director attended the Conference. In the Conference instructions for filling up the Household Schedule and the Individual slip were discussed and finalised. Instructions for filling up the abridged Houselist were also discussed in detail. Some points relating to the instructions for filling up the enterprise list (Economic Census) were also taken up for discussion and the clarifications thereon were given.

Other Conference

The third conference of the Directors was held in middle of November, 1980 at Vigyan Bhavan at New Delhi, to generally review the organisation for enumeration in 1981, arrangement for reporting of provisional results, generation of PCA, selection of sample blocks, arrangement for post enumeration check and census evaluation study, tabulation procedure, organisation of editing and coding cells and tabulation offices, review of tabulation plan and quality control plan for 1981 Census.

The fourth conference was held in end of May, 1981, at Nainital mainly to review PEC and CES operations, set up of coding and editing cells, preparation of records for data entry system, and arrangements for preparation of Administration Report. The main item, however, at this conference was review of census experience and suggestions for amendment of the Census Act, 1948.

The fifth and final conference of Directors was held at Srinagar from 23rd to 25th August, 1982. It was mainly to take a stock of post-enumeration assignments. The specific items of agenda were:

(i) Review of preparation of PCA, progress of preparation of A Series Tables for Part II-A, preparation of part-II-B, preparation of DCHB Parts II A and B and state Town Directory, progress of preparation of maps for these publications and for SUAs.

(ii) Preparation of Administration Report relating to Enumeration and Tabulation, and Part VII-Housing and Physically Handicapped Tables and Report, review of 20 percent sample of individual slips, review of progress of SOC work and work relating to special tabulation of data on religion/language from household schedules.

(iii) Review of progress of editing and coding of 15 percent/ 95 percent individual slips and PCA/Village Directory.

(iv) Review of installation of DDE systems, staffing issues relating thereto, progress of keying in of 5 percent individual slips, and commencement of additional shift for DDE systems concerned for second phase and issues relating to record movement, management and storage.

(v) Review of projects relating to social studies; special studies; general review of storage of records and DRS work.

(vi) Discussions on staffing pattern and issues relating to intercensal work.

On the conclusion of the conference there were warm handshakes and thanks giving, and an atmosphere of farewell prevailed. It was understood that thereafter there would be no more joint reviews for census work. The RGI his inaugural address had made that clear.

In addition to these All India Conference a regional conference was held at Goa in September, 1980 to review the progress of work. In the conference at Goa, issues connected with regional tabulation offices were sorted out and it helped in initiating timely action for setting up these field offices.

Besides, during July-September, 1981 five more regional Conferences (with option for any one only by Director and DDs) were held at Shillong, Darjeeling, Kanyakumari, Jaipur and Goa of which conference was attended by Deputy Director R.T.O. while the last at Goa was attended by my other Deputy Director (Hq).

FIRST STATE LEVEL CONFERENCE

The first state level conference of the Deputy Commissioners, Additional Deputy Commissioners and other Heads of Department was held on 26th November, 1979 in the Regional Council Hall, Kohima under the Chairmanship of Shri N. I. Jamir former Chief Secretary to the Government of Nagaland. The Registrar General, India was kind enough to attend the same conference. This conference was inaugurated by Shri Vizol former Chief Minister of Nagaland. The following agenda was taken up for discussion in detail. Since I was not directly associated with the Census Office therefore, I attended the conference as an invitee. My grateful thanks are due to the State Government for taking keen interest for smooth conduct of 1981 Census taking in Nagaland.

Since there was no full Director of Census Operations at that time, the Registrar General, India Shri P. Padmanabha kindly played a vital role in explaining and clarifying a technical and administrative aspects relating to 1981 Census.

The detailed notes on agenda for the first State Level Conference held on 26th November, 1979 at Kohima is reproduced below:—

First State Level Conference at Kohima in connection with 1981 Census of India

Proposed Agenda

Date : 26 November, 1979

Venue : Regional Council Hall

Time : 10 A.M. to 11-30 A.M.

Morning Session

Welcome and Inauguration

Chairman	Shri N.I. Jamir, I.A.S., Chief Secretary to the Government of Nagaland.
Welcome Address . . .	Shri A.C. Bal, Deputy Director of Census Operations, Nagaland.
Inaugural Address by the Chief Guest.	Shri Vizol, Chief Minister Nagaland.
Speeches by	Registrar General, India. Shri Z. Obed, I.A.S., Commissioner and Additional Chief Secretary to the Government of Nagaland.
Chairman's remarks . . .	
Vote of Thanks . . .	Shri N.C. Sarkar, Assistant Director of Census Operations, Nagaland.

Tea Break

Time : 1.30 P.M. to 4.30 P.M.

Afternoon Session

Chairman

Discussion on the following points:—

1. Hierarchy
2. Notification on the appointment of Principal Census Officers, District Census Officers, Additional District Census Officers, Sub-Divisional Census Officers and Census Charge Officers.
3. Role to be played by the Census Officers.

Main Phases of Census Operations

1. Finalisation of Village List/Urban Areas/Defence Areas.
2. Finalisation of Circle/District/Maps showing the Location of Villages.
3. Location Code.
4. Selection and appointment of Enumerators and Supervisors including Reserves.
5. Delineation of Enumerator's Blocks.
6. Intensive Training of Census Charge Officers.
7. Intensive Training of Enumerators and Supervisors including Reserves-Number of Rounds-who will train period of Training.
8. Integration of Economic Census with the House-Listing Operations.
9. Maintenance of Charge Registers and Supervisor's Registers.
10. Arrangement for distribution of Forms and Schedules.
11. System of supervision of operations-Responsibilities at various levels.
12. Submission of Forms/Control system and transshipment.

Detailed notes on Agenda for the first state level conference on 1981 census on 26-11-1979 at Kohima

1. Hierarchy

At the national level, the Registrar General and Census Commissioner, India is the authority in directing the Census Operations and he will coordinate the works with the States and U.T.As indicated in this Directorate Circular No. 1, the Director of Census Operations, Nagaland who is appointed by the Government of India by suitable notifications will coordinate with the State Government and district organisations. A chart showing the Census hierarchy at the State Level has already been indicated. However, for ready reference, the same is reproduced below commencing from the Enumerators:

Enumerator
|
Supervisor
|
Census Charge Officer (including the Town Census Officer)
|
Sub-divisional Census Officer
|
District Census Officer
|
Principal Census Officer
|
Director of Census Operations

2. Notifications on the appointment

According to the Notification No. GAB-1/57/77/Pt. III dated 7-9-79 issued by the Government of Nagaland, (a) the Deputy Commissioners of the districts are appointed the Principal Census Officers, (b) Additional Deputy Commissioners as District Census Officers. In case of Mon, Wokha, Zunheboto, and Phek District, the District Planning Officers in the Office of the Deputy Commissioners are appointed District Census Officers (c) Sub-Divisional Officers (Civil) as Sub-Divisional Census Officer. In the case of Dimapur, Kiphire and Peren, the Additional Deputy Commissioners would also function as Sub-Divisional Census Officers, (c) Sub-Divisional Officers (Civil) as Circle Officers of the circles will act as Census Charge Officers. In addition, the District Statistical Officers will also work as Additional District Census Officers under the Principal Census Officers by related Gazette Notification of the Government of Nagaland. The Extra Assistant Commissioners in the offices of Deputy Commissioner, Kohima, Additional Deputy Commissioner, Dimapur, Deputy Commissioner, Mokokchung, Deputy Commissioner, Mon, Deputy Commissioner, Zunhebato, Deputy Commissioner Tuensang and Deputy Commissioner, Workha have been appointed the Town Census Charge Officers vide State Government Notification No. GAB-1/57/77 (Pt. III) dated 5th October, 1979.

No. 1. The Supervisors/Enumerators are mostly Government employees and they will be drafted from different departments of the Government. They will be appointed by the Principal Census Officers. As mentioned in this Directorate Circular No. 4, a copy of the appointment letters of the Supervisors/Enumerators will have to be sent to this Directorate by 10th January, 1980 without fail.

3. Role to be played by the census officers

(a) Principal Census Officer is the Census authority in his district. The success of Census Operation solely depends on him.

(b) District Census Officer will not only assist the Principal Census Officer but will also share the substantial part of the responsibility for the success of the different phases of Census works. He will coordinate the works of the Sub-Divisional Census Officer/Census Charge Officers including the assessment of the actual progress, selection of Supervisors/Enumerators and related other works. He should ensure that no part of his district is left out or doubly taken.

(c) Sub-Divisional Census Officers will remain responsible for the smooth and successful Census within the jurisdiction of his area of administration and coordinate the works of the Census Charge Officers. He would keep regular liaison with the District Census Officers.

(d) Census Charge Officer will remain incharge of Census works within the area of his administration and will directly supervise the works of the Supervisor/Enumerators under him including imparting of necessary training.

(e) Supervisors are required to supervise the works of the enumerators placed under them and should not only be well conversant with the nature of works but also maintain properly all the relevant Census papers and documents. They should be well acquainted with the enumerators under them.

4.0. Main Phases of Census Operations

1. Houselisting:—It is one way of listing out all the structures whether dwelling or non-dwelling. This is done by filling in houselist forms. This phase of operation will begin on 16th May, 1980 and will be completed on 15th June, 1980. Before on the houselisting is done a Notional Map and layout sketch of the Enumerator Block has to be prepared by the Enumerators under the direct supervision of the supervisors and the Census Charge Officers. In this Notional Map, the location of the houses in the Enumerator's Block has to be given by indicating number to each building/structure.

2. Enumeration of population:—Counting of population in Census term is known as enumeration. This part of the programme will begin after the house-listing operation. The period of such operation is between 9th February, 1981 and 28th February, 1981.

4.1. *Finalisation of Village list/Town list/Military areas*

Village List:—The village list already received from the Deputy Commissioners of the Districts (excepting Kohima district) with their location codes assigned by the Directorate of Census Operations, Nagaland will be sent to you again to check up at the list so as to include and/or exclude any village for the purpose of houselisting operations of the 1981 Census. The Deputy Commissioners are also requested to look at the spelling of the village names. The Deputy Commissioners of the respective districts are requested kindly to return one copy of the lists with a certificate that "all the villages under the jurisdiction of the district circle-wise have been included in the list without duplication or omission".

Town List:—The Town list has already been finalised in consultation with the Registrar General, India and the State Government. Location codes have also been assigned by the Census Directorate. Circular No. 2 for which may please be referred to.

4.2. *Finalisation of District/Circle Map*

The district map showing the boundaries of administrative circles with the location of villages have already been received from all the districts excepting the Kohima district. We expect the same for Kohima shortly.

Two copies of the circle maps will be sent to the Deputy Commissioners with a request to check up the locations of the villages with their spelling; one copy of which will be retained by the Deputy Commissioner and the other copy must be sent to this Directorate.

4.3. *Location code*

In Circular No. 2 of this Directorate, a detailed discussion has been made about the utility and scope of location codes to be used for each fragmented administrative units down to the enumeration blocks both for rural and urban areas. The codes which are to be used for each administrative unit upto the level of circle have been indicated clearly. It has been further emphasised as to how to number the enumerator's blocks for each charge– rural and urban.

Location codes is a simple device which is used in Census forms for pin-pointing every area comprised in any administrative unit in the state. It may be called "address" at which any house and any person will be found for the Census Operations.

Both for rural and urban areas, location codes will be of 4 elements; an idea for which may be had of the following if perused:

1st element	2nd element	3rd element	4th element
District Code	(a) Circle code No. in case of rural area. It is in Arabic numbers. (b) Town code No. in case of Urban area.	(a) Village number in case of rural area. (b) Ward No./Sector No./Area No. in case of Urban area.	(a) Enumerator's block Serial No. E.B. Number will be continuous for each charge (circle) in case of rural areas and in the case of urban areas such number should be serialised for the Town as a whole.

4.4. *Selection and Appointment of enumerators and Supervisors including reserve*

The success of Census will mainly depend upon the quality of the Enumerator and Supervisor and their capacity in grasping the ideas of Census at the training classes. It requires meticulous care in their selection.

In the Census Notification No. GAB-1/57/77-Part-III, dated 7-9-79 issued by the Government of Nagaland the Deputy Commissioner/Additional Deputy Commissioners are empowered to draft the personnel working in their jurisdictions from different departments. In circular No. 4 of this Directorate, this aspect has been fully discussed. As stated therein, the matter of selection of enumerators and supervisors may be left entirely in the hands of the Census Charge Officers. It is preferred that the enumerators are selected from their own villages in case of rural areas. In the rural areas, the enumerators will be drawn primarily from the school teachers. It is therefore necessary to select best teachers as enumerators. The Head Masters of the schools may be selected as supervisors.

For urban areas, Middle/High school teachers supplemented by the Sub-Inspectors of Statistics/LDCs in Government departments may be preferred for appointment as enumerators. The Inspector of Statistics, U.D.As may be appointed as Supervisors.

It will facilitate if a list of persons suitable for appointment is prepared well in advance, their appointment orders issued in prescribed form and copies of which sent by the Deputy Commissioners and Additional Deputy Commissioners by 10th January, 1980 to this Census Directorate. It is emphasised that adequate number of persons for both types should be listed. The Deputy Commissioners/Additional Deputy Commissioners should keep at least 10% of the strength as reserve. These persons in reserve will be appointed suitably and trained up in Census works simultaneously. It is likely that at the time of operations, some of the supervisors & Enumerators may fall sick or remain absent on some unavoidable circumstances. In such a situation, the services of the reserved personnel may be utilised forthwith. It will be better if the reserved personnel are selected and detailed to their nearby villages blocks.

4.5. *Delineation of enumerator's blocks*

With the finalisation of the Administrative circle maps, lists of villages and urban areas, we would have a listing of all the areas where the houselisting operation and enumeration have to be conducted. It is very much obvious to see that the enumerators who will carry out these operations get reasonable and equitable workload. This is done through the preliminary step of constituting blocks i.e. by dividing the village town as the administrative units into suitable parts. Here the 'block' means any specific area which can be clearly demarcated and this is so formed for the purpose of the Census Operations. It may be mentioned here that the actual number of such blocks for the purpose of Enumeration is likely to vary after the housenumbering and houselisting operations are over.

In paras 5 and 8 of circular No. 1 of this Directorrate, a discussion has been made what broad principles have been followed in carving out these blocks. In Census terminology these blocks are called "Enumerator Blocks'.

As indicated in our Circular No. 4 a list of such blocks for every charge has been prepared by this Directorate for each district. The same was enclosed with the said circular.

4.6. *Intensive Training of Census Charge Officers*

The training of Charge Officers who are to look after the works of the Supervisors/Enumerators is most important. This is essential because they would have to train up the Supervisors/Enumerators directly. Hence, such training will ensure more complete and accurate information on the various definitions of Census terms and the interpretation of the questions in different Census Schedules, general instructions for the supervisors/Enumerators. It is, therefore expected that they would be thoroughly conversant with all the phases of Census programmes and instructions to their satisfaction so that they are in a position to transmit and explain the queries from the supervisors/enumerators whenever requires in order to obtain a uniform system for the census Programmes in all the blocks under his jurisdiction. It is suggested that it would be better to hold at least 2-3 training classes for the supervisors/enumerators including the reserves in suitable batches and ensure that the Supervisors/Enumerators have got thorough idea and knowledge of their works. Of course this requires assiduous labour for the success of the tremendous programme of census.

It would be useful if the Principal Census Officer/District Census Officer could be associated with the training programmes in a few cases so that the importance of the work is brought home to the staff concerned. The training programme has to be completed by 31st March, 1980.

4.7. *Intensive Training of Supervisors/Enumerators etc.*

The importance of training, as discussed in item 4.6 above, the proramme of training of the Supervisors and Enumerators should be chalked up soon after their appointments whether they are in the reserve list or not. It is desirable that the training classes for the supervisors & enumerators should be repetitive with reasonable gap between each training programme. Such training schedules will have to be finalised by the Census Charge Officers in consultation with the District Census Officers/Sub-Divisional Census Officers. of course, the Director of Census Operations should be informed of the programme so that he may be in a position to depute one of his representatives to remain present in such training classes to the extent possible, provided vehicles are available from the Deputy Commissioners/Additional Deputy Commissioners.

The responsibility of holding and imparting training to the supervisors & enumerators wholly lies with the Charge Officers. He will be assisted by the Officers of the district Statistical Cell. It may be emphasised that while drawing out the training programme, he must ensure that the supervisors & enumerators for all the areas under his administrative jurisdiction are fully covered and none is left unattended. It is likely that there may be some absentee supervisors/enumerators. A special programme will be needed suitably for them. The entire training programme has to be completed by the 31 March, 1980.

4.8. *Integration of Economic Census with Houselisting Operations*

One enterprise slip will be canvassed in each enumerator's block as part of the programme of the houselisting operations. In addition, the enumerator would have to prepare an abstract on them for the said work. The required instructions and forms will be distributed from this Directorate. Training of the Census Officers at all levels will be tagged up when the same will be arranged for the houselisting operations.

4.9. *Maintenance of charge registers and Supervisor's Registers*

It is very necessary to ensure that all areas, both rural and urban, are totally covered both during the Houselisting Operations and the actual population count. With a view to exercising complete control over the operations and to be certain about the complete coverage, the system of maintenance of Charge Registers has been devised for adoption. There will be two types of such registers—one is to be maintained by the Census Charge Officer and the other by the supervisor. The Census Charge Officer will maintain this register for his own charge and the supervisor for his own Census circle separately. These registers will contain some basic particulars. The Principal Census Officer may please ensure that they are actually and systematically maintained. These registers will be very important in value and they will also be linked up at the time of sanctioning the honorarium to the Census Officers down to the level of the Enumerators.

These registers are now under printing by this organisation and they will be sent at appropriate time followed by a detailed circular on it.

4.10. *Collection of information for the village and Town Directory*

This item was left from the Agenda inadvertently. A few extra items of information would have to be collected in prescribed form for each village/town in respect of each Census Charge. These are necessary for compilation of the village and town Directories for this state. It is felt necessary that the forms which will be supplied by this Directorate may be given to Census Charge Officers for extracting information in the light

of the indications contained in the forms. These may please be filled up on duplicate and handed over by the Census Charge Officers to the principal Census Officer while doing the same for the Houselisting Operations. Thereafter, each principal Census Officer will transmit the same to the Census Directorate.

4.11. *Arrangement for Distribution of Forms & Schedules*

In Census, there are two major stages—one pertains to Houselisting Operations and the other is the Enumeration of population. Hence, related forms and schedules are different for these two phases of operations.

The responsibility for supply of these forms rests with this Directorate. The required forms and schedules will be arranged in packed for each Enumerator block under a Census Charge, with suitable Index slips on them for the district as a whole. These will be sent to the Office of the Principal Census Officer of the concerned district. These will be distributed by the Office of the Principal Census Officer to each Census Charge Officer and obtain necessary receipt thereon. In turn, the Charge Officers will arrange distribution of them to the supervisors/enumerators with necessary receipts. He should keep proper records for such distribution. Some extra forms and schedules will be preserved in their respective custodian to meet extra demands for the same by the enumerators.

It is emphasised that loss of material or wrongly devoted deliveries or late deliveries of the forms, etc., should be avoided. The forms, etc., will be distributed by this Directorate based on some calculations, of course extra quantity will be given as reserve stock.

4.12. *System of Supervision of the operations*

Supervision will have to be insisted upon at all levels down to the level of Supervisors. Though the necessary instructions would be issued by this Directorate from time to time, yet the stage at which the supervision would be effective may be mainly as under:

(a) at the stage of preparation of the Charge Registers,

(b) at the stage of selection & appointment of enumerators and supervisors,

(c) during training programmes,

(d) during the distribution of various schedules and forms,

(e) during the preparation of the notional maps and houselisting operations,

(f) follow up for the collection of village/town directories information.

Once the Charge Registers are prepared and the selection and appointment of the supervisors and enumerators are completed, effective supervision of the training programmes would give rich dividents.

During houselisting operations, supervision will be necessary to ensure the following:

(i) Preparation of notional maps & detailed layout sketches.

(ii) Numbering of building & Census houses and painting of the numbers on the doors or any visible place of the buildings.

(iii) Filling up of the houselist and enterprise list.

(iv) Preparation of houselist abstract & enterprise list abstract for each block.

(v) Scrutiny by the supervisors of the all filled in forms during the actual operations and after the operations is over, ensuring despatch to the Charge Officers.

(vi) Checking up of the location codes used in each kind of Census schedules & forms correctly (in reference to the blocks) to which they pertain.

Every Census Officer concerned must exercise the utmost vigilance to ensure that the various phases are done through meticulously at all levels down to the level of the enumerators, and the whole works are done by the time targets fixed for each phase of work.

4.13. *Submission of filled in schedules & forms*

All the filled in House List forms and the abstracts etc., must be deposited by the Enumerator to the concerned Census Charge Officers who will submit the same to the Sub-Divisional Census Charge Officers who will submit the same to the Sub-Divisional Census Officers wherever available. Otherwise, the same may be submitted direct to the District Census Officer with suitable inventory about the Enumeration block(s). The District Census Officer will then submit the same to the Census Directorate, Kohima with inventory. This process must be completed on or before 7th July, 1980.

4.14. *Miscellaneous*

Any other point raised in the conference.

SECOND STATE LEVEL CONFERENCE OF DEPUTY COMMISSIONERS AND ADDITIONAL DEPUTY COMMISSIONERS

The Second state level conference was held on 4th August, 1980 at Zonal Council Hall, under the Chairmanship of Shri Z. Obed, Chief Secretary to the Government of Nagaland. The Hon'ble Chief Minister of

Nagaland Shri J. B. Jasokie kindly consented to be the Chief Guest to bless the conference. The agenda of the conference is reproduced below:

Second State Level Conference at Kohima in connection with 1981 Census of India

Agenda

Date	4th August, 1980
Venue	Zonal Council Hall
Time	1000 hrs.

Inaugural Session

Chairman	Chief Guest
Shri Z. Obed, Chief Secretary to the Government of Nagaland.	Shri J.B. Jasokie, Hon'ble Chief Minister of Nagaland.

1.	Welcome address . .	Shri Daniel Kent, Director of Census Operations.
2.	Inaugural address . .	By Chief Guest
3.	Chairman's speech . .	
4.	Vote of Thanks . . .	Shri J.C. Datta, Investigator

Tea Break

Discussion on the following points continues

1. Actual Enumeration.
2. Recarving of E.Bs whenever necessary.
3. Appointment of Enumerators and Supervisors whenever necessary.
4. Training of Charge Officers at district Headquarters—Deputy Commissioners to be present.
5. Training of Enumerators and Supervisors at selected Centres—three round of training.
6. Arrangement of distribution of forms etc.
7. System of supervision—responsibilities at various levels.
8. Issue of identity cards to the enumerators/supervisors during enumeration period.
9. Involvement of district Statistical Officers in actual enumeration.
10. Publicity.
11. Submission of filled in schedules to the Director of Census Operations in accordance with circular No. 14.
12. Relay of provisional population figures through FLASH signal to the Director of Census Operations, Nagaland in accordance with circular No. 14.
13. Village list—Map.
14. Maintenance of Charge Registers.
15. Adherence to Census Calendar.
16. Payment of TA/DA and honorarium to the enumerators and supervisors.
17. Vehicle to be provided to the Training Officer.
18. Utilisation of Census Clerks in the District and Sub-Divisional Offices.
19. Prompt attention is to be taken on Census circulars issued by the Census Directorate.
20. Postponement of transfer of Officers, enumerators and supervisors till May, 1981.
21. Any other points raised by the delegates.

The Hon'ble Chief Minister Shri J. B. Jasokia could not subsequently attend the conference due to unavoidable reasons and in his absence his message was read out by the Director of Census Operations as follows:—

Final Speech received from the Chief Minister's Secretariat

Speech of Chief Minister Shri J. B. Jasokia at the Second State Level Conference of the Principal, District Census Officers etc. on the fourth August, 1980 at Zonal Council Hall, Kohima.

Gentlemen

I welcome you all to this Second State Level Conference of the Principal and District Census Officers.

2. The composition of the today's Conference assures me that the participating officers are not only thoroughly acquainted with the importance of a welldrawn census operation, they are fully conscious of its methods and significance of its results.

3. The Census taking is a task of great national importance and census data are not only essential to a country's governance, but also to the planners, scholars and electoral authorities. In a developing and planned economy, the extreme value of Census data needs no emphasis.

4. The Census seeks an inventory of the country's man power resources and demographic characteristics at a given point of time. The Indian Census has the rare distinction of having a long and unbroken series of over a hundred years dating-back from 1872 whereby India has built up a rich and proud tradition in census taking. You are now entrusted with the important task of carrying it out for the forthcoming 1981 Census.

5. According to the last population count in 1971, there were 5,16,449 souls in our state and 548 million in the country as a whole our state's population was therefore, 0.09 per cent of the total population of India, that is out of every 1,061 Indians, there is 1 from Nagaland. This Census also revealed that out of every 7 persons in the world, one is Indian.

6. Nagaland is the sixteenth state of the Union of India, occupying the 21st position in regard to population. The growth rate of population during the decade from 1961 to 1971 was 39.88 per cent as against the All India figure of 24.80. Our state's literacy formed 27.40 per cent as against 29 per cent for the whole country.

7. We are all aware that the coming decennial Census in the country including Nagaland will commence from 9th February, 1981 and will last till 28th February, 1981 and that the reference date will be the sunrise of 1st March, 1981.

8. In view of the importance of the coming Census particularly with reference to our state, the Government of Nagaland will make all endeavours to successfully complete it within the stipulated time. Though Census is a Central subject the magnitude of its operation is so vast that the association and involvement of the state government in all stages of census is a pre-requisite for successful conduct of the census. Thus all the officers involved in census should have a sense of dedication of their duties. There can be no doubt, the success will entirely depend upon how and to what extent the officers perform the task assigned to them. The very fact that you, the high state officials, are meeting periodically to exchange your experience and to evolve a solid programme for the success of the operation, convinces me that you are placing great store on the correct and detailed information which census would yield.

9. In passing, what I would like to suggest is that compilation of the data collected should be printed without much delay, what is relevant for the present decade may have no relevance later. Data should not become a historical record. It should provide a live wire for immediate action.

Finally, gentlemen, I wish you all success in your task ahead.

I now have pleasure in declaring this conference open.

'JAI HIND'

Detailed notes from the agenda is reproduced below:—

AGENDA NOTES

Second State Level Conference of Deputy Commissioner/Additional Deputy Commissioners and District Planning Officers

Venue : Zonal Council Hall
Date : 4th August, 1980.

1. **Actual Enumeration**

The Houselisting Operations in this state has already been completed within the stipulated time. Now the time has come to take up the actual enumeration phase.

Counting of individuals will be started on 9th February, 1981 and it will conclude on 28th February, 1981. Therefore, the enumeration period has been fixed from February, 9 to February, 28, 1981. During this period, the enumerator will have to cover his jurisdiction and enumerate all households and every person living in households. On the night of February 28, 1981, the enumerators will be required to count the houseless households. The reference date for the 1981 Census will be the sunrise of March 1, 1981 which implies that the census is expected to provide a snap shot of the population of the country as it exists on the sunrise of March, 1, 1981. Therefore, in order to bring the information upto date with reference to the census moment i.e., the sunrise of March 1, 1981, the enumerator will have to quickly go round his jurisdiction on a revisit from March 1 to March 5, 1981 and enumerate any fresh arrivals in his jurisdiction who might not have already been enumerated elsewhere and also take account of any births that might have taken place in any household after his previous visit but before the sunrise of March 1, 1981. As a corollary, the enumerator will have also to cancel the Individual slip relating to persons who might have unfortunately died since his last visit but before the sunrise of March 1, 1981. Births or deaths and arrivals of visitors that had taken place after the sunrise of March 1, 1981 need not be taken note of by the enumerator.

2. **Recarving of enumerator's block wherever necessary**

In most of the cases, the enumerator's block already carved out for the purpose of houselisting operations may not be disturbed. In some exceptional cases the enumeration blocks may be redelineated on the basis

of prescribed population size. In such cases the Director of Census, Nagaland will intimate the D.Cs. where redelineation is necessary.

3. **Appointment of enumerators and supervisors wherever necessary**

The Enumerators and Supervisors have already been appointed for the 1981 Census. In some cases new appointment may be necessary. Particularly in case of Wokha Town, new enumerators/supervisors should be appointed. Because it has been observed that political workers like A.C.M. (Area Council Members) were appointed enumerators/supervisors for houselisting operations in Wokha town. The political workers should not be involved in the census taking. New appointments will further be necessary wherever new E.Bs (Enumerator's blocks) have been carved out should be strictly followed. It has been observed that the E.Bs so carved out during the houselisting operations were not strictly followed in many cases.

4. **Training of charge officers at district Hqs.**

A training programme for the Census Charge Officers has been chalked out and it will be circulated to all of you. The Deputy Commissioners are requested to ensure that the Census Charge Officers do attend the training at the Training Centre. In some cases, it may happen that the Training officers from the Census Directorate may not be able to take up the training class for the enumerators and supervisors. In such situation the Census Charge Officers will be able to impart intensive training to the enumerators and supervisors if they themselves are properly trained. It is, therefore, requested that the D.Cs will personally see that the Charge Officers received training without fail.

5. **Training of enumerators and supervisors**

Reliability of Census data to be collected by the enumerators will entirely depend upon how and to what extent the enumerators are trained, therefore, the Census Directorate has drawn up a training programme for three rounds for such personal. The first round will start from 1st of October, 1980 for a period of 5 days at a stretch. The second round will be completed in November. The third and the last round will be completed during January, 1981. The Charge Officers may be instructed to ensure that the enumerators and supervisors do not fail to attend the training.

6. **Arrangement of Distribution of Forms etc.**

In this regard necessary instructions will be issued by the Census Directorate. The D.Cs. are requested to see that the Charge Officers distribute the forms, schedules etc., on the last day of the 3rd round of training.

7. **System of supervision responsibilities at various levels**

All officers starting from the Principal Census Officers to the level of enumerators are equally responsible for the smooth and timely conduct of 1981 Census. At the houselisting operations it has been observed many officers took the census very lightly as a result quality of work has been found to be very low in such areas. Therefore, it is emphasised that the officers at their respective level in their respective jurisdiction will efficiently supervise the census taking.

8. **Issue of identity cards to the enumerator and supervisors**

It has been decided to issue identity cards to the enumerators and supervisors during the enumeration period. The cards are being printed and they will be sent to the D.Cs for distribution to the Census Charge Officers who will in turn distribute amongst the enumerators and supervisors. The cards can only be issued to the enumerators after the signature and official seal of the Charge Officers.

9. **Involvement of District Statistical Officers**

The District Statistical Officers have been appointed and notified as Additional District Census Officers till the 1981 Census enumeration is over, this time the District Statistical Officers will not be heavily engaged in the training programme like that of the houselisting operations.

10. **Publicity : Census consciousness is to be aroused with help of the District Publicity Office in the districts.**

11. **Submission of filled-in schedules to the director of census in accordance with the circular No. 14.**

In Circular No. 14 it has been emphasised that the filled-in schedules of the 1981 Census enumeration must be submitted to the D.C.O. Nagaland by 9th March, 1981 positively. It is, therefore, necessary that the Census Officer should take vigorous initiative and care for collection of filled-in schedule from the field and for submission of the same to the District Census Officers or the date as specified in Circular No. 14. All of you are aware that Census is a time bound work and therefore, negligence or lethargy on the part of any officer should not be entertained.

12. **Relay of provisional population results**

Through flash signal the provisional population results in the prescribed form which will be communicated to you in due course of time should be sent to the Director of Census on 9th March, 1981 by the District Census Officers without fail. This time schedules must be adhered to.

13. **Village List and Map**

On receipt of the filled-in houselist forms from the District Census Officers, it has been notified that in some circles the village list and the circle map certified by the Census Charge Officer has not been properly followed. This time, the Deputy Commissioners will personally see that no village or area is left out

complete coverage is required to be ensured by the Census Charge Officers.

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

14. **Maintenance of charge registers**

As in the Houselisting Operations, the Charge Registers are to be maintained by the Census Charge Officers during the actual enumeration also. The D.Cs will issue instructions to the Charge Officers to maintain Charge Register. The Charge Registers will be supplied by the Census Directorate within a short time.

15. **Adherence to census calendar**

Census Calendar drawn up by the Directorate of Census Operations for various stages of Census works should be strictly adhered to by the all officers concerned down to the enumerator level.

16. **Payment of T.A./D.A. and honorarium to the enumerators and supervisors**

T.A./D.A. admissible at the State Government rules to the enumerators and supervisors for attending training classes at selected centres during houselisting operations should immediately be paid by the D.Cs. The expenditures so incurred will be reimbursed by the Central Government. Personal attention of the Deputy Commissioners is invited for immediate payment of T.A. bills of the enumerators and supervisors.

As regards honorarium, the Government of India is going to place Rs. 66,750 being the honorarium to the enumerators and supervisors with the A.G., Nagaland. The D.Cs should always bear in mind, that the expenditure so incurred in Coal-tar should be adjusted with the honorarium of the enumerators. The rate of honorarium per enumerator is Rs. 35 and that of supervisor is Rs. 35. The expenditure on Coal-tar in no case should exceed Rs. 5/- per enumerator. The excess amount, if any, should be borne by the state government as because the instruction issued by the Census Directorate has not been adhered to.

17. **Vehicle on census duty**

Vehicle should be provided to the Training officers deputed by the Census Directorate for their movement so as to enable them to impart training at various selected centres.

18. **Utilisation of census assistants in the district and sub-Divisional census offices**

Census clerks have been provided for smooth and prompt attention of the Census work in your offices. In most of the cases it has been found that the Census Clerks are being utilised for some other work other than census work as a result the clerks find themselves over burdened and neglect the Census work. It was clearly indicated in our circular that the census clerks should absolutely be engaged in census work. During census period if they are not properly utilised, the census Directorate will be compelled to withdraw the posts from those offices.

19. **Prompt attention on the circulars/instructions issued by the Census Directorate**

In the past it has been observed that prompt attention was not paid on the circulars issued by the Census Directorate. It has also been seen that the Census Charge Officers did not bother to go through the circulars resulting in non compliance of instructions contained in the circulars. At the District head quarter when the training of the Census Charge Officer is arranged the Census Charge Officer may be asked to ensure that the instructions contained in the circulars should be strictly followed.

20. **Postponement of transfer of officers, enumerators and supervisors**

As regards the postponement of transfer of officers the Census Directorate has already moved the Government of Nagaland. The Deputy Commissioners are requested to see that the enumerators and supervisors who are drawn amongst the school teachers are not transferred till May, 1981. If necessary they will please move the education department in this regard. However, the Directorate of Census Operations, Nagaland has already moved the Government of Nagaland as well as the Director of Education for the postponement of transfer till May, 1981.

21. Any other points raised by the delegates.



Shri Z. Obed, I.A.S., Chief Secretary, Nagaland, addressing the Second State Level Conference, Census 1981, held at the Zonal Council Hall, Kohima on 4th August, 1980. On his left is Shri D. Kent, Director of Census Operations, Nagaland.



Shri D. Kent, I.F.A.S., Director of Census Operations, Nagaland, addressing the 2nd State Level Conference of 1981 Census.



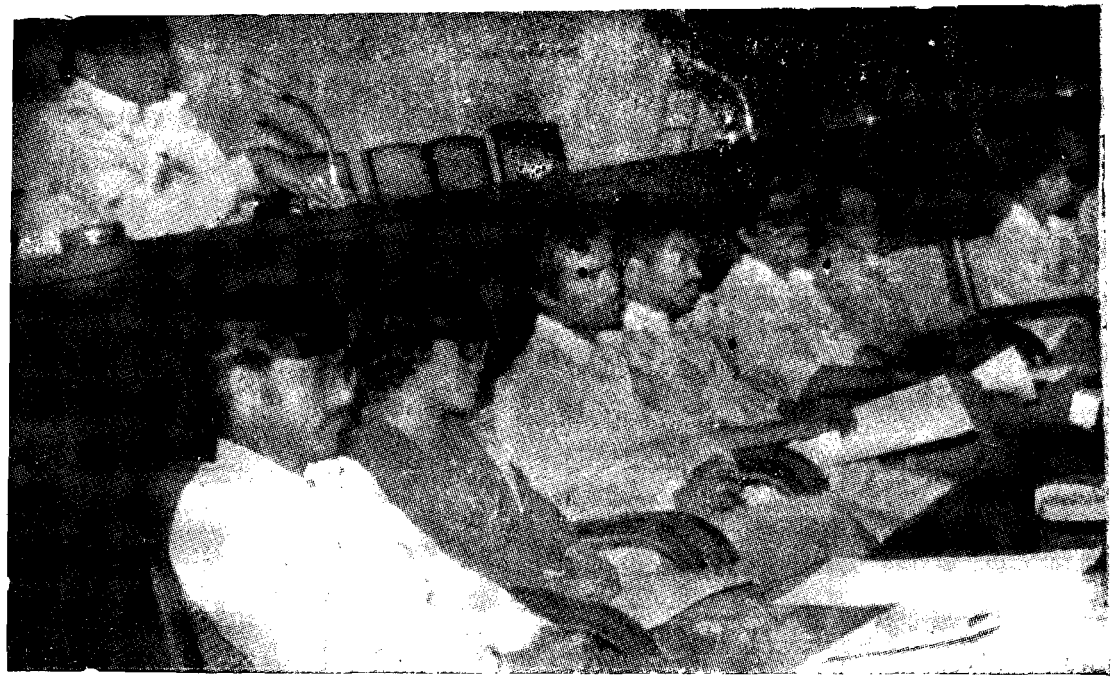
Shri J. C. Datta, A.D.C.O.(T), offering the vote of thanks at the end of the 2nd State Level Conference of 1981 Census.



A section of the officers who attended the 2nd State Level Conference of 1981 Census.



Army and civilian officers who attended the 2nd State Level Conference of 1981 Census.
(Top & Bottom)





Shri Daniel Kent, Director of Census Operations, Nagaland, addressing the inaugural function of the Paper-1 of 1981 Census, Provisional Population Totals of Nagaland on 25-3-81.

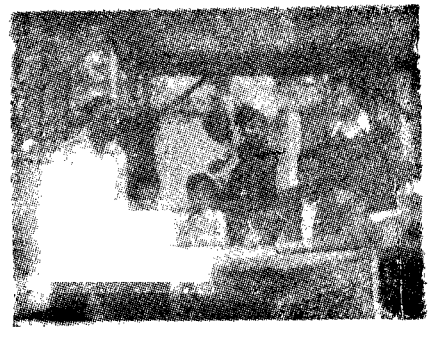


Hon'ble Chief Minister of Nagaland, Shri J. B. Jasokie, releasing Paper-1 of 1981 Census, Provisional Population Total of Nagaland on 25-3-81.









Actual Enumeration in Rural areas.

CHAPTER IV

BUILDING UP OF THE ORGANISATION

I have already indicated in Chapter-I, the strength of staff I inherited on the 4th January, 1980. After that the strength of officers and staff have been increasing from year to year which are given below:

Number of Various Categories of Post from 1978 to 1981 in the Office of the Director of Census Operations, Nagaland

Sl. No.	Name of post	Number of posts			
		1978	1979	1980	1981
1	2	3	4	5	6
1.	D.D.C.O.	1	1	2	2
2.	A.D.C.O.	1	1	1	1
3.	Investigator	Nil	1	1	2
4.	Confidential Asstt.	..	..	1	1
5.	Tabulation Officer	1	1	1	1
6.	A.S.C.O.	1	1	1	1
7.	Geogrpher/Cartographer	Nil	1	1	1
8.	Senior Artist	..	..	Nil	1
9.	Head Assistant	1	1	1	1
10.	Statistical Assistant	7	7	7	8
11.	Assistant	..	..	2	2
12.	Head Clerk	..	..	..	1
13.	Hindi Translator	1	1	1	1
14.	Accountant	1	1	1	1
15.	Upper Division Clerk	2	2	4	4
16.	Computor	3	3	8	8
17.	Senior Stenographer	1	1	1	1
18.	Junior Stenographer	..	..	1	1
19.	Proof Reader	1	1	1	1
20.	Assistant Compiler	2	2	2	2
21.	Ferro-Print Operator	1	1	1	1
22.	Lower Division Clerk	5	5	6	6
23.	Senior Draughtman	1	1	1	1
24.	Draughtman	1	1	2	2
25.	Artist	Nil	Nil	Nil	1
26.	Junior Gestettner Operator	..	..	1	1
27.	Daftry	1	1	1	1
28.	Peon	6	6	7	7
29.	Farash	..	..	1	1
30.	Chowkidar	Nil	Nil	2	2
31.	Sweeper	1	1	2	2
32.	Driver	1	1	1	1
33.	Supervisor	..	..	Nil	4
34.	Checker	..	..	Nil	9+3=12
35.	Tabulator	..	..	4	24+30=54 +10=64

When I took over the office of Director of Census Operations, Nagaland the preliminary work for conducting the houselisting Operations was going on in full swing with the hands readily available in the Office.

Deputy Director and Assistant Director of Census Operations

When I joined Shri A. C. Bal N.C.S. was the Deputy Director of Census operation on deputation from

Nagaland Government. Shri Bal was in this office from 12th September, 1977 to 26th October, 1981. With creation of another post to head the Regional Tabulation Office Shri N. Thong, Research Officer in the Office of the Director of Economic and Statistics, Nagaland joined in this office as Deputy Director of Census Operations on 8-10-1980. Shri Thong was released on 31st May, 1982 with the abolition of the Regional Tabulation Office. Shri N. C. Sarkar joined this office as Assistant Director of Census Operation (T) on 28th April, 1979 and on his transfer to Calcutta he was released from this Office on 29th February, 1980. To fill up the vacant post of Assistant Director of Census Operations (T) I requested the Registrar General, India, to give promotion to Shri J. C. Datta, Investigator in order to avoid rapid transfer of officers during the peak period of 1981 Census. I am glad to say that Registrar General, India, could realised my difficulties and he issued the promotion order of Shri J. C. Datta to the post of Assistant Director of Census Operations (T). After the processing of schedules for preparation of primary census Abstract, Shri J. C. Datta, Assistant Director of Census Operations (T) has also been transferred to the Office of the Registrar General, Indian language division, Calcutta on 19th July, 1982.

CLERICAL ASSISTANT AT DISTRICT/SUB DIVISION LEVEL

The Census is conducted with the voluntary and closed cooperation of the state. The state government as per section 4 of the Census Act, 1948 declare the D.Cs/A.D.Cs/S.D.Os(C)/E.A.Cs/C.Os as the Census officers in their respective jurisdiction. These officers are responsible for the conduct of the census operations in their respective areas under the guidance of the Director of Census Operations in the State. The Census Officers are required to attend to the delimitation of Census charges, selection and training of census enumeration agencies, census publicity, received and despatch of census schedules, instructions for the actual census count in accordance with the instruction for the Director of Census Operations.

In order to enable the census officers to perform the heavy work load in correct way and according to time schedule some clerical assistance to district/sub-divisional establishments have been provided to district/sub-divisions. For this purpose the following posts were created by the R.G.I.

Kohima District	1 Upper Division Assistant 1 Lower Division Assistant 1 Peon
Phek District	1 Upper Division Assistant 1 Lower Division Assistant 1 Peon
Wokha District	1 Upper Division Assistant 1 Lower Division Assistant 1 Peon
Zunheboto District	1 Upper Division Assistant 1 Lower Division Assistant 1 Peon
Mokokchung District	1 Upper Division Assistant 1 Lower Division Assistant 1 Peon
Tuensang District	1 Upper Division Assistant 1 Lower Division Assistant 1 Peon
Mon District	1 Upper Division Assistant 1 Lower Division Assistant 1 Peon
Dimapur Sub-Division	Upper Division Assistant 1
Peren Sub-Division	Upper Division Assistant 1
Aghunato Sub-Division	Upper Division Assistant 1
Tuli Sub-Division	Upper Division Assistant 1
Longleng Sub-Division	Upper Division Assistant 1
Kiphire Sub-Division	Upper Division Assistant 1

On receipt of R.G's letter No. 1/34/79-Ad. I dated 26th June, 1979 addressed to the Chief Secretary to the State Government with a copy to all D.C.Os the Government of Nagaland created the ministerial posts for census operations for the 1981 Census for the districts and sub-divisions vide their letter G.A.B. 1/57/77(Pt.) dated the 31st July, 1979 which is reproduced below.

Government of Nagaland
HOME DEPARTMENT

GENERAL ADMINISTRATION BRANCH

No. GAB. 1/57/77(Pt.)
Dated Kohima, the 31st July, 1979.

To

The Commissioner,

Nagaland.

SUBJECT.—Creation of Ministerial Posts for Census Operations, 1981.

Sir,

I am directed to refer to the above subject and to convey the sanction of the Governor of Nagaland to the creation of posts in the scale of pay shown against each as per Annexure attached for the purpose of census operations for District Sub-Divisions as the case may be with effect from 1-8-79 to 31-5-81.

2. The expenditure will be debitable initially at the first instance to the head of account "253-A, Dist. Admn. A-2, Dist. Estt. A-2 (1) salaries during the period mentioned at para 1 under Non-plan.

3. This issues with the concurrence of the finance department conveyed vide their U.O. No. 661 dated 25-7-79.

4. In order that the expenditure incurred by you during a financial year is reimbursed to you before the close of that financial year itself, by the Government of India, the expenditure figures as certified by the Accountant General, Nagaland, may be communicated to the Director of Census Operations, Nagaland, Kohima in the month following the month to which the figures relate. The intension is that funds provided for the purpose, by the Government of India, during a particular year, is not allowed to lapse.

Yours faithfully,

(Sd.)
KERISAL
Under Secretary to the Govt. of Nagaland.

Memo No. GAB-1/57/77(Pt.) Dated Kohima, the 31st July, '79.

Copy to:—

1. The Finance Department with 3 spare copies.
2. All Deputy Commissioners/Addl. Deputy Commissioners.
3. Director of Census Operations, Kohima.
4. Order book.

(Sd.)
KERISAL
Under Secretary to the Govt. of Nagaland.

ANNEXURE

Statement showing Posts Created for the Purpose of Census Operation (1981)

Designation of posts	No. of posts	Scale of pay	Remarks
1	2	3	4
1. U.D.A. . . .	7	350—10—400—EB—15—550	(One for each district)
2. L.D.A. . . .	7	240—5—265—EB—7—335—EB—9—380	(One for each district)
Peons . . .	7	190—3—226—4—250	Do.
4. U.D.A. . . .	3	350—10—400—EB—15—550	(One for each Sub-Division.)

The Deputy Commissioners/Additional Deputy Commissioners/Sub-Divisional Officers (Civil) filled up the posts as per government instructions. After that a short training course was conducted in this office on 20-12-1979 for a period of two days for the newly appointed Upper Division Assistants and Lower Division Assistants relating to the accounting system and census operations.

In regard to the arrangement of supply of stationery articles and drawal of bills pertaining to expenditure on 1981 Census, the following letter addressed to all Deputy Commissioners, Additional Deputy Commissioners, and Sub-Divisional Census Officers was issued by my office.

No. A-13014/4/79-ADM.

Government of India
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima, the 20th December, 1979

To

1. The Deputy Commissioner/Principal Census Officer, Kohima/Mokokchung/Tuensang/Phek/Zunheboto/Wokha/Mon.
2. The Additional Deputy Commissioner/Sub-Divisional Census Officer, Dimapur/Peren/Kiphere.

SUBJECT.—Drawal of bills pertaining to expenditure on 1981 census.

Sir,

I have the honour to address you on the subject cited above and to say that the Government of Nagaland in their letter No. GAB.1/57/77(Pt.) dated 31st July, 1979 addressed to the Commissioner, Nagaland with copies endorsed, inter alia, to your office has mentioned that the expenditure will be debitable initially at the first instance to the head of account "253-A, Dist. Admn. A-2, Dist. Estt. A-2(1) salaries during the period mentioned at para 1 under Non-Plan."

Your office may kindly be instructed to prepare bills and the same should be routed through your

office Accountant/accounts section for scrutiny before drawal and disbursement. In order to identify the individual bills by the Accountant General, it may be necessary to furnish a certificate on each and every bill stating that the expenditure pertains to 1981 Census. In this connection, I have the honour to refer to this office letter of even number dated 18th December, 1979 regarding procurement of bearest minimum requirement of stationery articles and booking expenditure on Census for re-imbursement in the same manner, subject, however, to the clarifications to be given on this account by the State Government of Nagaland. In case, it is possible to arrange stationery articles, from the Controller of stationery, Calcutta by this Office, intimation in that regard will be sent to you in due course. In that case the minimum stationery articles may be procured even on loan for subsequent recoupment as and when the supplies are made from this office.

Receipt of this may kindly be acknowledge.

Yours faithfully,

(Sd.)

A. C. BAL

Deputy Director of Census Operations, Nagaland.

No. A-13014/4/79-ADM. Dated Kohima, the 20th December, 1979.

Copy to:—

1. The Registrar General, India, Kotah House Annex, 2/A, Mansingh Road, New Delhi-110011—For information and necessary action. A copy of letter No. A-13014/4/79-Adm. dated 18th December, 1979 issued from this office is enclosed for information and necessary action.

2. The Commissioner, Nagaland, Kohima—Together with a copy of letter No. A-13014/4/79-Adm. dated 18th December, 1979 for information and necessary action.

3. The Under Secretary to the Government of Nagaland Home Department, General Administration Branch, Kohima—A copy of this letter No. A-13014/4/79-ADM, dated 18th December, 1979 is enclosed for information and necessary action.

(Sd.)

A. C. BAL,

Deputy Director of Census Operations, Nagaland.

Kohima.

CHAPTER V

TOURING AND TRAINING PROGRAMME

As I said in Chapter I, I could not undertake any tour for supervision of Census taking in this State. However, my Deputy Directors Shri A. C. Bal and Shri N. Thong and Shri J. C. Datta, Assistant Director of Census Operations (Tech) undertook extensive touring for imparting training to the Enumerators, supervisors and Charge Officers. In fact I should have undertaken extensive tour in the State but due to pre-occupations in the secretariat where I have been looking after 10 (ten) major departments of the State Govt. it was next to impossible on my part to go out on tour. However, I have been encouraging my Deputy Directors of Census Operations and Assistant Director of Census Operations (Tech.) to undertake intensive tours.

Departmental vehicle

This Office had a vehicle which was also extensively used for touring purpose. Since my officers and staff had to go out on tour in different areas of the State, this office could not provide vehicle to all of them. The State Government of Nagaland was always helpful in providing jeep in case of emergency. The Deputy Commissioners, Asstt. Deputy Commissioners, Extra Assistant Commissioners and Circle Officers tried their best to give lift to my officers and staff wherever necessary. My staff used to prefer to travel by bus where there was a direct bus service. During the peak period of census it is essentially felt that at least two jeeps should be provided by the State Government to the Census Directorate enabling this office to make necessary transhipment of schedules to different areas where shortfall of schedules occurred.

Touring done by the Charge Officers

All the Charge Officers were doing the extensive town during peak of the enumeration both in House-listing and Actual enumeration. Special mention must be made in this regard to the Additional District Census Officers who had to impart training to the enumerators and supervisors in some parts of their respective jurisdiction. No such complaint received from any corner of the State for any difficulty faced by any Charge Officer during tour for this purpose.

CHAPTER VI

CENSUS SCHEDULES—TRANSLATION, PRINTING AND DISTRIBUTION

The requirement of various Census Schedules canvassed during the 1981 Census was sent to the Registrar General, India for printing and supply of the same. The requirement was worked out on the basis of projected population with an addition of 25% margin to cover wastage and emergency requirements. The requirement of various schedules as worked out were as follows:—

Name of form	Language	Actual	Training
1. Individual slip	English	900,000	169,600
2. Household schedule	English	180,000	33,920
3. Houselist	English	31,800	3,710
4. Abridged Houselist	English	26,500	3,000
5. Enumerator's Abstract	English	4,000	3,000
6. Houselist Abstract	English	4,000	3,000
7. Notional Layout Sketch	English	8,000	..
Instruction Booklets			
8. Individual slip Household schedule	English	2,000	..
9. Houselist	English	2,000	..
10. Training Manual	English	2,000	..
11. Supervisor's Manual	English	550	..

The various forms canvassed during the 1981 Census in Nagaland were in English language. Therefore, the Registrar General, India decided to print the forms centrally. The requisite quantity of forms were supplied by the Registrar General, India through Road Transport and the Indian Air Lines because of irregular rail services on account of Assam movement. This office used to take deliver of the forms from I. A. C. Dimapur, in case of I.A.C. consignment and in case of Road Transport the delivery was taken at Kohima.

The distribution of schedules to the Deputy Commissioners and Additional Deputy Commissioners was made on the basis of houselist population in case of actual enumeration and on the basis of projected population in case of houselisting operations. 5% wastage was also added to the actual requirement. In this office schedules were also kept reserved for distribution to the district where shortfall occurred. There was lot of demand for supply of forms which was met by supplying through our own staff, wherever possible.

The district wise break up of supplies of each type of forms are indicated below:

Categories of forms	Districts							Total receipt
	Kohima	Tuensang	Mokochung	Zunheboto	Mon	Phek	Wokha	
1. Individual slip	250,500	152,400	104,300	61,300	79,000	70,700	57,600	172,500 pads
2. Household schedules	49,800	29,100	21,400	11,600	13,700	13,606	10,800	47,250 pads
3. Houselist	12,016	6,647	5,845	3,914	3,746	4,490	3,199	41,000
4. Enterprise list	2,500	1,779	1,421	1,020	910	500	911	20,000
5. Enterprise list abstract	1,050	665	750	355	424	303	291	4,000
6. Notional map/lay out sketch	1,050	652	600	400	312	321	322	11,000
7. Enumerators Abstract	450	300	200	250	200	200	200	8,000
8. Houselist Abstract	750	366	605	190	301	320	147	7,000 actual operation for training
9. Abridge Houselist	600	250	300	300	200	150	200	9,000
10. Instruction booklet-HL/	650 H.L.	319 H.L.	236 H.L.	258 H.L.	190 H.L.	182 H.L.	194 H.L.	3,000 H.L.
EL.	650 E.L.	97 E.L.	236 E.L.	258 E.L.	190 E.L.	182 E.L.	194 E.L.	2,000 E.L.
11. Instruction booklet Houselist	650	416	236	258	190	182	194	3,000
12. Supervisors Household Abstract	171	91	80	65	71	73	50	900+200= 1,100

CHAPTER VII

PROCUREMENTS OF MAPS

The State of Nagaland was comprised of 3 district during the 1971 Census. Subsequent to 1971 Census the districts of State of Nagaland were re-organised vide order No. APA-15/12/71 (HQ) dated 19-12-73 and dated 2nd April, 1976. Consequent upon the reorganisation of the districts in Nagaland the whole State was divided into 7 (seven) districts. The Notification number APA. 15/12/71 (HQ) dated 2nd April, 1976 is indicated below:—

Government of Nagaland
HOME DEPARTMENT
General Administration Branch
No. APA. 15/12/71 (HQ): Dated Kohima the 2nd April, 1976

Consequent upon the reorganisation of Districts Nagaland vide order No. APA-15/12/71 (HQ) dated 19-12-1973 is Government of Nagaland is pleased to order that until further orders the following will be the approved Administrative Centres in Nagaland.

This supersedes this department's notification No. APA-6/4/67 (Vol. 11) dated 10-2-70 and all other amendments issued from time to time.

Division	Sub-Division	Rank of Office heading the Div. & sub-Div. & 2	EAC/BDO under Officer shown in col. 3	CO/BDO under EAC in col. 4	CO/BDO directly under the officer in col. 3
1	2	3	4	5	6
			KOHIMA DISTRICT		
Kohima Sadar .	..	DC	EAC Tseminyu EAC, Pughoboto BDO, Tseminyu	..	CO, Chiephobozou CO, Jakhama CO, Zubza
..	Dimapur	ADC		..	CO, Pherima CO, Dhansiripar
..	Peren	ADC	EAC-cum-BDO, Jaluke	..	CO, Tenning CO, Pedi CO, Nsong
			PHEK DISTRICT		
Phek . . .	..	DC	EAC, Meluri EAC, Pfutsero	CO, Phokhungri	CO, Chizami
			EAC, Chazouba	CO, Chietheba	
			MOKOKCHUNG DISTRICT		
Mokokchung .	..	DC	EAC-Cum-BDO, Changtongya	CO, Chuchuyimlang	CO, Kabulong
			EAC, Tuli	CO, Tuli	CO, Ongpangkong BDO, Ongpangkong
			EAC-Cum-BDO, Mangkolemba	CO, Longchem CO, Alongkima	
			ZUNHEBOTO DISTRICT		
Zunheboto .	..	DC	EAC, Satakha EAC, Akuluto EAC, Aghunato BDO, Aghunato	CO, Satoi CO, Asuto	CO, Suruhoto CO, Atoizu CO, VK Station
			WOKHA DISTRICT		
Wokha . . .	..	DC	EAC, Bhandari BDO, Baghty	CO, Baghty	CO, Aitepyong CO, Lotsu CO, Sungro CO, Chuketong

1	2	3	4	5	6
			TUENSANG DISTRICT		
Tuensang . .	..	DC	EAC, cum-BDO, Longkhim. EAC, Noklak EAC, Samatorr EAC, Tobu EAC, Longleng BDO, Longleng	CO, Noksen CO, Chare CO, Thonoknyu CO, Chessore BDO, Samatorr	CO, Tamlu
..	Kiphire	ADC	..	..	CO, Seyochung CO, Sikhimi, CO, Pungro
			MON DISTRICT		
Mon	..	DC	EAC, Naginimara BDO, Wakching	..	CO, Champang CO, Phomching CO, Tijit CO, Chen

3. The Strength of Administrative Officers for the Office of the Deputy Commissioners and Additional Deputy Commissioners shall be follows:—

Kohima/Mokokchung/ Tuensang	Phek/Zunheboto/ Wokha/mon	Dimapur/Peren/ Kiphire
1. DC—1	1. DC—1	1. ADC—1
2. ADC—1	2. SDO—1	2. EAC—1
3. SDO 1	3. EAC—1	3. CO—1
4. DPO—1	4. CO—1	4. BDO—1
5. EAC—2	5. BDO—1 Phek	Kiphire
6. BDO—1 Kohima	6. BDO—1 Wokha	
7. CO—3	7. BDO—1 Zunheboto	
8. RS—1 Kohima	8. BDO—1 Mon	

4. The Sub-Divisional Officers (Sadar) will have separate offices with a circle Officer each and other clerical staff.

5. The addition to the above Administrative Officers, Treasury and Sub-Treasury Officer will be positioned where Treasuries and Sub-Treasuries function.

(Sd.) H. ZOPIANGA,
Chief Secretary to the Govt. of Nagaland

To,

The Publisher,

Nagaland Gazette,

Kohima.

For publication in extra-ordinary Gazette of next issue 500 copies may be supplied to this Department.

No. APA-15/12/71 (HQ)

Dated Kohima, the 2nd April, '76.

Copy to:—

1. The Secretary to the Government of India, Ministry of Home Affairs, New Delhi.
2. The Special Secretary to the Government of Nagaland.
3. The Commissioner, Nagaland, Kohima.
4. The Development Commissioner, Nagaland, Kohima.
5. All the Secretaries/Jt. Secretaries/Deputy Secretaries to the Government.
6. All Heads of Department in Nagaland.
7. All Deputy Commissioners/Additional Deputy Commissioners.
8. All Offices in Nagaland.
9. All departments/Branches in the Secretariat.
10. File No. APA-11/1/72 (HQ).

(Sd.) I. LONGKUMER,
Secretary to the Government of Nagaland.

After going through the above notification, district maps were prepared in my office showing the administrative boundaries of the circles. Thereafter, circles maps showing the location of villages were also prepared in this office and subsequently they were sent to the Deputy Commissioners of the districts for certification pertaining to the authority of location and spelling of villages. The villages shown on the map were on the basis of 1971 Census.

The Deputy Commissioner were, requested to include any new village which might have sprung up after the 1971 Census and exclude the village which might have been abolished. I am happy to say that the Deputy Commissioners sent the maps of the circles falling under their jurisdiction of district to the respective Extra-Assistant Commissioners/Circle Officers for certification and got it done. The Deputy Commissioners were again and again reminded that all villages whether recognised and whether inhabited or uninhabited must be indicated on the map. The maps became the frame for the 1981 Census.

Town Maps

The Directorate of Census Operations took timely action in issuing circular No. 4(R-11011/3/78-Tab dated 26th May 1978) to the Deputy Commissioners and Additional Deputy Commissioners requesting them to furnish the requisite information in the prescribed proforma for considering the places as towns. In accordance with circular No. 1 (Classification of rural and urban units) received from the Registrar General, India the data collected from the Deputy Commissioners were processed in this office and the same were sent to Registrar General, India for approval. On receipt of approval of the town list the Deputy Commissioners were requested to furnish us with the map of the towns. The town maps as received from the Deputy Commissioners formed the frame for demarcation of enumerator's blocks for Census taking. Since no cadestral survey has so far been conducted in Nagaland, the towns maps had therefore been prepared on notional basis. The circular No. 4 issued by the Director of Census Operations, Nagaland is reproduced after Chapter XII.

In the map section I had only one Senior Draftsman and one draftsman in position for preparation of various maps for the purpose of 1981 Census. Subsequently with the creation of one post of Senior Artist and one post of Artist both the incumbents Shri J. Rai Baruah and Shri K.K.G. Pillai were promoted to the posts of Senior Artist and Artist respectively. Two more posts of Draftsman even though were created but the same could not be filled up due to non-availability of local candidates. The strength of staff in the map section would have been adequate provided all the vacant posts created from time to time could have been filled up.

CHAPTER VIII

PREPARATION OF RURAL AND URBAN FRAME

As indicated in the preceding chapter the State of Nagaland has not been cadastrally surveyed so far. With the identification of urban areas, the remaining areas therefore formed the rural areas.

For the purpose of Census place is considered to be an urban unit if it fulfils the definition as enumerated below:—

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

(b) All other place, which satisfied the following criteria.

(i) A minimum population of 5,000.

(ii) At least 75% of male working population engaged in non-agricultural pursuits and

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

In 1961 & 1971 Censuses the above definition was followed. The same criteria was also retained in 1981 in order to ensure comparability with previous censuses for providing the basis for analysis of trends of urbanisation. The only change was that at the 1961 and 1971 censuses the non-agricultural population under criterion (ii) included persons engaged in Livestock, Forestry, Fishery etc. Whereas in 1981 Census, they were excluded and were treated at par with agricultural labourers for the purpose of this criterion.

In view of the above definition strictly followed throughout the country. Only four more new towns have sprung up in Nagaland. They are as follows:

1. Wokha.
2. Zunheboto.
3. Tuensang.
4. Mon.

The towns of Kohima, Dimapur and Mokokchung of the 1971 Census were also retained, in the 1981 Census. The approval of Registrar General of India and the Nagaland Government was also obtained in respect of these seven towns. Other than the above seven urban units, all places have been considered as rural.

The Deputy Commissioners of the districts were requested to furnish us with the list of villages, circle wise with a certificate to the effect that no village whether recognised or unrecognised and inhabited or un-inhabited have been left out. This office did not receive any complaint for non-inclusion of any village for purpose of 1981 Census.

In view of re-organisation of districts in Nagaland the jurisdictions of the districts have consequently been changed. As I have already indicated in chapter VI in this report that all the villages had been enlisted and shown on the circle maps.

During the 1971 Census only Dimapur town was considered as a standard urban area. In 1981 also the same town is continued to be considered as standard urban area with a slight change of area in the core town. The road from Duncan village to the Additional Deputy Commissioner's office has been included within the core town of Dimapur. from practical point of view. In this connection a meeting of the concerned officials was held in the office chamber of the Special Secretary to the Government of Nagaland, (Home department) on the initiative of Shri A. C. Bal, former Deputy Director of Census Operations. The decision taken on this issue in the meeting is reproduced below:

Draft minutes of the meeting held at 10 a.m. on 10th September, 1979 on the jurisdictional changes of Kohima and Dimapur Towns

In response to Home department letter No. 1/57/77 dated 4th September, 1979, a meeting was held in the office Chamber of the Special Secretary to the Government of Nagaland, Home department at Kohima at 1000 hrs. on 10th September, 1979 with the following officers under the Chairmanship of Shri L. L. Yaden. Special Secretary to the Government of Nagaland, Home department:—

1. Shri R. Ezung, Deputy Commissioner, Kohima.
2. Shri S. B. Mitra, Senior Town Planner, Kohima.
3. Shri M. Kikon, Additional Deputy Commissioner, in the office of the Commissioner, Kohima.
4. Shri N. Z. Makritsu, E.A.C. in the office of the Additional Deputy Commissioner, Dimapur.
5. Shri H. K. Dutta, Additional Town Planner, Dimapur.
6. Shri H. K. Dutta, Additional Town Planner, Committee.
7. Shri Kerisal, Under Secretary to the Government of Nagaland, Home department.
8. Shri A. C. Bal, Deputy Director of Census Operations, Nagaland.
9. Shri J. C. Datta, Tabulation Officer, Census Directorate, Nagaland.

A brief note on the problems regarding the jurisdictional changes of Kohima and Dimapur towns from

Census organisations point of view as prepared by Deputy Director of Census Operations, Nagaland was circulated amongst all the officers present in the meeting.

The Special Secretary (Home) initiated the discussion on the jurisdictional changes of Kohima town first.

The Deputy Commissioner, Kohima suggested that the Science College should be excluded from Kohima Town Committee jurisdiction. The forest reserve area, lying between the forest colony and Science College area, the Deputy Commissioner, Kohima felt that the same needs protection for which the Science College area need not be included within Kohima Town Committee area:—Although the Vice-Chairman of the Kohima Town Committee expressed the view that since the Science College area was already included in Ward No. 8 the same might continue for the present because of importance of Science College. The Special Secretary, Home agreed to the views of Deputy Commissioner-Kohima. The Special Secretary, Home further emphasised that the necessary amendment of the Notification in this regard should be initiated and completed by the Deputy Commissioner, Kohima within one week, so that the Census Department might go ahead with their work without further delay in the matter.

Therefore Special Secretary, Home, asked to discuss about the Dimapur Town and the area. While the DDCO and Additional Town Planner, Dimapur presented the Map of the Dimapur Town, the Senior Town planner, Kohima produced the Master plan Dimapur Town and expressed the opinion that the Forest colony area, P.W.D. Colony area, Government High School area, Veterinary area, Army C.S.D. area, Sewak project area and Khermohal area from all practical purposes, fall within Dimapur town area. The Special Secretary, Home, agreed to the view of Senior Town Planner, Kohima., The Deputy Commissioner, Kohima inform that earlier there were six wards under Dimapur Town Committee and that at present there were nine wards within the same Dimapur Town Committee and he also agreed to include those area mentioned by the Senior Town planner. But when the question of inclusion/exclusion of the area coverd by the other rural components namely Duncan, Nagarjan and Nutun Bosti came up for the discussion, this posed a problem particularly when the ADC's office Dimapur was located beyond Duncan village. Thereupon the Special Secretary, Home desired meeting with Honorable Minister-incharge of local self government for final decision. As desired by Special Secretary, Home the following officers accompanied him to meet th Honorable Minister:—D. C. Kohima, Senior Town Planner, DDCO and EAC, Dimapur when the whole issue was explained to the Honorable Minister by the Special Secretary, Home, the Honorable Minister felt that the entire area covered under Dimapur Master plan should be included for Dimapur Town area as a whole. But, when certain practical problems were pointed out to the Honorable Minister for inclusion of the area covered under Duncan, Nagarjan and Nutun Bosti by the Deputy Commissioner, Kohima, it was agreed to exclude these areas for the time being but the Dimapur ADC's office should be included within the town area and for this purpose the road linking Additional Deputy Commissioner's Office should be taken into account.

It was, therefore, decided that a government notification demarcating the boundaries of Dimapur town be brought out immediately so as to enable the census department to go ahead with the census works pertaining to 1981 Census.

On being asked by the Special Secretary, Home, the Deputy Director of Census Operations pointed out that the proposal for the concurrence of the Government of Nagaland to the inclusion of Wokha, district headquarter, Zunheboto district Headquarter, Mon district Headquarter the Tuensang district headquarters for declaring them Urban area was required immediately. The question of inclusion of new Phek Town, being district headquarter, a reference was made to the Deputy Commissioner, Phek. But no reply was forthcoming to this. The DDCO requested to look into the matter early enabling the census department to go ahead with the delineation of wards under each of those Urban areas and submit proposals for appointment of Town Census Officers.

(Sd.) L. L. YADEN,

Special Secretary to the Govt. of Nagaland.

The system of assigning location code was as follows:—

Rural areas.—The location code rural areas, had five elements separated by oblique stroke. The first element represented the state number 15, the second, the district number, the third, the circle number of the district, the fourth, the village number, of the circle, and the fifth, the enumerators block number, given inside the bracket. For example, 15/1/2/10(12). The figure 15 stands for state number, 1 stands for

district number 2 stands for circle number under district number 1, 10 stands for village number under circle number 2, and (12) stands for enumerators block number under circle number 2. The enumerators block within a circle had continuous serial number.

Urban area.—The urban location code also had five elements representing state number, district number, Town number, in roman figure, ward/sector number and enumerators block number given inside bracket.

The location code numbers allotted to the districts, circle and towns for the 1981 Census are indicated below:—

Sl. No.	District/Circle	Location code number
1	2	3
	KOHIMA DISTRICT 1	
1.	Tenning	1/1
2.	Nsong	1/2
3.	Pedi	1/3
4.	Jaluke	1/4
5.	Dhansiripar	1/5
6.	Dimapur Sadar	1/6
7.	Nihokhu	1/7
8.	Ghaspani	1/8
9.	Zubza	1/9
10.	Jakhama	1/10
11.	Chiephobozou	1/11
12.	Tseminyu	1/12
13.	Pughoboto	1/13
14.	Gathasi	1/14
15.	Peren (Sadar)	1/15
	PHEK DISTRICT 2	
1.	Phungkhuri	2/1
2.	Khezhakenoma	2/2
3.	Meluri	2/3
4.	Phek Sadar	2/4
5.	Chazouba	2/5
6.	Chietheba	2/6
7.	Chizami	2/7
8.	Pfutsero	2/8
	WOKHA DISTRICT 3	
1.	Wokha Sadar	3/1
2.	Lotsu	3/2
3.	Baghty	3/3
4.	Bhandari	3/4
5.	Aitepyong	3/5
6.	Sungro	3/6
7.	Chukitong	3/7
	ZUNHEBOTO DISTRICT 4	
1.	Satakha	4/1
2.	Satoi	4/2
3.	Aghunato	4/3
4.	Asuto	4/4
5.	Suruhoto	4/5
6.	Zunheboto Sadar	4/6
7.	Atoizu	4/7
8.	Akuluto	4/8
9.	V.K. Station	4/9
	MOKOKCHUNG DISTRICT 5	
1.	Ongpangkong	5/1
2.	Kabulong	5/2
3.	Mongkolumba	5/3
4.	Longchem	5/4
5.	Alongkima	5/5
6.	Changtongya	5/6
7.	Chuchuyimlang	5/7
8.	Tuli	5/8
	TUENSANG DISTRICT 6	
1.	Pungro	6/1
2.	Kiphere Sadar	6/2
3.	Sitemi	6/3
4.	Seyochung	6/4
5.	Chessore	6/5
6.	Samatorr	6/6
7.	Thonoknyu	6/7
8.	Noklak	6/8
9.	Tuensang Sadar	6/9
10.	Longkhim	6/10
11.	Chare	6/11
12.	Noksen	6/12
13.	Longleng	6/13
14.	Tobu	6/14
15.	Monyakshu	6/15
16.	Tamlu	6/16
	MON DISTRICT 7	
1.	Naginimara	7/1
2.	Champang	7/2
3.	Chen	7/3
4.	Phomching	7/4
5.	Mon Sadar	7/5
6.	Tizit	7/6

The location code numbers for the urban areas of Nagaland are given as follows:

1.	Kohima Town	1/I
2.	Dimapur Town	1/II
3.	Wokha Town	3/I
4.	Zunheboto	4/I
5.	Mokokchung Town	5/I
6.	Tuensang Town	6/I
7.	Mon Town	7/I

The location code numbers to the villages and enumeration blocks should have been assigned by the respective Charge Officers. But in view of practical difficulties as apprehended the Director of Census

Operations took the pains in assigning code numbers to the villages and also to the enumeration blocks after they have been carved out. The Deputy Commissioners, Additional Deputy Commissioners, and EACs and Circle Officers had been requested to scrutinise and verify the code numbers, so assigned by the Directorate of Census Operations and report to this office about the coverage of all areas. The enumerators had therefore no chance to use any other number other than the allotted number.

The charge Registers were printed in the Nagaland Government Press, Kohima. Charge register I was meant for rural area and charge register II for urban area. The Charge Officers got the charge registers prepared in duplicate for their respective charges soon after the appointment of enumerators and supervisors. One copy was retained by them and the other copy was sent to the Directorate where it was scrutinised to see that no area was left out or included twice in the Charge Officers jurisdiction, the system of location codes was accurately followed and the enumerators were given optimum work load.

The format of these charge registers are given in Appendix V just at the end of Chapter XIII.

CHAPTER IX

ENUMERATION AGENCY

The Directorate of Census Operations, Nagaland vide its circular No. 4 requested the Deputy Commissioners to draw upon the services of the Primary Teachers for the rural areas and Middle School/High School teachers for urban areas. However the matter of selection of Enumerators and Supervisors was entirely left with the Deputy Commissioners and Additioner Deputy Commissioners. It was emphasised in the circular that the enumerators might be selected from the village to which he/she belongs; so as to enable him/her to perform the enumeration job with-appropriate command.

Since the economic question of the Individual slip, were not easily understandable by the enumerators, who have been drawn from the Primary schools, they had to face difficulties in filling up so such questions, in some cases. In the urban areas also enumerators even though were better-qualified had to face the same situation. Let us hope that in near future better qualified teachers will be appointed in the Primary School and the next Census be more-efficiently conducted.

It is heartening to note that there was no organised movement by the enumeration agencies, not to take up the Census work in Nagaland. Of course the enumerators expressed dissatisfaction over the rate of honorarium to be paid to them.

Most of the enumerators-appointed for houselisting operations, which was conducted in May 1980 continued till the completion of the actual enumeration conducted in February, 1981. In few cases the enumerators had to be changed because of transfer/death, at the eleventh hour for whom special care had been taken for imparting training, to them.

While the preparatory work for the 1981 Census was going on full swing, transfer of officers and staffs who have been notified as Census Officers was creating inconvenience in smooth conduct of Census taking. The Honorable Home Minister Shri Zail Singh issued a D.O. letter to the Chief Minister requesting him for postponement of large scale transfer of officers and teachers involved in Census work, till March/April, 1981. The aforesaid letter is reproduced below.

D.O.No. 9/11/79-CD(CEN)

Dated 10-3-1980.

HOME MINISTER, INDIA

As you are aware, the next Census of India is being taken in February, 1981. In effect the Census Operations must be considered as already having commenced because the Houselisting Operations are being held this year. From now on the tempo of Census work will increase enormously culminating in the enumeration in February, 1981 and the entire work is being conducted through the state hierarchy. The Census Operations are a highly controlled exercies where attention to detail and complete familiarity with jurisdictions of the Officers concerned is essential. All officers including the Collectors and Deputy Commissioners, Tehsildars, Sub-Divisional Officers, Block Development Officers and others, particularly teachers, are being trained in this work. It would seriously tell upon both quality and coverage if at this stage large scale transfers were to take place of such officers since continuity of administration of the census is essential till March, 1981. I am, therefore, writing to request you to be so good as to issue necessary instructions for postponement of such large scale transfers of officers and others, particularly teachers, involved in Census work till March-April, 1981. I am sure you will appreciate the need for such a postponement particularly as the state government is the largest beneficiary of the census data and doubtless shares with us our anxiety to ensure the quality of the census.

With regards.

Yours sincerely,

(Sd.) ZAIL SINGH

Shri.....

Chief Minister/Governor.

In Nagaland also in the month of January, 1981, while all efforts were being put on for imparting training to various categories of enumeration agency; it came to our knowledge that a good number of Charge Officers were transferred, which badly affected the training programme chalked out by the Directorate of Census Operations, Nagaland, I had therefore to take up the matter with the Chief Secretary to the government of Nagaland. A 'Savingram' addressed to the Chief Secretary is reproduced below.

SAVINGRAM

TO : CHIEF SECRETARY, NAGALAND, KOHIMA

INFO : SECRETARY: P & A.R.KOHIMA

FROM : DIRECTOR OF CENSUS OPERATIONS, NAGALAND: KOHIMA.

NO. R. 11011/28/79-TAB. DATE OF 21-1-1981

IT IS LEARNT THAT A GOOD NUMBER OF CENSUS CHARGE OFFICERS LIKE COS AND EACS HAD BEEN TRANSFERRED AND OFFICERS CONCERNED ARE ON THE VERGE TO MOVE TO NEW PLACES OF POSTING (.) SUCH

TRANSFERS ON LARGE SCALE WOULD BADLY AFFECT CENSUS WORK WHICH IS OF VITAL NATIONAL IMPORTANCE (.) REQUEST KINDLY DO FOLLOWING ARRANGEMENTS (.) IN CASE OF EACS AND COS WHO ARE CENSUS CHARGE OFFICERS THEY MAY KINDLY BE ALLOWED TO REMAIN AT THEIR PRESENT PLACES OF POSTING TILL 1981 CENSUS IS OVER (.) IF ANY POST IS UPGRADED TO EAC HQ AND THE PRESENT OFFICERS POSTED THERE ALSO HAVE BEEN PROMOTED THE SAME NEWLY PROMOTED OFFICERS MAY BE ASKED TO TAKE OVER AS EAC AT SAME LOCATION AT PRESENT (.)

(DANIEL KENT)

Director of Census Operations:

Ministry of Home Affairs: *Government of India*: *Nagaland*: *Kohima.*

In the Second State Level Conference of 1981 Census held on 4th August, 1980 a question was raised in respect of the teachers appointed on Ad-hoc basis and notified as Enumerators/Supervisors, whether their services should not be extended in order to avoid dislocation of Census work. Another question was raised about the retention of enumerators and supervisors at their respective places of duties during the winter vacation of school from December, 1980 to February, 1981, because of census training. The directorate of Census Operations took timely action and requested the special secretary to the government of Nagaland (Education department) to issue necessary orders. The letter is reproduced below:

NO. R. 11011/23/79-TAB

Government of India

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS: NAGALAND

Dated Kohima the 8th August, 1980.

To

The Special Secretary to the
Government of Nagaland,
(Education department),
KOHIMA.

SUBJECT : Enumeration of 1981—Census.

Sir,

I have the honour to inform you that at the 2nd State Level Conference of 1981 Census held on 4th August, 1980 under the Chairman-ship of the Chief Secretary to the government of Nagaland, the Deputy Commissioner, Mon raised a question to what should be done in case of teachers appointed on Ad-hoc basis who are also appointed as enumerators and supervisors during the winter vacation.

Another question was raised by the same Deputy Commissioner that the winter vacation would start from the middle of December, 1980 and the schools will re-open in the month of February, 1981 during this vacation period the teachers appointed as enumerator and supervisors will leave the place of duty for their respective home town. Therefore, the training programme chalked out by the Census, Directorate for the enumerators and supervisors in the month of January, 1981 will be of no avail. Further, the actual enumeration which start from 9th February, 1981 will be jeopardized.

In view of the above and also in view of the importance of Census which comes once in 10 years, I would fervently request your honour to kindly issue necessary instruction to the Director of Education, Nagaland for extension of Ad-hoc appointees who have been appointed as enumerators and supervisors.

I would also request your honour to kindly issue necessary instructions to the Director of Education, Nagaland as well as to all the Deputy Inspector of Schools with the endorsement to all Deputy Commissioner so that the teachers appointed as enumerators and supervisors will remain in their place of duties from 1st October, 1980 to 15th March, 1981. They cannot leave the place of duties till the Census enumeration is over.

Since the enumerators and supervisors will not be able to enjoy the holidays and winter vacation, the government of Nagaland may consider the admissibility of granting compensatory leave to those enumerators and supervisors.

This may kindly be treated as most urgent.

Yours faithfully,

(Sd.) J. C. DATTA,
For Director of Census Operations:
Nagaland : *Kohima.*

The Director of Education, Nagaland very promptly issued an order vide their letter No. ED/SEE/H/8/79-80 dated 1st September, 1980 asking the teachers who were appointed as enumerators and supervisors not to leave their places of duties till the Census Operation is over in Nagaland. The teachers so engaged had been allowed Compensatory leave after the Census Operation is over for equal number of days they were engaged. The aforesaid letter is reproduced below.

GOVERNMENT OF NAGALAND

NOTIFICATION

Directorate of Education :
Nagaland, Kohima-797001.

NO.ED/SEE/H/8/79-80.

Dated Kohima, the 1st September, 1980.

It is hereby notified to all concerned that the teachers appointed as enumerators and supervisors by

the Census department will remain in the places of their duties from 1st October, 1980 to 15th March, 1981 for census works. The winter vacation would start from the middle of December, 1980 and the schools will reopen in the month of February, 1981. During the period the teachers appointed as enumerators and supervisors will not be allowed to avail winter vacation as the training programme chalked out by the Census Directorate for the enumerators and supervisors takes place in the month of January, 1981. They cannot leave their places of duties till the Census Operation is over.

It is also brought to the notice of the undersigned by the concerned department that some teachers (Non-local) appointed on Ad-hoc basis for academic year upto 31-12-80 are appointed as enumerators or supervisors since terms of appointment such teachers (Non-local) will expire on 31-12-80, their cases may be recommended and forwarded to this office for appointment for a further period of one academic year well in time. While forwarding their cases please mention whether they are engaged for Census works or not.

Teachers so engaged are entitled to compensatory leave after th Census Operation is over for equal number of days they are engaged.

(Sd.) S. M. ROYSHILLA,

Deputy Director of Census Education (S.E.)

Memo No. ED/SEE/H/8/79-80.

Dated Kohima, the 1st September, 1980.

Copy to:—

1. All the Deputy Inspector of Schools/Headmaster of government High Schools for necessary action and wide circulation to concerned teachers. They should see that concerned teachers do not leave their places of duties before the census operation is over.

2. The Inspector of Schools, Kohima/Mokokchung and Tuensang for similar necessary action.

3. The Deputy Commissioner, Kohima/Phek/Mokokchung/Zunheboto/Mon/Tuensang and Wokha.

4. The Additional Deputy Commissioner, Peren/Dimapur and Kiphire.

5. The Special Secretary to the government of Nagaland, Education department, Kohima with reference to Education department letter No. EDS(E)-123/78 dt. 14-8-1980.

6. The Director of Census Operations, Nagaland, Kohima.

(Sd.) S. M. ROYSHILLA,

Deputy Director Education (S.E.)

Nagaland : Kohima.

CHAPTER X

HOUSELISTING OPERATIONS

After having finalised the village list and carving out of enumeration blocks, the enumerators and supervisors appointed for Houselisting Operations had been intensively trained by the census staff at various centres in presence of the Charge Officers. In the mean time the Directorate of Census Operations, Nagalnd have been tried to arrange supply of carbon sticks to the enumerators. But subsequently our efforts had gone in vain because of inability expresesd by the firm in Calcutta which was selected by the Director of Census Operations, West Bengal. In view of the situations created, we requested the Deputy Commissioners and Additional Deputy Commissioners to arrange supply of coal-tar to the enumerators for numbering the houses. In this respect circular No. 10 may be referred to.

Before the houses are numbered the enumerators were asked to go round the village along with the supervisor to get themselves acquainted with the boundry thoroughly to prepare a free hand drawing of the village showing the boundary on a sheet of paper supplied by the Census Directorate. This free hand drawing is called the Notional Map. After the preparation of Notional map, enumerators were asked to prepare the lay-out sketch of the enumeration block showing the streets, lanes and other topographical features. In the lay-out sketch all the buildings or any kind of physical construction indicating pucca or kutcha houses had been mentioned with proper identification. In this regard circular No. 8 may be referred to.

The Houselisting Operations in Nagaland were conducted from 1st May to 30th May, 1980. Certain basic steps involved in these operations are briefly summarised as follows :

1. The preparation of a Notional Map and lay-out sketch of the area assigned to the enumerator.
2. Numbering of buildings and Census houses.
3. Filling up of Houselist itself.
4. Preparation of Houselist Abstract.
5. Filling up the Enterprise-List.
6. Preparation of Enterprise-List Abstract.

For the first time in the Indian Census history economic Census was integrated with the Houselisting Operations of the 1981 Census. A separate form namely enterpriselist was canvassed along with the houselist forms. In this connection a meeting was arranged with the Development Commissioner, Nagaland to discuss the matter pertaining to the involvement of officers and staff of the Directorate of Economics & Statistics so as to enable them to shoulder the responsibility of imparting training to the enumerators and supervisors. The minute of the discussion held with the Development Commissioner is reproduced below:

Minutes of the meeting held in the office chamber of the development commissioner, Nagaland on 11-10-79.

A meeting with the following officers was held in the Office Chamber of the Development Commissioner, Nagaland under the Chairmanship of Shri O. Kathipri, Development Commissioner & Ex-Officio Director of Economic & Statistics, Nagaland on 11th October, 1979 in connection with the canvassing of the enterprise list alongwith the houselisting operations to be conducted from 16th May to 15th June, 1980 in Nagaland.

1. Shri A. C. Bal,
   Deputy Director of Ceusus Operations,
   Nagaland.
2. Shri A. R. Chowdhury,
   Deputy Director of Economic & Statistics,
   Nagaland.
3. Shri M. K. K. Dutta,
   Research Officer,
   Office of the Director of
   Economics & Statistics, Nagaland.
4. Shri J. C. Datta,
   Investigator,
   Office of the Director of Census Operations,
   Nagaland.

On being called upon by the Development Commissioner to explain the matter, Shri A. C. Bal, Deputy Director of Census Operations pointed out the decision of the government of India in conducting the economic census alongwith the Houselisting Operations of the 1981 Census. He explained the necessity of involving the officers and staff of the Directorate of Economic and Statistics in the Houselisting Operations so that the operation, can be effectively coordinated by the Director of Census Operations with the full involvement of the officers and staff of the state Bureau of Economics and Statistics. It was also explained stratively responsible for this work and would have to co-ordinate the activities with the Directorate of the Economics and Statistics, Nagaland for the purpose.

It was further explained by the Deputy Director of Census Operations that the District Statistical Officers of the Bureau of Economics and Statistics, Nagaland and the Inspector/Sub-Inspector of Statistics will be

considered as Census staff for all practical purposes and will be trained both in the Houselisting Operations and the canvassing of the enterpriselist. They will share the training load and supervise the work on this basis. For this purpose, he mentioned that it would be necessary to notify the District Statistical Officers as Additional District Census Officers and Inspector/ Sub-Inspector of Statistics as supervisors and accordingly proposal would be sent to the state government for notification.

The Development Commissioner and Ex-officio Director of Economics and Statistics gave a patience hearing and appreciated the steps taken by the government of India in regard to canvassing of enterprise slip as a part of houselisting operations. He agreed and assured that all concerned officers and staff of the Statistical department would have to be got involved in the houselisting operations. Necessary intensive training should be imparted to them so that his officers and staff could shoulder the responsibility of imparting training to the enumerators in the field effectively.

The Deputy Director of Census Operations, Nagaland mentioned that as per information received from the Registrar General, India, all the enterpriselist forms would be made available by the Directorate of Economics and Statistics, Nagaland to the Directorate of Census Operations latest by the middle of November, 1979; since the training programme was to be started from 15th November, 1979. On this, Deputy Director of Economics and Statistics, Nagaland clarified that the Central Statistical organisation was being requested to print the form centrally in English language and to send the required quantity of forms to his office by the end of October, 1979. The Development Commissioner appreciated this view.

The Development Commissioner emphasised that both the departments should work hand to hand and there should be close co-operation for the successful conduct of the Houselisting operations being started in Nagaland from 16th May, 1980 to 15th June, 1980.

(Sd.) O. KATHIPRI,

Development Commissioner & Ex-Officio Director of Economics and Statistics, Nagaland.

TRAINING OF TRAINERS

In the training programme chalked out by the Directorate of Census Operations, the methodology of filling up of Houselist and enterpriselist together was explained in the training classes. Two rounds of training were imparted to the enumerators supervisors wherein the officers of the Directorate of Economics and Statistics, Nagaland along with the officers and staff of the Directorate of Census Operations, Nagaland took active part in imparting training to different enumeration agencies.

Publicity

In order to educate the people and also to secure the cooperation of the people in the gigantic task of census taking, we have to launch of publicity campaign through all the available mediums of publicity. In Nagaland All India Radio, Kohima was a good medium of publicity in the state. We availed of this opportunity to the fullest extent. The other items of publicity programme are posters, folders, press advertisement, cinema slides. The measures for publicity of these items were controlled by the Directorate of advertising and visual publicity (D.A.V.P.). A letter in this connection is received from the Registrar General, India is reproduced below:

No. F. 14011/1/79-Ad.II. Dt. 19th April, 1979.

To

All Directors/Deputy Directors/Assistant Directors of Census Operations, (By name).

Subject : Production of posters, folders, etc. for the publicity in connection with the 1981 Census.

Sir,

As you are aware, preparation for the decennial Census of India, 1981, are under way. The success of these operations will depend not merely on the performance of the administrative hierarchies but also on the involvement of the people of the country in this massive operation. We have, thus, to secure the cooperation of the people in this gigantic national task. The people will have to be educated regarding the aims and objective of the census and for this, we have to launch a publicity campain through all the available media of publicity. We have already approached the Ministry of information and Broadcasting for the production of a documentary film on the 1981 Census. The other items on our roster of publicity campaign are posters, folders, press advertisements, cinema slides, match box labels, postage cancellation stamps, postal stationery, commercial spots through the All India Radio and talks on the Radio and T.V. etc. All these measures are being considered in this office and you would be hearing from us in this regard in due course. In this letter I am confining myself to measures for publicity through the media controlled by the Directorate of advertising and visual publicity (DAVP), Ministry of Information and Broadcasting. These are posters, folders, cinema slides, match box labels and press advertisements.

2. The basic raw material for the posters etc. will be supplied by the census organisation to the DAVP. This write up is being worked out in this office. However, if you have got any suggestion in regard to a suitable write up for posters, folders, press advertisements, etc., you are most welcome to send it to me. The write up for posters and folders can be sent right now and that for the advertisements later. The write

up is not, however, obligatory but we do need the estimates of the requirements of posters and folders which are to be distributed. Last time, a million copies each of posters and folders were printed. These were produced both in English and regional languages. This quantity is considered to be insufficient. It is, therefore, necessary to assess, with as much exactitude as possible, the number of copies of the publicity material required by each census directorate. This number will depend upon the extent and intensity of coverage. For instance, it may be desirable to display the posters at public places such as Railway Stations, Police Stations, Schools, Colleges, Hospitals, Dispensaries, Community Centres, Panchayat Ghars, government offices, etc. You may like to get in touch with the Director of information or public relations or any other similar authority in the state and seek his advice as to other places where these posters could be displayed with advantage. Similarly, the number of institutions or the type of institutions to whom the folders, on the 1981 Census operations, should be distributed, can be decided in consultation with the director of information or public relations, etc. You may please work out the number of copies of posters and folders required for your state/union territory as also the language-wise break up of this number.

3. Similarly about the cinema slides. In connection with the 1971 Census, 5,000 cinema slides were produced and they were distributed to the licensed cinema houses in the country for exhibition. The number of cinema slides required for exhibition will depend upon the number of licensed cinema houses in your state/union territory. Due to some technical constraints, the message on the cinema slides has to be very brief. We all know what the text of the cinema slides was in the 1971 Census. If you can think of any improvement on the 1971 version, your suggestions will be welcome. The point to be kept in mind in this regard is that the message has to be very brief, to the point and catchy.

4. As to illustrating the posters and folders, the DAVP with whom this matter was discussed and the Registrar General concurred with their view, feel that we may illustrate the posters and folders with photographs. As you know the Second Pretest which is going to be a full dress rehearsal for the 1981 Census operations is to be conducted in the first fortnight of June, 1979. We can take a few good photographs during the course of pretest. The photographs should, preferably be in a rural setting and should have distinct aesthetic appeal. I need hardly say that taking photograph of a person who is ugly or deformed, or in the background of extreme squalor and/poverty, would defeat the purpose of publicity. The Directors of Census Operations in the states like Himachal Pradesh, Jammu and Kashmir, Nagaland, Manipur, Arunachal Pradesh and Sikkim would be in a very good position to take photographs during the pretest in picturesque surrounding showing the people from different regions belonging to different ethnic types speaking different languages being enumerated under the aegis of Census organisation. Apart from reflecting the Census organisation, such photographs should be extremely good, thematic material for National Integration.

5. It is not necessary to hire a professional photographer to take these photogaphs. Some one from your office who has a good camera and knows how to handle it will do. His services may be utilised. You may reimburse the cost of the film, development charges and charges for taking out prints. The prints may be preferably in the postcard size if not bigger. Two or three prints of each along with the negatives may be sent to this office so that we may be able to make selection out of these.

6. To sum up, you may please:

(i) work out your requirement of posters and folders and cinema slides, language-wise in consultation with the state Publicity Department;

(ii) try to take a few photographs of enumeration during the second pretest and send negatives as well as postcard size copies of the print to this office to enable us to make a selection out of all the photographs, and

(iii) send a write up for the posters as well as the folders and the cinema slides, but this is not compulsory.

7. Last time there were complaints from certain Directorates that some of the publicity material had reached them so late that it was not possible to distribute it before the census operations. In order to obviate this kind of delay, action has been initiated in the Registrar General's office in this matter sufficiently in advance. I look forward to your co-operation in this matter and I will request as early as possible.

Yours faithfully,

(Sd.) V. P. PANDEY,
Deputy Registrar General, India
New Delhi-110011.

No. F.14011/1/79-Ad.II.

Copy for information to:—

1. All Heads of Divisions.
2. P.S. to the Registrar General.
3. R.G's personal section with five spare copies.

(Sd.) V. P. PANDEY,
Deputy Registrar General, India.

In response to Registrar General's letter quoted above, we sent the estimated requirement for different publicity items as under:

(a) Posters .. 2,000 copies in English

(b) Folders .. 2,000 copies in English

(c) Cinema slides .. 20 numbers in English

Another letter No. 14011/7/79-Ad. II dated 15th September, 1979 addressed to the Director, All India Radio, Parliament street, New Delhi, used by the Deputy Registrar General, India for coverage of Census 1981 in different programmes are reproduced below:

No. F. 14011/7/79-AD.II

Dated 15th September, 1979

To

The Director,
All India Radio,
Parliament Street,
NEW DELHI.

Subject : Publicity for 1981 Census Operations through the medium of rural forum programmes, women programme, children programmes and industrial labourers programme.

Sir,

As you might be aware, India has unbroken series of decennial population Censuses since 1872. From that year onwards, the decennial population Census of India has been held after every 10 years and the next decennial Census of India will be held between February 9-28, 1981 with a revisional round between March 1-5, 1981. The Census Operations are divided in two phases, the first phase is the Houselisting operations, the purpose of which is to locate all human dwellings. These operations will be carried out in various states between May to August, 1980. The primary purpose of these operations is to locate and list all human dwellings so as to ensure complete enumeration will also be conducting Economic Census and the enumerator who is engaged on the houselisting job will also be canvassing the enterprise slip of the economic Census.

The second part of these Census operations is the Census count which is aforesaid, will be conducted during the period February 9-28, 1981 with a revisional round of March, 1-5, 1981.

The decennial Census of India is one of the most important sources of information about India and her people. It provides a variety of data on demographic and socio-economic aspects of the India's population which is vital to administrators, planners and research scholars. The success of these vital operations will depend not only on the performance of the administrative hierarchies but also on the involvement of the people of the country in this massive operation. The people will have to be educated about the aims and objectives of the Census. For this purpose, the office of the Registrar General, India has been utilising the services of various media units of the Ministry of Information and Broadcasting such as, the All India Radio, Films Division and the DAVP.

It is requested that the topic of decennial Census of India, 1981 may please be included in the following programmes of the All India Radio:

1. Rural forum programme.
2. Women programme.
3. Children programme.
4. Industrial labourers programme.

It will also be desirable to broadcast talks on the All India Radio on the forthcoming decennial Census. The Directors of Census Operations, whose names and addresses are given in the enclosed list are being requested to contact the Station Director of All India Radio in their state/u.t. for feeding the latter with the requisite background material which could be utilised by your producers, etc. for production of the programme on the Indian Census. A copy of this letter is being endorsed to All Directors of Census Operations and they are being requested to contact the respective Station Directors of All India Radio for doing the needful. In the meantime, you may kindly issue instructions to your Station Directors for broadcasting of the programmes on the Indian Census on the All India Radio programmes listed above. A copy of these instructions may kindly be endorsed to this office for information. If any further information is required by your directorate, this office will be too glad to furnish the same.

A very early action in the matter is requested.

Yours faithfully,

(Sd.) V. P. PANDEY,

Deputy Registrar General, India.

No. F.14011/7/79-Ad.II.

New Delhi-11, the.....

Copy for information and necessary action forwarded to all the Directors of Census Operations.

(Sd.) O. P. SHARMA,

Assistant Director of Census Operations.

Training

First of all the officers and staff of the Directorate of Census Operations received training organised in the Office. Three rounds of training were imparted

to then by Shri J. C. Datta, Investigator (now A.D. C.O. Tech.). Proper care was taken to ensure that the trainers in the field are properly and intensively trained in the state Headquarter before they are sent out to the field. The District Statistical Officers of the Directorate of Economics & Statistics took necessary training organised by my office so that they could impart necessary training to various enumeration agencies. The Deputy Directors of Economics and Statistics also took necessary training from my office. Since the Economic Census was integrated with the Houselisting operations of the 1981 Census, the officers of the Directorate of Economics and Statistics were involved in the training programme. The training programme for charge-officers, Enumerators and supervisors was chalked out of the Directorate of Census Operations at least a month ahead of the training programme, so that the trainees are informed well ahead of time without causing any inconvenience to them. As per Registrar General's instructions the charge Officers were asked to impart training to the enumerators and supervisors in presence of a Training Officer deputed by this Office. In most of the cases it has been observed that the Charge Officers did take a little interest in the training programme. I would like to point out the lapse and disinterest shown by one charge officer in Wokha district, while the Training Officer of my office reached the place of training (circle headquarter) the charge officer was found to be sleeping in his quarter. In spite of repeated reminders by the training officers, deputed by my office, the charge officer showed his reluctance in the training programme. The training officer seeing no other alternative had to run to the Headmaster of the government High School of that place and requested him to spare a room and the blackboard for the training purpose. The Training Officer consequently completed the training programme in absence of the Charge Officer who was supposed to have at least been present in the training class. In some of the cases it was observed that the Charge Officers on the plea of other administrative work evaded the training classes. But the Census Directorate cannot close down the eyes and subsequently took up the training programme in their own hands, which paid a good dividend at last. Otherwise whole training programme would have failed in Nagaland.

In fact, I personally could not go out on tour for inspection of Houselisting Operations in the field, but I deputed my Deputy Director of Census Operations, Assistant Director of Census Operations (T) and Investigator for on the spot inspection of filled in schedules. During in spot inspection of Houselisting operations no such remarkable mistakes had been detected in filling up of houselist and enterprise list.

In circular No. 13 the Deputy Commissioners and Additional Deputy Commissioners were appraised of the manner in which various forms were to be filled in at various stages and how the filled in schedules were to be submitted to the Director of Census Operations.

The following filled in schedules were submitted to the Director of Census Operations, Nagaland by 7th June, 1980 in accordance with the instructions contained in circular No. 13.

(a) Filled in Houselist (circle wise).
(b) Charge Houselist Abstract (Circle wise).
(c) District Houselist abstract.

The houselists were prepared in duplicate. One set was retained by the charge officer for carving out fresh blocks for enumeration, writing of charge registers and the abridged houselists for the enumerations. The other set was sent to the Directorate for processing of H-1 and H-2 tables.

The filled in enterprise-list along with the enterprise list abstract were submitted by the Deputy Commissioners to the District Statistical Officers in the following manner.

Name of District	Whom to be submitted
1. Kohima District	District Statistical Officer, Kohima
2. Phek district	do.
3. Wokha district	do.
4. Mokokchung district	District Statistical Officer, Mokokchung
5. Zunheboto district	do.
6. Tuensang district	District Statistical Officer, Tuensang
7. Mon district	do.

The Deputy Commissioners and the Additional Deputy Commissioners were requested to send the filled in schedules to the Directorate of Census Operations and the District Statistical Officers through special messenger. All the filled in schedules had been received accordingly.

APPENDIX I

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSELIST

Introduction

Before the census of the population is taken in 1981 it is essential to locate and to identify all places which are occupied or used or which are likely to be occupied or used by people. The houselisting operations are mainly meant for this purpose and houselisting is a primary but important step in the census.

2. The houselist which is proposed to be canvassed during the houselisting operations is given at the end of this book. It will be noticed that the form is simple and that it only collects certain basic information which will help in forming enumeration blocks for the census itself. The houselist also serves as a frame for the enterprises for which a separate "Enterprise List" will have to be canvassed a spart of the houselisting operations.

3. The manner in which the houselist has to be completed and the concepts and their explanation are described in detail in this book. It is absolutely essential for you to become thoroughly familiar with these instructions since this job of houselisting is an extremely important one. Apart from listing of houses you will also be collecting some essential data on the physically handicapped which are badly wanted for planning for this disadvantaged group. The success of the houselisting operations is very much dependent on a thorough understanding of the concepts, definitions and instructions and on a faithful application of these concepts and definitions and your following the instructions in the actual filling of the houselist form. If you have any doubts you should not hesitate to ask your Supervisor or your Charge Officer for clarification. As a census enumerator you have a great responsibility and there is no doubt that you will perform this task with pride and devotion to duty.

4. The houselisting operations will involve certain basic steps which may be briefly summarised as follows:—

(1) The preparation of a notional map and a lay-out ketch of the area assigned to you.

(2) Numbering of buildings and census houses.

(3) Filling up the houselist itself.

(4) Preparation of the houselist abstract.

(5) Filling up the enterprise list for which separate instructions have been issued to you.

(6) Preparation of the abstract of the enterprise list.

5. The preparation of the notional map and the lay-out sketch is first described and after that the basic concepts relating to a building a census house and the household are indicated. Thereafter, the actual instructions with regard to filling up of the houselist have been given.

Preparation of notional maps and lay-out sketches

6. In order to be able to complete the houselist it would be necessary to locate and identify the buildings and houses. This can only be done if you are thoroughly familiar with the area assigned to you for these operations. The purpose of the lay-out sketch and the notional map is essentially to ensure that your jurisdiction is quite clear. Also, as will be seen later, it is only if a lay-out sketch is prepared that you will be able to allot census house numbers wherever necessary. The first step, therefore, is to prepare the notional map and lay-out sketch of the area assigned to you.

Notional Map

7. The notional map, as its very name indicates is a map which is not drawn to scale. It is prepared for the entire village or urban block and is meant to show the location of each enumeration block within the village or town. Whether it is for a village or an urban block, the notional map will have to show the general topographical details of the entire village or urban block, the notional map will have to show the with the village revenue official, the preparation of the notional map will be easy because that can be copied out and the topographical details entered. The topographical details which should be indicated on the notional map would include permanent features and landmarks such as the village site, well-known roads, cart tracks, hills, rivers, nallas., etc., as also railway line and similar clearly recognisable features. It is important that the boundaries of panchayats, patwaris' circles or halkas or hamlets are distinguished if possible and the names of hamlets could also be entered wherever they are known by particular names. For the purpose of preparation of the notional map, you will be provided a separate sheet. Please use this for preparation of the notional map.

8. The notional map will in effect be an outline may of the village or urban block. Specimen notional maps for rural and urban areas may be seen at Annexes A and B.

9. In the case of very large villages when there are many blocks, it may be difficult to indicate the outline of the entire village. In such cases, it is sufficient if you show in the notional map the block assigned to you.

Lay-out Sketch

10 Having prepared the notional map, you would have to prepare the detailed lay-out sketch of your

block. The lay-out sketch is in effect a detailed map of the block assigned to you in which will be shown the streets and the buildings on the streets. The main purpose of this lay-out sketch is to clearly present the streets in the block and the buildings so that, based on the lay-out sketch the operations can be carried out. As in the case of the notional map, in the lay-out sketch also important topographical details should be shown. This is not a document which is drawn to a scale. It is a free hand drawing. In order to be able to draw the lay-out sketch it would be necessary for you to go around the village or block assigned to you so that you become familiar with the area, the way the streets run and the main topographical features. Having gone around the village or block, you should, start from one end of the village or block and draw a sketch.

It is important that the dividing lines between one block and another should be clearly demarcated. Such dividing lines, besides following some natural boundaries wherever possible, should also be indicated by the survey numbers that fall on either side of the dividing line in cadastrally surveyed villages. In villages which are not cadastrally surveyed, the line can be indicated by the name of the owner of the field on either side of the line or by the name of the field, if any.

11. In the lay-out sketch every single building or house should be shown. *Pucca* and *Kutcha* houses must be shown by signs like a square □ for a *Pucca* house and a triangle △ for *Kutcha* house further classifying them as wholly or partly residential or wholly non-residential by shading as follows:—



—*Pucca* houses, whether wholly or partly residential.



—*Pucca* wholly non-residential



—*Kutcha* houses, whether wholly or partly residential



—*Kutcha* wholly non-residential

12. It is difficult to give a comprehensive and detailed definition of the terms 'Pucca' and 'Kutcha' houses to cover different patterns of structures all over the country. The categorisation of the houses as *Pucca* or *Kutcha* for the purpose of depicting them on the lay-out sketches will facilitate their identification. Also as *Kutcha* house are not likely to be long-lasting, anyone 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 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, Ekra, etc.

Roof material : Tiles GCI (galvanized corrugated iron) sheets, asbestos cement sheets, RBC (reinforced brick concerte), RCC (reinforced cement concrete) and timber, etc.

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

13. When once the location of every building or house is demarcated on the sketch it will be a simple matter to decide on numbering the buildings/houses in one series following certain principles. No hard and fast rule can be laid down as to the direction in which the house numbers should run i.e. left to right or in a clockwise order or north-west to south-east and so on. Much depends on the lay-out. So long as some convenient 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 given in the lay-out sketch would be convenient or any change is needed for after all the sketch is only a rough one and the actual state of buildings on ground may suggest a more convenient order of numbering at some places. Having satisfied yourself that the numbering has gone on right lines you may ink them. Specimen lay-out sketches for rural and urban areas may be seen at Annexes C and D.

14. 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 one is sure that any house falling in a particular area may be reckoned with reference to a particular village.

15. In the forest areas, all habitations are not on a settled pattern. There are forest villages which may be just like other revenue villages or mauzas. For such villages, the normal procedure for preparing lay-out sketches may be followed. But apart from such villages, there could be clusters of habitations spread out in the forest. Your work will be facilitated 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). Then the clusters should be drawn on the

lay-out sketch. Name of the cluster should also be written, if it has a local name. If there is no name, then it would be necessary to identify it with reference to any known permanent feature such as a stream, a range of hills, road and so on. After drawing the boundaries of such clusters on the lay-out sketch, the location of each house should be indicated on it and a 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 housenumbering and houselisting.

16. 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 cluster in forest areas.

17. In the case of tea-estates, coffee estates, plantations, etc., the pattern may be slightly different. You will be well advised to first contact the estate or plantation authorities, study the parttern of habiation and then decide on the lay-out plan and listing of villages. Listing of villages of such estates will have been done by your superior officers and a list may have been prepared already and such village or villages assigned to you with necessary code number and so on. In that case, your task is easy. You have only to find out from the estate or plantation authorities, the boundaries of the village or area allotted to you. You should then visit the area and decide on the lay-out sketch.

18. Urban areas : the preparation of notional maps and the housenumbering sketches in urban areas should essentially follow the same procedure as in the rural areas except 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 in extremely handy. 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 outskirts 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 the road may fall within the town limits and the other side get excluded as it may be outside the defined boundary of the town. All these points should be carefully verified on the ground before the maps are certified to be correct by the supervising authorities. Cases of suburban growth adjoining the limits of a town and such cases as one side of a street falling outside the limit 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 unit in which they fall.

19. In urban areas very detailed plans showing the location of every building or house along every road and street in your block 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 number of sketches each covering a limited area. A lay-out sketche of your 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 sketch. It will facilitate your work and of others if the wholly non-residential houses are distinguished from the residential houses by hatching as indicated in paragraph 11. Here again the important permanent buildings such as say, town-hall, large office building, court building, post office, hospitals, schools, church, market, building etc. etc., should be indicated on the map.

20. For those towns which already have a satisfactory housenumbering system you should adopt the same for preparation of housenumbering maps referred to above. The housenumbering can be brought up-to-date with the help of your lay-out map. But if there is no proper housenumbering system in the town, you will be required to assign numbers to the houses in the lay-out sketch(es) of your jurisdiction in the manner indicated below. Where a rationalised housenumbering system is proposed to be introduced for the first time these sketches will greatly help the authorities.

Numbering of buildings and census houses in rural and urban areas

21. You have to give numbers to 'Buildings' and 'Census Houses' in all areas. The instructions given hereafter will guide you to determine what a building a census house are for the purpose of houselisting. A building is a readily distinguishable structure or group of structures which is taken as the unit for housenumbering. The entire building may be deemed one census or sometimes part 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.*

22. Building : A building is generally a single structure on the ground. Sometimes it is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such shops, business houses, offices, factories, workshops, worksheds, schools, places of entertainment, places of worship, godowns, stores, etc. It is also possible that buildings which have component units may be used for a combination of purposes such as shop-cum-residence, workshop-cum-residence, office-cum-residence, etc.

23. 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 a separate building and given separate numbers. On the other hand, you may come across cases, particularly in large cities, of multi-storeyed ownership flats. In

these cases, while the structure looks like one building, the flats are owned by different persons. In case of such multi-storeyed structures, having a number of flats owned by different persons, the entire structure should be treated as one building and each flat as a separate house.

24. Sometimes in metropolitan cities the local authorities may have considered the flats in a block or in large colonies as separate buildings and numbered them as such. If the housenumbering system of the local authorities is adopted as such, you may treat each such flat as a separate building because this will avoid your having to renumber these.

25. If within a large enclosed area there are separate structures owned by different persons then each such structure should be treated as one or more separate buildings. Sometimes there may be a number of structures within an enclosed area or compound owned by an undertaking or company or government which are occupied by their employees. Each such structure should be treated as a separate building. If such buildings have a number of flats or blocks which are independent of one another having separate entrance from a common courtyard or staircase and occupied by different households each such flat or block should be considered as a separate census house.

26. Usually a structure will have four walls and a roof. But in some areas the very nature of construction of houses is such that there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will not be any wall as such. Such structures should be treated as buildings and census houses as the case may be.

27. If there is 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.

28. The buildings should be numbered as follows:—

(i) If in a village the locality consists of a number of streets, the building in the various streets should be numbered continuously. Streets should be taken in uniform order from North-west to South-east. 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 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 run along the axis of the street and not in any arbitrary geographical direction.

(iii) Arabic numerals, i.e., 1,2,3.....etc. 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 *Kutcha* is found after the housenumbering 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 building No. 10.

Census House

29. A 'Census House' is a building or part of a building *having a separate main entrance* from the road or common courtyard or staircase, etc., *used or recognised as a separate unit*. It may be occupied or vacant. It may be used for a residential or non-residential purpose or both.

30. 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 staircase 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 owned by different persons then each such building should be treated as one or more separate buildings. You may come across cases where within an enclosed compound there may be separate buildings owned by an undertaking or company or even government, actually in occupation of different persons. For example, I.O.C. colony where the buildings are owned by the Corporation but these are in occupation of their employees. Each such building should be reckoned as a separate building. But if in any one of these buildings there be flats in occupation of different households, each such flat should be treated as a separate census house.

31. It may be difficult to apply the definition of census house strictly in certain cases. For example, in an urban area, a flat has five rooms each room having direct entrance to the common staircase or courtyard. By definition this has to be treated as five census houses. If all these five rooms are occupied by a single household it is not realistic to treat them as five census houses. In such a case 'singleness' of use of these rooms alongwith the main house should be considered and the entire flat should be treated as one census house. On the other hand, if two independent household occupy these five rooms, the first household living in 3 rooms and the second household occupying 2 rooms, then considering the use the first three rooms together should be treated as one census house and the remaining rooms as another census

house. But if each room is occupied by an independent household then each such room should be treated as a separate census house.

32. In case of hostels, hotels, etc. even if the door of each room in which an inmate lives opens to a common verandah, staircase, courtyard or a common room, as it happens almost invariably, the entire hostel/hotel building should be treated as one census house. But if such hostels/hotels have out-houses or other structures used for different purposes or the same purpose then each such structure attached to the main hostel/hotel should be treated as a separate census house and will be given sub-numbers of the main building.

33. In some parts of the country, in rural areas, pattern of habitation is such that a group of huts located in a compound, whether enclosed or unenclosed is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping, as a kitchen, bath room, baithak, etc. Though each of the huts is a separate structure, they form a single housing unit and, therefore, have to be treated collectively as a single census house. If some of the huts are used by one household and the others by a second household as residence, then the two groups of huts should be treated as separate census houses. However, if there are also other huts in the compound used for other purposes and not as part of the household's residence such as, cattle shed, workshed, etc. they should be treated as separate census houses.

34. It is also possible that a household uses another structure, e.g., a baithak, separated from the main residence by some distance or by other structures or by a road. In such cases, it may become necessary to treat that separate structure used as "baithak" as a separate census house.

35. It is usual to find in municipal towns and cities that every site whether built upon or not is numbered by the municipal authorities on property basis. Such open sites, even if there are enclosed by a compound wall, should not be listed for census purposes. Only cases where a structure with 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 there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will not be any wall as such. Such structures should of course be treated as buildings and census houses and numbered and listed.

36. Pump houses, temples and other similar structures must also be numbered and given census house numbers. These are places where people can also live. Obviously, such structures need not be numbered if they are so small that no person can live in them.

37. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house will be 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 after the building number as 10(1), 10(2), etc. or 11(1), 11(2), 11(3), etc.

Household

38. A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be a household of persons related by blood or a household of unrelated person or having a mix of both. Examples of unrelated households are boarding houses, messes, hostels, residential hotels rescue homes, jails, ashrams, etc. These are called "Institutional Households". There may bt one member households, 2 member households or multimember households. For census purposes each one of these types is regarded as a "Household".

39. If a group of persons who are unrelated to each other live in a census house but do not have their meals from a common kitchen, then they would not constitute an institutional household. Each such person should be treated as a separate household. The important link in finding out whether there is a household or not is a common kitchen.

40. Each household will be listed according to the instructions that follow 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

41. After the preparation of the notional house numbering maps and the numbering of the houses, the next step is to list them in a prescribed schedule, namely, the houselist.

42. At the 1981 census, a houselist form will be canvassed on universal basis. Specimen form of the schedule to be so canvassed is given as Annexe 'E' at the end of this book.

43. The instructions given below will guide you in filling up the houselist.

44. On the top of the houselist form, provision is made to note the name of the State with Code No., District with Code No., Name of Tehsil/Taluka/Police Station/Development Block/Circle and its Code No., Name of Village/Town and its Code No., Name or No. of Ward/Mohalla/Hamlet and Enumerator's Block No. These entries which will be referred to as "Location Code" hereafter are to be filled in by you very carefully. The Location Code is the method by which every village or town in any tehsil

or police station in every district of a state is identified by a combination of numbers. For this purpose every state, district, tehsil or police station, village or town, ward/mohalla/hamlet and enumerator's block in your state would have been allotted code numbers. Your Charge Officer or Supervisor would have indicated to you the state, district, tehsil or police station and the village or town, ward/mohalla/hamlet and enumerator's block code numbers allotted to you. You will have to enter these numbers 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 (I, II, III, IV, etc.) to distinguish it from the village number which will be indicated by Arabic numerals* (1, 2, 3, 4, *etc.*). You should enter page number of the houselist continuously for your block.

Col. 1: Line No.

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

Col. 2 : Building No. (municipal or local authority or census No.)

46. Some municipal towns may have a satisfactory system of numbering the building 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.

47. While preparing the lay-out sketch in the manner described earlier you will have assigned building numbers to each of the buildings shown in the lay-out sketch. Where the numbering system of the municipality or local authority is satisfactory, you would have adopted it and given these numbers in the lay-out sketch. In cases, where this numbering system by the municipality or local authority is not satisfactory, you would have given numbers to the buildings in a systematic manner as described earlier and it is this numbering system adopted by you that would have to be indicated in the lay-out sketch. Of course, you might have had to merely update or revise the numbering system that already exists in some cases. There can also be cases where no numbering system existed earlier. In these cases you would have numbered the buildings and assigned them numbers in the lay-out sketch. Where the numbers in any of the systems have not been indicated on the buildings themselves, you would also have painted them as mentioned earlier. Irrespective of the situation, you would have assigned a number to every building in the lay-out sketch.

48. The number which has been assigned in the layout sketch in any of the systems described above and which has already been put on the building or which might have been painted by you on the building should be entered in this column.

49. Arabic number (e.g., 1, 2, 3,.....) should be used for building numbers. In cases where there are numbers already present and painted or fixed these instructions naturally will not apply. These instructions will apply entirely depending on local circumstances.

50. In many cases there may be large colonies or blocks of flats where continuous serial numbering has been adopted by the local authorities. Strictly speaking, each building in which there may be a set of flats should be given a building number and the flats themselves given census house numbers. However, local authorities may have numbered the flats continuously without reference to the separate buildings. Such situations exist in Delhi, Madras, Bombay, etc. and in official colonies. In such cases we need not change the numbering system and may adopt it as such. In such cases you will obviously have to enter the same number in columns 2 and 3 of the houselist since a separate building number is now not being given. However, to ensure that all buildings have been covered, you should put a bracket in column 2 enclosing all those flat numbers which are located in one single building unit. The manner in which this is done is indicated below:—

Houselist

Sl. No.	Building No. (Municipal or local authority or Census No.)	Census House No.
1	2	3
1	215	215
2	216	216
3	217	217
4	218	218
5	219	219
6	220	220
7	221	221
8	222	222

In the example given, each building consists of 4 flats.

Col. 3 : Census House No.

51. What is a census house has already been described in detail earlier. To recall the definition a census house is a structure or part of a structure with a separate entrance which may be inhabited or vacant and which may be used for any purpose by human beings such as dwelling, a shop, a shop-cum-dwelling, a place of worship or a place of business, workshop, school, etc.

52. In accordance with the instructions you would have allotted census house number to a building or to part of a building. 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. This will be repeated in this column. If a building has a number of flats or blocks which have separate entrances of their own and are independent of each other giving on the road or a common staircase or a common courtyard leading to the main gate, they will be considered as

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

53. Sometimes a building which may form a single structure may be occupied in its different parts or suites of rooms or even some single rooms by different households. These individual parts are likely to have separate entrances from a common verandah, staircase or a courtyard. Then each of these parts would assume the character of a separate census house.

54. The census house number to be noted in this column will be the same as the building number already noted in column 2, if the building is by itself a single census house. But if the building is made up of portions each of which has been treated as a separate census house according to the definition, then each of these census houses will bear the building number with a separate sub-number in brackets for each census house, e.g., 9(1), 9(2).....12(1), 12(2), 12(3).....etc.

Note : You should not indicate the number as 9/1 or 9/2 etc. as this method will be used in the assignment of a number to a new building not previously numbered that has come up after building No. 9 and before No. 10.

Col. 4 : Purpose for which census house is used (If wholly or partly non-residential, fill Enterprise List)

55. The actual use to which a census house is put has to be recorded in this column. As you will recall, a census house can be used for a single purpose or for various purposes at the same time. To illustrate the types of uses to which the census houses can be put certain examples are given below. These are illustrative and you should not feel that you should enter only what is mentioned here but it is important for you to use this as guideline and *write the description of the purpose for which the census house is used as fully as possible.*

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

(2) Factory/workshops and workshed etc. "Factory" should be written if it is registered under the Indian Factories Act. An establishment using power and employing 10 or more persons or which is run without use of power and employing 20 or more persons is a factory. (For a detailed description of factory, please see Annexe I.) 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 such as say, handloom weaving, *biri* rolling, *papad* making, toy making, etc., is carried on, should be noted as a workshop. 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 for 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 institutions.

(7) Hotel, sarai, dharmshala, 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 workshop.)

(9) Place of entertainment:
Example—Cinema house, theatre, community hall (Panchayatghar) etc.

(10) Place of worship, etc.:
Example—Temple, church, mosque, gurudwara, etc.

(11) Institutions:
Examples—Orphanage, rescue home, jail, reformatory, children's care home, etc.

(12) Others:
Examples—Cattle-shed, garage, godown, laundry, petrol filling station, passenger's shelter, etc.
(These exact use to be fully described in each case.)

56. This column refers to the purpose for which a census house is used. There will be some cases where census houses are used only for seasonal activities and at the time the houselisting is carried out by you, this seasonal activity may not be taking place. Such seasonal activities would be oil-mills (Ghani), Gur-making in sheds, etc. It is necessary that the seasonal use of such census house for running of an establishment is recognised and that this seasonal use is noted in this column. You should, therefore, make enquiries regarding such activities so that the complete picture regarding the use of the census house is available. However, at the time of houselisting, there may be cases where such census houses are being used for some other purpose such as a residence. Then the use to which this census house is being put at the time of your visit should, of course, be noted. In the case of census houses where their seasonal use has been noted by you in column 4, please write in the same column that this use is "Seasonal".

Important

57. If the census house is found vacant, i.e., if no person is living in it at the time of houselisting and it is not being used for any purpose write 'vacant' in this column. The reason for vacancy such as 'dilapidated, 'under repair', 'incomplete construction,' 'want of tenant', etc. may be recorded in the 'Remarks' column. If on the other hand the census house is found locked because the occupants have gone on a journey or pilgrimage, then it should not be treated as 'vacant' but the use to which it is put should be recorded here and the fact that the occupants have gone on a journey or pilgrimage noted in the 'Remarks' column as 'House locked—occupants on journey/pilgrimage etc'. *If a census house has more than one household in it, do not repeat the word 'residence' in subsequent lines in columns* 4.

58. If a particular census house is wholly or partly non-residential, you must first enter the use to which it is put in this column. Having done so, if an enterprise is being carried on in such a wholly or partly non-residential census house, you will have to go to the enterprise list and enter details of such enterprise or enterprises there as will be described in the instructions for filling up the enterprise list which have been supplied to you separately.

Enterprise

59. An enterprise is an undertaking engaged in production and/or distribution of goods and/or services not for the sole purpose of own consumption. The workers in an enterprise may consist of members of the household or hired workers or both. An enterprise may be owned and operated by one household or by several households jointly (on a partnership basis) or by an institutional body. The activities of an enterprise may be carried on in a single census house, in more than one census houses or in the open, i.e., without premises. The activity of the enterprise may also be carried on only for a part of the year but on a fairly regular basis. Such cases should also be considered as an enterprise. In column 4 details of only those enterprises which are carried on *within* census houses should be entered.

60. It is possible that more than one enterpreneurial activity is carried on in the same census house. If these activities are carried on by the same person or the same household but if separate accounts are kept for each of these activities, they should be treated as separate enterprises. However, in cases where the activities cannot be distinguished from one another, the major activity will be treated as the enterprise. The major activity can be recognised on the basis of the value of income turnover or number of persons employed depending on the information readily available during your enquiries. For example, if a tailor sells cloth also but does not maintain separate accounts for his tailoring activity and selling of cloth, then you should find out which is the major activity by requiring from which activity he gets a greater income or in which he employs more people, etc. This will be the activity of the enterprise.

61. Enterprises which are carried on in the open, i.e., without premises will be entered in column 7 as we shall see later.

62. Please note that the growing of agricultural crops mentioned below should not be classified as enterprises:

Cereal Crops (paddy, wheat, jowar, bajra, maize, ragi, barley, gram, etc.)

Pulses (arhar, moong, masur, urd, etc.)

Raw Cotton

Raw jute, mesta

Sunnhemp and other kindred fibres

Production of oilseeds such as sesamum, groundnuts, rape, mustard, linseed, castor seed, etc.

Sugarcane

Roots and tubers, vegetables, pan, singhara, chillies and spices (other than pepper and cardamom) and flowers and parts of plants.

Agricultural production not elsewhere classified

Tea

Coffee

Rubber

Tobacco

Pepper

Cardamom

Edible nuts (excluding coconut and ground nut), walnut, almond, cashewnut, etc.

Production of fruits, coconuts, e.g., bananas, apples, grapes, mangoes, oranges.

Production of ganja, cinchona, opium, etc.

Crops of plantations, not elsewhere classified (e.g., betelnuts etc.).

Important: Please note that while growing of tea, coffee, tobacco, etc. should not be classified as an enterprise, if in a census house these are processed, for example, curing of tea leaves, curing of tobacco, etc., then these activities of processing will have to be treated as enterprises. Similarly, manufacture of copra from coconut or the processing of cashewnuts will also be enterprises.

63. Mining and quarrying or manufacturing, processing, repair or servicing activity are enterprises. Similarly, activities relating to generation and transmission and distribution of gas, steam, water supply, construction, wholesale or retail trade, hotels and restaurants, transport, storage, warehousing, communication, financing, insurance, real estate and business services, community, social and personal services, public administration and defence services such as

government offices, schools, hospitals, recreation and cultural services, community services such as temples, etc. will also be enterprises. In addition, you must note that the rearing of cattle and production of milk, sheep for production of wool, rearing of other animals such as pigs, rearing of bees and production of honey, rearing of silk-worms and production of cocoons and raw silk, hunting, trapping, collection of fuel and other forest products and their sale, gathering of materials such as herbs, resins, etc., catching and selling of fish, providing agricultural services such as spraying, etc. are all enterprises. In other words, live-stock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing will also have to be classified as enterprises.

64. You will notice that an enterprise can be carried on within a census house or outside the census house. Please note that some of the activities referred to earlier can be carried on within or outside a census house. The entries you make will be either in column 4 or column 7 depending on whether these enterprises are carried on within the census house or outside a census house and without premises respectively.

65. In Annexe J, an illustrative list has been given to help you to recognise what are enterprises and what are not. Please read through this and refer to it whenever necessary.

66. It has been mentioned earlier that rearing of cattle for production of milk will be an enterprise. In such a case and in similar cases, care should be taken to be sure that this activity can be classified as an enterprise. For example, if the milk produced is for self consumption and is not *usually sold as a regular practice,* then this activity will not be treated as an enterprise. Occasional sale of milk where a person keeps cattle will not be an enterprise since he keeps cattle evidently for production of milk for self-consumption. The same approach should be adopted with regard to similar activities like rearing of pigs, hens, bees, gathering of wood or forest products, etc.

In some parts of the country as we have noticed earlier, there are 'baithaks' or 'sanghois' which sometimes have to be considered as separate census houses but which are only used by the household for sleeping or sitting, etc. No enterprise is carried on in such a census house and therefore, details of baithaks or sanghois need not be entered in the enterprise list. Similar examples where census houses will not be considered as having an enterprise would be a garage, passenger shelter, etc.

67. If the activity of an enterprise extends beyond the premises of a single census house to a group of contiguous houses, then the entire group of census houses could be regarded as a single enterprises and the census houses in which this enterprise is carried on should be bracketed together in column 4 to indicate that all these relate to a single enterprise. But if different activities of an enterprise are carried on in different census houses cut off from one another, then each such census house will have to be treated as a separate enterprise and details recorded in the line in which this census house is entered.

68. The use to which a census house is put should be enquired into thoroughly so that no enterprise is missed. This is particularly important in cases where the house is partly residential. However, please note that only the enterprise carried on in the census house which you are enumerating will be noted in column 4.

69. You must note the way in which you will have to indicate the purpose for which the census house is used in this column. If a census house is used only for residential purposes then only one line need be entered in this column. However, if a census house is wholly or partly non-residential, you must enter the uses to which it is put in one line and then use the subsequent line or lines to describe the activity or activities whch are carired on in this census house. Please note that the serial number of the enterprise will have to be noted within brackets against each such activity starting from the very first enterprise in your block. For example, if there is a census house in which a shop and a clinic are run in combination with residence, the entries beginning with column 1 would be as illustrated below:

Line No.	Building No. (municipal or local authority or census number)	Census house No.	Purpose for which census house is used (if wholly or partly non-residential, fill Enterprise List)
1	2	3	4
10	430	430(1)	Residence-cum-shop-cum-clinic
11	..	..	Shop (6)
12	..	..	Clinic (7)
13	..	430(2)	Bakery-cum-Flour Mill
14	..	..	Bakery (8)
15	..	..	Flour Mill (9)

70. You will notice that the *non-residential* uses of this particular house are entered in separate lines. The numbers shown against the 'shop' and 'clinic' in this example will be the serial number of the enterprise in your block. If for instance in this census house only a clinic or a workshop was being run, then you would have obviously used only one line. It is in the cases where enterprises are run in combination with or without resident in a census house, that you would have to use more than one line as indicated in the example. You will find more examples illustrating how you should make these entries in the Annexe-G at the end of this book.

Col. 5 : Household No.

71. 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 or of mixed type. 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 a number of un-related persons live together is an institutional household provided it has a common kitchen. So also is a jail.

72. There can be a household No. in column 5 only if you have noted in column 4 that the census house is wholly or partly residential. There cannot be an entry in this column in a case where the Census House is wholly non-residential.

73. 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 (a), (b), (c), etc., as suffixes to the Census House No. For example, if building No. 2 is 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, these 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)— —— — —respectively. If, however, building No. 3 is a census house and has only one household the household No. to be entered in this column will be No. 3 only.

74. You will notice how the numbering of the building, the census houses and the household are closely linked. This link is best illustrated by an example as follows:—

	Building Number	Census House Number	Household Number
1	2	3	4
1. Building No. 9 having one census house and no household . . .	9	9	..
2. Building No. 9 having one census house and one household	9	9	9
3. Building No. 9 having one census house and two households . . .	9	9	9(a)
	..	..	9(b)
4. Building No. 9 having two census houses and one household each	9	9(1)	9(1)
	..	9(2)	9(2)
5. Building No. 9 having two census houses and two households in one and three in the other	9	9(1)	9(1)(a)
	..	..	9(1)(b)
	..	9(2)	9(2)(a)
	..	..	9(2)(b)
	..	..	9(2)(c)

75. *In such a case where the same building contains more than one census house, the building number should not be repeated in the subsequent lines please see example above). If a census house contains more than one household. The census house number should not be repeated in the subsequent lines in column 3.*

Col. 6 : Name of the head of household

76. 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 or she 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 an absentee *de jure* 'Head', the person on whom the responsibility of managing the affairs of the household falls at the time of house-listing, should be regarded as the Head.

77. In the case of Institutions like boarding houses, messes, chummeries, which should be regarded as households of unrelated persons living together and which may be called institutional households, the Manager or Superintendent or the person who is administratively responsible or who by common consent is regarded as 'Head' should be recorded as the head of the household. In the case of certain institutional households, such as hostels, jails, etc. where the head of the institutional household can be recognised by designation, such as, hostel warden, jailor, etc. you may enter this designation in this column.

78. In the case of institutional households, please write 'I' within brackets after the name or designation of the head in this column.

Col. 7 : Is the household engaged in an enterprise outside this census house and without premises? If yes, fill Enterprise List

79. You will recall that in the definition of an enterprise, it has been mentioned that an enterprise can be carried on outside the census house and without premises (Please see para 59). This column is meant to identify such enterprises.

80. There may be cases where a household lives in a census house and is engaged in some activity, i.e., in an enterprise outside the census house in which they live and this enterprise may itself not be carried on within some other house. This column is meant to record such cases. You will notice that if a household lives in one census house and carries on an enterprises in some other census house then the census house in which the enterprise is carried on will be covered under column 4 if the census house in which the enterprise is carried on is within your block. Even if it is not within your block, your colleague in the block in which the census house in which the enterprise is carried on will have covered it in column 4. What we are trying to cover in column 7 is a situation where a household carries on an enterprise outside the census

house in which it lives, and this enterprise is not carried on within any premises. Such examples could be brick making, pottery, ropemaking in the open, cycle-repairing and shoe-repairing on pavements, hawkers, fishing, selling of newspapers, etc.

81. In such cases, where a household lives in the census house being covered by you, but carries on an enterprise outside the census house and without any premises you should note this fact in this column. All that you need say if such an enterprise is being carried on is "yes" and give the appropriate serial number of the enterprise within brackets. The numbering of enterprises in this column will run continuously for your block. Details of such enterprises will have to be entered in the Enterprise List. Examples have been given at the end of this book.

82. Where a household has more than one enterprise which is carried on outside the census house in which it lives and without any premises it is necessary to cover such enterprises separately. For this purpose, you will have to enter each of these enterprises in a separate line. This will have to be done as illustrated in the examples below. Please note that in such cases you will have to give a line number, since you will be using an extra line but there will be no entry regarding building No., census house No., use to which the census house is put, household number or name of head of household. In such cases, there will only be an entry in column 1 which relates to line number and column 7. In all other columns relating to such entries, please put a dash (—). In other words, building No., census house No., etc. will not be repeated.

83. The manner in which the entries will be made in cases where enterprises exist both in census houses and outside premises in the case of households is illustrated in the following examples:

Line No.	Building No. (Municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (If wholly or partly non-residential, fill Enterprise List)	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises ? If yes, fill Enterprise List
1	2	3	4	5	6	7
1	434	434	Temple-cum-residence	434	Narayan Sharma	..
2	..	..	Temple (1)	..	..	..
3	435	435(1)	School-cum-residence	435(1)	Devdas	..
4	..	..	School (2)	..	..	..
5		..	Canteen (3)	..	..	..
6	..	435(2)	Residence	435(2)	Ramnath Vyas	Yes (1)
7	436	436	Cinema House (4)	..	..	..
8	437	437	Residence-cum-clinic	437	Dr. Vimla Varma	..
9	..	..	Doctor's Clinic (allopathic) (5)	..	..	..
10	438	438(1)	Shop-cum-workshop-cum-residence	438(1)	Rajan	..
11	..	..	Workshop (6)	..	..	..
12	..	..	Shop (7)	..	..	..
13	..	438(2)	Residence	438(2)	Bhola Ram	Yes (2)
14	442	442(1)	Residence-cum-Baithak	442(1)	Yadav	Yes (3)
15	..	442(2)	Sanghoi	..	..	..
16	443	443	Residence	443	Keshav	Yes (4)
17	..	..	..	..	..	Yes (5)
18	444	444	Residence	444	Jadu	..
Total	xx	11		9	xxx	

Cols. 8 to 10 : Number of persons normally residing in census household

84. Enter the number of males normally residing in the household in column 8, females in column 9 and total number of persons in column 10 (column 8 + 9).

85. In these columns normal residents are to be recorded even though some of them may be absent on the day of your 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 column should be struck at the end of each page.

Col. 11-13 : Is there a physically handicapped person in the household? If so, indicate number of those who are totally blind/crippled/dumb

86. In these columns information about different categories of physically handicapped persons will have to be recorded.

87. The term 'totally crippled' refers to such persons who have lost their arms or limbs. After ascertaining the existence of physically handicapped persons in the household, indicate the number of such persons in the appropriate column.

88. The loss of arms or legs or all the four limbs refers to loss of both the arms or loss of both the legs. It is not necessary that the disabled should have lost *both* arms and legs. The loss of either of these, i.e., both arms *or* both legs would be sufficient for classification as totally crippled. Please note that loss of only one arm and/or one leg will not classify a person as totally crippled. The loss here refers to the inability to use and not necessarily physical absence. Thus, a paralytic who has lost the use of both the legs or both the arms, will be totally crippled, though the legs or arms as such are still physically present.

89. There may be a case where a person unfortunately suffers from more than one of the disabilities mentioned in columns 11, 12 and 13. In such cases, the intention is to record persons by the greater disability. For example, a person may be both blind and dumb or blind and crippled etc. In such cases, the intention is to find out persons who suffer from the greater disability. It may be noted that blindness is considered a greater disability than either dumbness or being crippled. Similarly, being crippled is a greater disability than being dumb. In an extreme case where a person suffers from all the three disabilities, please record him under blind since this is certainly the most unfortunate disability. Please take care to ensure that there is no double counting in such cases by including such persons for each of these disabilities. In other words, the same person should not be counted for each of the columns even if he suffers from more than one disability.

90. A person may be blind or crippled due to old age. In such cases also, he should be included in the relevant column if he suffers from such a disability.

91. This is a very sensitive question. You have, therefore, to be very polite and tactful in asking this question. You should not try to find out the names of the physically handicapped. Only the number of persons who are 'totally blind" or 'totally dumb' or 'totally crippled' are to be determined.

Col. 14 : Remarks

92. This will provide space for any useful or significant information about the building, census house, census household and other particulars regarding the building inventory. This will provide interesting facts regarding observations made during the houselisting operations.

93. If there is an entry in column 4 as 'vacant' you have also to record the reason such as 'dilapidated', 'under repair', 'incomplete construction', 'want of tenant', etc., in this column. Also make a note in this column of likely places where houseless persons can be found.

General

94. Total of columns 3, 5 and 8 to 13 will have to be struck for each page of the Houselist. The manner in which the total is to be struck has been explained in the foot-note of the Houselist form. However, this is recapitulated below:

(a) The total of census houses in column 3 will be number of entries for each page. For example, if the entries in this column are A2/100, A2/101(1), A2/110(2), A2/102(2), A2/103(1), A2/103(2), A2/103(3), A2/104 and A2/105, then the total for this page would be 9.

(b) For total in column 5, if the entries are A2/100, A2/101(2), A2/102, A2/103(i), A2/103(2), A2/103(3), A2/104 and A2/105, then the total for this page would be 9.

(c) For columns 8, 9 and 10, there should be no difficulty. It will be a simple total for each column separately.

(d) Under column 11 to 13 you will have to give the number of handicapped persons under each category.

Houselist Abstract

95. After filling the entries in the houselist, i.e., after completing houselisting for your entire block, you have now to prepare a Houselisting Abstract so that certain figure of the number of census houses, households and other particulars collected in the houselist are easily tract is given at Annexure-F at the end of these instructions.

96. There should be no difficulty in preparing the abstract but so that you have no doubt on the matter certain indications as to how the abstract should be prepared are given here. In particular, you are requested to carefully read the instructions regarding filling of columns 3 to 8 of the houselist abstract which relate to the number of census houses on the basis of the use to which they are put.

Col. 1 : Page No. of houselist

You will recall that you must number each page of the houselist, and you will have to arrange them serially. The page number recorded by you will be noted here one below the other.

Col. 2 : Total No. of census houses (from Col. 3 of houselist)

As mentioned in the heading itself, this figure will be obtained from col. 3 of the houselist. Please note that in the houselist itself you have to total up entries in column 3 and enter the total at the bottom at each page. Please check this total and carry it over to the abstract.

Cols. 3 to 8 : Number of census houses by use

The purpose for which a census house is used will have been noted by you in column 4 of the houselist. The figure for columns 3, 4 and 6 of the abstract will have to be got by you by carefully adding up the different uses to which census houses are put from column 4 of the houselist. You will have noted census houses by use as only residential, partly residential, vacant if not being used and census houses which are not used at all wholly or partly as residence but have other uses such as workshops, etc. You will have to separately add the census houses falling into each of these categories from col. 4 of the houselist and enter them separately under columns 3, 4 and 6 of the houselist abstract. Columns 5 and 7 of the houselist abstract are just totals and should present no difficulty.

Please note if in a census house there is more than one household, there is still only one use to which this census house is put namely, "Residential" and you *should take care to see that no duplicate counting takes place due to any confusion between census house and households.*

Col. 8 : Census houses put to other uses (Col. 2 minus Col. 7)

This column refers to census house put to other uses. The figure to be noted here will be derived by substracting column 7 from col. 2.

Col. 9 : Total No. of households

This figure will be obtained from the total at the bottom of column 5 of the houselist.

Cols. 10 to 15 : Total population—Total No. of handicapped persons

Under each of these columns please enter the page total under the corresponding columns, i.e., columns 8 to 13 of the houselist.

97. Certain specimen entries of the houselist and the houselist abstract are at Annexe-G and H of these instructions.

98. You should prepare a duplicate set of the houselist form giving all the pages and entries and submit both the copies to your supervisor alongwith the Houselist Abstract. It is enough if one copy of the houselist abstract is prepared.

99. Please do not forget to note on the notional map, the lay-out sketch, and on each page of the houselist and of the houselist abstract relevant location particulars of your block which will be supplied to you by your Charge Officer or Supervisor. The location particulars must include the details from the State down to your block.

100. After you have completed the houselisting operations of your block, you must have with you the following documents:—

(a) Lay-out sketch

(b) Notional Map

(c) Houselist forms, pinned together (2 sets)

(d) Houselist abstract

(e) Enterprise Lists, pinned together

(f) Abstract of enterprise list.

Please hand these over to your supervisor alongwith all unfilled forms. Instructions on this matter will be issued to you by your charge officer also.

ANNEXURE G

CENSUS OF INDIA 1981

HOUSELIST

Rural Block Page No....1.....

Name of State.....Uttar Pradesh..... .Code No.....21.....
Name of District.....Rampur.....Code No.....22.....
Name of Tehsil.....Rampur....Code No....1.....

Name of Village/Town.....Bishenpur.....Code No..136
Name or No of Hamlet.....Bishenpur Khas....Code No.....
Enumerator's Block No.....148.....

Line No.	Building No. (municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (if wholly or partly non-residential, fill Enterprise List)	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises? If yes, fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household ? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	1	1(1)	Workshop-cum-Residence	1(1)	Sankar	Yes(1)	3	4	7	..	..	..	
2	..	..	Gur making (Seasonal) (1)	..	..	..	..	..	..	..	..	..	
3	..	1(2)	Cattle Shed	..	..	..	..	..	..	..	..	..	
4	2	2(1)	Workshop-cum-Residence	2(1)	Shiela Rani	..	3	5	8	..	..	..	
5	..	..	Oil Ghani (Seasonal)(2)	..	..	..	..	..	..	..	..	..	
6	..	2(2)	Cattle shed-Rearing Cattle for sale of milk (3)	..	..	..	..	..	..	..	..	..	
7	3	3	Workshop-cum-Residence	3(a)	Ramesh	Yes(2)	3	2	5	..	..	..	
8	..	..	Basket making (4)	..	..	..	..	..	..	..	..	..	
9	..	..	..	3(b)	Gobind	Yes(3)	3	3	6	..	1	..	
10	..	..	Basket making (5)	..	..	..	..	..	..	..	..	..	
Total	x x	(a) 5	x x x	(a) 4	x x x	x x	12	14	26	..	1	..	x x x

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

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

Signature of office Compiler.....Date.....

Note: (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

ANNEXURE G—*Contd.*

CENSUS OF INDIA 1981 **Rural Block** Page No....2.....

HOUSELIST

Name of State..... Uttar Pradesh.....Code No....21.....
Name of District.....Rampur.....Code No.....22.....
Name of Tehsil.....Rampur.....Code No....1....
Name of Village.....Bishenpur....Code No.....136.....
Name or No. of Hamlet.....Bishenpur Khas....Code No.....
Enumerator's Block No.....148.....

Line No.	Building No. (municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (If wholly or partly non-residential, fill Enterprise List)	House-hold No.	Name of the head of house-hold	Is the house-hold engaged in an enterprise outside this census house and without premises ? If yes, fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household ? If so, indicate number of those who are totally			
							Males	Females	Total	Blind	Crippled	Dumb	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14
11	4	4(1)	Workshop-cum-Residence	4(1)	Dinanath	Yes (4)	4	2	6	..	..	..	
12	..	..	Weaving (6)	..	..	..	..	..	..	..	..	..	
13	..	4(2)	Cattle Shed	..	..	..	..	..	..	..	..	..	
14	5	5(1)	Shop-cum-Resi-dence	5(1)	Moolchand	..	1	1	2	..	..	..	
15	..	..	Grocery (7)	..	..	..	..	..	..	..	..	..	
16	..	5(2)	Vacant	..	..	..	..	..	..	..	..	..	Under repair
17	6	6(1)	Shop-cum-Residence	6(1)(a)	Bhola	Yes (5)	3	3	6	..	..	..	
18	..	..	..	..	..	Yes (6)	..	..	..	..	..	..	
19	..	..	..	6(1)(b)	Bhikaram	Yes(7)	2	3	5	..	..	..	
20	..	..	Meat shop (8)	..	..	..	..	..	..	..	..	..	
Total	x x	(a)5	x x x	(a) 4	x x x	x x	10	9	19	..	..	..	x x x

Signature of Enumerator.....Date.....
Signature of field Supervisor.....Date.....
Signature of office Compiler..... Date.....

Note: (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

ANNEXURE G—*Concld.*

CENSUS OF INDIA 1981 **Rural Block** Page No.....3.....

HOUSELIST

Name of State.....Uttar Pradesh .....Code No....21....
Name of District.....Rampur.....Code No....22.....
Name of Tehsil.....Rampur.....Code No....1.....

Name of Village .....Bishenpur.....Code No.....136.....
Name or No. of Hamlet.....Bishenpur Khas....Code No.....
Enumerator's Block No.....148.....

Line No.	Building No. (municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (If wholly or partly non-residential, fill Enterprise List)	Household No.	Name of the head of house hold	Is the household engaged in an enterprise outside this census house and without premises? If yes, fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household ? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
21	..	6(2)	Cattle shed-Rearing Cattle for sale of milk (9)	..	..	..	..	..	..	..	..	..	
22	7	7(1)	Residence	7(1)(a)	Jadunath	..	2	3	5	..	..	..	
23	..	..	..	7(1)(b)	Kailash	..	2	2	4	..	..	..	
24	..	7(2)	Residence-cum-Pig Rearing	7(2)	Hemvati	..	3	2	5	..	..	..	
25	..	..	Pig rearing (10)	..	..	..	..	..	..	..	..	..	
6													
7													
8													
9													
0													
Total	x x	(a) 3	x x x	(a) 3	x x x	x x	7	7	14	..	..	..	x x x

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

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

Signature of office Compiler.....Date.....

Note: (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13

ANNEXURE H

Rural Block

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

Name of State.....Uttar Pradesh..... Code No. ....21....Name of Village..... Bishenpur .....Code No.....136.....

Name of District.....Rampur .....Code No..... 22..Name or No. of Hamlet.....Bishenpur Khas..Code No.....

Name of Tehsil.....Rampur.. .....Code No.....1 ..Enumerator's Block No.....148.....

Page No. of houselist	Total No. of census houses (from Col. 3 of house-list)	Number of census houses by use						Total No. of house-holds	Total population			Total No. of handicapped persons		
		Occupied residential census houses			Vacant census houses	Total of Cols. 5 & 6	Census houses put to other uses (Col. 2 minus Col. 7)		Males	Females	Total	Totally blind	Tottally crippled	Totally dumb
		Wholly residen-tial	Partly residen-tial	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	5	..	3	3	..	3	2	4	12	14	26	..	1	..
2	5	..	3	3	1	4	1	4	10	9	19	..	..	..
3	3	1	1	2	..	2	1	3	7	7	14	..	..	..
Total	13	1	7	8	1	9	4	11	29	30	59	..	1	.

Checked and found correct

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

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

ANNEXURE G

CENSUS OF INDIA 1981 — Urban Block — Page No....1....

HOUSELIST

Name of State/Union Territory .....Bihar.....Code No.....3....
Name of District....Hazaribagh....Code No....8....
Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc.....Code No.....

Name of Village/Town.....Hazaribagh.....Code No....I....
Name or No. of Ward/Mohalla/Hamlet.....XI.....Code No....II....
Enumerator's Block No.....120.....

Line No.	Building No. (municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (If wholly or partly non-residential, fill Enterprise List)	House-hold No.	Name of the head of house-hold	Is the household engaged in an enterprise outside this censushouse and without premises ? If yes, Fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household ? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	182	182(1)	Residence	182(1)(a)	Bisheshar	..	4	5	9	..	..	..	
2	..	..	..	182(1)(b)	Ghanshyam	Yes (1)	2	4	6	..	..	..	
3	..	182(2)	Residence-cum-Workshop	182(1)	Ramsaran	..	4	3	7	..	..	1	
4	..	..	Basket making (1)	..	..	..	..	..	..	..	..	..	
5	183	183	Vavant	..	..	..	..	..	..	..	..	..	Incomplete construc-tion
6	184	184(1)	Shop-cum-workshop-cum-Residence	184(1)	Abdul Kadar	..	3	3	6	..	..	..	
7	..	..	Cloth shop (2)	..	..	..	..	..	..	..	..	..	
8	..	..	Tailoring workshop (3)	..	..	..	..	..	..	..	..		
9	..	184(2)	Laundry (4)	..	..	..	..	..	..	..	..	..	
10	185	185(1)	Doctor's Clinic-allopathic	..	..	..	..	..	..	..	..		
Total	x x	(a) 6	x x x	(a) 4	x x x	x x	13	15	28	..	..	1	x x x

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

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

Signature of office Compiler.....Date.....

Note: (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

HOUSELIST

Name of State/Union Territory.....Bihar.....Code No....3.....
Name of District.....Hazaribagh..Code No....8.....
Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc.....Code No.....

Name of Village/Town.....Hazaribagh.. ....Code No....I.... .....
Name or No. of Ward/Mohalla/Hamlet.....XI....Code No....II.....
Enumerator's Block No.....120.....

Line No.	Building No. (municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (If wholly or partly non-residential, fill Enterprise List)	House-hold No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises ? If yes, fill Enterprise List	Number of persons normally residing in census			Is there a physically handicapped person in the household ? If so, indicate himself of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
11	..	185(2)	Book binding workshop	..	..	..	..	..	..	..	..	..	
12	..	185(3)	Book shop (7)	..	..	..	..	..	..	..	..	..	
13	186	186	Shop-cum-Residence	186	Bishandayal	Yes (2)	3	5	8	..	..	..	
14	..	..	Vegetable shop (8)	..	..	..	..	..	..	..	..	..	
15	187	187	Shop-cum-Workshop-cum-Residence	187	Kishenlal	Yes (3)	5	3	8	1	..	..	
16	..	..	Pappad making (9)	..	..	..	..	..	..	..	..	..	
17	..	..	Grocery (10)	..	..	..	..	..	..	..	..	..	
18	188	188	School-cum-Residence	188	Shivcharan	..	3	2	5	..	1	..	
19	..	..	School (11)	..	..	..	..	..	..	..	..	..	
20	189	189(1)	Community Centre (12)	..	..	..	..	..	..	..	..	..	
Total	x x	(a)6	x x x	(a) 3	x x x	x x x	11	10	21	1	1	..	x x x

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

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

Signature of office Compiler.....Date.....

Note: (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13

CENSUS OF INDIA 1981

HOUSELIST

Name of State/Union Territory.....Bihar.....Code No....3....
Name of District.....Hazaribagh.....Code No....8.....
Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc.....Code No....—..
Name of Village/Town.....Hazaribagh .....Code No.....I..... ....
Name or No. of Ward/Mohalla/Hamlet.....XI .....Code No.....II.....
Enumerator's Block No.....120] .....

Line No.	Building No. (municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (If wholly or partly non-residential, fill Enterprise List)	House-hold No.	Name of the head of house-hold	Is the household engaged in an enterprise outside this census house and without premises ? If yes, fill Enter-prise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household ? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
21	..	189(2)	Business House (13)	..	..	..	..	..	..	..	..	..	
22	190	190(1)	Shop-cum-Residence	190(1)	Govind Singh	Yes (4)	4	3	7	..	..	..	
23	..	..	..	..	..	Yes (5)	..	..	..	..	..	1	
24	..	..	Pan Shop (14)	..	..	..	..	..	..	..	..	..	
25	..	190(2)	Baithak	..	..	..	..	..	..	..	..	..	
26	191	191(1)	Workshop-cum-Residence	191(1)	Ramvati	Yes (6)	4	3	7	1	..	..	
27	..	..	Gur making (Seasonal) (15)	..	..	..	..	..	..	..	..	..	
28	..	191(2)	Cattle shed	..	.	..	..	..	..	..	..	..	
29	192	192(1)	Residence	192(1)	Chand Ram	..	4	2	6	..	..	..	
30	..	192(2)	Cattle shed-Rearing Cattle for sale of milk (16)	..	..	..	..	..	..	..	..	..	
Total	x x	(a) 7	x x x	(a) 3	x x x	x x	12	8	20	1	..	..	x x x

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

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

Signature of office Compiler.....Date.....

Note: (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

ANNEXURE H

Urban Block

CENSUS OF INDIA 1981

HOUSE LIST ABSTRACT

Name of State/Union Territory.....Bihar....Code No....3.... Name of Village/Town.....Hazaribagh.....Code No 1.....

Name of District.....Hazaribagh.....Code No....8.... Name or No. of Ward/Mohalla/Hamlet.....XI....Code No. II.....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc..... Code No....Enumerator's Block No.....120 .....M.....

Page of house-list	Total No. census of houses from Col. 3 of house-list	Number of census houses by use						Total No. of house-holds	Total population			Total No. of handicapped persons		
		Occupied residential census houses			Vacant census houses	Total of Cols. 5 & 6	Census houses put to other uses (Col. 2 2 minus Col. 7)		Males	Females	Total	Totally blind	Totally crippled	Totally dumb
		Wholly residential	Partly residential	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	6	1	2	3	1	4	2	4	13	15	28	..	..	1
2	6	..	3	3	..	3	3	13	11	10	21	1	1	..
3	7	1	2	3	..	3	4	3	12	8	20	1	..	..
Total	19	2	7	9	1	10	9	10	36	33	59	2	1	1

Checked and found correct

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

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

ANNEXE I

DEFINITION OF FACTORIES

[THE FACTORIES ACT, 1948]

(As modified up to the 1st May, 1977)

Extracts

1. "factory" means any premises including the precincts thereof—

(i) Whereon ten or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on with the aid of power, or is ordinarily so carried on, or

(ii) Whereon twenty or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on without the aid of power, or is ordinarily so carried on.

2. "manufacturing process" means any process for—

(i) making, altering, repairing, ornamenting, finishing, packing, oiling, washing, cleaning, breaking up, demolishing or otherwise treating or adapting any article or substance with a view to its use, sale, transport, delivery or disposal, or

(ii) pumping oil, water, sewage or any other substance; or

(iii) generating, transforming or transmitting power; or

(iv) composing types for printing, printing by letter press, lithography, photogravure or other similar process or book binding;

(v) constructing, reconstructing, repairing, refitting, finishing or breaking up ships or vessels.

3. "power" means electrical energy, or any other form of energy which is mechanically transmitted and is not generated by human or animal agency.

4. "worker" means a person employed, directly or by or through any agency (including a contractor) with or without the knowledge of the principal employer, whether for remuneration or not, in any manufacturing process, or in cleaning any part of the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with, the manufacturing process, or the subject of the manufacturing process but does not include any member of the armed forces of the Union.

ANNEXE J

DESCRIPTION OF ENTERPRISES

AGRICULTURE, HUNTING, FORESTRY AND FISHING

Livestock Production

Cattle and goat-breeding, rearing, ranching, etc. and production of milk.

Rearing of sheep and production of wool.

Rearing of pigs and other animals.

Rearing of horses, mules, camels and other pack animals,

Rearing of ducks, hens and other birds and production of eggs.

Rearing of bees and production of honey and wax.

Rearing of silk-worms and production of cocoons and raw silk.

Rearing of livestock and production of livestock products not elsewhere classified.

Agricultural Services

Pest destroying, spraying, pruning of infected stems.

Operation of irrigation systems.

Animal shearing and livestock services (other than veterinary services).

Grading agricultural and livestock products.

Horticultural and nursery services.

Soil conservation.

Scientific services like soil testing.

Agricultural services not elsewhere classified (like land clearing, land draining, etc.).

Hunting, Trapping and Game Propagation

Hunting, trapping and game propagation for commercial purposes (other than for sports).

Forestry and Logging

Planting, replanting and conservation of forests.

Logging—felling and cutting of trees and preparation of rough, round hewn or riven logs (including incidental hauling).

Production of fuel (including charcoal by burning) by exploitation of forests.

Gathering of fodder by exploitation of forests.

Gathering of uncultivated materials such as gums, resins, lac, barks, herbs, wild fruits and leaves by exploitation of forests.

Other forests products not elsewhere classified such as munjh.

Fishing

Ocean, sea and coastal fishing.

Inland water fishing.

Pisciculture—rearing of fish.

Collection of pearls, conches, shells, sponge and other sea products.

Fishing and allied activities not elsewhere classified.

MINING AND QUARRYING

Coal Mining

Coal.

Lignite.

Crude Petroleum and Natural Gas

Crude petroleum.

Natural gas.

Metal Ore Mining

Iron ore.

Manganese.

Chromite.

Bauxite.

Gold and silver ores.

Copper ore.

Lead and zinc ores.

Limenite and Rutile.

Wolfram.

Metal ores not elsewhere classified.

Other Mining

Stone quarrying, clay and sand pits.

Chemicals and fertilizer mineral mining such as soda ash, sulphur, phosphates, nitrates, etc.).

Salt mining and quarrying including crushing, screening and evaporating in pans.

Precious and semi-precious stones.

Mica.

Gypsum.

Other mining not elsewhere classified (asbestos, quartz, talc and soap stone, natural abrasives other than sand, graphite, etc.).

MANUFACTURING AND REPAIR

Manufacture of Food Products

Slaughtering, preparation and preservation of meat.

Manufacture of dairy products.

Canning and preservation of fruits and vegetables.

Canning, preserving and processing of fish, crustacean and similar foods.

Grain mill products.

Manufacture of bakery products.

Manufacture and refining of sugar (vacuum pan sugar factories).

Production of indigenous sugar, boora, khandsari, gur etc. from sugar-cane and palm juice.

Production of common salt.

Manufacture of cocoa, chocolate and sugar confectionery, (including sweetmeats).

Manufacture of hydrogenated oils, vanaspati ghee, etc.

Manufacture of other edible oils and fats, e.g., mustard oil, groundnut oil, til oil, etc.

Tea processing.

Coffee curing, roasting and grinding.

Cashewnut processing like drying, shelling, roasting, salting, etc.

Manufacture of ice.

Manufacture of prepared animal feeds.

Manufacture of starch.

Manufacture of parched rice (pohwa or chira or chirva).

Manufacture of food products not elsewhere classified.

Manufacture of Beverages, Tobacco and Tobacco Products

Distilling, rectifying and blending of spirits.

Wine industries.

Malt liquors and malt.

Production of country liquor and toddy.

Soft drinks and carbonated water industries.

Tobacco stemming, redrying and all other operations which are connected with preparing raw leaf tobacco for manufacture.

Manufacture of bidi.

Manufacture of cigars, cigarettes, cheroots and cigarette tobacco.

Manufacture of chewing tobacco, zarda and snuff.

Manufacture of tobacco and tobacco products, not elsewhere classified.

Manufacture of Cotton Textiles

Cotton ginning, cleaning and baling.

Cotton spinning, weaving, shrinking sanforizing, mercerising and finishing of cotton textiles in mills.

Printing, dyeing and bleaching of cotton textiles.

Cotton spinning other than in mills (charkha).

Production of khadi.

Weaving and finishing of cotton textiles in handlooms, other than khadi.

Weaving and finishing of cotton textiles in powerlooms.

Cotton textiles not elsewhere classified.

Manufacture of Wool, Silk and Synthetic Fibre Textiles

Wool cleaning, baling and pressing.

Wool spinning, weaving and finishing in mills.

Wool spinning and weaving (other than in mills).

Dyeing and bleaching of woollen textiles.

Manufacture of wool, not elsewhere classified.

Spinning, weaving and finishing of silk textiles.

Printing, dying and bleaching of silk textiles.

spinning, weaving and finishing of other textiles—synthetic fibres, rayons, nylons, etc.

Printing, dyeing and bleaching of synthetic textiles.

Silk and synthetic fibre textiles not elsewhere classified.

Manufacture of Jute, Hemp and Mesta Textiles

Jute and Mesta pressing and baling.

Jute and Mesta spinning and weaving.

Dyeing, printing and bleaching of jute textiles.

Preparing spinning, weaving and finishing of hemp and other coarse fibres.

Manufacture of jute bags and other jute textiles not elsewhere classified.

Manufacture of Textile Products (including weaving Apparel other than Footwear)

Knitting mills.

Manufacture of all types of threads, cordage, ropes, twines, nets, etc.

Embroidery and making of crapes, laces and ringes.

Weaving carpets, rugs and other similar textile products.

Manufacture of all types of textiles, garments including wearing apparel.

Manufacture of rain coats, hats, etc.

Manufacture of made up textile goods (except garments) such as curtains, mosquito nets, etc.

Manufacture of water proof textiles such as oil cloth, tarpaulin, etc.

Manufacture of coir and coir products.

Manufacture of textiles not elsewhere classified like linoleum, padding, wadding, upholstering, filling, etc.

Manufacture of wood and Wood Products, Furniture and Fixtures

Manufacture of veneer, plywood and their products.

Sawing and planning of wood (other than plywood).

Manufacture of wooden and cane boxes, crates, drums, barrels and other wooden containers, baskets and other rattan, bamboo, reed and willow wares made entirely or mainly of cane, rattan, reed, bamboo and willow.

Manufacture of structural wooden goods (including treated timber) such as beams, posts, doors and windows (excluding hewing and rough shaping of poles, bolts and other wood material which is classified under logging).

Manufacture of wooden industrial goods, such as bobbins, blocks, handles, sadding and similar equipment and fixtures.

Manufacture of cork and cork products.

Manufacture of wooden furniture and fixtures.

Manufacture of bamboo and cane furniture and fixtures.

Manufacture of wood, bamboo and cane products not elsewhere classified.

Manufacture of Paper and Paper Products and Printing, Publishing and Allied Industries

Manufacture of pulp, paper and paper board including newsprint.

Manufacture of containers and boxes of paper and paper board.

Manufacture of pulp products not elsewhere classified like dolls.

Manufacture of paper and paper board articles not elsewhere classified.

Printing and publishing of newspaper.

Printing and publishing of periodicals, books, journals, atlases, maps, sheet music, directories, etc.

Printing of bank notes, currency notes, postage stamps; security presses, etc.

Engraving, etching, block making, etc.

Bookbinding.

Printing, publishing and allied activities not elsewhere classified like envelope printing, picture post card printing, embossing, etc.

Manufacture of Leather and Leather and Fur Products (except Repair)

Tanning, currying, finishing, embossing and japanning of leather.

Manufacture of footwear (excluding repair) except vulcanized or moulded rubber or plastic footwear.

Manufacture of wearing apparel like coats, gloves, etc. of leather and substitutes of leather.

Manufacture of leather consumer goods (other than apparel and footwear).

Scrapping, currying, tanning, bleaching and dyeing of fur and other pelts for the trade.

Manufacture of wearing apparel of fur and pelts.

Manufacture of fur and skin rugs and other articles.

Manufacture of leather and fur products not elsewhere classified.

Manufacture of Rubber, Plastic, Petroleum and Coal Products

Tyre and tube industries.

Manufacture of footwear made primarily of vulcanized or moulded rubber.

Manufacture of rubber products not elsewhere classified.

Manufacture of plastic products not elsewhere classified (except house furnishing).

Petroleum refineries.

Manufacture of products of petroleum not elsewhere classified.

Production of coal tar in coke ovens.

Manufacture of other coal and coal tar products not elsewhere classified.

Manufacture of Chemicals and Chemical Products (except Products of Petroleum and Coal).

Manufacture of basic industrial organic and inorganic chemical and gases such as acids, alkalies and their salts; gases like acetylene, oxygen, nitrogen, etc.

Manufacture of fertilisers and pesticides.

Manufacture of paints, varnishes and lacquers.

Manufacture of drugs and medicines.

Manufacture of perfumes, cosmetics, lotions, hair dressing, tooth pastes, soap in any form, synthetic detergents, shampoos, shaving products, cleansers, washing and scouring products and other toilet preparations.

Manufacture of inedible oils.

Manufacture of turpentine, synthetic resins, plastic materials and synthetic fibres like nylon, terylene except glass.

Manufacture of matches.

Manufacture of explosives and ammunition and fire works.

Manufacture of chemical products not elsewhere classified (including photo-chemicals, sensitised films and paper).

Manufacture of Non-Metallic Mineral Products

Manufacture of structural clay products.

Manufacture of glass and glass products.

Manufacture of earthenware and earthen pottery.

Manufacture of chinaware and porcelainware.

Manufacture of cement, lime and plaster.

Manufacture of mica products.

Manufacture of structural stone goods, stone dressing and stone crushing and stoneware.

Manufacture of earthen and plaster statues and other products.

Manufacture of asbestos, cement and other cement products.

Manufacture of miscellaneous non-metallic mineral products such as slate products, abrasive, graphite products, mineral wool, silica products and other non-metallic mineral products not elsewhere classified.

Basic Metal and Alloys Industries

Iron and steel industries.

Foundries for casting and forging iron and steel.

Manufacture of ferro-alloys.

Copper manufacturing.

Brass manufacturing.

Aluminium manufacturing.

Zinc manufacturing.

Other non-ferrous metal industries.

Manufacture of Metal Products and Parts except Machinery and Transport Equipment

Manufacture of fabricated metal products such as metal cans from tinplate, terne plate or enamelled sheet metal, metal shipping containers, barrels, drums, keys, pails, safes, vaults, enamelled sanitary and all other fabricated metal products not elsewhere classified.

Manufacture of structural metal products.

Manufacture of furniture and fixtures primarily of metal.

Manufacture of hand tools and general hardware.

Enamelling, japanning, lacquering, galvanising, plating and polishing of metal products.

Manufacture of metal utensils, cutlery and kitchenware.

Manufacture of metal products except machinery and transport equipment not elsewhere classified, like typefounding.

Manufacture of Machinery, Machine tools and Parts except Electrical Machinery

Manufacture of agricultural machinery and equipment and parts.

Manufacture and repair of drills, coal cutting machines, earth moving, lifting and hoisting machinery cranes, conveyors and road rollers and other heavy machinery and equipment used by construction and mining industries.

Manufacture of prime movers, boilers and steam generating plants such as diesel engines and parts.

Industrial machinery for food and textile industries.

Industrial machinery for other than food and textile industries.

Manufacture of refrigerators, airconditioners and fire fighting equipment and other parts, components and accessories.

Manufacture, alteration and repair of general items of non-electrical machinery, components, equipment and accessories not elsewhere classified, e.g., manufacture and repair of size reduction equipment like pentagraph, mapograph etc. crushers, conveyors, bucket elevators, ship hoist cranes, derricks, etc. mixers and reactors, centrifugal machines, driers, etc., power driven pumps, etc., air gas, compressors and vaccum pumps (excluding electrical furnaces) etc.

Manufacture of machine tools, their parts and accessories.

Manufacture of office computing and accounting machinery and parts.

Manufacture and repair of non-electrical machinery, accessories not elsewhere classified (such as sewing machines, automatic merchanding machines, washing, laundry, drycleaning and pressing machines, cooking ranges and ovens, other service industry machines, arms and armament, etc.).

Manufacture of Electrical Machinery, Apparatus, Appliances and Supplies and Parts

Manufacture of electrical industrial machinery and apparatus and parts (such as electrical motors, generators, transformers, electro-magnetic clutches and brakes etc.).

Manufacture of insulated wires and cables.

Manufacture of dry and wet batteries.

Manufacture of electrical apparatus, appliances and their parts such as lamps, bulbs, tubes, sockets, switches, fans, insulators (except porcelain), conductors, irons, heaters, shavers, vaccum cleaners, etc., excluding repairing.

Manufacture of radio and television transmitting and receiving sets including transistor radio sets, sound reproducing and recording equipment including tape

recorders, public address systems, gramophone records and pre-recorded magnetic tapes, wire and wireless, telephone and telegraph equipment, signalling and detection equipment and apparatus, radar equipment and installations; parts and supplies specially used for electronic apparatus classified in this group.

Manufacture and repair of Radiographic X-ray apparatus and tubes and parts.

Manufacture of electronics computers, control instruments and other equipment.

Manufacture of electronic components and accessories not elsewhere classified.

Manufacture of electrical machinery, apparatus, appliances and supplies and parts not elsewhere classified.

Manufacture of Transport Equipment and Parts

Ship building and repairing.

Manufacture of locomotives and parts.

Manufacture of railway wagons and coaches and parts.

Manufacture of other rail-road equipment.

Manufacture of motor vehicles and parts.

Manufacture of motorcycles and scooters and parts.

Manufacture of bicycles and cycle-rickshaws and parts.

Manufacture of aircrafts and its parts.

Bullock-carts, push-carts, hand-carts, etc.

Manufacture of transport equipment and parts not elsewhere classified.

Other Manufacturing Industries

Manufacture of medical, surgical and scientific equipment.

Manufacture of photografic and optical goods (excluding photo chemicals, sensitised paper and film).

Manufacture of watches and clocks.

Manufacture of jewellery and related articles.

Minting of coins.

Manufacture of sports and athletic goods.

Manufacture of musical instruments.

Manufacture of stationery articles like fountain pens, pencils, pens, pin cushions, tags, etc., not elsewhere classified.

Manufacture of miscellaneous products not elsewhere classified such as costume jewellery, costume novelties, feathers, plumes, artificial flowers, brooms, brushes, lamp shades, tobacco pipes, cigarette holders, ivory goods, badges, wigs and similar articles.

Repair

Repair of footwear and other leather goods.

Electrical repair shops.

Repair of motor vehicles and motorcycles.

Repair of watches, clocks and jewellery.

Repair of bicycles and cycle-rickshaws.

Repair enterprises not elsewhere classified.

ELECTRICITY, GAS AND WATER

Electricity

Generation and transmission of electric energy.

Distribution of electric energy to household, industrial and commercial and other users.

Gas and Steam

Manufacture of gas in gasworks and distribution through mains to household, industrial, commercial and other users.

Water Works and Supply

Water supply i.e., collection, purification and distribution of water.

CONSTRUCTION

Construction

Construction and maintenance of buildings (including aerodromes).

Construction and maintenance of roads railways, bridges, tunnels, pipe lines, ports, harbours, runways, etc.

Construction and maintenance of telegraph and telephone lines and other communication systems.

Construction and maintenance of water-ways and water reservoirs such as bunds, embankments, dams, canals, tanks, wells, tube wells, etc.

Construction of hydro-electric projects.

Construction of industrial plants including thermal plants.

Construction not elsewhere classified.

Activities allied to Construction

Plumbing.

Heating and air-conditioning installation, lift installation, sound proofing, etc.

Setting of tile, marble, brick, glass and stone.

Plumber works such as fixing of doors, windows, panels, painting and decorating.

Electrical installation.

Other activities allied to construction elsewhere classified, such as fixing of handpumps.

WHOLESALE AND RETAIL TRADES AND RESTAURANTS AND HOTELS

Wholesale Trade (W.T.) in Food, Textiles, Live Animals, Beverages and Intoxicants

Wholesale trade in cereals and pulses.

Wholesale trade in foodstuff other than cereals and pulses.

Wholesale trade in textiles and textile products, like all kinds of fabrics garments, shirtings, suitings and hosiery goods.

Wholesale trade in beverages other than intoxicants, e.g., aerated water.

Wholesale trade in intoxicants like wines and liquors including bottling.

Wholesale trade in intoxicants like opium, ganja, etc.

Wholesale trade in tobacco and tobacco products.

Wholesale trade in animals.

Wholesale trade in straw and fodder.

Wholesale Trade in Fuel, Light, Chemicals, Perfumery, Ceramics and Glass

Wholesale trade in medicines and chemicals.

Wholesale trade in fuel and lighting products.

Wholesale trade in toilets, perfumery and cosmetics.

Wholesale trade in metal, porcelain and glass utensils, crockery and chinaware.

Wholesale trade in Wood, Paper, Other Fabrics, Skins and Inedible Oils

Wholesale trade in petrol, mobiloil and allied products.

Wholesale trade in wood, cane, bamboo, thatches, etc.

Wholesale trade in paper and other stationery goods.

Wholesale trade in skins, leather and fur, etc.

Wholesale trade in All Types of Machinery, Equipment, including Transport and Electrical Equipment

Wholesale trade in agricultural and industrial machinery, e.g., harvestors, threshers, sowing machines, etc.

Wholesale trade in electrical machinery and equipment.

Wholesale trade in transport and storage equipment.

Wholesale trade in Miscellaneous Manufacturing

Wholesale trade in furniture and fixtures.

Wholesale trade in rubber and rubber products.

Wholesale trade in household equipment not elsewhere classified.

Wholesale trade in building materials.

Wholesale trade in clocks, eye-glasses and frames.

Wholesale trade in hardware and sanitary equipment.

Wholesale trade in scientific, medical and surgical instruments.

Wholesale trade in precious metals, stones and jewellery.

Wholesale trade in goods not elsewhere classified.

Retail Trade (R.T.) in Food and Food Articles, Beverages, Tobacco and Intoxicants

Grain and grocery store.

Vegetable and fruit selling.

Dealers in meat, fish and poultry.

Dealers in sweetmeat, bakery products, dairy products and eggs.

Pan, bidi and cigarette shops.

Dealers in aerated water, soft drinks and ice cream.

Wine and liquor shops.

Retail trade in food and food articles, beverages, tobacco and intoxicants not elsewhere classified.

Retail trade in Textiles

Dealers in textiles (non-readymade).

Dealers in ready-made garments.

Retail Trade (R.T.) in Fuel and Other Household Utilities and Durables

Dealers in firewood, coal and kerosene oil.

Dealers in firewood, coal and kerosene oil.

Utensil shops.

Fancy stores (including crockery and glassware dealers).

Dealers in electrical and electronic goods.

Furniture shops.

Jewellery marts.

Footwear shops.

Retail trade in fuel and other household utilities and durables not elsewhere classified.

Retail Trade in Others

Medical shops.

Booksellers and stationers.

Dealers in building material.

Dealers in transport equipment.

Petrol filling stations.

Retail trade in others not elsewhere classified.

Restaurants and Hotels

Restaurants, cafes and other eating and drinking places.

Hotels, rooming houses, camps and other lodging places.

TRANSPORT, STORAGE AND COMMUNICATIONS

Land Transport

Railway transport

Passenger transport by tramway and bus services.

Passenger transport by other motor vehicles.

Freight transport by motor vehicles.

Hackney carriages, bullock-carts, ekka, tonga, etc.

Transport by animals like horses, elephants, mules, camels, etc.

Transport by man (including rickshaw pullers, hand-cart pullers, porters, collies, etc.).

Pipeline transport.

Supporting services to land transport, like operation of highway bridges, toll roads, vehicular tunnels, parking lots, etc.

Water Transport

Ocean and coastal water transport.

Inland water transport.

Supporting services to water transport like operation and maintenance of piers, docks, pilotage, light-houses, loading and discharging of vessels, etc.

Air Transport

Air transport carriers (of passengers and greight).

Supporting services to air transport, like operation of airports, flying facilities, radio beacons, flying control centres, radar stations, etc.

Services Incidential to Transport

Services incidential to transport, such as packing, crating, travel agency, etc.

Storage and Warehousing

Warehousing.

Cold-storage.

Storage and warehousing not elsewhere classified.

Communications

Postal, telegraphic, wireless and signal communications.

Telephone communications.

Communications not elsewhere classified.

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Banking and Similar type of Financial Institutions

Banking.

Credit institutions other than banks, such as saving and loan associations, agricultural credit institutions, industrial development banks, etc.

Other financial institutions such as pawn brokers, money lenders, financiers, chit funds, etc.

Providents and Insurance

Provident services.

Insurance carriers, life.

Insurance carriers other than life, such as fire, marine, accident, health, etc.

Real Estate and Business Services

Purchase, sale, letting and operating of real estate such is residential and non-residential buildings, developing and sub-dividing real estate into lots, lessors of real property, real estate agents, brokers and managers engaged in renting, buying and selling, managing and appraising real estate on contract or fee basis.

Purchase and sale, agents and brokers.

Auctioneering.

Accounting, auditing and book-keeping services.

Data processing and tabulating services.

Engineering, architectural and technical services.

Advertising and publicity services.

Machinery and equipment, rental and leasing.

News agencies e.g., P.T.I., U.N.I., Reuter, etc.

Business services, except machinery and equipment, rental and leasing, not elsewhere classified.

Legal Services

Legal services such as those rendered by advocates, barristers, solicitors, pleaders, mukhtiars, etc.

COMMUNITY, SOCIAL AND PERSONAL SERVICES

Public Administration and Defence Services

Public services in the union government including defence services.

Public services in state governments including police services.

Public services in local bodies, departments and offices engaged in administration like local taxation, business regulations, etc.

Public services in quasi-government bodies.

Sanitary Services

Sanitation and similar services such as garbage and sewage disposal, operation of drainage systems and all other type of work connected with public health and sanitation.

Education, Scientific and Research Services

Educational services rendered by technical or vocational colleges, schools and other institutions.

Educational services rendered by non-technical colleges, schools, universities and other institutions.

Research and scientific services not classified elsewhere such as those rendered by institutions and laboratories engaged in research in the biological, physical and social sciences, meteorological institutes and medical research organisations, etc.

Medical and Health Services

Health and medical services rendered by organisations and individuals such as hospitals, dispensaries, sanatoria, nursing homes, maternal and child welfare clinics, allopathic, ayurvedic, unani, homoeopathic, etc., practitioners.

Veterinary Services.

Community Services

Religious services by organisations or individuals.

Welfare services rendered by organisations operating on a non-profit basis for the promotion of welfare of the community, such as relief societies, creches, homes for the aged, blind, fire brigade services, etc.

Business, professional and labour organisations.

Community services not elsewhere classified.

Recreational and Cultural Services

Motion picture production.

Motion picture distribution and projection.

Theatrical producers and entertainment services.

Authors, music composers and other independent artists not elsewhere classified.

Radio and television broadcasting.

Operation of circuses and race tracks.

Libraries, museums, botanical and zoological gardens, zoos, game sanctuaries, etc.

Amusement and recreational services not elsewhere classified.

Personal Services

Domestic Services.

Laundries, laundry services and cleaning and dyeing plants.

Hair dressing such as those done by barbers, hair dressing saloons and beauty shops.

Portrait and commercial photographic studios.

Personal services not elsewhere classified.

International and other Extra Territorial Bodies Services

International and other extra territorial bodies.

Services not Elsewhere classified

Services not elsewhere classified.

ACTIVITIES NOT ADEQUATELY DEFINED

Persons without any affiliation to any particular industry (including fresh entrants to labour force)

Persons without any affiliation to any particular industry (including fresh entrants to labour force).

Activities not adequately defined (Other than those mentioned above)

Activities not adequately defined (Other than those mentioned above).

APPENDIX II

INSTRUCTIONS TO ENUMERATORS FOR FILLING ENTERPRISE LIST

Introduction

In the instructions for filling up the Houselist, it has been mentioned that the Houselist serves as a frame for the enterprises for which a separate Enterprise List will be prepared as part of the houselisting operations. After identifying the enterprises in column 4 or column 7 of the Houselist, enterprises and their selected characteristics will have to be recorded in the form of the Enterprise List supplied to you. This form is to be canvassed along with the Houselist immediately after an enterprise is identified either through column 4 or column 7 of Houselist. The specimen form of Enterprise List is given in Annex. I at the end of this booklet. It will be observed that the form is simple and that it collects certain basic items of information for the identified enterprises.

2. The manner in which the Enterprise List is to be completed and the concepts and definitions and explanations are described in detail in this booklet. The success of the Enterprise List operations is very much dependent on a thorough understanding of the concepts, definitions and instructions and on faithful applications of these concepts and definitions and your following these instructions in the actual filling of the Enterprise List form. If you have any doubt, please do not hesitate to ask your supervisor or your charge officer for necessary clarifications. As a census enumerator, you have great responsibility and there is no doubt that you will perform this task efficiently with pride and devotion to duty.

3. The form is to be filled by eliciting the required information by contacting only the head or any other responsible person of the enterprise and not through other sources. If you feel a doubt about the entry, you may mark question symbol (?) on the line in the remarks column of the Enterprise List and make reference to your supervisor for clarification, where necessary. Arabic numerals should be used in filling the form (i.e., 1, 2, 3....).

4. The instructions for filling the Enterprise List are first described. Later, the preparation of the Abstract of the Enterprise List is discussed.

5. Before going into the details of the content of each of the columns in the Enterprise List form, the concepts of the principal terms used in the form are given below.

Enterprise

6. An enterprise is an undertaking engaged in production and/or distribution of goods and/or services not for the sole purpose of own consumption. The workers in an enterprise may consist of members of the household or hired workers or both. The activities of an enterprise may be carried out at one or more than one distinct location. The activity of the enterprise may also be carried on only for a part of the year but on a fairly regular basis. Such cases should also be considered as enterprises. An enterprise may be owned or operated by a single household or by several households jointly (on a partnership basis) or by an institutional body.

Agricultural Enterprise

7. An agricultural enterprise for the purpose of Economic Census is defined as one engaged in livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing (corresponding to the major groups 02, 03, 04, 05 and 06 of National Industrial Classification, 1970). Enterprises engaged in activities pertaining to agricultural production and plantations (codes 00 and 01 of National Industrial Classification, 1970) will not be covered under the census.

Non-agricultural Enterprise

8. Enterprises engaged in all other activities will be termed as non-agricultural enterprises.

9. The activities which are not to be treated as enterprises and which are to be treated as enterprises are illustrated in paragraphs 62 to 66 of the booklet on the "Instructions to enumerators for filling up the Houselist", supplied to you separately.

Enterprise List

10. On the top of the Enterprise List form, provision is made to write the name of the State/Union Territory, District, Tehsil/Taluka/P.S./Dev. Block/Circle, Village/Town, name or number of Ward/Mohalla/Hamlet and Enumerator's Block Number. These items are to be copied by you from the Houselist form which you have already filled in. However, in the Enterprise List, you have to fill in two more items viz. Community Development (C.D.) Block and whether your area of jurisdiction is rural or urban. Your charge officer or supervisor would also have indicated to you the C.D. Block. In some States, against item 3, Development Block alone might have been indicated. In such cases it is to be repeated against item 7 also. Likewise, the area of your jurisdiction whether it is rural or urban would also have been indicated to you. You have to enter the names and the code numbers in the relevant spaces. For rural areas, write 'rural' and put the corresponding code 1 in the space provided: if the area is urban, write 'urban' and put the code 2. Also, give the page number in the right hand corner at the top of the page of the Enterprise List.

11. The detailed instructions for filling up various columns in the Enterprise List are given below.

Col. 1: Line number of Houselist (col. 1 of HL)

12. Every line in the Houselist must have been numbered by you serially in column 1 of Houselist. Corresponding to the enterprise identified in the Houselist either in column 4 or column 7, there is a line number given i.e. entry in column 1 of HL. This number is to be copied from column 1 of Houselist and entered in column 1 of the Enterprise List.

Col. 1 (i) : Census house No. (Col. 3 of HL)

13. Corresponding to the enterprise identified in column 4 or column 7, there is a census house number given in column 3 of HL. The census house number need not necessarily be indicated in column 3 on the same line as that of the enterprise. It is possible that the census house number is indicated in column 3 against the first entry of column 4. It has to be ensured that the same census house number is copied from column 3 of HL and entered in column 1(i) of the Enterprise List.

Col. 2: Serial number of enterprise (col. 4 of HL)

14. Each enterprise identified in column 4 of Houselist by enquiring the purpose for which the census house is used, must have been given a continuous serial number within brackets. This number is to be copied and entered in column 2 of Enterprise List.

Col. 3: Serial number of enterprise (col. 7 of HL)

15. In the Houselist, an enterprise without premises might have been identified in column 7 and a continuous serial number must have been given to such an enterprise also within brackets. This number is to be entered in this column.

Col. 4: Description of activity of enterprise

16. For the enterprise serially numbered either in column 2 or column 3 of the Enterprise List form, the description of the activity of the enterprise is to be written in this column. It is possible that more than one enterpreneurial activity is carried on in the same census house. If these activities are carried on by the same person or the same household but if separate accounts are kept for each of these activities, they should be treated as separate enterprises. However, in cases where the activities cannot be distinguished from one another, the major activity will be treated as the activity of the enterprise. The major activity can be recognised on the basis of income or turnover or number of persons employed depending on the information readily available during your enquiry. For example, if a tailor sells cloth also but does not maintain separate accounts for his tailoring activity and selling of cloth, then you should find out which is the major activity by enquiring from which activity he gets a greater income or in which he employs more people etc. This will be the activity of the enterprise. Some other examples where the activities might not be distinguished are flour mill and selling commodities such as rice, wheat etc.; furniture shop engaged in manufacture of furniture and renting of furniture; grocery shop also engaged as travel agent; etc.

17. Certain situations pertaining to identification and classification of enterprises are indicated below:

(i) Where the structure of an enterprise covers more than one village, the enterprise may be considered to be belonging to that village where the main entrance of the enterprise lies.

(ii) Brick kilns in the open will normally be netted through column 7 of the Houselist. In cases where brick kiln activity is reported by one household, please enquire whether the activity is done on partnership basis. If the partner is in same enumeration block, record suitably in the remarks column. The enterprise particulars are to be recorded against one household only.

(iii) General labourers doing different types of jobs depending on the availability of work e.g. loading, unloading, helping a mason or carpenter, doing earth work for a contractor, should not be treated as engaged in own account enterprises, as they are not engaged in any entrepreneurial activity.

(iv) Owners of tubewells, tractors who utilise their spare capacity to earn extra money should not be treated as ones with entrepreneurial activity, as spare capacity utilisation will be only on some occasions and not on regular basis.

(v) When the head of the household replies that they are engaged in entrepreneurial activity outside the census house and without premises, the enumerator should ascertain further whether such activity is carried on in a shopping centre/market place regularly or whether activity is of moving type. For activities which are of moving type, the Enterprise List may be filled at the household itself. For others, they have to be linked to a census house and enterprise number given, at the time of visit to the shopping place/market centre.

18. Description of activity of the enterprise is one of the important items of information to be recorded. The information will have to be adequately elaborate to enable proper classification of the entrepreneurial activity. Sufficient details of the activity of the enterprise should therefore, be given. For instance, it is not enough to write simply 'shop'. It is necessary', to give full description such as 'electrical repair shop', 'medical shop' etc. The name of the enterprise is also to be written wherever it is displayed.

19. A few examples of description of activity of the enterprises are given below:

(i) cattle rearing and production of milk.

(ii) rearing of ducks, hens and other birds and production of eggs.

(iii) rearing of silk worms and production of cocoons and raw silk.

(iv) animal shearing and livestock services (other than veterinary services).

(v) production of fuel by exploitation of forests.

(vi) gathering of fodder by exploitation of forests.

(vii) spinning yarn in Ambar Charkha.

(viii) flour making chakki.

(ix) oil ghani.

(x) carpentry—manufacturing of wooden doors and windows.

(xi) hair cutting.

(xii) wholesale store for grains and cereals.

(xiii) blacksmithy.

(xiv) production of hosiery goods.

(xv) stationery store.

(xvi) earthern ware pottery works.

(xvii) private tuition.

(xviii) goods transport by motor truck.

(xix) writing for papers and periodicals.

(xx) health clinic.

(xxi) inspection bungalows, dak bungalows, rest houses.

20. Annex-J of the book on 'Instructions to Enumerators for filling up the Houselist' gives an illustrative list of description of activities. Annex. 7 of this booklet gives an additional list of description of activities particularly pertaining to handicrafts, handloom and khadi.

Col. 4 (i) : Code

21. This column is to be left blank. The four digit code will be filled in the office.

Col. 5: Classification of enterprise (agri-1, non-agri-2)

22. In this column, the enterprise is to be classified as agricultural or non-agricultural depending on the nature of the activity of the enterprise. Agricultural enterprises are those engaged in any of the activities relating to livestock production, agricultural services, hunting, trapping and game propagation forestry and logging and fishing. The activities pertaining to crop production and plantations are not covered under this Census. Thus, it will be observed that only certain specified agricultural activities are taken into account. Non-agricultural enterprises are those that are engaged in any of the activities covered under the following divisions 1 to 9 and 'X' of National Industrial Classification, 1970.

Division	Description
1	Mining and Quarrying.
2 & 3	Manufacturing and Repair Services.
4	Electricity, Gas and Water.
5	Construction.
6	Wholesale and Retail Trade and Restaurants and Hotels.
7	Transport, Storage and Communications.
8	Financing, Insurance, Real Estate and Business Services.
9	Community, Social and Personal Services.
10	Others.

23. Enterprises engaged in the processing of primary produce of agricultural and allied activities are not to be recorded as agricultural enterprises but are to be treated as non-agricultural enterprises. A few examples to indicate the distinction between agricultural and non-agricultural activities are given below:

Agricultural activity

(i) rearing of sheep and production of wool

(ii) production of milk

(iii) rearing of cattle

(iv) rearing of fish

(v) logging-felling and cutting of trees.

Non-agricultural activity

bailing and prossing

door to door collection milk and selling, manufacture of cream/butter etc., sale of milk products

slaughtering, preparation and preservation of meat

processing and sale of fish

sawing and planing of wood (other than plywood)

24. Taking into account the description of activity given in col. 4, the enterprise may be classified as agricultural or non-agricultral according to the concepts and definitions given in the above paragraphs. If the enterprise is of agricultural type, code 1 is to be entered. If the enterprise is of non-agricultural type, code 2 is to be entered.

Col. 6: Nature of operation (perennial-1, seasonal-2)

25. Against this column, information as to whether the enterprise runs more or less regularly throughout the year or in particular season or seasons, is to be entered in terms of codes. If the enterpreneurial activity is carried out throughout the year such as in the grocery shop, code 1 is to be entered. If the activity such as gur making is carried our only during a part of the year, code 2 is to be recorded.

Col. 7: Type of ownership

26. Type of ownership of the enterprise is to be entered in this column in accordance with the code list printed at the bottom of the Enterprise List form. The enterprise may belong to the private sector or may be managed by the Central Government, State Government or run by local authorities like municipal boards.

27. An enterprise will be treated as private if it is being managed by single or a group of private persons. If an enterprise takes loans from the Government, it should not be treated as a Government enterprise. The enterprises, which will be classified under private type of ownership are, thus, private shops, limited companies, entrepreneurial activities of a private contractor, manufacturer and trader. For these enterprises, code 1 is to be entered.

28. All enterprises registered under the laws of registration of cooperative societies will be considered as belonging to the category of 'cooperative'. Code 2 is to be recorded against such enterprises.

29. An enterprise will be treated as Government/ quasi-Government institution if the Central and/or State Government owns it completely. Code 3 is to be entered for Central Government enterprise and for State Government enterprise, code 4 is to be entered.

30. An enterprise will be considered as one run by local body, if managed by Zilla Parishad, City Corporation and Municipal Authority etc. Code 5 is to be recorded in such cases.

31. Enterprises like universities, educational boards which are autonomous but are getting grants by Central or State Government or local bodies will be included in the category of 'others'. Similarly, an enterprise being run with the share of both the Government and private body is said to be in the joint sector and it should be classified under 'others'. For all these situations of 'others' category, code 6 should be entered.

Col. 8 : Social group of owner (SC-1, ST-2, others-3)

32. The code for the social group of owner of each enterprise will be recorded in this column. The codes are Scheduled Caste-1, Scheduled Tribe-2, Others-3. In case of enterprises whose type of ownership is other than private, code 3 will be entered under the column. If the private enterprise is run on partnership, and one of the partners is Scheduled Caste or Scheduled Tribe, the code corresponding to SC or ST should be given. If the enterprise is run on partnership basis by scheduled caste and scheduled tribe and others the code for social group of owner should relate to the weaker section viz. scheduled tribe.

Col. 9: Power/fuel used for activity

33. Under this column, power/fuel which is specifically used in carrying out the entrepreneurial activity should be recorded. For example, electricity used for the purpose of lighting or for heating the premises or electricity or gas for domestic cooking will be ignored and the code in such cases will be 1. On the other hand, if electricity is used as a source of power in a cooking in a hotel or restaurant, the code will be 2. Other examples where code 1 is appropriate are offices, schools etc. In the case of an X-ray clinic which necessarily uses electricity, the code will be 2. But for nursing homes using electricity only for lighting etc., the code will be 1.

34. In case, more than one type of power/fuel is used for carrying out the entrepreneurial activity the code will refer to the major source i.e. the source on which the highest expenditure is incurred.

Cols. 10, 11 & 12 : No. of persons usually working daily—non-agricultural enterprises—total

35. In these columns, the total number of persons usually working daily in the enterprise with break-up into males and females is to be given. If the enterprise is of non-agricultural type i.e. code 2 is recorded in col. 5 then cols. 10, 11 and 12 are to be filled in. The number of persons to be recorded in these columns should include number of members of the household who work on the activity as well as the number of workers hired from outside for the same purpose or activity. In cases where the enterprise is engaged in more than one activity and the activities cannot be distinguished, and the major activity is treated as the activity of the enterprise, the number of persons usually working in that enterprise should relate to not merely the major activity but all activities of the enterprise.

Cols. 13, 14 & 15: No. of persons usually working daily—non-agricultural enterprises—hired.

36. After filling the cols. 10 to 12, proceed to enquire from the informant as to how many of the total number of workers are hired and record this number in col. 15. Afterwards, ascertain the distribution of this total number according to males and females and put the corresponding figures in cols. 13 and 14. If there are no hired employees, put dash (—) in cols. 13 to 15.

37. The figures of number of persons should represent, on an average, the number of persons usually working on a working day during the last year on the activity of the enterprise. The figures should relate to the position in the last year for perennial enterprises and the last working season in the seasonal enterprises. Care should be taken to include all categories of workers both supervisory & primary. Children below 14 years of age should also

be counted in the number of persons usually working. A worker need not mean that the same person should be continued but it should refer to the position. Apprentices paid or unpaid will be treated as hired workers. Part-time employees may be treated as employees as long as they are engaged on a regular basis.

Cols. 16 & 17 : No. of persons usually working daily—agricultural enterprises

38. These two columns are to be filled in if the enterprise is of agricultural type i.e. code 1 is recorded in col. 5. If corresponding to the enterprise number recorded in col. 2 or in col. 3, the cols. 10 to 15 are filled in, there will be no entries in cols. 16 and 17.

39. On the other hand if there are no entries from cols. 10 to 15 corresponding to an enterprise number entered in col. 2 or in col. 3, there will be entries in cols. 16 and 17. In col. 16, the total No. of persons should be entered. After enquiring the no. of persons hired, that number is to be recorded in col. 17.

Col. 18: Remarks

40. In this column, any point or characteristic which further elucidates the entries made in different columns 2 to 17 may be noted, where necessary.

Totalling of columns

41. After filling all the lines on the page, do totalling and make necessary entries thereof in columns 2, 3 and 5 to 17. The manner in which the total is to be struck has been explained in the foot-notes of the Enterprise List form. However, this is recaptulated below:

(i) Count the number of entries in columns 2 and 3 of EL and enter them in the 'total' line.

(ii) In cols. 5 to 9, count the number of entries of **code 1 only** and give the total in the respective columns.

(iii) In cols. 10 and 11, add up the figures in each of these columns and write the sum of figures in the respective columns.

(iv) In col. 12, first add up the figure and write total. Thereafter, write within brackets the number of figures which are added. For example, if the figures in col. 12 are 10, 8, 7 and 5, the entry in the 'total' line should be written as 30/(4).

(v) In col. 13 and 14, add up the figures in each of these columns and write the sum.

(vi) In col. 15, follow the procedure as done in col. 12.

(vii) In col. 16, add up the figures and write the sum.

(viii) In col. 17, follow the procedure as done in col. 12.

42. After completing the first page, proceed to next page in similar fashion, but write the page number in the space provided for in the right hand corner of the form. Proceed till all the enterprises listed in the Houselist of your block are completed and necessary information ascertained.

Enterprise List Abstract

43. After filling the entries in the Enterprise List (EL) i.e. after completing the listing of the enterprises and recording their particulars for your entire block, you have now to prepare an Enterprise List Abstract so that the figures of the number of enterprises with premises and without premises, number of agricultural and non-agricultural enterprises, number of enterprises owned privately, run perennially, etc. and employment in these enterprises become easily available. The specimen copy of the Enterprise List Abstract is given in Annex. 2 at the end of these instructions.

44. There should be no difficulty in preparing the Abstract. However, certain indications as to how the Abstract is to be prepared are given below.

45. The identification particulars given at the top of the EL Abstract are to be copied from the EL. Further write the total number of Enterprise List pages you have filled in your block, on the right hand side corner of the EL Abstract.

Abstract Col. 1: Page No. of Enterprise List (EL)

46. You will please recall that you had to number each page of the Enterprise List and arrange them serially. The page number recorded by you will be noted in this column one below the other.

47. The entries from columns 2 to 19 of the Abstract are to be copied from the 'total' line of the page of the Enterprise List.

Col. 2: Total number of enterprises with premises

48. As indicated in the heading itself, this figure will be obtained from column 2 of the Enterprise List. Please note that in the Enterprise List itself, you have to count the number of entries in column 2 and enter the total at the bottom of each page. Please check these totals and copy it in the Abstract.

Col. 3: Total number of enterprises without premises

49. As mentioned in the heading itself, this will be copied from column 3 of the Enterprise List. Please check the total and copy it in column 3 of the Abstract.

Col. 4: Total number of agricultural enterprises

50. At the end of the page of EL in the 'total' row, the number of entries of code 1 must have been counted and their total entered. Please check this total of code 1 entries and col. 5 of EL and record it in this column.

Col. 5: Total number of enterprises—prennial:

51. In column 6 of the Enterprise List, the entries with code 1 must have been counted and their total number recorded. This total may be checked and entered in column 5 of the Abstract.

Col. 6: Total number of enterprises—private

52. In column 7 of the Enterprise List, the entries with code 1 must have been counted and their total number recorded. This total may be checked and entered in column 6 of the Abstract.

Col. 7: Total number of enterprises—owned by scheduled caste

53. In column 8 of the Enterprise List, the entries with code 1 must have been counted and their total number recorded. This total may be checked and entered in column 7 of the Abstract.

Col. 8: Total number of enterprises—without power

54. In column 9 of the Enterprise List, the entries with code 1 must have been counted and their total number recorded. This total may be checked and entered in column 8 of the Abstract.

Cols. 9, 10 & 11: Total number of persons including unpaid workers usually working in non-agricultural enterprises.....

55. In the Enterprise List, for each page, the total number of persons must have been put at the bottom of each page for each of the columns 10, 11 and 12 of Enterprise List. These totals may be checked and entered in columns 9, 10 and 11 respectively of the Abstract.

Col. 12: Total number of non-agricultural enterprises

56. In column 12 of the Enterprise List, the total number of persons usually working in the non-agricultural enterprises was entered for each of the enterprises listed. The number of such entries is put within brackets in column 12 of EL. Copy this figure in column 12.

Cols. 13, 14 & 15 Number of hired persons usually working in non-agricultural enterprises.

57. At the bottom of each page of EL, the number of hired persons in non-agricultural enterprises must have been put for each of the columns 13, 14 and 15. These totals may be checked and entered in columns 13, 14 and 15 respectively.

Col. 16: Number of non-agricultural enterprises with hired employment.

58. In column 15 of the Enterprise List, the total hired employment of non-agricultural enterprises is entered for each of the enterprises listed in column 2 or column 3 of the Enterprise List. The number of such entries of hired employment is put within brackets in column 15 of EL. Copy this figure in column 16 of the Abstract.

Cols. 17 & 18: Total number of persons usually working in agricultural enterprises

59. At the bottom of each page of EL, the number of persons working in agricultural enterprises must have been put for each of the columns 16 and 17. These totals may be checked and entered in columns 17 and 18 respectively of the Abstract.

Col. 19: Number of agricultural enterprises with hired employment

60. In column 17 of the Enterprise List, the hired employment in the agricultural enterprises is recorded for the agricultural enterprises identified in column 2 or column 3 of the Enterprise List. The number of such entries of hired employment is put within brackets. Copy this figure in column 19 of the Abstract.

61. After copying the totals for each page of the Enterprise List you have canvassed in your block, add up the figures for each of the columns 2 to 19 of the Abstract and enter in the space provided at the bottom of the Abstract form.

62. If the Enterprise List Abstract for an enumerator's block runs to more than one page, the totals of the previous page should be carried over to the first line of the next page of the Abstract before filling in the information for other pages of the Enterprise List in the next page.

63. Certain specimen entries of the Enterprise List and Enterprise List Abstract are given in Annexures 3 to 6 of these instructions.

64. Please hand over the Enterprise List and Enterprise List Abstract, pinned separately to your supervisor along with all unfilled forms. Instructions in this regard will be issued to you by your charge officer also.

ANNEXURE 1

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)

Page No..... ....

ENTERPRISE LIST

1. State/Union Territory .....Code No.....
2. District .....Code No.....
3. Tehsil/Taluka/P.S./Dev. Block/Circle etc ..Code No.....
4. Village/Town .....Code No.....
5. Name or No. of ward/Mohalla/Hamlet .....Code No .....
6. Enumerator's Block No .....
7. C.D. Block .....Code No. .....
8. Rural/Urban .....Code No .....

Line number of House list (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (Col. 4 of HL)	Sl. No. of enterprise (Col. 7 of HL)	Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily: Non-agricultural enterprises (Code 2 in col 5.): Total (including unpaid workers): Males	Females	Total	Hired: Males	Females	Total	Agricultural enterprises (Code 1 in col. 5): Total (including unpaid workers)	Hired	Remarks
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		[a]	[a]			[b]	[b]	[b]	[b]	[b]			[c]			(c)		(c)	[ ]
Total	x x			x x x	x								[ ]			[ ]		[ ]	xxx

Signature of Enumerator .....date .....
Signature of Supervisor .....date .....

(a) Count number of entries and give total
(b) Count number of entries with code 1 and give total.
(c) Count number of entries and give total in the brackets.

*Type of ownership —private-1, cooperative-2, central govt-3, state govt-4, local body-5, others-6.

**Power/fuel used for activity —without power-1, electricity-2, coal/soft coke/wood-3, petrol/diesel-4, gas-5, animal power-6, others 7

ANNEXURE 2

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)

Total No. of Enterprise List Pages .....

ENTERPRISE LIST ABSTRACT

1. State/Union Territory.....Code No.....
2. District.....Code No.....
3. Tehsil/Taluka/P.S./Dev. Block/ Circle etc.....Code No.....
4. Village/Town.....Code No.....
5. Name or No. of Ward/Mohalla/Hamlet.....Code No.....
6. Enumerator's Block No .....
7. C.D. Block.....Code No.....
8. Rural/Urban.....Code No.....

Page no. of Enterprise List (EL)	Total No. of enterprises		Total no. of agri. enterprises (col. 5 of EL)	Total number of enterprises				Total number of persons including unpaid workers usually working in non-agricultural enterprises			Total no. of non-agri. enterprises (figure within brackets of col. 12 of EL)	Number of hired persons usually working in non-agricultural enterprises			No. of non-agri. enterprises with hired employment (figure within brackets of col. 15 of EL)	Total no. of persons usually working in agricultural enterprises		No. of agri. enterprises with hired employement (figures within brackets of col. 17 of EL)
	with premises (col. 2 of EL)	without premises (col. 3 of EL)		perennial (col. 6 of EL)	owned by		without power (col. 9 of EL)	Males (col. 10 of EL)	Females (col. 11 of EL)	Total (Col. 12 of EL)		Males (col. 13 of EL)	Females (col. 14 of EL	Total (col. 15 of EL)		Total including unpaid workers (col. 16 of EL)	Hired (col. 17 of EL)	
					private (col. 7 of EL)	SC (col. 8 of EL)												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

ANNEXURE 3

CENSUS OF INDIA 1981

(ECONOMIC CENSUS)

ENTERPRISE LIST

1. State..... ..Uttar Pradesh .....Code No....21....
2. District .....Rampur .....Code No....22....
3. Tehsil.....Rampur .....Code No....1....
4. Village.....Bishanpur.....Code No....136....
5. Name or No. of Ward/Mohalla/Hamlet..Bishanpur Khas..Code No.—
6. Enumerator's Block No.....148 .....
7. C.D. Block.....Rampur.....Code No....1.....
8. Rural/Urban.....Rural.....Code No....1.....

Line number of House list (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (Col. 4 of HL)	Sl. No. of enterprise (Col. 7 of HL)	Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily — Non-agricultural enterprises (Col 2 in col. 5) — Total (including unpaid workers) — Males	Total (including unpaid workers) — Females	Total (including unpaid workers) — Total	Hired — Males	Hired — Females	Hired — Total	Agricultural enterprises (Code 1 in col. 5) — Total (including unpaid workers)	Agricultural enterprises (Code 1 in col. 5) — Hired	Remarks
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	1(1)	..	1	Repair of footwear		2	1	1	1	1	1	..	1	..	..	..	..	..	..
2	1(1)	1	..	Gur making		2	2	1	1	3	4	..	4	2	..	2	..	..	..
5	2(1)	2	..	Oil Ghani		2	2	1	3	6	2	..	2	1	..	1	..	..	..
6	2(2)	3	..	Rearing cattle for sale of milk		1	1	1	3	1	..	..	..	..	..	..	4	2	..
7	3	..	2	Carpentry		2	1	1	3	1	1	..	1	..	..	..	..	..	..
8	3	4	..	Basket making		2	1	1	3	1	1	1	2	..	..	..	..	..	..
		[a]	[a]			[b]	[b]	(b)	(b)	(b)			10			3		2	
Total	x x	4	2	x x x	x	1	4	6	2	4	9	1	(c) [c]	3	—	(c) [2]	4	(c) (1)	x x x

Signture of Enumerator .....date.....

Signature of Supervisor .....date.....

[a] Count number of entries and give total.

[b] Count number of entries with code 1 and give total.

[c] Count number of entries and give total in the brackets

*Type of ownership—private-1, cooperative-2, central govt.-3, state govt-4, local body-5, others-6

**Power/fuel used for activity—without power-1, electricity-2, coal/soft coke/wood-3 petrol/diesel-4, gas-5, animal power-6, others-7

ANNEXURE 3—(*contd.*)

CENSUS OF INDIA 1981

(ECONOMIC CENSUS)

ENTERPRISE LIST

1. State.....Uttar Pradesh.....Code No.....21.....
2. District.....Rampur.....Code No.....22....
3. Tehsil.....Rampur.....Code No.....1.....
4. Village.....Bishanpur.....Code No.....136.....
5. Name of Hamlet..Bishanpur Khas....Co le No.....
6. Enumerator's Block No.....148.....
7. C.D. Block.....Rampur..... Code No.....1.....
8. Rural.....Rural.....Code No.....1.....

Line number of House-list (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise		Description of activity of enterprises	Code	Classification of enter-prises (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily								Remarks
											Non-agricultural enterprises (Code 2 in col. 5)						Agricultural enterprises (Code 1 in col. 5)		
											Total (including unpaid workers)			Hired					
		(col 4. of HL)	(col. 7 of HL)								Males	Fema-males	Total	Males	Fe-males	Total	Total (including unpaid workers)	Hired	
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
9	3	—	3	Fruit selling		2	1	1	3	1	1	—	1	—	—	—	—	—	—
10	3	5	—	Basket making		2	1	1	1	1	1	1	3	—	—	—	—	—	—
11	4(1)	—	4	White washing		2	2	1	3	1	1	1	2	—	—	—	—	—	—
12	4(1)	6	—	Weaving of shawls		2	1	1	3	1	—	2	2	—	—	—	—	—	—
15	5(1)	7	—	Grocery store		2	1	1	3	3	2	—	2	1	—	—	—	—	—
17	6(1)	—	5	Gathering of fodder		1	2		1	1	—	—	—	—	—	—	—	1	—
		(a)	(a)			(b)	(b)	(b)	(b)	(b)			10			1		—	
Total	x x	3	3	x x x	x	1	4	6	2	6	6	4	(c) (5)	1	—	(c) (1)	1	(c) (—)	x x x

Signature of Enumerator.....date.....

Signature of Supervisor.....date.....

(a) Count number of entries and give total.

(b) Count number of entries with code 1 and give total.

(c) Count number of entries and give total in the brackets.

Type of ownership — private-1, coopertive-2, central govt-3, state govt-4, local body-5, others-6

**Power/fuel used for activity — without power-1, electricity-2, coal/soft coke/wood-3, petrol/diesel-4, gas-5, animal power-6, others-7

ENTERPRISE LIST

1. State/Uttar Pradesh.....Code No....21....
2. District.....Rampur .....Code No....22....
3. Tehsil/.....Rampur .....Code No....1....
4. Village/ .. ..Bishanpur .....Code No....136....
5. Name .....Hamlet..Bishanpur Khas..Code No.
6. Enumerator's Block No.....148 .....
7. C. D. Block.....Rampur.....Code No....1.....
8. Rural/Urna.....Rural.....Code No....1.....2....

Line number of houselist (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (col. 4 of HL)	Sl. No. of enterprise (col. 7 of HL)	Description of activity of enterprise	Code	Classification of enterprises (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily: Non-agricultural enterprises (Code 2 in col. 5) Total (including unpaid workers) Males	Females	Total	Hired Males	Females	Total	Agricultural enterprises (Code 1 in col. 5) Total (including unpaid workers)	Hired	Remarks
1	1(i)	2	3	4	4(1)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
18	6(1)	..	6	Vegetable selling		2	1	1	3	1	1	..	1	..	..	..	..	..	..
19	6(1)	..	7	Bangles selling 2		2	1	1	3	1	1	..	1	..	..	..	..	..	..
20	6(1)	8	..	Meat shop		2	1	1	3	1	2	..	2	1	..	1	..	..	..
21	6(2)	9	..	Rearing cattle for sale of milk		1	1	1	3	1	..	..	..	..	..	..	3	1	..
26	7(2)	10	..	Pig rearing		1	1	1	1	1	..	..	..		..	..	2	..	..
						(b)	(b)	(b)	(b)	(b)			4			1		1	
Total	x x	3	2	x x x		2	5	5	4	5	4	—	(c) 3	1	—	(c) 1	5	(c) [1]	x x x

Signature of Enumerator .....date.....

Signature of Supervisor .....date.....

(a) Count number of entries and give total.

(b) Count number of entries with code 1 and give total.

(c) Count number of entries and give total in the brackets.

*Type of ownership—private-1, cooperative-2, central govt-3, state govt-4, local body-5, others-6

**Power/fuel used for activity: without power-1, electricity-2, coal/soft code/wood petrol/diesel-5, gas-5, animal power-6, others-7

ANNEXURE 4

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)

Total No. of Enterprirse List Pages.....

ENTERPRISE LIST ABSTRACT

1. State.....Uttar Pradesh.....Code No.....21....
2. District.....Rampur.....Code No.....22....
3. Tehsil.....Rampur.....Code No.....1.....
4. Village.....Bishanpur.....Code No.....136...
5. Name of/Hamlet.....Bishanpur Khas.....Code No.....
6. Enumerator's Block No.....148.....
7. C.D. Block.....Rampur.....Code No.....1.....
8. Rural/.....Rural.....Code No. ....1....

Page.no. of Enterprise list (EL)	Total No. of enterprises		Total no. of agri. enterprises (col. 5 of EL)	Total number of enterprises				Total number of persons including unpaid workers usually woring in non-agricultural enterprises			Total no. of non-agri. enterrises(figures within brackets of col. 12 of EL	Number of hired persons Number of hired persons usually working in non-agricultural enterprises			No. of non-agri-enterprises with hired employment (figure within brackets of col. 15 of EL)	Total no. of persons usually working in agri-enterprises		No. of agri. enterprises with hired employment (figure within brackets of col. 17 of EL)
					owned by													
	with premises (col. 2 of EL)	witout premises (col. 3 of HL)		perennial (col 6 of EL)	private (col 7 of EL)	SC (col. 8 of EL)	without power (col 9 of EL)	Males (col. 10 of EL)	Females (col. 11 of EL)	Total (col. 12 of EL)		Males (col. 13 of EL)	Females (col. 14 of EL)	Total (col. 15) of EL)		Total including unpaid workers (col. 16 of EL)	Hired (col. 17 of EL)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	4	2	1	4	6	2	4	9	1	10	5	3	—	3	2	4	2	1
2	3	3	1	4	6	2	6	6	4	10	5	1	—	1	1	1	—	—
3	3	2	2	5	5	1	5	4	—	4	3	1	—	1	1	5	1	1
Total	10	7	4	13	17	5	15	19	5	24	13	5	—	5	4	10	3	2

Checked and found correct

Signature of Enumerator.....date.....

Signature of Supervisor.....date.....

ANNEXURE 5

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)

ENTERPRISE LIST

1. State/.....Bihar.....Code No....3....
2. District.....Harzaribagh.....Code No....8....
3. Dev. Block/Circle etc.....Hazaribagh....Code No....—....
4. Village/Town.....Hazaribagh.....Code No....1....
5. No. of Ward/.....XI.....Code No 11.....
6. Enumerator's Block No.....120.....
7. C.D. Block.....Code No.....
8. Urban.....Urban.....Code No....2.....

Line number of House-list (col. 1 of HL)	Census house No. (Col. 3 of HL)	S.No. of enterprise (Col. 4 of HL)	S.No. of enterprise (Col. 7 of HL)	Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others 3)	Power/fuel used for activity**	Number of persons usually working daily: Non-agricultural enterprises (Code 2 in col. 5) — Total (including) unpaid workers) — Males	Total (including) unpaid workers) — Females	Total (including) unpaid workers) — Total	Hired — Males	Hired — Females	Hired — Total	Agricultural enterprises (Code 1 in col. 5) — Total (including unpaid workers)	Agricultural enterprises (Code 1 in col. 5) — Hired	Remarks
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2	182(1)	..	1	Ice cream vending		2	2	1	1	1	1	..	1	..	..	..	..	..	..
4	182(2)	1	..	Basket making		2	2	1	3	1	3	1	4	1	..	1	..	..	..
7	184(1)	2	..	Cloth shop Jain Cloth House		2	1	1	3	1	4	..	4	3	..	3	..	..	..
8	184(1)	3	..	Tailoring Workshop Rama Tailors		2	1	1	3	1	5	..	5	4	..	4	..	..	..
9	184(2)	4	..	Laundry		2	1	1	3	3	1	1	2	..	..	..	..	..	..
10	185(1)	5	..	Doctor's clinic allopathic Dr. Sharada's clinic		2	1	1	3	1	2	..	2	1	..	1	..	..	..
		(a)	(b)			(b)	(b)	(b)	(b)	(b)			18			9			
Total	x	5	1	x x x	x	..	4	6	1	5	16	2	(c) 6	9	..	(c) 5	..	(c) (—)	x x x

Signature of Enumerator .....date .....
Signature of Supervisor .....date .....

(a) Count number of entries and give total.
(b) Count number of entries with code 1 and give total.
(c) Count number of entries and give total in the brackets.

*Type of ownership—private-1, cooperative-2, central govt-3, state govt-4, local body-5, others-6

**Power/fuel used for activity—without power-1, electricity-2, coal/soft coke/wood-3 petrol/diesel-4, gas-5, animal power-6, others-7

ANNEXURE 5—*contd.*

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)

ENTERPRISE LIST

1. State/.....Bihar.....Code No....3....
2. District.....Hazaribagh.....Code No....8....
3. Dev. Block/Circle etc.....Hazaribagh.....Code No...—....
4. Town.....Hazaribagh.....Code No....1....
5. No. of Ward/.....XI.....Code No.....11.....
6. Enumerator's Block No.....120.....
7. C.D. Block.....—.....Code No.....—.....
8. Urban.....Urban.....Code No.....2.....

Line number of House-list (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (col. 4 of HL)	Sl. No. of enterprise (col. 7 of HL)	Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power /fuel used for activity	Number of persons usually working daily: Non-agricultural enterprises Code (2 in col 5): Total (Including unpaid workers): Males	Females	Total	Hired: Males	Females	Total	Agricultural enterprises (Code 1 in col. 5): Total (including unpaid workers)	Hired	Remarks
1	1(1)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
11	185(2)	6	..	Bookbinding workshop		2	1	1	1	1	3	..	3	2	..	2	..	..	..
12	185(3)	7	..	Bookshop Arya Book Depot		2	1	1	3	1	4	1	5	2	1	3	..	..	..
13	186	..	2	Interior decorating		2	1	1	3	1	1	1	2	..	1	1	..	..	..
14	186	8	..	Vegetable shop		2	1	1	3	1	2	..	2	1	..	1	..	..	..
15	187	..	3	Old news paper vendor		2	1	1	3	1	1	..	1	..	..	..	..	..	..
16	187	9	..	Pappad making		2	1	1	3	1	1	2	3	..	1	1	..	..	..
		(a)	(a)			(b)	(b)	(b)	(b)	(b)			16			8			
Total	x x	4	2	x x x	x	..	6	6	1	6	12	4	(c) (6)	5	3	(c) (5)	..	(c) (—)	x x x

Signature of Enumerator .....date.....
Signature of Supervisor .....date.....

(a) Count number of entries and give total.
(b) Count number of entries with code 1 and give total.
(c) Count number of entries and give total in the brackets.

*Type of ownership—private-1, cooperative-2, central govt-3, state govt-4, local body-5, others-6

**Power/fuel used for activity— without power-1, electricity-2, coal/soft coke/wood-3, petrol/diesel-4, gas-5, animal power-6, others-7.

CENSUS OF INDIA 1981

(ECONOMIC CENSUS)

ENTERPRISE LIST

1. State/... .....Bihar .....Code No....3.... 5. No. of Ward... ....XI.....Code No....11 .....
2. District.....Hazaribagh .....Code No....8.... 6. Enumerator's Block No.. ..... 120.. .....
3. Dev. Block/ .....Hazaribagh.....Code No....—.... 7. C.D. Block.. ....—.....Code No....—.....
4. Town... .....Hazaribagh.....Code No....1.... 8. Urban..... .....Urban.. ..Code No....2.....

Line number of House-list (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl.No. of enterprise (Col. 4 of HL)	Sl.No. of enterprise (Col. 7 of HL)	Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily: Non-agricultural enterprises (Code 2 in col. 5) — Total (including unpaid workers) Males	Total (including unpaid workers) Females	Total (including unpaid workers) Total	Hired Males	Hired Females	Hired Total	Agricultural enterprises (Code 1 in col. 5) Total (including unpaid workers)	Agricultural enterprises (Code 1 in col. 5) Hired	Remarks
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
17	187	10	..	Grocery shop Grover's Provision stores		2	1	1	3	1	3	..	3	2	..	2	..	..	..
19	188	11	..	Primary school		2	1	5	3	1	4	1	5	4	1	5	..	..	..
20	189(1)	12	..	Community Centre		2	1	5	3	1	2	..	2	2	..	2	..	..	..
21	189(2)	13	..	Handa Property Dealer		2	1	1	3	1	2	..	2	1	..	1	..	..	..
22	190(1)	..	4	Plumbing		2	1	1	3	1	1	..	1	..	..	..	..	..	..
23	190(1)	..	5	Repairing of metal goods		2	1	1	3	1	1	..		..	..	..	..	..	..
		(a)	(a)			(b)	(b)	(b)	(b)	(b)			14			10		—	
Total	x x	4	2	x x x	x	..	6	4	..	6	13	1	(c) (6)	9	1	(c) (4)	—	(c) (—)	x x *

Signature of Enumerator .....date.....

Signature of Supervisor .....date.....

(a) Count number of entries and give total.

(b) Count number of entries with code 1 and give total.

(c) Count number of entries and give total in the brackets.

*Type of ownership— private-1, cooperative-2, central govt-3, state govt-4, local body-5, others-6

**Power/fuel used for activity — without power-1, electricity-2, coal/soft coke/wood-3, petrol/diesel-4, gas-5, animal power-6, others-7

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)

ENTERPRISE LIST

1. State/.....Bihar ..... Code No....3.... 5. No. of Ward.....XI ....Code No.....11 .....
2. District.....Hazaribagh ..... Code No....8..... 6. Enumerator's Block No....120 .....
3. Dev. Block.....Hazaribagh Code No....—.... 7. C.D. Block.....—.....Code No.....—.....
4. Town.....Hazaribagh .....Code No....1..... 8. Urban.....Urban.....Code No....2.....

Line number of House-list (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (col. 4 of HL)	Sl. No. of enterprise (col. 7 of HL)	Description of activity of enterprises	Code	Classification of enterprise (agri-1k, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily: Non-agricultural enterprises (Code 2 in col. 5) Total (including unpaid workers) Males	Fe-males	Total	Hired Males	Fe-males	Total	Agricultural enterprises (Code 1 in col. 5) Total (including unpaid workers)	Hired	Remarks
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
24	190(1)	14	..	Pan shop		2	1	1	3	1	1	..	1	..	..	..	..	..	..
26	191(1)	..	6	Electrical repairing		2	1	1	3	1	1	..	1	..	..	..	..	..	..
27	191(1)	15	..	Gur making seasonal		2	2	1	3	7	3	..	3	1	..	1	..	..	..
30	192(2)	16	..	Cattle shed rearing cattle for sale of milk		1	1	1	3	1	..	..	..	..	..	..	3	2	..
		(a)	(a)			(b)	(b)	(b)	(b)	(b)			5			1		2	
Total	x x	3	1	x x x	x	1	3	4	—	3	5	..	(c) (3)	1	..	(c) (1)	3	(c) (1)	x x x

Signature of Enumerator .....date .....
Signature of Supervisor .....date.....

(a) Count number of entries and give total.
(b) Count number of entries with code 1 and give total.
(c) Count number of entries and give total in the brackets.

*Type of ownership—private-1, cooperative-2, central govt-3, state govt-4, local body-5, others-6

**Power/fuel used for activity—without power-1, electricity-2, coal/soft coke/wood-3, petrol/diesel-4, gas-5, animal power-6, others-7

ANNEXURE 6

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)

Total No. of Enterprise List Page 4..

ENTERPRISE LIST ABSTRACT

1. State/Union Territory .....Bihar.....Code No..3..
2. District..... Hazaribagh.....Code No..8..
3. Dev. Block/Circle etc..... .....Rampur ..Code No..1..
4. Town.. .. ....Hazaribagh.....Code No....1.....
5. No. of Ward/..... . .....XI.....Code No.....11.....
6. Enumerator's Block No.....120 .....
7. C.D. Block.....—..... ..Code No....—.....
8. Rural/Urban.....Urban.....Code No..... ....2.....

Page number of Enterprise List (EL)	Total No. of enterprises		Total no. of agri. enterprises (col. 5 of EL)	Total number of enterprises				Total number of persons including unpaid workers usually working in non-agricultural enterprises			Total no. of non-agri. enterprises [figure within brackets of col. 12 of EL)	Number of hired persons usually working in non-agricultural enterprises			No. of non-agri. enterprises with hired employment (figure within brackets of col. 15 of EL)	Total no. of persons usually working in agricultural enterprises		No. of agri. enterprises with hired employment (figure within brackets of col. 17 of EL)
	with premises (col. 2 of EL)	without premises (col. 3 of EL)		perennial (col. 6 of EL)	owned by		without power (col. 9 of EL)	Males (col .10 of EL)	Females (col: 11 of EL)	Total (col, 12) of EL)		Males (col. 13) of EL)	Females (col. 14) of EL)	Total (col. 15 of EL)		Total including unpaid workers (col. 16 of EL)	Hired (col. 17 of EL)	
					private (col.7 of EL)	SC (col. 8 of EL)												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	5	1	..	4	6	1	5	16	2	18	6	9	..	9	5	..	..	..
2	4	2	..	6	6	1	6	12	4	16	6	5	3	8	5	..	..	..
3	4	2	..	6	4	..	6	13	1	14	6	9	1	10	4	..	..	..
4	3	1	1	3	4	..	3	5	..	5	3	1	..	1	1	3	2	1
Total	16	6	1	19	20	2	20	46	7	53	21	24	4	28	15	3	2	1

Checked and found correct

Signature of Enumerator .....date.....

Signature of Supervisor.....date:.....

ANNEXURE 7

ADDITIONAL LIST OF DESCRIPTION OF ACTIVITIES OF ENTERPRISES ASSOCIATED WITH THE HANDICRAFTS, HANDLOOM AND KHADI

Description of activity

1. Processing and grinding of cereals and grain manually
2. Manufacture of 'khandsari' sugar
3. Printing of cloth by hand
4. Weaving of cotton textile in handloom other than khadi
5. Finishing of cotton textile in handloom other than khadi
6. Weaving of cotton textile in powerloom
7. Finishing of cotton textile on powerloom
8. Wool weaving in handloom
9. Wool weaving in powerloom
10. Manufacture of felts
11. Manufacture of blankets annd shawls by hand
12. Printing, dyeing and bleaching of silk textiles by hand
13. Printing, dyeing and bleaching of synthetic textiles by hand
14. Cotton knitting in mills
15. Woollen knitting in mills
16. Synthetic fibre knitting in mills
17. Zari and zari products
18. Embroidery work by hand
19. Laces and fringes by hand
20. Manufacture of durries by hand
21. Weaving of woollen carpets, rugs, druggets etc. except of coir by hand.
22. Weaving of silk carpets by hand
23. Weaving of cotton carpets by hand
24. Manufacture of ready made garments—hand printed
25. Manufacture of ready made garments —hand embroidered
26. Manufacture of curtains, bed covers and furnishings by hand
27. Manufacture of coir fibre and yarn
28. Manufacture of coir mattress, carpets, etc.
29. Manufacture of ropes and twines
30. Manufacture of baskets made from bamboo, cane reed and grass
31. Bamboo, cane and reed furniture
32. Bamboo, cane reed fixtures
33. Grass mats
34. Manufacture of wooden household and other products not elsewhere classified.
35. Manufacture of bamboo, cane, reed and grass products not elsewhere classified (thatching, etc).
36. Manufacture of hand carved wood articles and articles of inlay work.
37. Manufacture of hand made pulp, paper, boards, etc.
38. Flaying and curing of raw hides and skin
39. Manufacture of leather purses and ladies hand-bags, artistic leather presentation articles and novelties etc.
40. Manufacture of shellac
41. Manufacture of tiles
42. Manufacture of earthen ware and earthen pottery artistic
43. Manufacture of chinaware
44. Manufacture of chinaware and porcelainware—other.
45. Manufacture of lime
46. Manufacture of stone artwares (statues and other decorated articles).
47. Manufacture of brass artwares (hukhahs, ashtrays etc.)
48. Brass manufacturing—others
49. Manufacture of aluminium artwares
50. Manufacture of bidriwares
51. Manufacture of art metal ware
52. Manufacture of gold and silver articles and precious stone (jewellery).
53. Manufacture of gold and silver articles (other than jewellery)
54. Manufacture of hair brushes and dusters and feather articles
55. Manufacture of non-mechanical toys
56. Manufacture of bones, ivory, horns and similar product
57. Manufacture of wigs
58. Manufacture of costume and imitation jewellery
59. Manufacture of novelties, lampshades, presentation articles, badges, etc. including artificial flowers and art works not elsewhere classified.

CHAPTER XI

ENUMERATION

Reference date and Enumeration period

The Enumeration period has been fixed from February 9 to February 28, 1981, throughout the length and breadth of the country, the reference date being the sunrise of 1st March, 1981. During this period the enumerator, completed his work of enumeration by visiting from household to household by covering every living person in the household. In order to bring the information upto date, with reference to the Census movement which was the sunrise of 1st March, 1981, the enumerator quickly went round his jurisdiction on a revisit from 1st March to 5th March, 1981 to enumerate any fresh arrival in his jurisdiction who might not have already been enumerated elsewhere and also to take account of any birth that might have taken place in any of the households after his previous visit and before the sunrise of the said date. Similarly the enumerator would have also to cancel the individual slips relating to persons who might have unfortunately died since his last visit to a household, but prior to the sunrise of 1st March, 1981. Births or deaths and arrivals of visitors, that had taken place after the sunrise of 1st March, 1981 had not been taken note of by the enumerators.

Steps involved in actual enumeration

The Operations of actual enumeration involvement the following steps.

(i) Preparation of Notional Maps and lay-out sketch of the enumeration block.

(ii) Up-dating the Abridged houselist.

(iii) Filling up of the Household schedule part-I-Household particulars.

(iv) Filling up of the Household schedule, part-II-Population record columns 1 to 7.

(v) Filling up of the individual slip for each individual in the household.

(vi) Filling up of the columns 8 through 35 of household schedule, part-II-population record with reference to the entries in individual slips filled for each member of the household.

(vii) Revisional round and updating of records.

(viii) Filling up of the enumerators working sheet for preparing the enumerator's abstract.

(ix) Filling up of the section 1 of the—Abridged Houselist.

(xi) Handing over all documents by the enumerators to his supervisor, the documents being the Notional maps, the lay-out sketch, all filled in household schedules all filled in individual slips, filled in and up-dated abridged houselist, the working sheets for preparing enumerator's abstract, the filled in enumerators abstract and all blank household schedule books, individual slip pads and other forms.

The number of E.Bs carved out for Houselisting Operations and Actual Enumeration for 1981 Census in Nagaland is indicated below :—

District/Circle/Town Code	Houselisting Number of E.B.S.	Actual Enumeration Number E.B.S.
	KOHIMA- (1)	
1/1	13	13
1/2	8	8
1/3	14	14
1/4	35	40
1/5	16	17
1/6	44	57
1/7	83	82
1/8	37	41
1/9	18	18
1/10	26	26
1/11	34	36
1/12	32	32
1/13	11	11
1/14	13	13
1/15	13	14
1/I	46	51
1/II	39	47
	PHEK DISTRICT (2)	
2/1	10	10
2/2	3	3
2/3	23	23
2/4	38	38
2/5	21	21
2/6	9	9
2/7	31	31
2/8	18	20
	WOKHA DISTRICT (3)	
3/1	29	29
3/2	14	14
3/3	10	10
3/4	32	32
3/5	12	11
3/6	9	9
3/7	7	7
3/I	7	11

District Circle/Town Codes	Houselisting No. of E.B.S.	Actual Enumeration No. of E.B.S.
	ZUNHEBOTO DISTRICT (4)	
4/1	26	25
4/2	11	11
4/3	29	28
4/4	21	21
4/5	15	14
4/6	17	20
4/7	21	21
4/8	9	9
4/9	9	9
4/I	6	10
	MOKOKCHUNG DISTRICT (5)	
5/1	43	46
5/2	18	18
5/3	28	29
5/4	15	15
5/5	17	17
5/6	13	12
5/7	16	16
5/8	15	17
5/I	20	25
	TUENSANG DISTRICT (6)	
6/1	23	23
6/2	25	27
6/3	9	9
6/4	11	12
6/5	10	10
6/6	15	16
6/7	13	14
6/8	26	26
6/9	29	31
6/10	16	17
6/11	13	13
6/12	13	13
6/13	34	36
6/14	15	16
6/15	15	15
6/16	11	11
6/I	15	22
	MON DISTRICT (7)	
7/1	23	23
7/2	26	27
7/3	14	14
7/4	19	19
7/5	27	28
7/6	19	19
7/I	8	8

Updating of Abridged Houselist

Abridged houselist is the only link between houselisting and actual operation. The Abridged houselist was devised in three parts namely, section 1, section 2 and section 3. After houselisting an enumerator might notice any one of the following situation in his jurisdiction at the time of actual enumeration.

(1) A household listed in section 2 might have moved out, leaving the census house vacant.

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

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

(4) The purpose of census house listed in section 2 might have changed.

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

(6) A new household might have moved into a vacant census house.

(7) A new building not listed in section 2 might have come up.

(8) A new census house might have come up in a building already listed in section 3.

(9) A new household might have moved into a already occupied census house listed in section 2.

These changes were to be noted by the enumerator by updating the abridged houselist already given to him. In addition he would also note the houseless households found during actual enumeration. All the additions were to be entered in section 3 of the abridged houselist. The abridged houselist for newly carved out EBs were prepared separately by printing fresh sl. no of household. The enumerators were given full instruction for updating the abridged houselist.

Training

First of all, I wanted to be ensured that the trainers are intensively trained first, and then they take up the training the field. For that I chalked out a training programme for a period of four days at a stretch in each occasion. In total three rounds of training were imparted to them. The training, was imparted in the month of September-October, 1980. I left the burden of imparting training to Shri J.C. Datta, A.D.C.O. (Tech) who was excellently through in census matter because of his experience from 1961. The trainers were given not only theoretical training but also practical training. They were sent out to the field in Kohima Town to cover at least fifty households for filling up the requisite schedules. The trainers were also asked to measure the time taken by them in covering a household, which might help them in the training class while they take up the

training for the enumerators and supervisors. After having satisfied with the quality of training received, they were sent out to the field.

The first round of training chalked out by the Directorate of Census Operations for the enumerators and supervisors started from 21-10-1980 and concluded on 13-11-1980, in various training centres. In this connection circular No. 17 may be referred to.

In view of the experience gathered during the house-listing operations, and as already indicated in chapter X, we did not leave the training part entirely to the charge officers. The major burden of imparting training to the enumerators and supervisors had to be shouldered by my officers and staff and the district Statistical Officers of the Directorate of Economics and Statistics. We were happy if the arrangements of training were only made by the Charge Officers.

Before the training officers of my office were sent out for imparting training, a training class in every district headquarter was organised by the Deputy Commissioners and the training was imparted by my Deputy Directors/Asstt. Director.

The second round of training started on 5-12-1980 and concluded on 14-1-1981 for the period of three days in each centre. Circular No. 17A may be referred to.

The third round of training started on 31st January, 1981 and concluded on 6-2-1981 for a period of three days in each centre. In some centres training was imparted for a period of two days. The circular No. 17B may be referred to.

At each training class, use of a black board was recommended and as such two rollup canvas black board with Individual slip both universal and sample painted on the two sides of one board and household schedules painted on both sides of the other board for being exhibited and used in the training class were carried by my staff who were deputed for updating training to the enumerators and supervisors in different training centres. Both enumerators and supervisors were trained in the same class. The size of the training classes varied from 20 to 110 numbers.

Vehicles

The Deputy Commissioner, Additional Deputy Commissioners and the E.A.Cs/Circle Officers were requested to provide vehicles for movement of training officers from one centre to another so that training programme was not dislocated. Of course I instructed my officers and staff to go by bus wherever bus service was available.

Identity Card

In order to identity the actual enumerator and supervisor we sent the blank identity cards printed in Nagaland Government press to the Deputy Commissioners and the Additional Deputy Commissioners for onwards despatch to the respective charge officers within their respective jurisdiction for actual distribution amongst the enumerators and supervisors. The Charge Officers were asked to fill up the identity cards and sign the same with office seal as a token authenticity of the identity cards. The identity cards of pink colours were meant for enumerators and that of light blue for supervisors. The issue of identity cards helped the enumerators in entering into a house in the urban areas in particular.

Publicity

I gave a Radio talk on 20th January, 1981 on 1981 Census which was broadcast by All India Radio, Kohima at 8.05 p.m. in order to draw attention of the public about the importance and necessity of the 1981 Census. The talk is reproduced below :

Radio talk by Shri Daniel Kent, Director of Census Operations, Nagaland on 1981 Census

Hardly a month left, the population Census of 1981 will be conducted in the whole country. The reference date for the 1981 Census will be the sunrise of 1st March, 1981 which implies that the census is expected to provide a snap shot of the population of the country as it exists of the sunrise of 1st March, 1981. It is obviously not possible to ascertain the particulars of every individual throughout the length and breadth of our vast country at this fixed point of time. Therefore, the enumeration period has been fixed from 9th February, to 28th February, 1981. During this period the enumerator of your locality will visit from house to house and enumerate all persons normally living in your household. On the night of 28th February, 1981, the houseless persons will be enumerated. Thereafter, in order to bring the information upto date with reference to the census moment, which is sunrise of 1st March, 1981 the enumerator will again quickly go round on a re-visit from 1st March to 5th March, 1981 and enumerate any fresh arrivals who might not have already been enumerated elsewhere and also take account of any births and deaths that might have taken place in any of the households after the 1st visit of the enumerator but prior to the sunrise of 1st March, 1981 births or deaths and arrivals of visitors that had taken place after the sunrise of 1st March, 1981 will not be taken into account by the enumerators.

The enumerators and supervisors are being intensively trained. Altogether three rounds of training are being imparted to them with a view to obtaining quality of data being collected in the 1981 Census.

Mainly two schedules will be canvassed during the 1981 Census. They are (i) Household schedule and (ii) Individual slip. In the household schedule, the following particualrs will be collected.

(1) Name of Head of Household.

(2) Religion of head of household.

(3) Whether head of household belongs to scheduled caste or scheduled tribe.

(4) If so, name of caste or tribe.

(5) Language mainly spoken in the household.

(6) Does the household live in own house?

(7) If the household does not live in own house does the household own house or house site in the village or town of enumeration ?

(8) What are the predominant construction material being used by the household for construction of wall, roof and floor ?

(9) Whether drinking water supply and electricity facilities are available in the household ?

(10) Number of living rooms in occupation of household.

(11) Number of married couples usually living in the households.

(12) Does the household cultivate land ? If yes, whether in owned land or returned land or combination of owned and rented ?

The utility of socio-cultural and socio-economic data being collected in the 1981 Census will be of paramount importance to the administration and planners.

In the individual slip, a few new questions have been incorporated in the light of the need of the planners. The 1981 Census is collecting the number of school or college going persons and also the number of seeking persons/available for work for the first time.

The persons who have worked anytime at all during last one year preceding the date of enumeration will be treated as worker. Work has been defined as participation in any economically productive activity. Such participation may be physical or mental in nature. Work involves not only actual work but also effective supervision and direction of work.

If a person has not spent any time in productive activity in the last year he or she will be treated as non-worker and accordingly the category has to be ascertained which are as follows :

(1) Household duties

(2) Students

(3) Dependents

(4) Retired persons or rentiers

(5) Beggars etc.

(6) Inmates of institution like convicts in jail etc.

(7) Other non-workers.

Reasons for migration from place of last residence is another new question added in the individual slip. The reasons of migration may be for the purpose of employment, education, family moved, marriage and others.

Demographic and fertility data of the ever married women and currently married women are also required by the demographer and the planners of the country in order to know the trend of population growth. At what age the ever married women was married. Number of surviving children at present and number of children ever born to the ever married women are being collected. In case of currently married women, any child born alive during last one year is also being collected.

We gratefully acknowledge the co-operation and help extended to the enumerators by the people during the house numbering and house listing operations conducted in May 1980 in Nagaland. We fervently hope that the people of Nagaland will whole heartedly cooperate again with the enumerators and get themselves enumerated at their normal place of residence. Under the Census Act to the enumerators are supposed to record the information truthfully and faithfully and also the people are supposed to furnish the requisited information to the enumerator truthfully. Under the Census Act, Census records cannot be asked for as evidence in the court of Law. Census records are always kept as confidential.

We did not keep ourselves confined to one or two talks, broadcast through A.I.R., Kohima rather we tried to fully utilise the A.I.R., Kohima by launching campaign for co-operation of the people and to educate them about the worlds largest welfare exercise.

The messages which included in the programme and broadcast by A.I.R., Kohima are given below. The English version of the message had been translated into Nagamese to draw, the attention of the rural people.

Census of India

9th February to 5th March, 1981

1. THE CENSUS ENUMERATOR WILL CALL ON YOU DURING THIS PERIOD.
2. THE INFORMATION THAT HE WILL COLLECT FROM YOU IS NEEDED TO PLAN FOR PLENTY, PROSPERITY AND PROGRESS.
3. PLEASE GIVE YOUR CENSUS ENUMERATOR FULL AND COMPLETE INFORMATION.
4. EXTEND YOUR CO-OPERATION IN THIS NATIONAL TASK.
5. CENSUS-A LINK BETWEEN PEOPLE AND PLANNERS.

Census of India 1981

February 9th to March 5th 1981

Census Enumerators will call on each household during this period to collect information. namely:—

Name, relationship with the head of household, sex, marital status.

Mother tongue and the other languages known, religion, whether belonging to scheduled castes or tribes.

Literacy, school/college attendance, nature of activity and details of work etc.

Information will also be collected on place of previous residence, duration of stay there and reason for migration and number of children born to ever married women. Enumerators will also enquire about housing conditions and availability of electricity etc.

Information given to the census enumerators will be kept confidential.

Full information is vital for the success of the census.

Please co-operate with your Census enumerators. Ensure that every one is counted.

CENSUS COMMISSIONER OF INDIA.

Radio Broadcast

FROM SHRI J.B. JASOKIE, HON'BLE CHIEF MINISTER OF NAGALAND TO THE PEOPLE OF NAGALAND ON THE EVE OF 1981 CENSUS.

Dear friends

Population Census in our country is a great National Task for which we are called upon to undertake every TEN YEARS. In a progressive country like ours the utility and importance of demographic, socio-cultural and socio-economic data collected by the Census has tremendously increased with the advent of planning Era.

The Enumeration period for the country for the 1981 Census has been fixed from 9th February, 1981 to 28th February, 1981 both days inclusive. The reference date will be the SUNRISE of 1st March, 1981.

During the enumeration period, the enumerator of your locality will visit your house and enumerate all persons normally residing in your household. No person will be counted twice and no area will be left out.

As a citizen of this vast country, it is your sacred duty to get yourself and all other members of your Household enumerated. I would therefore, fervently appeal to the people of Nagaland to extend whole hearted co-operation to the enumerators who will be visiting their house-holds during the period of enumeration.

I am confident that the enumerators and supervisors who are mostly TEACHERS will perform their duties sincerely and honestly in this National Task.

I have a great hope that all the field officers shall personally see that the Census Operations are conducted efficiently and smoothly in the state of Nagaland.

JAI HIND.

Enumeration of Foreign Nationals:

A reference was received from the Deputy Commissioner, Tuensang asking for clarification regarding the enumeration of foreign nationals who have temporarily migrated to his district from other side of international border because of under-ground disturbance. Immediately he was advised to do the enumeration of such people. A letter received from the Registrar General, India in connection with the enumeration of foreign nationals is reproduced below

D.O. No. 9/66/80-CD (CEN)
Government of India
Ministry of Home Affairs
Registrar General & Census Commissioner,
P. PADMANABHA
India.

2A Mansingh Road,
New Delhi-110 011.
November 16, 1980.

Dear Shri Chhaya,

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

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

Your sincerely,
(Sd/-)
P. PADMANABHA,
Registrar General, India

Shri R.S. Chhaya,
Director of Census Operations,
Gujarat, Ahmedabad.

Copy for information to all Directors of Census Operations.

(Sd/-)
P. PADMANABHA,
Registrar General, India.

Provisional Results of 1981 Census

In circular No. 19th procedure of submission of enumerators abstract, supervisors abstract, Charge abstract and district abstract was explained. It was emphasised in the circular that the charge officer will submit the charge officers abstract on 8th March,1981 to the District Census Officer. The District Census officer was requested to send the provisional population results in the prescribed proforma by a flash signal to the Director of Census Operations on 9th March, 1981. My office made necessary arrangements for receipt of signals from the districts in the police wireless station by deputing a responsible staff, there. My office was kept open upto 11 p.m. to receive the signals and for compilation of data to arrive at the state total. On 10th March, 1981. The provisional population totals were sent to the Registrar General, India by a crash wireless message. The figures were also confirmed to the Registrar General, India, through phone.

The format of the message through which the provisional population total were communicated by the Charge officers on the 8th March, 1981 to the District Census Officer as well as to the Director of Census Operations is given below :

1981 *CENSUS PROVISIONAL TOTALS*

Charge... .... District... ... .
Males... ... ... Females... ... ...
Total population..... ... Literate males... ... .
Literate females... ... ...Total literates.....

Similarly, the District Census Officers communicated consolidated Provisional Population Totals of his district on 9th March, 1981 simultaneously to the Director of Census Operations, Nagaland by flash signal and to the Registrar General of India by express telegram or over telephone in the format given below :—

1981 *CENSUS PROVISIONAL TOTALS*

State... ... . District... ... ...
Males... ... ... Females... ... ...
Total population... ... ... Literate males..... ...
Literate females... .... Total literates... ... ...

The above proforma was also used for sending the state level Provisional Population Totals to the Registrar General of India by this office on the 10th March, 1981.

The Provisional population figures of Nagaland pertaining to 1981 Census as published in paper 1 of 1981 are shown below alongwith the final population figures released in paper 2 of 1981.

State/District	Provisional Population	Final Population
Nagaland	773,281	774,930
Kohima	251,416	250,105
Phek	70,675	70,618
Wokha	55,271	57,583
Zunheboto	60,641	61,161
Mokokchung	104,257	104,193
Tuensang	152.276	152,332
Mon	78,745	78,938

Some Technical Aspect

Some of the common mistakes generally found during enumeration in the economic questions namely questions 14 to 16 of individual slip were rectified. This was the most difficult part for the enumerators even for some supervisors. Another difficult area was to prepare working sheets. As the working sheet for 1981 Census has been devised mathematically, the enumerators had to run after the wrong tick they had put in the working sheets. The mistakes were committed in filling up of the economic questions inspite of emphasising on this part of the slip in the training. Some of those corrections were rectified during enumeration time itself while my supervisory officials were visited the place. Some of them have however been corrected during editing stage in my office.

All sorts of instructions were issued from my office to the enumeration agency, as it was emphasised also in the training classes not to omit or duplicate any person in his particular jurisdiction. It was ensured no omission or duplication. While no such complaint in this regard was received from any corner of the state. The publicity on census taking through All India Radio helped much the general people of Nagaland to understand the importance of census data. It was even noticed while my supervisory staff visited some places reporting to the enumerators by some people who had arrived after the enumeration of the household but within the period of enumeration. By and large, the field operation in Nagaland were over in a well-planned and efficient manner.

APPENDIX III

INSTRUCTION TO ENUMERATORS FOR FILLING UP THE HOUSEHOLD SCHEDULE AND INDIVIDUAL SLIP

CHAPTER

STEPS PRIOR TO ENUMERATION AND FILLING UP OF THE HOUSEHOLD SCHEDULE, PART 1—HOUSEHOLD PARTICULARS

Population Census is a great national task which we are called upon to undertake every ten years. It provides valuable information about the land and the people at a given point of time. It provides the trends in the population and its various characteristics which are essential for planning. It has become indispensable for effective and efficient public administration besides serving the needs of scholars, businessmen, industrialists, planners, electoral authorities, etc. A Census, therefore, has become a regular feature in progressive countries, whatever be their size and political set-up and it is conducted at regular intervals for fulfilling well-defined objectives.

2. As a census Enumerator, you are performing a duty which is of great national importance. The data we provide through the census are very much needed by the public and Government organisations for many aspects of economic and social planning and form the very basis for the delineation of electoral constituencies. You are privileged to be a census enumerator. At the same time, your responsibilities are great. You have to fulfill them with a sense of pride and devotion to duty.

3. For your information, certain provisions of the Census Act, 1948, under which the census is conducted and which gives you the legal authority to canvass the census questionnaire and spells out your responsibilities, are reproduced below.

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

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

Provided that no person shall be bound to state the name of any female member of his household, and no 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.

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 as 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 taking of the Census.

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

11(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, for the purposes of a census return.....

(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,.....

.....shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) shall also be punishable with imprisonment which may extend, to six months.

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

x x x x

4. Please take note of the provisions of Sections 11(1) (a) and (b) which require you to perform your duty as a census officer diligently and to keep the information collected at the census confidential.

5. 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.

6. You will recall that as a preliminary to the census enumeration, the housenumbering and houselisting operations have been conducted sometime ago. On the basis of the Houselists, enumeration blocks have been carved out, one of which has been allotted to you for enumeration during February-March, 1981. You have also been provided with an Abridged Houselist in the prescribed form (specimen of the form may be seen at Annexe 1 to Appendix I at the end of this book) which furnishes the identification particulars of your enumeration block and the details of buildings, census houses, the use to which census houses, are put, households and the serial number of each household. In addition , in the remarks column certain details like reasons for vacancy, place(s) where houseless persons can be found, etc., have been noted.

7. It is quite likely that you may have been associated with the houselisting operations and you are already familiar with the preparation of Notional Map and Layout Sketch and the concepts and definitions of the terms like building, census house, census household, etc., and the manner in which the Houselist has been prepared. But in order to refresh your memory, these terms are explained below (para 7.1 to 10.2). If you have not been associated with the houselisting operations, please read these instructions carefully more than once.

7.1. The Notional Map, as its very name indicates, is a map which is not drawn to scale. It is prepared for the entire village or urban block and is meant to show the location of each enumeration block within the village or town. Whether it is for a village or an urban block, the Notional Map will have to show the general topographical details of the entire village or urban block. The topographical details which should be indicated on the Notional Map would include permanent features and land marks such as the village site- well-known roads, hills, rivers, nalas, etc., as also railway lines and similar clearly recognisable features. It is important that the boundaries of panchayats, patwaris' circles or halkas or hamlets are distinguished, if possible, and the names of hamlets would also be entered wherever known by a particular name. For the purposes of the preparation of Notional Map, you are provided with a separate sheet. In the case of very large villages when there are many blocks, it may be difficult to indicate the outline of the entire village. In such cases, it is sufficient if you show in the Notional Map the block assigned to you.

7.2. Having prepared the Notional Map, you would have to prepare the detailed Layout Sketch of your block. The Layout Sketch is in fact a detailed map of the block assigned to you in which, will be shown the streets and the buildings on the streets. The main purpose of this Layout Sketch is to clearly presents streets in the block and the buildings, so that based on the Layout Sketch, enumeration can be carried out. As in the case of the Notional Map, in the Layout Sketch also, important topographical details should be shown. However, it is not a document which is drawn to a scale. It is a free-hand drawing. In order to be able to draw the Layout Sketch, it would be necessary for you to go round the village or the block assigned to you, so that you become familiar with the area, the way the streets run and the main topographical features. Having gone round the village or block, you should start from one end of the village or block and draw a Sketch. It is important that the dividing lines between one block and another should be clearly demarcated. Such dividing lines, besides following some natural boundaries, wherever possible, should also be indicated by the survey numbers that fall on either side of the dividing line in cadastrally surveyed villages. In villages which are not cadastrally surveyed, the line can be indicated by the name of the owner of the field on either side of the line or by the name of the field, if any.

7.3. In the Layout Sketch, every single building or house should be shown. Pucca and Kutcha houses must be shown by signs like a quare □ for a *Pucca* house and a triangle △ for a *Kutcha* house, further classifying them as wholly or partly residential or wholly non-residential by shading as follows:



Pucca houses, whether wholly or partly residential



Pucca houses, wholly non-residential



Kutcha houses, whether wholly or partly residential



Kutcha houses, wholly non-residential

7.4. It is difficult to give a comprehensive and detailed definition of the terms Pucca and Kutcha houses to cover different patterns of structures all over the country. The categorisation of the houses as Pucca or Kutcha for the purpose of depicting them on the Layout Sketches will facilitate their identification. Also as Kutcha houses are not likely to be long-lasting, any one referring to the Layout Sketches a few years later, can easily distinguish settlement

areas which are likely to have undergone a change. For the purpose of preparation of Layout 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, Ekra, etc.

Roof material—Tiles, G.C.I. (galvanized corrugated iron) sheets, asbestos cement sheets, R.B.C. (reinforced brick concrete), R.C.C. (reinforced cement concrete) 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, loosely packed stone, etc., may be treated as *Kutcha* houses.

Numbering of buildings and census houses

8. When once the location of every building or house is demarcated on the Sketch, it will be a simple matter to decide on numbering the buildings/houses in one series following certain numbers. No hard or fast rule can be laid down as to the direction in which the housenumbers should run, i.e., left to right or in a clockwise order or North-west to South-east and so on. Much depends on the layout. So long as some convenient and intelligible order is followed, it should be alright. The numbers allotted to each house should be marked on the Sketch and with the help of arrow marked 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 housenumbering 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 given in the Layout Sketch would be convenient or any change is needed, for after all the Sketch is only a rough one and the actual Sketch of buildings on ground may suggest a more convenient order of numbering at some place. Having satisfied yourself that the numbering has gone on right lines, you may ink them.

8.1. In urban areas, very detailed plans showing location of every building or house along every road and street in your block 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 number of sketches each covering a limited area. A Layout Sketch of your 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 Sketch. It will facilitate your work and of others if the wholly non-residential houses are distinguished from the residential houses by hatching, as indicated earlier in this section. Here again, the important permanent buildings such as town hall, large office buildings, court buildings, post office, hostel, school, church, market building, etc. should be indicated on the map.

Definition of Building, Census House and House-hold

8.2. You have to give numbers to 'Buildings' and 'Census Houses' in all areas. The instructions given hereafter will guide you to determine what a building and a census house are for the purpose of houselisting. A building is a readily distinguishable structure or group of structures which is taken as the unit for housenumbering. The entire building may be deemed one census house or sometimes part 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.

8.3. **Building:** A building is generally a single structure on the ground. Sometimes it is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, worksheds, schools, places of entertainment, places of worship, godowns, stores, etc. It is also possible that buildings which have component units may be used for a combination of purposes such as shop-cum-residence, office cum-residence, etc.

8.4. 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 different persons. In such cases, though be treated as a separate building and given a separate number. On the other hand, you may come across cases, particularly in large cities, of multi-storeyed ownership flats. In these cases, while the structure looks like one building, the flats are owned by different persons. In case of such multi-storeyed structures, having a number of flats owned by different persons, the entire structure should be treated as one building and each flat as a separate census house.

8.5. Sometimes in metropolitan cities the local authorities may have considered the flats in a block or in large colonies as separate buildings and numbered them as such. If the housenumbering system of the local authorities is adopted as such, you may treat each such flat as a separate building because this would avoid your having to renumber these.

8.6. If within a large enclosed area there are separate structures owned by different persons then each such structure should be treated as one or more separate buildings. Sometimes there may be a number of structures within an enclosed area or compound owned by an undertaking or company or government which are occupied by their employees. Each such structure should be treated as a separate building. If such buildings have a number of flats or blocks which are independent of one another having separate entrance from common courtyard or staircase and occupied by different households each such flat or block should be considered as a separate census house.

8.7. Usually a structure will have four walls and a roof. But in some areas the very nature of construction of houses is such that there may not be any

wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will not be any wall as such. Such structures should be treated as buildings and census houses, as the case may be.

8.8. If there is 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 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 thereafter.

8.9. The buildings should be numbered as follows:

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

(ii) In a town/city enumeration block, the numbering will have to run along the axis of the street and not in any arbitrary geographical direction.

(iii) International numerals, i.e., 1, 2, 3....., etc., 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 *Kutcha* is found after the housenumbering 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 building No. 10.

9. Census House: A Census House is a building or part of a building having a separate main entrance from the road or common courtyard or staircase, etc., used or recognised as a separate unit. It may be occupied or vacant. It may be used for a residential or non-residential purpose or both.

9.1. 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 staircase 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 owned by different persons, then each such buildings should be treated as one or more separate buildings. You may come across cases where within an enclosed compound there may be separate buildings owned by an undertaking or company or even government, actually in occupation of different persons. For example, I.O.C. colony where the buildings are owned by the Corporation but these are in occupation of their employees. Each such building should be reckoned as a separate building. But if in any one of these buildings there be flats in occupation of different households, each such flat should be treated as a separate census house.

9.2. It may be difficult to apply the definition of census house strictly in certain cases. For example, in an urban area, a flat has five rooms, each room having direct entrance to the common staircase or courtyard. By definition this has to be treated as five census houses. If all these five rooms are occupied by a single household, it is not realistic to treat them as five census houses. In such a case, singleness of use of these rooms along with the main house should be considered and the entire flat should be treated as one census house. On the other hand, if two independent households occupy these five rooms, the first household living in 3 rooms and the second household occupying 2 rooms, then considering the use, the first three rooms together should be treated as one census house and the remaining rooms as another census house. But if each room is occupied by an independent household, then each such room should be treated as a separate census house.

9.3. In case of hostels, hotels, etc. even if the door of each room in which an inmate lives opens to a common verandah, staircase, courtyard or a common room, as it happens almost invariably, the entire house/hostel building should be treated as one census house. But if such hostels/ hotel have out-houses or other structures used for different purposes or the same purpose then each such structure attached to the main hostel/hotel should be treated as a separate census house and will be given sub-numbers of the main building. In some parts of the country, in rural areas, the pattern of habitation is such that a group of huts located in a compound, whether enclosed or unenclosed, is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping, as a kitchen, bath room baithak, etc. Though each of the huts is a separate structure, they form a single housing unit and, therefore, have to be treated collectively as a single census house. If some of the huts are used by one household and the others by a second household as residence, then the two groups of huts should be treated as separate census houses. However, if there are also other huts in the compound used for other purposes and not as part of the household's residence such as, cattleshed, workshed, etc., they should be treated as separate census houses.

9.4. It is also possible that a household uses another structure, e.g., a baithak, separated from the main residence by some distance or by other structures or

by a road. In such cases, it may become necessary to treat separate structure used as *baithak* as a separate census house.

9.5. It is usual to find in municipal towns and cities that every site, whether built upon or not, is 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 cases where a structure with 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 there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will not be any wall as such. Such structures should of course be treated as buildings and census houses and numbered and listed.

9.6. Pump houses, temples and other similar structures must also be numbered and given census house numbers. These are places where people can also live. Obviously, such structures need not be numbered if they are so small that no person can live in them.

9.7. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house will be 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 after the building number as 10(1), 10(2), etc., or 11(1), 11(2), 11(3), etc.

10. **Household:** A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be a household of persons related by blood or a household of unrelated persons or having a mix of both. Examples of unrelated households are boardinghouses, messes, hostels, residential hotels, rescue homes, jails, ashrams, etc. These are called 'Institutional households.' There may be one member households or multi-member households. For census purposes, each one of these types is regarded as a 'household'.

10.1. If a group of perons who are unrelated to each other live in a census house but do not have their meals from the common kitchen, they would not constitute an institutional household. Each such person should be treated as a separate household. The important link in finding out whether there is a household or not is a common kitchen.

10.2. Each household will be listed according to the instructions that follow 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.

11. You have been provided with a filled in Abridged Houselist form for your enumeration block in which the identification particulars and Section 2 will have been filled. You will notice that Section 2 runs from page 1 through page 14 of the Abridged Houselist booklet and pages 15 and 16 deal with Section 3. Section 1 on page 1 and Section 3 on pages 15 and 16 of the Abridged Houselist will have to be filled in by you as per instructions issued by your superior officers. The general instructions issued in this behalf are reproduced in Appendix I.

12. You will be required to canvass the Household Schedule for each household and Individual Slip containing 16 questions with parts for each individual in your jurisdiction. If you are an enumerator in a sample area 6 additional questions will have to be canvassed. The operations will be carried out in two stages:

(a) Enumeration during the period February 9, 1981 to February 28, 1981, and

(b) Revisional round between March 1, 1981 and March 5, 1981.

These will involve the following steps:

(i) Preparation of Notional Map and Layout Sketch of your eumeration block.

(ii) Updating the Abridged Houselist,

(iii) Filling up of the Household Schedule, Part I—Household Particulars,

(iv) Filling up of the Household Schedule, Part II—Population Record, columns 1 to 7,

(v) Filling up of the Individual Slip for each individual in that household,

(vi) Filling up of columns 8 through 35 of Household Schedule, Part II—Population Record with reference to the entries in Individual Slips filled for each member of that household.

(vii) Revisional round and updating of records,

(viii) Filling up of the enumerator's working sheet for preparing the Enumerator's Abstract,

(ix) Filling up of the Enumerator's Abstract,

(x) Filling up of Section 1 of the Abridged Houselist,

(xi) Handing over all documents to your Supervisor, the documents being the Notional Map, the Layout Sketch, all filled in Household Schedules, all filled in Individual Slips, filled in and updated Abridged Houselist, the working sheets for preparing Enumerator's Abstract, the filled in enumerator's Abstract and all blank Household Schedule books, Individual Slip pads and other blank forms.

Reference date and enumeration period

13. The reference date for the 1981 Census will be the sunrise of **March 1, 1981** which implies that the census is expected to provide a snap shot of the population of the country as it exists on the sunrise of **March 1, 1981.** It is obviously not possible to ascer-

tain the particulars of every individual throughout the length and breadth of the country at this fixed point of time. Therefore, the enumeration period has been fixed from February 9 to February 28. Thus, you will have to actually commence your work of enumeration on February 9 and complete the work on February 28, 1981. During this period, you will have to cover your jurisdiction and enumerate all households and every person living in households as will be explained later in this booklet. On the night of February 28, 1981, you will be required to count the houseless households. Thereafter, in order to bring the information upto date with refrence to the census moment, which is sunrise of March 1, 1981, you will have to quickly go round your jurisdiction on a re-visit from March 1, to March 5, 1981 and enumerate any fresh arrivals in your jurisdiction who might not have already been enumerated elsewhere and also take account of any births that might have taken place in any of the households after your previous visit and before the sunrise of the said date, update the Population Record or fill in fresh Household Schedule if a whole household has moved into your area and has not been enumerated elsewhere. Fill in fresh Individual Slips in appropriate cases. As a corollary, you will have also to cancel the Individual Slips relating to persons who may have unfortunately died since your last visit to a household but prior to the sunrise of March 1, 1981. Births or deaths and arrivals of visitors that had taken place after the sunrise of March 1, 1981, need not be taken note of by you.

Prepration of Notional Map and and Layout Sketch

14. You will be required to prepare a Notional Map and Layout Sketch of your enumeration block for which necessary drawing sheets have been supplied to you. The instructions for preparing the Notional Map and Layout Sketch have been given in paragraph 7.1 above. Please go through these instructions carefully and draw the Notional Map and Layout Sketch for your enumeration block.

14.1. While drawing the Layout Sketch you may come across new constructions which have not been reflected in the Abridged Houselist supplied to you. These constructions will have to be shown in the Layout Sketch at the appropriate places and asigned building numbers with oblique strokes. Thus, if a new building either *Pucca or Kutcha* is found in the midst of buildings already numbered it should be given a new number which may bear sub-number of the adjacent building number, *e.g.*, 10/1. These new structures should not be numbered as 10(1) or 10(2), *etc.*, as 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 between building number 10 and building number 11.

Updating the Abridged Houselist

15. As mentioned in paragraph 11 above, you will have been provided with an Abridged Houselist for your enumeration block. In this form the identification particulars and Section 2 will have been filled. The general instructions as to how Section 2 and Section 3 must be updated are reproduced in Appendix I and doubtless you would have been trained in the procedure to do this.

15.1. As you go round your enumeration block carrying out enumeration, you will have to correct Section 2 and fill Section 3 as the case may be, in the Abridged Houselist. Please carry out the corrections in Section 2 and additions in Section 3 of the Abridged Houselist as you go round your block. Do not put this work off because it is esential to ensure that no building, census house or household is missed or not covered and that the present situation is fully reflected in the Abridged Houselist. Please read the instructions given in Appendix I once more.

Filling up of Household Schedule

16. The Household Schedule consists of two parts. The first part incorporates the Household Particulars and the second part comprises the Population Record of which columns 1 to 7 should be filled in by you before you take up filling up of the Individual Slips.

16.1. Specimen of the Household Schedule, both Part I and Part II is given at the end of this chapter.

Note: Do not make any entries in the dotted boxes.

17. **Part I—Household Particulars:** You will have to record the Book No. and Form No. at the top right hand corner of this form. Book No. is given on the cover page of the Household Schedule book and you have merely to copy this number on each Household Schedule form. The Form No. will run serially from 1 for each book.

Location Code

18. At the top on the left hand side of the schedule you will find Location Code. The Location Code numbers have been allotted to each State, District, Tehsil/Taluk/Police Station/ Development Block/Circle or town, village (each separated by oblique stroke) and enumeration block (E.B.) number within brackets. Your Charge Officer or Supervisor would have already indicated to you the complete Location Code number of the rural or urban block assigned to you and noted these particulars on the cover page of the booklet. You should enter on each form the complete Location Code number of your enumeration block, comprising State/District/Tehsil, *etc.* or town/village or ward and enumeration block numbers (within brackets). Please note that the code for town is to be given in Roman numbers while codes for all other units will be given in international numerals.

18.1. Location Code is a device by which every village or town in a Tehsil/Taluk/Police Station/Development Block/Circle of every District in a State/Union Territory is identified by a combination of numbers. The enumeration blocks for villages and towns have also been assigned numbers and these constitute the last element of the Location Code and is recorded in the Location Code within brackets. By a combination of these

numbers one can exactly identify the enumeration block within a village or a town. Thus, Code No. 2/10/3/46(138) would mean enumeration block No. 138 falling in village No. 46 in Tehsil No. 3 of District No. 10 in State No. 2. Similarly, Location Code 10/6/II/5(22 would mean enumeration block No. 22 falling in ward No. 5 of town No. II in District No. 6 of State No. 10.

18.2. If you have, by any chance, been put in-charge of more than one rural or urban enumeration block, please make sure that you have *separate books and pads for each rural or urban enumeration block.* Do not use the same book or pad for different enumeration blocks even if blank forms are available in a particular book or pad.

18.3. Please check that the Location Code tallies with the Location Code indicated in the filled in Abridged Houselist supplied to you. If they do not tally, refer the matter immediately to your Supervisor for further instructions.

Serial number of household

19. The serial number of the household as given in column 7 of the Abridged Houselist will have to be entered in the Household Schedule at the appropriate place. As you will notice, serial number of household has been entered in Section 2 of the Abridged Houselist in a continuous manner. If, however, you come across a household during the course of enumeration, which does not find mention in the Abridged Houselist as per instructions given in Appendix I. You may come across a new household in the following Houselist as per instructions given in Appendix I. You may come across a new household in the following situations:

(i) A household has moved into a new building which has come up after the houselisting operations;

(ii) A household has moved into an existing building or census house which was not used for residential purpose before.

(iii) A new household has come in by sharing accommodation with other household(s) who were existing at the time of houselisting.

19.1. However, you may come across a new household which has replaced a household listed during the houselisting operations. In such a case, the serial number of the household given in column 7 of the Abridged Houselist need not be changed. You should merely change the name of the head of the household in column 6 in Section 2 and adopt the serial number already entered in column 7 for this new household. Similarly, if the head of household has changed, you have merely to make change in column 6 of the Abridged Houselist and no change in the serial number given in column 7 of the Abridged Houselist is called for. Please do not forget to read the instructions for filling up the Abridged House list and updating the same as given in Appendix I *before you start filling up* the Household Schedule and the Individual Slip.

Type of household

20. At the top right hand corner, below the Book No. and Form No. of the Household Schedule, you will have to record the type of household, whether institutional or houseless by symbols as per instructions given in the foot note of the form itself. There are three types of households, viz., normal, institutional and houseless. While you are enumerating the members of the household, you will come to know whether the household falls in the category of normal household or institutional household or houseless household. For institutional write 'I' and for houseless households write 'O'. For normal household no entry need be made.

Q. 1: Name of head of household

21. The head of the household for census purposes is the person on whom falls the chief responsibility for the maintenance of the household. Thus, the head of the household need not necessarily be the oldest male member but may be a female or even a younger member of either sex. However, you need not enter into an argument about this. You should record as head of the household the name of the person who is actually acknowledged as such.

21.1 In respect of institutional households such as hostels, boarding houses, messes, jails, *etc.*, the warden or the manager or the superintendent, who has administrative responsibility or who, by common consent, is regarded as the head, should be recorded as the head of the household. In such cases, write warden, manager, superintendent, jailer, *etc.*, as the case may be, or write the name of the person if there is no designation. If in a census house, in which there is an institutional household, separate families are also living, then each such family should be treated as a census household and a separate Household Schedule should be filled. In such cases, care should be taken to enter the name of the head of the household and not that of the head of the institution.

Q. 2 : Religion of the head of household

22. You have to record the religion of the head of the household as given by him against this question. While writing the religion, you have to write the abbreviations as follows on the line against this question and *not* in any of the dotted boxes provided at the end of the dotted line against this question:

For Hindus—write H
For Muslims—write M
For Christians—write C
For Sikhs—write S
For Buddhists—write B
For Jains—write J

22.1 For 'others' record actual religion as returned fully. If a person says that he has no religion, it may be recorded accordingly. If a person refuses to state

his religion, you may write 'religion not stated'. You should not enter into any argument with the household for filling up this question. You are bound to record faithfully whatever religion is returned by the head of the household. For institutional households, put '×' against this question.

Q. 3 : Whether head of household belongs to S.C. or S.T.

23. You will be supplied with a list of Scheduled Castes (S.C.) and Scheduled Tribes (S.T.) in relation to your State/Union Territory by your Supervisor. While filling up the Household Schedule you will have to ascertain from the head whether he is a member of a Scheduled Caste or a Scheduled Tribe. If in reply to this question, the answer is in the affirmative, you have to record '1' in the case of a Scheduled Caste or '2' in the case of a Scheduled Tribe in the box provided against this question. If the head returns himself as Scheduled Caste, you have to check his religion. He or she should belong to Hinduism or Sikhism. A person belonging to a Scheduled Caste cannot belong to any other religion. Persons who belong to a religion other than Hinduism and Sikhism will not be treated as a member of any of the Scheduled Castes. But a member of a Scheduled Tribe may belong to any religion. In case of institutional and non-S.C/S.T. head of household, write '×' in the box.

Q. 4 : Name of caste/tribe of head of household

24. If you have recorded '1' or '2' for Scheduled Caste or Scheduled Tribe, as the case may be, against Question 3 you have to enter here the name of the Scheduled Caste or Scheduled Tribe which finds place in the list provided to you. You have to be careful that only that name of Scheduled Castes or Scheduled Tribes should be entered which is given in the list pertaining to your State/Union Territory. If the head returns any other name which does not find a place in the list, it is not to be recorded and the head should be told that you are authorised to record only those castes and tribes which are given in your list in relation to the State or Union Territory concerned. It is quite likely that at this point the head might return the name of the caste or tribe which finds mention in your list. If, however, the head returns any other name which does not find place in the list it should not be recorded and the entry in Question 3, if any, in the box should be corrected accordingly. In case the head replies that he does not belong to S.C. or S.T., you have to put '×' on the line and *not* in the box against this question. For institutional and non-S.C./S.T. households, write '×' on the line.

Q. 5 : Language mainly spoken in the household

25. You have to ascertain from the head of the household about the language which is mainly spoken in the household. You have to record the answer faithfully as returned. There may be cases where one or two persons of the household may be speaking other languages also, but the language to be recorded here is the one which is spoken mostly by the members of the household among themselves. The language spoken in the household should not be confused with the mother tongue of each individual member of the household. For institutional households put '×' on the line. Do not enter anything in the dotted boxes against this question.

Q. 6 : Does the household live in owned house?

26. 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 owned house. This should be recorded by putting '1' in the box provided against this question. A household living in a flat or a house taken on 'ownership' basis on payment of instalments, should be regarded as living in its own house, notwithstanding the fact that all instalments have not been paid.

26.1 If the household lives in a rented house or in the house which is not owned, write '2' in the box. 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, as for example, rent free accommodation provided to employees by Government, Institutions, Companies, *etc.* In such cases, the answer would be 'No' and you should write '2' in the box. For institutional and houseless households, put a cross (×) in the box.

Q. 7. If 'No' in 6, does the household own a house or house site in the village or town of enumeration?

27. If you have recorded '2' in the box for Question 6, *i.e.*, the household does not live in its owned house then you have to ask this question. You have to enquire whether that particular household owns a house of its own or a house site elsewhere in the place of enumeration, *i.e.*, else where in the village or town of enumeration. If the answer to the question is in the affirmative, *i.e.*, 'Yes', you have to record '1' in the box provided against this question. If the answer is in the negative, i.e., 'No' and the head of the household replies that this household does not have a house or house site in the village or town of enumeration you have to indicate it by recording '2' in the box provided. It is obvious that this question is not applicable to institutional and houseless households because you will have to put a cross (×) against Question 6 for such households.

Q. 8. Predominant construction material of the house occupied by household

28. This question has been divided into three parts, *i.e.*, (a) material of wall; (b) material of roof; (c) material of floor. For your convenience the description of the predominant construction material has been indicated within rectangles under each items, *i.e.*, wall, roof and floor. A numerical code for a group of materials has been indicated. What you have to do is to enquire about the material and enter the appropriate code in the box provided with reference

to the description given within the rectangles for each of the materials of wall, roof and floor respectively. This question is not applicable to institutional and houseless households. In the case of such households put a cross (×) in the box.

(a) *Material of wall*

29. For material of wall, 10 codes have been provided which are indicated in the schedule itself. In order to determine the material of wall you have to take into account the material out of which the major portions of the walls of the house are made and then select the appropriate code. The code thus selected should be entered in the box provided against this question.

(b) *Material of roof*

30. For material of roof, 8 codes have been provided. These are indicated in the schedule itself. For determining the material of the roof, you have to take into account the material out of which the outer roof exposed to the weather and *not* the ceiling, is made, *i.e.*, titles, thatch, corrugated iron, zinc or asbestos cement sheets or concrete, wood, mud, *etc.* If the roof is mainly made of bricks and stone 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 but it will be bricks, stone, *etc.*, which constitute the fabric of the roof. In multi-storeyed buildings the intervening floor will constitute the roof of the lower floor. After ascertaining the material of the roof you have to give the suitable numerical code in the box provided against this question.

(c) *Material of floor*

31. For material of floor, 7 codes have been provided as indicated in the schedule itself. For the material of floor you have again to take the major portion of material out of which the floor of the house is made. For example, if in a house only the drawing room has mosaic floor while all other rooms and corridors have just cement flooring, the material of floor to be recorded here will be 'cement', i.e., code 5. Again, if a house has tiled floor in the bath room and all other rooms have cement floor the material of floor will again be 'cement'. For multi-storeyed buildings the floor of the upper storeys will be determined in the usual manner as discussed above. It may be noted that the material of the roof of the intervening floors of multi-storeyed buildings does not automatically become the material of floor of the upper storeys. The floor material of the upper storey could be different from the fabric of the roof for the lower storey. For example, in a two storeyed building, the roof of the ground floor could be RCC while the floor material of the first floor could be mosaic.

31.1. It is again emphasised that while recording the materials of wall, roof and floor you have only to give the code number in the box provided against this question and *not* description.

Q. 9 : Facilities available to the household

32. This question is divided into three parts, *i.e.*, drinking water supply, electricity and toilet. The latter is meant for urban areas only. This question is not applicable to institutional and houseless households. In the case of such households put a cross (×) in the boxes.

(a) Drinking water supply

33. This question relating to drinking water supply has been divided into two sub-parts. The first subpart deals with the source of drinking water supply. The sources have been put within blocks along with international numerical code against each. You have to enter the appropriate numerical code in the box provided.

33.1. If a household gets drinking water from two or more sources throughout the year, the source availed of during the greater part of the year should be recorded. After recording the numerical code in the box, proceed further for recording the answer of the sub-part (ii) of the same question, namely, whether the drinking water supply is within the premises or outside premises. If the water supply is available within the premises write '1' in the box provided. If the water supply is not available within the premises, write '2' in the box provided.

33.2. You may have a problem in determining whether water supply is available within the premises or not. Local conditions vary tremendously in this country. We may have a well, a hand pump or tube well within the house or even the backyard of the house opening to a river or canal. In all such cases, if within the house site the source of water is located, we may take it that drinking water supply is available within the premises. Otherwise it is not available within the premises.

(b) *Electricity*

34. If electricity is available to the household, enter '1' in the box; if it is not available record '2' in the box. It should be noted that we are concerned with the availability of electricity to the household as distinct from actual use of electricity by the household. The household may or may not be using electricity at the time of the visit but the fact that it is available is what we are interested in.

(c) *Toilet (for urban areas only)*

35. This question is to be canvassed for urban areas only. If toilet facilities are available to the household within the premises of the house, write '1' in the box, otherwise record '2'.

Q. 10 : Number of living rooms in occupation of household

36. 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 atleast 1½ metres, and 2 metres in height. A 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, cattleshed and latrine and roofs in which a household industry such as a handloom is located, which are not normally usable for living or sleeping are excluded from the definition of a living room for the purpose of this question.

36.1. 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 by itself be construed to be a room.

36.2. In certain parts of the country, particularly in rural areas, the pattern of housing may present some problems. For example, a household may be in occupation of several huts put to different uses such as main residence, sitting room, store and even for sleeping at night. By strict application of the definition each one will be reckoned as a census house, but this does not reflect the real situation. While huts used as store or cattleshed pose no problems, those used as sleeping rooms beyond the main residence, should be counted as rooms rather than separate census houses.

36.3. If a garage is used by a servant and he lives in it as a separate household, it should be reckoned as a room available to the servant's household. If the servant is considered as a member of the household then the garage room should be reckoned as an additional room of the household. Write the number of rooms available to household in the box provided.

36.4. A living room which is shared by more than one household will not be counted for any of them. In other words, only living room exclusively in possession of the household will be counted. For example, if two households share a single living room and therefore neither has a living room exclusively, write "No regular room" in the line and also enter "O" in the box in the Household Schedule of each of the households. If two households have a living room each but in addition also share a common living room then common room will not be counted for either of the households. This question is not applicable to institutional and houseless households. In the case of such households put a cross (×) in the box.

Q. 11 Number of married couples usually living in the household

37. Enter the number of married couples usually living in the household in the box provided against this question. Count those couples who are usually living together in the household even if one of the spouses is temporarily absent and therefore not included as part of that household for the purpose of enumeration in Part II. You may take into consideration such persons for arriving at the number of couples.

37.1. This question must be canvassed for houseless households also. However, in the case of institutional households, put a cross (×) in the box.

Q. 12 : Does the household cultivate land ?

38. Enquire if the household is cultivating land or not. If the household cultivates land, enter '1' in the box provided, otherwise record '2' in the box. For determining whether a household is cultivating land or not, it would be necessary to ascertain if one or more persons in the household are engaged in cultivation of land or supervision or direction of cultivation. Encroachers who cultivate land encroached upon, will be regarded as cultivating household for the purpose of this question. If the household has a visitor who cultivates land elsewhere, it cannot be deemed that the household as such is a cultivating household. For the purpose of this question either the head of the household or one of the usual members of the family should be cultivating land. This need not be the main activity. The land may be either owned or taken on rent in cash or kind. The size of land cultivated is irrelevant. The land cultivated need not be in the place of enumeration. It may be anywhere.

38.1. A household whose members merely work on somebody else's land for wages should not be treated as a cultivating household.

38.2. Please note that cultivation is reckoned as such on the basis of the growing of certain crops only. In other words, a household will be considered as cultivating land if the household is engaged in growing the following crops only:

(i) **Cereal and millet crops** ; Paddy, wheat, jowar, bajra, maize, ragi, barley, gram, *etc.*

(ii) **Pulses** ; Arhar, moong, masur, urd, khesari, *etc.*

(iii) **Fibre crops** ; Raw cotton, jute, mesta, sunhemp and kindred fibre crops.

(iv) **Oil seeds** ; Sesamum, ground-nut, rape, mustard, linseed, castor, *etc.*

(v) **Cash crops** ; Sugarcane.

38.3. The growing of the following crops *will not be considered as cultivation*:

(i) **Plantation crops** ; Tea, coffee, rubber, tobacco, pepper, cardamom, *etc.*

(ii) **Edible-nuts (other than ground-nut)** : Walnut almond, cashewnut, *etc.*

(iii) **Fruits** : Bananas, apples, grapes, mangoes, oranges, *etc.*

(iv) Coconut.

(v) Ganja, cinchona, opium and medicinal plants.

(vi) Betel-nuts (areca).

(vii) Flowers.

(viii) Roots and tubers, chillies and spices (other than pepper and cardamom).

(ix) Vegetables.

(x) Other crops not specifically included under cultivation.

38.4. This question must be canvassed in the case of houseless households also. However, in the case of institutional households, put a cross (×) in the box.

Q. 13 : If 'Yes' in 12, category

39. If you have noted code '1' against Question 12 *i.e.*, the household is cultivating land, enquire whether the land is owned, rented or partly owned and partly rented. If it is owned record '1', if it is entirely rented record code '2' and if it is partly owned and partly rented record code '3'. Enter the appropriate code in the box. Encroached land will be treated as 'rented', because it does not belong to the person cultivating it.

Q. 14. If Rented, enter local name of tenancy

40. If in Question 13 you have recorded 2 or 3, *i.e.*, the household cultivates rented land either wholly or in combination with owned land, ask the local name of the tenancy. This local name should be recorded fully. For example, a household may be cultivating land taken on mortgage. It is known by different names in different parts of the country, like *sudbharna, etc.* Again, a household may be cultivating land as a 'share cropper' and the tenancy is known by different names in different parts of the country, like *Batai, tehai, bargdar, etc.* You may also come across cases where the household cultivates land taken on cash rent locally known in some parts of the country as *Lagan Par, etc.* You have to record the local name of the tenancy in all such cases. If a household cultivates different parcels of rented land under different systems of tenancy, record here the local name of tenancy relating to the largest parcel of such rented land.

Q. 15 : Total population of the household

41. Enter the total population of the household in the box provided. This should be done after you fill up columns 1 to 7 of the Population Record. Total of entries in column 2 of the Population Record should be copied here.

CENSUS OF INDIA 1981

HOUSEHOLD SCHEDULE

Part I : Household Particulars

Book No. .....

Form No. .....

CONFIDENTIAL

Location Code.....Serial number of household (Col. 7 of abridged houselist).....Type of household, whether Institutional or houseless*.....

1. Name of head of household.....
2. Religion of the head of household.....
3. Whether head of household belongs to S.C. or S.T. If scheduled caste write (1)/If scheduled tribe write (2) .....
4. Name of caste/tribe of head of household.....
5. Language mainly spoken in the household .....
6. Does the household live in owned house ? Yes (1)/No (2) .....
7. If 'No' in 6 does the household own a house or house site in the village or town of enumeration ? Yes (1)/No (2) .....
8. Predominant construction material of the house occupied by household :

(a) WALL — Grass, leaves, reeds or bamboo (1) | Mud (2) | Unburnt bricks (3) | Wood (4) | Burnt bricks (5) | G.I. sheets or other metal sheets (6) | Stone (7) | Cement concrete (8) | Ekra (9) | Others (0)

(b) ROOF — Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) | Tiles, slate or shingle (2) | Corrugated iron, zinc or other metal sheets(3) | Asbestos cement sheets (4) | Brick, stone and lime (5) | Stone (6) | Concrete R.B.C. R.C.C. (7) | Others (8)

(c) FLOOR — Mud (1) | Wood/planks (2) | Bamboo or logs (3) | Brick, stone and lime (4) | Cement (5) | Mosaic/tiles (6) | Others (7)

9. FACILITIES AVAILABLE TO THE HOUSEHOLD :

(a) Drinking water supply (i) Source : Well (1) | Tap (2) | Hand pump/tube well (3) | River/canal (4) | Tank (5) | Others (6)

(ii) Within premises (1)/Outside premises (2) .....

(b) Electricity : Yes (1)/No(2).....; (c) Toilet (for Urban areas ony) Yes (1)/No (2).....

10. Number of living rooms in occupation of household.....
11. Number of married couples usually living in the household.....
12. Does the household cultivate land ? Yes (1)/No (2).....
13. If 'Yes' in 12, category — Owned (1) | Rented (2) | Owned and rented (3)
14. If Rented, enter local name of tenancy .....
15. Total population of the household (Total of Col. 2 of part II Population Record).....

* For institutional write '1', for houseless write 'O':

**Consult list supplied to you. If not belonging to S.C./S.T. put cross(×) in the box.

MALE

Serial No.	Name	Relationship to head (Indicate Serial No. of mother within brackets if present in the household for children upto 10 years)	Sex		Age	Marital status	Name of Scheduled Caste/Tribe, if any		Literacy		Entry in 14A	
			Male	Female			Caste	Tribe	Literate	Illiterate	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13
Total	(a)	X X X			X	X	(a)	(a)				

Checked with reference to individual slip

Compiler .....

(a) Enter total after counting number of entries

MALE										FEMALE													
		Entry in B		Entry in 15A				Whether seeking/ available for work		Name of Scheduled Caste/Tribe, if any		Literacy		Entry in 14A		Entry in 14 B		Entry in 15A				Whether seeking/ available for work	
	Serial No.	Yes	No	C	AL	HHI	OW	Yes	No	Caste	Tribe	Literate	Illiterate	Yes	No	Yes	No	C	AL	HHI	OW	Ye	No
	1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
										(a)	(a)												

Checked and found correct

Supervisor..... (a) Enter total after counting number of entries Signature of Enumerator.....

IMPORTANT INSTRUCTIONS

1 Record location code on each schedule and form, etc.

2 Do not leave any household or person uncovered in your block.

3 Do not forget to enter columns 1 to 7 of the Population Record before starting individual enumeration.

4 Do not forget to make repeated enquiries about young children, newly born babies and visitors not enumerated elsewhere.

5 Enter serial number of mother if present in the household against her son and daughter aged 10 years and below.

6 While making entries for names of Scheduled Castes/Scheduled Tribes, check names of Scheduled Castes/Scheduled Tribes with list supplied to you by your supervisor.

7 Write legibly.

8 Do not do overwriting.

9 Do not hesitate to ask your supervisor if you have doubt on any matter.

10 Do not allow your work of filling up of entries in the Population Record to accumulate. It should be completed for enumeration done at the end of each day's work.

11 Do not misplace or lose any of your forms or papers while performing duties as census enumerator.

12 During revisional round, fill in fresh slips for newly born babies and update the Population Record.

13 Cover households which have shifted to your block after your first visit but before sunrise of **1st March, 1981,** if not enumerated already in some other block.

14 In case of any death in your block before sunrise of **1st March, 1981,** cancel slip of that person if enumerated by you and make necessary corrections in the Population Record also.

15 While ticking for information in columns 8 to 35 in the Population Record, make sure that columns 8 to 21 refer to males and columns 22 to 35 to females.

16 Check totals of columns in the Population Record before posting in working sheets for enumerator's abstract.

CHAPTER II

FILLING UP OF THE HOUSEHOLD SCHEDULE, PART II—POPULATION RECORD—COLUMNS 1 TO 7

42. Part II of Household Schedule gives the format of the Population Record. There are altogether 35 columns in this form. You have already been told that columns 1 to 7 of this form should be filled up first before you take up the enumeration of the individual members of the household. It must be re-emphasised that it is absolutely necessary to fill up columns 1 to 7 of this form after you have filled in Part I of the Household Schedule and before you take up individual enumeration of the members of the household. This will mainly help you in counting all members of the household, missing none, and in recording age of the individuals more precisely.

43. The next question that arises is as to who are the persons to be enumerated in the household. In other words, it is necessary to know who are the persons who are eligible for enumeration. Generally speaking, persons who are present in the household during the entire period of enumeration or who are known to be usual residents of the household and have stayed there for part of the enumeration period or who are expected to return before the February 28, 1981 are eligible to be enumerated as members of the household concerned. So also, visitors who may be present in the household which is being enumerated by you and who have been away from their place of usual residence during the entire enumeration period will also be treated as residents of the household.

43.1. 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 February 9 to February 28, 1981 (both days inclusive);

(ii) Also those who are known to be normally residing and had actually stayed during a part of the enumeration period (February 9—28, 1981) 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 February 28, 1981; and

(iv) Visitors who are present in the household censused by you and are 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 household where they are actually found during the enumeration period provided they have not been enumerated elsewhere.

43.2. Please note that if a person has been away from his normal or usual place of residence throughout the enumeration period, he will not be eligible for enumeration as a member of the household in which he is a normal resident. He will be enumerated wherever he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place but has been absent from that place for the entire enumeration period, will be enumerated by you if he is 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 move from this place.

Col. 1: Serial No.

44. This column relates to serial number and hardly calls for any explanation. However, in entering the members of the household in the Population Record it would be better if some system is followed. After entering the name and other particulars of the head of the household (columns 1—7), you should cover the near relations such as wife or husband of the head of the household, sons and daughters, each son's wife and children, each daughter's husband and children, then other relations such as brothers, sisters, mother, father, *etc.*, of the head of the household, then domestic servants, visitors, boarders if any, *etc.* Please see that all these persons must form part of the household and must be entitled to be enumerated in terms of the eligibility criteria spelt out in the various paragraphs. Such a system of listing and entering of particulars in the Population Record will ensure that omissions are avoided, particularly of small children. It will also help in cross-checking replies regarding age.

44.1. ONE WORD OF CAUTION—You must ask probing questions regarding relations such as unmarried sisters, parents, domestic servants and children. Otherwise, the head of the household may not indicate that there are such persons as members of the household. *Please make repeated enquiries about infants and very young children because they are often liable to be left out of the count.*

Col. 2: Name

45. Again, this question hardly calls for any explanation. The name of the person enumerated, starting with the head of the household, should be entered here. At this point you may please recall the provisions of Section 8(2) of the Census Act reproduced in paragraph 3.

45.1. Do not insist on the name of the female member of the household if the respondent does not volunteer to give it. Similarly, do not insist on a female respondent giving the name of her husband or of any other relation if by custom she is forbidden to do so.

In the case of infants also some times the name may not be forthcoming. In all such cases it should suffice if in this column, you write so and so's wife or sister or mother or father or son or daughter as the case may be. It needs hardly any re-emphasis that the members of the household should be enumerated and entered in a systematic order as discussed above. In the case of an institutional household, there may be a non-resident 'Head'. He is not eligible to be enumerated as a member of this household.

45.2. Household Schedule form which contains Population Record would have been supplied to you in sufficient quantity. For each household you have to fill one form. Even if a form has been filled in for a one member household and there is enough space to enter particulars of another household you should not make further use of the form. You should take up a fresh form for each household. However, if in a large household there are more persons than what the Population Record form can accommodate, you should continue the entries on the next form, but do not forget to write the word "continued" on the top of the next Household Schedule and Population Record which you are using. The word "continued" should be written in capital letters and re-write the Location Code and Serial No. of the household in the second Household Schedule form also. Other entries in Part I of the second Household Schedule form need not be filled in such cases.

Col. 3: Relationship to head (Indicate Serial No. of mother within brackets if present in the household for children upto 10 years)

46. In this column you will have to record the relationship to head in full. In the case of the head write 'Head'. For others write the full relationship. Do not use words like 'nephew', 'niece' or 'uncle', 'aunt' but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother, father's or mother's sister or father's or mo-mother's sister's husband (for uncle), or father's or mother's brother's wife (for aunt). Son or daughter will include adopted son or adopted daughter or step son/daughter. For brother-in-law, write wife's brother or sister's husband as the case may be. For grandson, write son's son or daughter's son as the case may be. In the case of visitors, boarders or domestic servants/cooks, *etc.*, who are enumerated as members of the household, write visitor boarder or domestic servant/cook, as the case may be. In the case of an institutional household, however, all the members of the household should be treated as unrelated. It is possible that in a hostel, the resident superintendent's son or daughter also happens to be a boarder, while the superintendent himself/herself is the head. Even here the relationship of his/her son/daughter should be recorded as unrelated, because it is an institutional household.

46.1. In the case of children of age 10 years and below, please enquire if the mother of the child is present in the household, *i.e.*, she is eligible for enumeration in this household and you have entered her name in column 2 of the Population Record and other particulars in columns 3 to 7. In such a case, please note serial number of the mother (column 1 gives her serial number) against the child's name in column 3 after 'relationship to head' within brackets. For purpose of this question, step mother or adopted mother will not be reckoned.

46.2. However, there may be cases, where the mother though alive has not been enumerated in this household because she was not present during the enumeration period and hence, not eligible to be enumerated here. Please note that in such cases, no attempt should be made to record her name here for the purpose of this question.

46.3. The following illustration will help you in understanding the instructions better:

Sl. No.	Name	Relationship to head	Sex M	Sex F	Age	Marital status
1	2	3	4	5	6	7
1.	Smt. ABC	Head		√	53	W
2.	Shri DEF	Son	√		32	M
3.	Smt. GHI	Son's wife		√	25	M
4.	Shri JKL	Son's son (3)	√		5	NM
	and so on					

Cols. 4 & 5: Sex

47. For males, put tick (√) in column 4 and for females put tick (√) in column 5 against the particular person. For eunuchs and hermaphrodites, put tick (√) under column 4. Verify with reference to the name and relationship to head recorded under columns 2 and 3 respectively that you have noted the sex correctly. It is obvious that there cannot be a tick in both columns 4 and 5 in the same line.

Col. 6: Age

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

48.1. In respect of infants who might not have completed one year by the day of enumeration, their age in completed years must be shown as '0', as they have not yet completed one year of age. As has been stated earlier make sure that infants even if one 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 '0' only.

48.2. 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 often times do not give their age correctly. They should be assisted to state the correct age by stimulating their memory with reference to any historical event, *etc.*, well-known in the area. Sometimes the age can be ascertained with reference to the age of another person of a known age, who may be living 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 then easily say whether he was older or younger than such a person and by how many years. This will help you to record the age more precisely.

49. The advantage of recording all eligible members of the household in the Population Record columns 1 to 7 first should now be obvious to you. For, you will have an opportunity of checking the consistency of the age reported for each member of the household in relationship to the age of other members. In case of any doubt you can certainly check back with the respondent and ascertain correct age which should be recorded here.

50. Please recall the instructions which have been given under column 3—Relationship to head. You are required to indicate against the name of a child of age 10 years and below the serial number of the mother in brackets in column 3. When you find that the age of any child whose details you are entering in the Population Record is 10 years or below, please go back to column 3 to make sure that you have entered the serial number of the mother in brackets against the name of such a child, provided of course that the mother has also been enumerated as part of this household.

Col. 7: Marital status

51. In answering this question use the following abbreviations:

NM: Never married;

M : Currently married;

W : Widowed;

S : Separated or Divorced.

51.1. The entry is to be made in the manner indicated below:

(a) For a person who has never been married at any time before, write 'NM'.

(b) 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.

(c) For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'.

(d) 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 decree of a law court or by an accepted social or religious custom but who has not re-married, write 'S'.

(e) For an independent woman return her marital status as declared by her.

51.2. This question must be answered for all persons irrespective of age. For very young children, though we may know that they are not married, the appropriate abbreviation must be entered.

51.3. 'M' is the abbreviation for 'currently married'. The word 'currently' does not mean 'recently'. It only means 'at present'. For example, a man may be 80 years old and may have been married 50 years ago, if his wife is still alive and the marriage subsists, they are 'currently married'.

51.4. The only conditions for the marital status to be reckoned as 'currently married' are that the man and woman are both alive and that their marriage subsists, *i.e.*, they are not divorced or separated. Please note that we are not concerned with the legality of a union.

52. Having filled in Part I—Household Particulars and columns 1 to 7 of Part II—Population Record, you are now set for taking up individual enumeration of all the members of the household listed in column 2 of the Population Record. Column 8 to column 35 of the Population Record are to be entered with reference to the entries made in the Individual Slip. The instructions for making the entries in column 8 to column 35 are given later, after the instructions on the Individual Slip (Paragraphs 163 to 179).

CHAPTER III

FILLING UP OF THE INDIVIDUAL SLIP (UNIVERSAL)

53. In paragraph 12 of this booklet, you have been told that you will be required to canvass the Household Schedule for each household and an Individual Slip, containing 16 questions with parts, for each individaul in the household enumerated in your jurisdiction. If you are an enumerator in a sample area, 6 additional questions will have to be canvassed. The operations will be carried out in two stages, (a) enumeration during the period February 9, 1981 to February 28, 1981, and (b) revisional round between March 1, 1981 and March 5, 1981. You have also been told in paragraph 13 that the reference date for the 1981 Census will be the sunrise of March 1, 1981. In the same paragraph, instructions have been given as to how the revisional round should be conducted.

54. In paragraph 43 of this booklet, you have been told as to who are the persons to be enumerated in a particular household of your jurisdiction. The instructions are briefly recapitulated below.

"Generally speaking, persons who are present in the household during the entire period of enumeration or who are known to be usual residents of the household and have stayed there for part of the enumeration period or who are expected to return before the February 28, 1981 are eligible to be enumerated as members of the household concerned. So also, visitors who may be present in the household which is being enumerated by you and who have been away from their place of usual residence during the entire enumeration period will also be treated as residents of the household.

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 February 9 to February 28, 1981 (both days inclusive);

(ii) Also those who are known to be normally residing and had actually stayed during a part of the enumeration period (February 9—28, 1981) 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 February 28, 1981; and

(iv) Visitors who are present in the household censused by you and are 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 household where they are actually found during the enumeration period provided they have not been enumerated elsewhere.

Please note that if a person has been away from his normal or usual place of residence throughout the enumeration period, he will not be eligible for enumeration as a member of the household in which he is a normal resident. He will be enumerated wherever he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place but has been absent from that place for the entire enumeration period, will be enumerated by you if he is 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 move from this place."

55. In paragraph 42 of the booklet you have been told that columns 1 to 7 of the Population Record (Part II of the Household Schedule) should be filled up first before you take up the enumeration of the individual particulars of the household. In paragraphs 44 to 51, you have been told how columns 1 to 7 of the Population Record are to be filled. The concepts and definitions associated with each column have also been explained at appropriate places. You are now set for taking up the individual enumeration of all the members of the household listed in column 2 of the Population Record.

56. You will be required to fill up an Individual Slip (Universal) for each member of the household. If you are an enumerator of a sample block or you have been asked to canvass the sample questions also in your block, you will have to canvass the relevant questions contained in the Sample Slip which will be found on the reverse of the Individual Slip (Universal) for each person. The instructions for filling up the Individual Slip (Universal) are given hereafter. Those for filling up the Sample Slip will be given at the end of the instructions of the Individual Slip (Universal).

INDIVIDUAL SLIP (UNIVERSAL)

57. A specimen of the Individual Slip (Universal) is given on page 298. Please note that this document is marked 'Confidential' which means that the particulars entered in this slip will have to be treated as confidential. Your attention at this stage is invited to the relevant provisions of the Census Act, 1948 reproduced under paragraph 3 of this booklet.

CENSUS OF INDIA 1981 | **INDIVIDUAL SLIP** (Universal) | CONFIDENTIAL

Pad No:.....

Slip No:.....

Location Code.....( ) Sl. No. of Household [ ]

1 Name

2 Relationship to head

3 Male (1)/Female (2)

4 Age

5 Marital status

6 Mother tongue

7 Two other languages known

8 Religion

9 Whether S.C. (1) or S.T. (2)

10 Name of caste/tribe

11 Literate (1)/Illiterate (2)

12 Educational attainment

13 Attending school/college, Yes (1)/No (2)

14A Worked any time at all last year ? Yes / No (H/ST/D/R/B/I/O)

14B If yes in 14A, did you work for major part of last year ? Yes (1)/No (2)

15A Main activity last year ? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O)

If HHI/OW in 15A

(i) Name of establishment

(ii) Description of work

(iii) Nature of industry, trade or service

(iv) Class of worker

14B 15B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year ? (C/AL/HHI/OW)

If HHI/OW in 15B

(i) Name of establishment

(ii) Description of work

(iii) Nature of industry, trade or service

(iv) Class of worker

16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2)

CENSUS OF INDIA 1981 | INDIVIDUAL SLIP | CONFIDENTIAL

(Sample)

1 Birth Place

(a) Place of birth ----------

(b) Rural (1)/Urban (2) ----------

(c) District ----------

(d) State/Country ----------

2 Last residence

(a) Place of last residence ----------

(b) Rural (1)/Urban (2) ----------

(c) District ----------

(d) State/Country ----------

3 Reasons for migration from place of last residence (Code*) ----------

4 Duration of residence at the village or town of enumeration ----------

5. For all ever-married women only

(a) Age at marriage ----------

(b) Number of children surviving at present

Male Female Total

(c) Number of children ever born alive

Male Female Total

6 For currently married women only

Any child born alive during last one year ----------

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

Pad No. and Slip No.

58. On the right hand top corner of the slip will be found Pad No. and Slip No. You will have to note the Pad No. on each slip of the pad. The Pad No. will have been indicated on the cover page of the pad supplied to you by your Charge Officer/Supervisor. The Slip Nos. for each pad will run from 1 to 50 or 1 to 25, as the case may be. In some pads, the actual number of Individual Slips may, by mistake in binding, be a little more or little less. The last serial number in such pads will, therefore, vary accordingly. The idea is that every slip should be allotted the Pad No. already assigned by your Charge Officer as well as the distinct serial number on each slip in a sequence starting from 1.

Location Code

58.1. You will have to note the Location Code on each slip, as per instructions given in paragraph 18 of this booklet. Your Charge Officer or Supervisor would have already indicated to you the complete Location Code of the rural or urban block assigned to you and noted these particulars on the cover page of the pad. The Location Code consists of five elements, namely, State/Union Territory code, District code, Tehsil/Taluk/PS/Development Block/Circle or Town code, village or the ward code (each separated by oblique stroke) and enumeration block (EB) number within brackets. It is possible that the State, District and Charge code (Tehsil, *etc.*, or Town) would have been rubber-stamped on each slip of the pads supplied to you. In such cases, you will have to enter the remaining two elements, namely, village or ward and EB code. If, however, no such rubber-stamping has been done, you will have to write the full Location Code consisting of the aforesaid five elements, as given by your Charge Officer or Supervisor, on each Individual Slip. It is advisable to note the Location Code on each slip at home before starting actual enumeration, so that you do not waste your valuable time in the field in filling up the Location Code. Please note that the code for town is to be given in Roman numbers, while codes for all other units will be given in international numerals. For example, Location Code 2/10/3/46(138) would mean enumeration block No. 138 falling in village No. 46 in Tehsil No. 3 of District No. 10 in State No. 2. Similarly, Location Code 10/6/II/5(22) would mean enumeration block No. 22 falling in ward No. 5 of Town No. II in District No. 6 of State No. 10.

58.2. If by any chance, you have been put in charge of more than one enumeration block, *please make sure that you have separate pads for each enumeration block.* Do not use the same pad for different enumeration blocks even if blank forms are available in a particular pad.

58.3. Please note that the Location Code tallies with the Location Code indicated in the filled in Abridged Houselist and the Household Schedule on the basis of which you are enumerating the individuals in a particular household.

Sl. No. of Household

59. The serial number of the household as given in column 7 of the Abridged Houselist supplied to you will have been entered by you in the Household Schedule at the appropriate place. This number has to be entered on each slip of the members in relation to a particular household. It would be worthwhile your recalling the instructions given under paragraph 19 of this booklet at this stage.

Q. 1: Name

60. This question hardly calls for any explanation. It is obvious that the name of each member of the household will have to be filled against this question on different slips. At this point, you will be well-advised to recall the instructions in paragraphs 44—45.

61. *Please remember that you have to fill in one Individual Slip for each member of the household recorded in column 2 of the Population Record. Please also remember to fill the slips relating to the members of the household in the sequence in which the names of the members of the household have been entered in column 2 of the Population Record.*

Q. 2: Relationship to head

62. It will be noticed that enough space has been provided for writing the relationship to head. You should record the relationship to head in full. The instructions in this regard are given in paragraph 46 of this booklet, which may be read for refreshing your memory. In the case of the head of the household, write "Head". Please do not write anything in the dotted boxes.

Q. 3: Male (1) Female (2)

63. For male, write '1' and for female, write '2' in the box provided against this question. For eunuchs and hermaphrodites, write '1' in the box. Verify with reference to the name and relationship to head recorded under columns 2 and 3 respectively of the Population Record that you have noted the sex correctly.

Q 4: Age

64. Record the age of the person in total years completed last birthday in the rectangle provided against this question. The age should be recorded in international numerals. Very often, there is a tendency on the part of individuals to return 'years running' rather than 'years completed'. Make sure that only the actual number of years completed is recorded. In respect of infants who might not have completed one year by the day of enumeration, their age in completed years must be shown as '0' as they have not yet completed one year of age. Make sure that infants even if one 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 '0' only. It will be useful to recall the instructions in paragraphs 48 to 50 of this booklet in this connection.

Q. 5: Marital status

65. Instructions given under paragraph 51 of the booklet may be followed. You will have to use the following abbreviations in answering this question:

For never-married, write	'NM'
For currently married, write	'M'
For widowed, write	'W'
For separated or divorced, write	'S'

65.1. The entry as above will have to be made on the line and *not* in the dotted box.

NOTE: *The entries in Questions 1 to 5 correspond to the entries in columns 2 to 7 of the Population Record and you will be well-advised to make a talley of the entries as and when you are filling up an Indivitual Slip for each of the members entered in column 2 of the Population Record.*

Q. 6: Mother tongue

66. 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 should be recorded. In case of doubt, the language mainly spoken in the household may be recorded.

66.1. Record mother tongue in full, whatever be the name of the language returned by the respondent and *do not use abbreviations.* Please note the following:

(a) You are not expected to determine if the language returned by a person is a dialect of another language,

(b) You should not try to establish any relationship between religion and mother tongue,

(c) 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/her and try to record any language other than what is returned, and

(d) If you have reasons to suspect that in any area due to any organised movement, the mother tongue is not being truthfully returned, you should record the mother tongue as *actually* returned by the respondent and make a report to your supervisory officers for verification. *You are not authorised to make any correction on your own.*

66.2. The mother tongue as returned by the respondent should be recorded in full on the lines. You should *not* write any thing in the four dotted boxes provided against this question.

66.3. At this point, you may please recall the definition of a household as given in paragraph 10 of this booklet. Since a household may consist of persons related by blood or of unrelated persons or a mix of both, it is absolutely necessary to ask of every person about his mother tongue because the mother tongue of each member of a household need not necessarily be the same—these may be different for different persons in the household.

Q. 7: Two other languages known

67. You have recorded the mother tongue in Question 6. Enquire whether the person knows any other languages, Indian or foreign, and write languages returned by him/her on the lines and *not* in the dotted boxes, against this question. In case he/she does not know any language apart from his/her mother tongue, put '×' on the line against this question.

67.1. The number of languages recorded under this question should not be more than *two.* These languages should be other than the mother tongue of the person enumerated and these should be recorded one after the other in the order in which the person speaks and understands them best and can use with understanding in communicating with others. The person need not necessarily be able to read and write these languages. It is enough if he/she has a working knowledge of these two languages to enable him/her to converse in those languages with understanding. Please do not write anything in the dotted boxes.

Q. 8: Religion

68. In answering this question, use the following abbreviations:

For Hindus,	write	'H'
For Muslims,	write	'M'
For Christians,	write	'C'
For Sikhs,	Write	'S'
For Buddhists,	write	'B'
For Jains,	write	'J'

For the others, record the actual religion as returned fully.

68.1. If the person says that he has no religion this answer may be recorded accordingly. Do not mistake religion for caste which will not be recorded here. You should also not try to establish any relationship between religion and mother tongue. Do not write any thing in the dotted boxes, but write on the line.

Q. 9: Whether S.C. (1)/S.T. (2)

69. You have been furnished with a list of Scheduled Castes and Scheduled Tribes in relation to your State/Union Territory. Ascertain if the person enumerated belongs to a Scheduled Caste or a Scheduled Tribe and if he does, write '1' for Scheduled Caste and '2' for Scheduled Tribe in the box provided against this question. For a person who is not a member of any Scheduled Castes or Scheduled Tribes, put '×' in the box.

69.1. If the person belonging to a Scheduled Caste or a Scheduled Tribe returns his/her caste or tribe by a synonym or generic name of a caste or a tribe, it should be reckoned as Scheduled Caste or Scheduled Tribe only if the name finds place in the list furnished to you. Similarly, if the answer to this question is in general terms, like Harijan/Girijan or Achhut/Adivasi, you should not reckon the person enumerated as belonging to Scheduled Caste/Scheduled Tribe, as the case may be. In such a case, you should ascertain the name of the caste/tribe fully and if that name finds place in your list, you should reckon the person as belonging to Scheduled Caste or Scheduled Tribe, as the case may be. If a person is negligent and insists on calling himself/herself merely 'Harijan' or 'Achhut' or 'Adivasi' or 'Girijan', as the case may be, or repeats the synonym or generic name of a caste or tribe, please tell him/her that this description is not adequate for census purposes and persuade him/her to give the actual name of the Scheduled Caste or Scheduled Tribe. This may bring out the actual name of the Scheduled Caste or Scheduled Tribe, as the case may be, and record '1' or '2' in the box as may be applicable. If the person merely claims to be a Scheduled Caste or Scheduled Tribe, but says that he/she does not belong to any of the notified communities applicable to the area, as reflected in the list supplied to you, he/she will not be reckoned as belonging to a Scheduled Caste or a Scheduled Tribe.

69.2. Scheduled Castes can belong to Hindu or Sikh religion. If a person belongs to S.C., he/she will be either 'H' or 'S' in the answer to Question 8: Religion. Scheduled Tribes can belong to any religion.

Q. 10: Name of caste/tribe

70. For the person recorded as a Scheduled Caste, *i.e.*, code '1' in the box against Question 9, write the name of the caste in full on the lines and *not* in the dotted boxes. For those for whom code '2' (that is S.T.) is recorded in the box against Question 9, write the name of the tribe in full on the lines and *not* in the dotted boxes.

70.1. Please check that the name of caste/tribe, as the case may be, appears in the list of Scheduled Castes/Scheduled Tribes supplied to you by your Charge Officer or Supervisor.

70.2. For those persons for whom '×' has been recorded against Question 9, there will be no entry in Question 10 and you should put a cross on the line.

Q. 11: Literate (1)/Lliterate (2)

71. **Definitions 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 cannot write, is not literate. It is not necessary that a person who is literate should have received any formal education or should have passed any minimum educational standard.

71.1. For a person who is literate, *i.e.*, who can both read and write with understanding in any language write '1' in the box provided against this question. If there is any doubt about a person's ability to read to 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 Instruction Booklet (provided the person is familiar with the language used in the booklet) 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.

71.2. 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 '2' in the box against this question. 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.

Q. 12: Educational attainment

72. This question will be asked of only those who are literate and for whom '1' has been recorded against Question 11. For a person who is illiterate and for whom '2' has been recorded in the answer to Question 11, there is no question of ascertaining the educational attainment even if he/she had at some stage attended school and passed a standard and had relapsed into illiteracy. In such a case, you should put a dash (—). We are insisting that a dash (—) should be put if there is no educational attainment and *not* a cross (×), because we want to avoid confusion with 10th standard which a cross may signify. You will have to ascertain and record the highest educational level attained by a person for literates, *i.e.*, for whom '1' is recorded in answer to Question 11.

72.1. For a person who is still studying in a particular class, the highest educational level attained by him/her will be one that he/she has actually passed and *not* the one in which he/she 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, for a person studying, say, in the 4th year of M.B.B.S., his/her educational attainment should be 3rd year of M.B.B.S., which is the highest level he/she has actually attained. You must record the actual standard passed such as, III standard, VIII standard, 1st year B. Com., *etc.* However, if a person merely says that he/she has passed primary, middle, matriculation, school final, secondary other definite levels, record him/her as such.

72.2. 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 or of varying levels such as B.Sc. (Zoology) and M.B.B.S., or B.A. (Maths)

and B.E. (Bachelor of Engineering), both the technical and general qualifications should be recorded against this question. In the case of pass courses, indicate the degree only.

72.3. In recording the educational level of a graduate or a post-graduate, the major subject 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. For example, M.A. (Hindi) and Diploma in Library Science or M.A. (Soc.) and Diploma in Labour Relations. Adequate space has been provided in the slip and you are urged to record the qualification accurately and in sufficient detail. This information is vital for manpower planning and should receive your careful attention.

73. Whenever, you come across graduates or post-graduates as also those with a technical diploma or degree and those with certificates from the Industrial Training Institutes (ITI), you will have to issue to such persons 'Degree Holder and Technical Personnel Schedule' and ask the person(s) concerned to fill the schedule which will be collected by you during your revisional round between March 1 to 5, 1981. You will be supplied with adequate number of Degree Holder and Technical Personnel Schedules and you are urged to issue as many schedules as there might be graduates or post-graduates or technical diploma or degree holders in the household that you have enumerated. This information will be readily available when you have ascertained information regarding educational attainment against Question 12 of the Individual Slip. While issuing the Degree Holder and Technical Personnel Schedule for each eligible person in the household, you should note the Location Code on the schedule while issuing it. You should put a tick ($\surd$) against Question 12 of the person concerned for whom a Degree Holder and Technical Personnel Schedule has been issued. You will be required to furnish a statement giving the number of blank schedules issued to you, number of schedules issued to eligible persons, number of filled in schedules collected by you and number of blank schedules returned by you to your Supervisor. Therefore, it is necessary that you identify the persons with the help of a tick $\surd$ against Question 12 of the person concerned for whom a schedule has been issued in order to give an accurate count of schedules issued to eligible persons. During your revisional round between March 1 and 5, 1981 about which instructions are given in this booklet, you must please collect all the filled in Degree Holder and Technical Personnel Schedules issued by you to the members of the households in your jurisdiction and hand them over to your Supervisor. While collecting the Degree Holder and Technical Personnel Schedule, **you must put a reverse stroke (\) on the tick ($\surd$) against Question 12 of the individual concerned for whom you have put the tick, while issuing the schedule.** When you do this, the marking will appear as (×) to signify that the filled in schedule in respect of that individual has been collected. If, however, any particular individual in a household says that he has not been able to find time to fill in the schedule, you may please request him to do so immediately and post it at the nearest post office or letter box. The individual may be told that he has to fold the form, paste and post it. No postage will be required as this will be paid by the addressee.

Q. 13: Attending school/college, Yes(1)/No (2)

74. After you have recorded the answer to Question 12, you have further to ask whether the person whom you are enumerating is attending any school or college. If the answer is 'Yes', you have to record '1' in the box provided against this question. If the answer is 'No', you should record '2' in the box. *Please note that illiterates (code 2 against Question 11) can be found attending school.* Therefore, this question should be asked of all persons, including elderly men and women.

74.1. In recording answers to this question you are not required to ascertain whether the school/college being attended by the person enumerated is a recognised or unrecognised institution. The choice should be left to the respondent as to whether the person is attending school/college. Thus, if a person is receiving education through a correspondence course or attending some vocational course or attending the Audit Education Programme and returns himself as attending school/college, he/she will be entered as such and code '1' will be recorded in the box against this question.

ECONOMIC QUESTIONS

75. In the 1981 Census we intend collecting information regarding the economic activity of the people in great detail so that those whose use these data have the type of information they want. The economic questions consist of three parts, namely:

I Q. 14A Worked any time at all last year? Yes / No (H/ST/D/R/B/T/O)

Q. 14B If yes in 14A, did you work for major part of last year? Yes (1)/No (2)

II Q. 15A Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O)

Q. 15B 14 B Yes—Any other work any time last year? / 14B No—Work done any time last year? Yes (C/AL/HHI/OW)/No / (C/AL/HHI/OW)

III Q. 16 If No in 14A or 14B seeking/available for work? Yes (1)/No (2)

75.1. These questions must be canvassed for every person, irrepective of age or sex. *Every person must be asked Question 14A, including the very young or very old and answer to this questions must be filled in.* The other questions will have to be filled in the case of those to whom they are applicable. The instructions for filling these questions follow.

75.2 These questions are meant to get details of the work done by the people with reference to last year. We may, therefore, first consider what is meant by 'work' and what the 'reference period' is.

Definition of work

76. Work may be defined as participation in any economically productive activity. Such participation may be physical or mental in nature. Work involves not only actual work but also effective supervision and direction of work.

Reference period

77. In all questions, the reference period is the one year preceding the date of enumeration. Certain types of work such as agriculture, household industry like, *gur* making *etc.*, are carried on either throughout the year or only during certain seasons or parts of the year, depending on the local circumstances. In such cases what we are concerned with is the broad time-span of the agricultural seasons preceding the enumeration.

Explanation

78. There should be no confusion regarding these questions. What we are trying to find out is the number of workers and since workers can be full-time workers or seasonal workers or marginal workers, it is necessary to collect data that will give us the correct picture. This is what Questions 14A and 14B and Questions 15A and 15B seek to do. The detailed explanation and instructions for each of these questions are given separately but it will be useful if we look at these together to understand their purpose better.

78.1. Question 14A seeks to find out if a person has done work at all during the last year or whether he or she did not work at all and if it is the latter, how the person spent his/her time as a non-worker. Then Question 14B seeks to find out who among the persons returning 'Yes' in Question 14A had worked for the major part of the year. By major part of the year, it is intended to find out how many had worked for 183 days or more or in other words, worked for 6 months or more. Those who have worked for 183 days or more, will answer 'Yes' for Question 14B. For them code '1' has to be recorded in the box. But those who have worked for less than six months or 183 days will say 'No', and for them code '2' is to be recorded in the box for this question. Question 15A seeks to elicit information on the main activity of the workers in Question 14B, *i.e.*, those for whom '1' has been recorded in the box. It will also elicit information about the main activity of the 'marginal workers' covered in Question 14B, *i.e.*, those who have returned 'No' and for whom '2' has been recorded in the box against Question 14B.

78.2. The person may have worked for six months or 183 days or more in more than one activity. For example, he/she may have worked for 3 months in cultivation, one month in *gur* making and 3 months as an agricultural labourer. In Question 15A, he/she is required to indicate which of these activities according to him/her was his/her main activity, *i.e.*, in which capacity he/she spent more time. In the instant case since the person has spent three months each in cultivation and as agricultural labourer the choice as to which of these two would be his/her main activity should be left to him/her. Those who have returned 'No' for Question 14B, *i.e.*, those who have worked for less than six months or 183 days during the last year and for whom code '2' has been recorded in the box, will have to state whether according to them, they were engaged mainly in household duties, or as a student, or dependent or as retired person, rentier, or beggar or inmates of institutions, and if not in any of these categories, the person(s) should be put under 'Others' in Question 15A.

78.3. In Question 15B, details of secondary work or marginal work are sought to be obtained. Those who have worked for the major part of the year *i.e.*, those for whom '1' has been recorded in the box against Question 14B, may have had secondary work and this should be entered in Question 15B. Those who have not worked for the major part of the year and for whom code '2' has been recorded in the box against Question 14B, must have done some marginal work and these details will be entered in Question 15B. It is important that probing questions are asked to elicit correct information in this question.

78.4. In Question 16, it is proposed to ask all persons returning 'No' in Question 14A i.e., H/ST/D/R/B/I/O in Question 14A or 'No' in Question 14B, *i.e.*, code '2' in Question 14B, whether he or she has been seeking work or is available for work.

78.5 It will thus be seen that these questions on economic aspects have been so designed as to identify all the workers, regular or seasonal, and non-workers with reference to the activities during the last one year prior to the date of enumeration. It is very important to remember that the period referred to in Questions 14A, 14B, 15A and 15B is one year proceeding the enumeration. Thus, if in some areas, a person has been a cultivator or an agricultural labourer, or has worked in an industry, *etc.*, only in one season, i.e., less than 6 months/183 days, he/she is not to be treated as a worker for Question 14B. His/her economic activity will be reflected in Question 15B. Thus, all those returning 'Yes' in Question 14A must be netted as 'Yes' in Question 14B or in Question 15B or both.

79. Certain important points that need special emphasis are the following and these should be kept in mind:

(i) A person who normally works but has been absent from work during the reference period on account of illness, holiday, temporary closure, strike, *etc.*, must be treated as engaged in the work he/she would otherwise have been doing but for his/her temporary absence.

(ii) Persons under training such as apprentics, with or without stipends or wages, should be treated as workers.

(iii) A person who has merely been offered work but has not actually joined yet, should not be treated as engaged in this work.

(iv) 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, even if such a person helps in the family economic activity but not as a full time worker should not be treated as worker for Question 14B even though he or she may be recorded as 'Yes' in Question 14A. On the other hand, if a person is primarily engaged in some economic activity for major part of the year but at the same time does also attend to some household chores or attends a night school, *etc.*, he or she would be treated basically as a worker for Question 14B and categorised suitably in Question 15A.

(v) 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 for some part of the year in some economic activity. Similarly, beggars, pensioners, receivers of agricultural or non-agricultural royalty or of rents or dividends who may be earning an income but who are not participating in any productive work should not be treated as working unless they also work in cultivation, industry, trade, profession, business or commerce.

(vi) An adult woman who is engaged in household duties but doing no other productive work to augment the family's resources should not be considered as working for purpose of this question. If, however, in addition to her household work she engages herself in work, such as rice pounding for sale or wages, or in domestic services for wages for others or minding cattle for wages or selling firewood or making and selling cowdung cakes or grass, *etc.*, or any other work like cultivation, *etc.*, she should be treated as working under Question 14A.

(vii) A man or a woman who is doing household duties may be producing or making something *only* for the domestic consumption of the household and not for sale. Such a person is not a worker, even though from his or her point of view the activity is productive.

(viii) For an undertrial prisoner enumerated in a jail, he/she should be recorded for the work he/she was doing before he/she was apprehended. Similarly, for a person temporarily in a hospital or similar institution he/she should be recorded for the kind of work/he/she was doing before he/she was admitted into hospital or institution. But for a convict a prison or for long-term inmates of penal or charitable or mental institutions, the person's previous work should not be recorded, but 'I' should be recorded. A question arises as to what should be deemed to be long-term. For census purposes, inmates of penal or charitable or mental institutions if detained for 6 months or more should be recorded as 'I'.

(ix) A full-time public or social service worker who is actively engaged in public service activity or a full-time political worker who is also actively engaged in furthering the political activity of his/her party will be recorded as a worker and entered accordingly. Such persons will include members of Parliament, State Legislatures, Local authorities, *etc.*

80. Each of the economic question can now be considered in detail. *Please study these instructions carefully. It will help if you read the general introduction given above and those that follow more than once so that the concepts and the scope of the questions are familiar to you.*

Q. 14A: Worked any time at all last year?

Yes

No (H/ST/D/R/B/I/O)

81. This question is intended to divide the population into two broad streams on the basis of a liberal definition of work. The reference period is one year. This question is expected to net all workers irrespective of the amount of time they have spent on work. In other words, this question will find out the number of all workers which will include full-time workers, part-time workers, marginal workers and even workers whose contribution would otherwise be considered insignificant.

82. The reference period is one year and this includes the agricultural seasons also. A person may have worked as a cultivator or as an agricultural labourer throughout the year or in some season such as only *kharif* or *rabi*, or only for a few days. In all these cases this person has worked at some time in the year and the answer to this question should be 'Yes'. 'Yes' should be written on the line and *not* in the dotted box. One may have been a cultivator, an agricultural labourer, or engaged in a household industry or any other work. The definitions of these terms are given later, but the important point is that we are determining the fact that one has done some work some time during the last one year.

83. Obviously, probing questions will have to be asked specially in the case of those who are not regular workers. *It is particularly important to ask such probing questions regarding the work done at any time last year or any of the seasons in the reference period in the case of women and children in the rural areas.* Women and children in the rural areas work in the fields in the sowing, harvesting or other seasons and this may be on their own land or as labourers on someone else's land. This is usually seasonal work only, while they run the house and do all the household work. Unless questions are asked about such work, the usual answer may be that they do only household work.

84. It must be remembered that a man or a woman who is doing only household duties or making something only for domestic consumption (and *not* for sale) is not doing any work in census terminology. It is true that a housewife may be working harder than the others in the home because she has to cook, look after the children, run the house, *etc.*, but for the purposes of census, she is not a worker.

85. In this question every worker (even marginal workers) will be identified and in their cases the answer will be 'Yes'. You must enquire regarding each person that you enumerate, whether he or she has worked any time at all during the last year. Even if the person has worked only for a few days, you have to record him/her as 'Yes', against this question.

86. If the individual has not worked at all during the last year, the answer will be 'No'. Then ascertain how he or she spent his or her time and record 'H' or 'ST' or 'D' or 'R' or 'B' or 'I' or 'O', as the case may be, below the line against this question.

87. In Question 14A, we are trying to find out whether a person has worked any time or has been a non-worker throughout. If he or she is a non-worker throughout, the category has also to be ascertained which is as follows :

(i) Household duties	—	H
(ii) Students	—	ST
(iii) Dependents	—	D
(iv) Retired persons or rentiers	—	R
(v) Beggars, *etc.*	—	B
(vi) Inmates of institutions	—	I
(vii) Other non-workers	—	O

The symbols which should be used to indicate these categories are also shown above against each category.

88. The definitions of the seven categories of non-workers are given in the following paragraphs.

Household duties H

88.1. This covers all persons who are engaged in unpaid home duties and who do no other work or have not done any work at all during the last one year. Such persons should be entered as 'H'.

88.2. If a person who normally attends to household duties is also engaged in some economic activity, then he or she is a worker for the purposes of Question 14A and not a non-worker. For example, a house wife may help in family cultivation or agriculture or make and sell cowdung cakes at odd times, or prepare *papad, achar, etc.* and sell them. She is a worker and should be recorded as 'Yes' in Question 14A though she is mainly a housewife. On the other hand, a woman may be working in a factory or office or as a labourer or cultivator and may also be attending to household duties. Such a person is of course a worker and will be categorised appropriately in Question 15A later, and she will be recorded as 'Yes' in Question 14A.

88.3. It will be necessary for you to ask probing questions, particularly in the case of women, to find out if they have any economic activity, even if it is marginal, apart from household duties. If they have, they would be workers for the purposes of Question 14A, but the fact that they are mainly engaged in household duties will be reflected in Questions 14B and 15A as we will see later.

Students ST

89. This will cover all full-time students and children attending school. For student, write 'ST'.

89.1. If a student participates in some economically productive work, say by helping sometimes as an unpaid family worker in family cultivation, or in household industry, trade or business, such student should be treated as a worker for the purposes of Question 14A *and not as a student.* In such cases, even though such a person is no doubt mainly a student, he or she is a worker for the purposes of Question 14A. The fact that such a person is mainly a student, will be reflected in Questions 14B and 15A, as we shall see later.

89.2. Please note that a person has to be a full-time student for being classified as 'ST' in Question 14A. For example, a person who is mainly attending to household duties but taking a correspondence course or attending part-time classes will not be classified as 'ST' but would be 'H' in Question 14A.

89.3. Please do not presume that a person does not do any work because he is a student. It is very important to ask probing questions from students so as to net marginal workers.

89.4. Please note that in most houses, the daughters help in the household work though they are studying full-time. In such cases, we are more interested in finding out if they are students and for this purpose you must ask if such girls are students or not. If they are, they should be recorded as 'ST' and not as 'H'.

Dependents D

90. This category includes all dependents such as infants or children *not* attending school or a person permanently disabled from work because of illness or old age.

90.1. Dependents will include even able-bodied persons who cannot be categorised in any other category of non-worker but are dependent on others. How-

ever, if such a person who is dependent on others for subsistence is seeking work, he or she should be categorised as 'O'.

90.2. If a girl or an old woman attends to household duties she should be categorised as 'H' rather than 'D'. As you are aware, many persons may be dependents in the general sense of the word but are also doing household work, studying or looking for work. In such cases, they should be entered as 'H', 'ST' or 'O' as the case may be, and *not* as 'D'. It is therefore, necessary for you to ask whether a person who is said to be a dependent is studying or looking for work, *etc.*, and if so, categorise him or her accordingly rather than as 'D'. Such persons would particularly include unemployed daughters, sisters, brothers, *etc.*

Retired persons or Rentiers R

91. A person who has retired from service and is doing no other work, *i.e.*, not employed again in some full-time work or not engaged in some other work such as cultivation, 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/she does not have to work, will come under this category. 'R' should be noted for a person coming under this category in the space provided.

91.1. However, in such cases also a careful probe is necessary. A retired person may be drawing pension and be doing some work, as for example, a retired engineer may be working as a contractor. In such cases, he/she is a worker and should be entered as such.

Beggars, etc. B

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

92.1. For such persons, 'B' should be written in the space provided.

Inmates of institutions I

93. 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. But an undertrial prisoner enumerated in a jail should be recorded for the work he/she was doing before he/she was apprehended. Similarly, a person temporarily in a hospital or similar institution should be recorded for the kind of work he/she was doing before he/she was admitted into the hospital or institution. But for a long-term undertrial prisoner or convict in a prison or for long-term inmates of penal or charitable or mental institutions, the person's previous work should *not* be recorded, but 'I' should be recorded. A person will be considered as "long-term" if he or she is in such an institution for 6 months or more.

Other non-worker O

94. This will include all non-workers who may not come under any of the above *six* categories but who are looking for work. They should be noted as 'O' in the space provided. A boy or girl who has completed education or has stopped studying and is looking for work will come under this category. A person who is merely spending his/her 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 or she reports that he or she is not engaged in any other activity *but is seeking work* will come under this category.

94.1. It must be noted that this category includes only those who do not fall into any of the other categories of non-workers discussed earlier. There may be cases of students who may be seeking work and quite prepared to give up studies if they got a job. Such person are students (ST) for Questions 14A. The fact that they are seeking jobs will be reflected in Question 16. Thus, category 'O' need not necessarily represent all those who are seeking work.

Q. 14B : If yes in 14A, did you work for major part of last year? Yes (1)/No (2)

95. As mentioned earlier, through Question 14A you have classified all people into two broad streams of workers and non-workers. In doing so, workers would include all those who have worked irrespective of the quantum of their contribution to the economy. Even marginal workers are categorised as workers in Question 14A.

95.1. Having found out that the person had worked any time at all during the last year (Yes in 14A), you have now to ascertain whether the person worked for the major part of last year. By major part of last year, is meant that the person had worked for 183 days or more, or in other words worked for six months or more. If the answer to this quesion is in the affirmative you should record '1' in the box against Question 14B. If the person has worked for less than six months or 183 days during the last year, you should record '2' for that person in this question.

95.2. A person may have worked in different capacities during last year. For example, he/she may have worked as a daily wage labourer for 4 months, as an agricultural labourer for 1 month and as a culivator for 2 months. There could even be breaks in between the different types of work performed by him/her. In computing whether the person worked for major part of the year, you should reckon all the three spells of economic activity and if it satisfies the concept of work for major part of the year, treat him/her as 'Yes' for Question 14B and record '1' in the box. Similarly if the total period of work falls short of six months or 183 days, treat him/her as 'No' and record '2' in the box for that person.

Q. 15A: Main activity last year?
Yes in 14B (C/AL/HHI/OW)
No in 14B (H/ST/D/R/B/I/O)

96. In Question 14B you would have ascertained whether a person had worked for major part of the year or not. Now in Question 15A, you will be required to ascertain his or her main activity during last year. That is to say how he or she engaged himself or herself mostly. Main activity of a person who was engaged in more than one activity will be reckoned in terms of time disposition. For example, if a person has worked as a daily wage labourer for 4 months, as an agricultural labourer for 1 month and as cultivator for 2 months and for him/her, you have recorded '1' in the box against Question 14B, then that person will be reckoned as daily wage labourer for Question 15A and you will record 'OW' on the line (and not in the box), since he/she spent more time in this activity than as a cultivator or agricultural labourer. Similarly, for a person for whom you have recorded '2' in the box in Question 14B, you should ascertain how he or she spent his/her time mostly as a non-worker and record the appropriate symbol below the line in the space provided and *not* in the box.

97. The main activity of workers is classified into four categories, *viz.*, cultivator, agricultural labourer, household industry, and other work. These terms are explained below.

Cultivator

98. For purposes of the census a person is working as Cultivator if he or she is engaged either as employer, single worker or family worker in cultivation of land owned or held from Government or held from private persons or institutions for payment in money, kind or share. Cultivation includes supervision or direction of cultivation.

98.1. A person who has given out his/her 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 cultivator. Similarly, a person working in another person's land for wages in cash or kind or a combination of both agricultural labourer will not be treated as cultivator in this question.

98.2. Cultivation involves ploughing, sowing and harvesting and production of cereals and millet crops such as wheat, paddy, jowar, bajra, ragi, *etc.*, and other crops such as sugarcane, ground-nuts, tapioca, *etc.*, and pulses, raw jute and kindred fibre crop, cotton, *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. For a person who is a cultivator, write 'C' in the space provided.

Agricultural labourer

99. A person who works in another person's land for wages in money, kind or share should be regarded as an agricultural labourer. He or she has no risk in the cultivation but he/she merely works in another person's land for wages. An agricultural labourer has no right of lease or contact on land on which he/she works.

99.1. For a person who returns his/her economic activity as agricultural labourer, write 'AL' in the space provided.

Important

100. For certain reasons, the growing of certain crops is not considered as agriculture. If a person is engaged in the growing of such crops he or she will *not* be considered as a cultivator or agricultural labourer.

100.1. You must remember that a person can be classified as a cultivator or as an agricultural labourer *only on basis of the crops grown.* The growing of the following crops is considered as cultivation. Therefore a person who grows these crops or who works on land on which these crops are grown can be classified either as a cultivator or an agricultural labourer as the case may be.

(i) **Cereal and millet crops :** Paddy, wheat, jowar, bajra, maize, ragi, barley, gram, *etc.*

(ii) **Pulses :** Arhar, mong, masur, urd, khesari, *etc.*

(iii) **Fibre crops :** Raw cotton, jute, mesta, sunhemp and kindred fibre crops.

(iv) **Oil seeds :** Sesamum, ground-nut, rape, mustard, linseed, castor, *etc.*

(v) **Cash Crops :** Sugarcane.

The growing of the following crops *will not be considered as cultivation.*

(i) **Plantation crops :** Tea, coffee, rubber, tobacco, pepper, cardamon, *etc.*

(ii) **Edible nuts** (other than ground-nut) : Walnut, almond, cashewnut, *etc.*

(iii) **Fruits :** Bananas, apples, grapes, mangoes, oranges, *etc.*

(iv) Coconut.

(v) Ganja, cinchona, opium and medicinal plants.

(vi) Betal-nuts (areca)

(vii) Flowers.

(viii) Roots and tubers, chillies and spices (other than pepper and cardamom).

(ix) Vegetables.

(x) Other crops not specifically included under cultivation.

101. Please remember that you must use the abbreviations given in the instructions, namely, 'C' or 'AL'. It will be evident that you will have to ask

a specific question regarding the crops grown in all cases where one merely says he/she is a cultivator or an agricultural labourer.

Household Industry

102. For a person who returns his/her main activity as engaged in some production, processing, servicing or repair of articles or goods such as handloom weaving, dyeing, carpentry, *bidi* rolling, pottery manufacture, 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 space provided.

102.1. Household Industry is defined as an industry conducted by the head of the household himself/herself and or by the members of the household at home or within the village in rural areas and only within the precincts of the house where the household lives in urban areas. The larger proportion of workers in a household industry should consist of members of the household including the head. The industry should not be run on the scale of a registered factory which would qualify or has to be registered under the Indian Factories Act.

102.2. There may be an industry which is being run by a large joint family of more than 10 persons and where power is used or more than 20 persons where power is not used. In such cases, though only family members are involved, this will not be treated as 'HHI'. Thus, the meaning of the term 'run on the scale of a registered factory' refers to such cases even if these are not registered as such.

102.3. The main criterion of a Household Industry is the participation of one or more members of a household. This criterion will apply in 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 it 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 in the case of urban areas.

102.4. 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 the household. A list of a few typical Household Industries is appended to these instructions at Appendix II.

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

102.6. As mentioned earlier, a Household Industry should relate to production, processing, servicing, repairing or making and selling of goods. However, a household can be engaged in certain other activities collectively but these may not qualify for being considered as Household Industries.

102.7. Certain activities even though conducted by members of the same household will not constitute a Household Industry. These are indicated below and therefore the members of the family working in such industries will be classified as 'OW' and *not* 'HHI'.

(i) Plantation work.

(ii) Livestock maintenance and production such as cattle, goats, sheep breeding, poultry farms, bee-keeping, rearing of silk worm and production of cocoons *raw silk*, production of milk, eggs, honey, wax, bones, *etc.*

(iii) Hunting, trapping and selling of the catch.

(iv) **Forestry and logging :** log, fuel, charcoal production, gathering and selling of fodder and other forest produce, *etc.*

(v) Fishing including rearing of fish, collection of pearls, shells, sea products, *etc.*

(vi) Mining and quarrying.

102.8. In our country Household Industry is a very important part of our economy. We must get accurate data regarding those engaged in 'HHI'. You must carefully read these instructions and understand them. The main points are again indicated below.

'HHI' stands for worker in Household Industry. The main characteristics of the Household Industry are the following :

(a) One or more members of the household must participate. Participation by hired labour must be minimum.

(b) The activity should relate to some production, processing, servicing, repairing or making and selling of goods.

(c) The goods produced should not be for consumption by the household itself but should be wholly or partly for sale.

(d) In an urban area the industry must be carried on *in the precincts of the house in which the household lives.* In the rural areas, the industry may be anywhere within the limits of the village.

(e) The activity should not be on the scale of a Registered Factory.

(f) Professions such as those practised by Pleader, Doctor, Barber, Musician, Dancer, *Dhobi*, Astrologer, *etc.*, will not be 'HHI'.

Other workers

103. All workers, *i.e.*, those who have been engaged in some economic activity during the last one year, who are not cultivators or agricultural labourers or in Household Industry, are 'Other Workers'—'OW'. The type of workers that come under this category of 'OW' include factory workers, plantation workers, those in trade, commerce, business, transport, mining, construction, political or social work, all government servants, municipal employees, teachers, priests, entertainment artists, *etc.* In effect, all those who work in any field of economic activity other than cultivator, agricultural labourer or household industry, are 'Other Workers'. They will be entered as 'OW'.

103.1. You will recall that it was mentioned that the growing of certain crops is not agriculture. Please see paragraph 100.1. Those engaged in this activity would have to be classified as 'OW'.

Q. 15A—Further explanation

104. In Question 15A we are trying to find out what a person's main activity is. You will see that if a person is recorded as a worker in Question 14A but has not worked for the major part of the year, the answer in Question 14B would be 'No', *i.e.*, for him/her you would have recorded '2' in the box against Question 14B. In such a case, you must find out what such a person has been doing mostly. He or she may have mainly been doing household duties, or studying, or being a dependent or rentier or beggar or lodged in an institution or may fall under the category 'O' described earlier. In any case, even for these persons, we are interested in finding out their work details, though this may not be what they were mostly doing. The work details will be obtained through Question 15B, as we will see later where the marginal or secondary work of a person is netted.

104.1. Question 15A gives information about all workers on the basis of what they have been doing mostly.

104.2. If in reply to Question 14A a person has said that he/she has worked any time at all in the last one year (or season) you would have entered him or her as 'Yes' against Question 14A. What you have now to do is to find out if this is what this person did or does mostly, *i.e.*, whether it is his or her main work, on which the greater part of his/her time is spent. You do this in Question 14B, where you ascertain whether the person has worked for major part of the year, *i.e.*, for six months or 183 days or more or less than six months or 183 days. In the latter case you have recorded code '2' in the box against Question 14B. At this stage you may recall the instructions given under Question 15A (Paragraph 96) where it has been stated that the person may have been engaged in more than one activity and for the purposes of Question 15A, his/her main activity has been identified. In such a case his/her secondary work will be reflected in Question 15B, as we will see later. Similarly, such persons who are identified as non-workers for their main activity in Question 15A as H/ST/D/R/B/I/O will give details of their marginal work (on the basis of which they were recorded as 'Yes' in Question 14A) will be reflected in Question 15B.

104.3. What is meant by main activity or the work that a person has been doing mostly can be easily understood from the following examples :

(a) A person is a cultivator (C) but during the non-agricultural season works as a construction worker or as a *hamali* (OW). He/she is a cultivator mainly and next 'other workers'. He/she should be recorded as 'C' in Question 15A and 'OW' in Question 15B.

(b) A housewife (H), is generally engaged in running her household but works on the family land during the sowing or harvesting season (C). She is mainly engaged in household duties and should be recorded as 'H' for Question 15A and as 'C' for Question 15B. In this example, if she works as an agricultural labourer, or in a Household Industry, she would be 'AL' or 'HHI', as the case may be, for Question 15B.

(c) A person may be mainly an agricultural labourer (AL) but may have worked in a Khandsari sugar factory during the lean season (OW). He would be 'AL' for Question 15A and 'OW' for Question 15B.

(d) A student (ST) may be working for a few hours in a shop to earn some money for fees, *etc.* (OW). He/she is mainly 'ST' for Question 15A and 'OW' for Question 15B.

(e) A person who is mainly a cultivator (C) also keeps cows and sells the milk. He/she would be entered as 'C' in Question 15A and 'OW' in Question 15B.

These examples will help you to understand the concepts better.

105. In the case of those who are mainly engaged in Household Industry (HHI) or as other workers (OW), certain details should be collected regarding name of establishment, description of work, nature of industry, trade, profession or service, and class of worker. These details will have to be filled in Question 15A (i) to 15A(iv).

105.1. As you will see from the question itself, these parts are applicable to persons for whom you have

recorded 'HHI' or 'OW' against Question 15A. If the economic activity has been shown as 'C' or 'AL' against Question 15A, there is no need to fill in the sub-sections (i) to (iv) of this question. Similarly, if an individual has been recorded as 'No' against Question 14B, *i.e.*, code '2' has been recorded in the box against Question 14B and H/ST/D/R/B/I/O, as the case may be, has been recorded in Question 15A, sub-sections (i) to (iv) will not apply. In such cases a cross (×) may be put on each of the lines against these sub-sections.

Q. 15A (i) : Name of establishment

106. Record here the name of the factory, firm, workshop, business house, company, shop, office, *etc.* 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, in the case of a household industry, like hand pounding of rice, gur making, handloom weaving, potter's house, blacksmith, *etc.*, enter the proprietor's name and the type of shop so that if necessary a link can be established between the various sub-sections of this question. For example, instead of 'No particular name' the entry could read as 'Babulal's Paint shop', *etc.* For defence and other similar personnel as may be indicated to you, put a cross (×) on the line.

Q. 15A (ii) : Description of work

107. Under this question, the description of the actual work, *i.e.*, the occupation that the person enumerated is doing is to be recorded irrespective of the type of industry, trade, profession or service that he/she may be working in and which is to be recorded under sub-section (iii) of Question 15A.

107.1. His/her actual work or occupation should always be given in sufficient detail. If, for example, a person is merely recorded as 'clerk' with no other details, it will be impossible to properly categorise him/her by the type of work he/she does. He/she may be a clerk attending to correspondence or book-keeping or accounting. Similarly, if a person were merely to be recorded as a technician, it will not help to determine what type of technician/mechanic he/she is, whether computer-technician or a meter-mechanic or a locomotive-mechanic, *etc.* The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question. Similarly, in a trading establishment there could be a proprietor, cashier, book-keeper, salesman, *etc.*

107.2. It is necessary to describe the actual occupation adequately. It is not enough to say that one is a Government official. Whether one is a Bill-clerk or Section Officer, Tehsildar, Police Chowkidar or Research Officer, *etc.*, has to be spelt out. There may be Assistant Directors, Deputy Directors, *etc.*, doing different functions. It is necessary to describe the occupation adequately in their case for proper classification, *e.g.*, Assistant Director (Agriculture), Assistant Director (Soil Conservation), Senior Research Officer (Vital Statistics), Deputy Director (Health), Sub-Inspector (Excise), Treasury Officer, Village Officer (Revenue), Panchayat Secretary, Malaria Control Officer, Traffic Inspector (Transport Department), *etc.*

107.3. To guide you in answering Question. 15A (ii), the type of particulars that need to be ascertained in respect of a few typical occupations are given in Appendix III.

107.4. Appendix III is by no means exhaustive. This just helps in bringing home the need to ascertain the full details of the particulars of work performed by an individual for being recorded against Question 15A (ii).

107.5. It has been found in the past that a very large number of persons are recorded merely as 'general labourers'. It is necessary to make a probe and find out in which type of work the person is mostly engaged as a labourer, such as a road mazdoor, a loader or an unloader in a market, a construction labourer, *etc.*

107.6. For those in defence and similar service, it is enough if it is merely noted as 'Service'. Other details need not be given. For other Government servants full details must be given and the description of the work should be as detailed as possible.

Q. 15A (iii) : Nature of industry, trade or service

108. The answer to this question will have to be given in detail 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, Processing, Servicing and Repairing, (iv) Construction, (v) Electricity, Gas or Water Supply, (vi) Transport and Communications, (vii) Trade and Commerce, (viii) Professions and Services. In order to enable us to classify a person properly, full details of the nature of the industry, trade, profession or service should be given. Please avoid vague answers. Full details of the type of industry, trade, profession or service in which the person is engaged will have to be recorded here. It is not enough to say 'plantation' or 'livestock'. You should say whether it is tea plantation or banana plantation or sheep rearing or cattle breeding. Similarly, it is not enough to say 'manufacturing'. You should say whether it is manufacturing of cotton textile in handloom or manufacturing *khadi* textile or manufacturing silk textile. Likewise mere 'trade' is not enough. It should be recorded as wholesale trading in food grains or pulses or retail trading in spices or grocery and so on. For defence and similar personnel, write 'Service'.

108.1. To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, illustrative description of various economic activities are furnished in Appendix IV, categorised under certain broad classifications. It

should, however, be noted that the list in Appendix IV is by no means exhaustive. You must describe the nature of industry, profession, trade or service or whatever it is, in as detailed a manner as possible. In the case of industries, the articles which are produced or serviced or processed should be given. In the case of service, please describe fully the nature of the service to which the person belongs, except in the case of defence or similar other personnel.

Important

109. There need be no confusion as to the scope of Questions 15A(ii) and 15A (iii). Question 15A (iii) would represent the nature of industry, trade, profession or service, i.e., the sector of economy in which a person is engaged in work and Question 15A (ii) represents the occupation or the actual work the person performs in the industry, trade, profession or service in which he/she is engaged. Thus, for example, if the answer to Question 15A (iii) is 'cotton textile manufacture in mill', the answer to Question 15A (ii) could be 'chemical engineer' or 'bill clerk' or 'accountant' or 'labourer' or 'truck driver' or the 'managing director' of that industry and so on. Similarly, in Question 15A (iii) the nature of service may be some department of State Government Service and in Question 15A (ii) the description of work may be 'bill clerk' or 'accountant', 'director of the department', 'jeep driver' in the department, etc. Again, against Question 15A (iii) the answer may be 'private medical practice' and in Question 15A (ii) 'orthopaedic surgeon, or 'nurse' or a 'sweeper', etc., working in that private medical practitioner's nursing home. The sample answers furnished in Appendix V at the end of this booklet, the Industrial and Occupational classifications in Appendices IV and III and the instructions given by your Supervisor and other Census Officers will help you to clear any doubts you may have regarding the scope of the questions relating to nature of industry, trade, profession or service covered by Question 15A (iii) and the description of actual work of the individual enumerated covered by Question 15A (ii).

Q. 15A (iv) : Class of worker

110. For a person who is:

(i) an Employer, that is, who hires one or more persons in his work described in Question 15A (ii), write.....ER

(ii) an Employee, that is, who does his work described in Question 15A (ii) 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 15A (ii) without employing others except casually, and without the help of other members of the family except casually and a participant in work as member of cooperative, write.....SW

(iv) a Family Worker, that is, who is doing his work described in Question 15A (ii) in a family enterprise along with other members of the family without wages or salary in cash or kind, write.....FW.

Explanation

110.1. An Employer is a person who has to employ other persons in order to get the work mentioned in his/her case in Question 15A (ii) performed. That is to say, such a person is not only responsible for his/her own personal work but also for giving work to others for carrying out the activity mentioned in Question 15A (iii). Please note that a person who employs domestic servants for household duties is not an employer. So also, a person who has subordinates under him/her in an office where he/she himself/herself is employed by others, is not an employer, even if he/she has the power to appoint another person in his/her office on behalf of his/her own employer. A head of department or a local manager of a company may have the power to appoint people, but they are themselves employees of someone else, in this case, government or the main office of the company, and cannot, therefore, be an employer. A government servant irrespective of the post he/she holds is an 'employee'.

110.2. 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. Please note that cook or domestic servant engaged by someone is an employee. The fact that his master may himself/herself be an employee is irrelevant.

110.3. A Single Worker is a person who works by himself/herself. He/She is not employed by any one else and in his/her turn does not employ anybody else. 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 cooperative. Each one of the partners or members of such producers' cooperatives should be recorded as 'Single Worker'. Political workers and social workers are to be treated as 'SW'.

110.4. 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. Family workers must be related by ties of blood or marriage but such workers can belong to different households. Thus, what is important is that such workers must necessarily be related even though they may be living in different households. The family workers may or may not be entitled to a share of the profits in the work or the business carried on either by the person or head of the household or other relative.

110.5. Please note the following important cases:

(a) In the case of persons engaged in Household Industry, i.e., in the case of persons for whom the answer to Question 15A is 'HHI', there will be three classes of workers generally, viz., Family Worker, Single Worker and Employee. There may not be a formal 'Employer'. Household Industry by its very definition is conducted by the head of the household himself/herself and/or other members of the household, the role of hired workers being secondary. If the head along with 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 occassional assistance or hired worker(s), whose role should be secondary as indicated above, he/she should be treated as a 'Single Worker', although one might argue that in effect he/she becomes an empolyer. The hired workers are of course employees.

(b) Members of the household who help solely in household duties, i.e., economically non-productive work, should not be treated as Family Workers. In fact, they are not workers.

(c) Members of a producer's cooperative society who have no other occupation or work except this, should be categorised as Single Worker—SW.

(d) In the case of partnership in which all the partners are related, treat them as Family Workers—FW. The partnership firm may or may not employ others, but this will not change the category of the partners. They would be 'FW'.

(e) In the case of a partnership firm in which some of the partners are not related, treat all the partners, including those that may be related, as Single Worker—SW. The firm may or may not employ others, but this will not change the category of the partners. They will all be 'SW'.

(f) Full-time political workers and social workers should be treated as 'SW'.

(g) Doctors and lawyers who do not employ any person should be treated as 'SW'. One may come across doctors and lawyers employing certain persons on a regular basis in the doctor's dispensary or clinic or in the lawyer's office or chamber. In this case the doctor or lawyer would become an 'Employer' and so 'ER' should be recorded. However, sometimes lawyers have been found to take the help of clerks who remain attached to them on a regular basis but without being formally employed on wages. The clerk usually earns his remuneration independently from the lawyer's clients. In such a case, both the lawyer and the clerk should be treated as Single Workers—SW.

111. Some illustrations for filling the Question 15A are given in Appendix V.

Q. 15B **14B Yes—Any other work any time last year? Yes/(C/AL/HHI/OW)/No**
14B No—Work done any time year? (C/AL/HHI/OW)

112. You will recall that in Question 14A you have identified all those who have done any work at all in the last one year. In Question 14B, you must have categorised them either 'Yes', i.e., code '1' or 'No', i.e., code '2'. In Question 15A you have divided these persons on the basis of what they have been mostly doing. It is quite possible that those who have been categorised as 'C' or 'AL' or 'HHI' or 'OW' in Question 15A, based on the type of work they have been doing mostly, may have done some other work in addition to what they have been doing mostly. Similarly, a person who is mostly doing household duties, or is mainly a student, or mainly a dependent or a rentier or a beggar or belongs to the categories of 'I' and 'O' must have done some work at some time during the last one year. This is the information we are trying to get in Question 15B.

112.1. Please note the way in which Question 15B has been worded. This question deals with two separate situations. The first relates to those persons who have worked for the major part of last year and may or may not have some other secondary work. The second part relates to persons who have worked at any time in the last year but not for the major part of the year. In the case of those who have worked in the major part last year, you would have entered code '1' in Question 14B and you would have categorised them as 'C' or 'AL' or 'HHI' or 'OW' in Question 15A. Such persons may or may not have had secondary work in addition to their main work. If, on inquiry, you find that such a person has had any other work any time last year, you would have to enter on the line, 'C' or 'AL' or 'HHI' or 'OW', depending upon the type of work and score out the answer 'No' printed on the line.

112.2. If a person who has worked any time last year, but has not worked for the major part of the last year, you would have recorded code '2' in Question 14B and in Question 15A you would have categorised such a person as 'H' or 'ST' or 'D' or 'R' or 'B' or 'I' or 'O'. Such a person must have done some work any time last year and this is the work which we are trying to catch in Question 15B so far as such a person is concerned. For such a person after inquiry, you will have to enter the appropriate category, viz., 'C' or 'AL' or 'HHI' or 'OW' below the line in Question 15B.

112.3. This question is meant to elicit information on the secondary or marginal work which a person might have done any time at all during the last one year, apart from the main work or other activity which will have come out in Question 15A. It is obvious

that, irrespective of whether the answer is 'Yes' or 'No', i.e., code '1' or '2' in Question 14B, there could be an answer in Question 15B because a full-time worker may have done some other work or a person who is essentially a non-worker, though he/she has not done any work over the major part of the last year, might also have done some work occassionally. This, therefore, should give us details of secondary and marginal work in respect of both workers and those who are mainly non-workers.

112.4. This question should be asked of every person who has returned 'Yes' against Question 14A. It is re-emphasised that all those who have answered *'Yes' against Question 14A and for whom you have recorded 'Yes' or 'No' i.e., code '1' or '2' in Question 14B, this Question 15B should be asked without fail.* In answer to this question if the individual says 'Yes' then you should find out the type of work and categorise him or her as 'C' or 'AL' or 'HHI' or 'OW' as the case may be. These abbreviations refer to Cultivators, Agricultural Labourers, Household Industry, and Other Workers and have been fully explained earlier in the instructions under Question 15A in paragraphs 98 to 103. You may refer to these again before recording the appropriate category on the line. It is sufficient if you write the category on the line. If the respondent gives reply in the negative it should be indicated by the word 'No' on the line. Please do not make any entry in the dotted box.

112.5. Ask of each person if, besides what he/she had already returned as his/her main activity against Question 15A, he/she participated in any other work or did any work any time last year. A number of unpaid family workers participating in household enterprises who might have returned themselves mainly as 'H' or 'ST' or 'R' under Question 15A will be netted here for their involvement in such economic activity. Mere rendering of service for one's 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 purposes of this classification. Similarly, women who may produce cloth on a loom at home for domestic consumption will not be treated as economically active unless at least a part of the product is sold. A boy who is categorised as a student under Question 15A, can have a marginal work, 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, who is shown as 'ST' under Question 15A also helped in weaving cloth purely for domestic consumption on a loom at home, or helped in attending to household chores, she will not be treated as having any marginal work.

112.6. Any other work or secondary work will be reckoned only if the person is engaged in some economically productive work, even if marginal, in addition to whatever is his/her activity under Question 15A. If a person whose economic activity is shown, as a clerk in a government office or a teacher, also attends to some cultivation even by way of direction or supervision or undertakes some tuition, this will be shown as 'any other work any time last year' under Question 15B. A person's main activity may be cultivation and his secondary work may be money lending. Again, main activity may be agricultural labourer and secondary work could be sugar factory labourer or vice versa.

112.7. After it is established that the person is doing some work and he or she has been recorded accordingly in Question 15B in any of the categories of C, AL, HHI, OW, you have to proceed further and fill up the details of sub-sections of Question 15B (i) to (iv) in respect of entries 'HHI' or 'OW' only. The instructions for filling up the details in these subsections will be the same as given under Question 15A and are explained in detail in paragraphs 106 to 110. For those who are recorded as 'C' or 'AL' or for whom you have entered 'No' in Question 15B, you have to put a '×' against these sub-sections on the line.

113. A few illustrations showing specimen entries are appended at Appendix VII and some illustrations for recording answers against Questions 15A and 15B are given in Appendix VI. You are advised to study these instructions and illustrations before starting actual enumeration and also consult these and the instructions whenever you are in doubt during field operations about what to record as the answers.

Important

114. It must particularly be noted that if there is an entry 'No', i.e., code '2' in Question 14B and H/ST/D/R/B/I/O, as the case may be, in Question 15A, there must be an entry in Question 15B and this *cannot be blank or cross* (×). This is because a person who has worked any time at all last year, and has been entered as 'Yes' in Question 14A, must be reflected somewhere. Since the person has not worked in major part of the year as reflected by code '2' in Question 14B and also H/ST/D/R/B/I/O, as the case may be, in Question 15A, the work done by him/her and netted in Question 14A, must therefore, be reflected in Question 15B. Again, a person who has worked in major part of the year and for whom code '1' has been recorded in Question 14B, you may have recorded as 'C', or 'AL' or 'HHI' or 'OW' for his main activity in Question 15A. It is quite possible that he/she may have done some other work, though not on the scale of main activity. This secondary work should also be reflected in Question 15B. You will thus appreciate that probing questions are essential and you must ask questions again and again to find out if a person has had some secondary work and marginal work in the case of those for whom code '2' has been recorded in the box against Question 14B and record the same in Question 15B.

114.1. It would follow that if the answer to Question 14A is 'No', i.e., you have recorded H/ST/D/

R/B/I/O, as the case may be, there will be a cross (×) on the lines against each of the Questions 14B, 15A including sub-sections and 15B including sub-sections.

Q. 16 : If No in 14A or 14B seeking/available for work?

Yes (I)/No (2)

115. This question is intended to elicit some information on the number of unemployed. If an individual has replied that he/she has not worked at all last year or during the major part of last year under Question 14A or 14B respectively and you have recorded 'No' against either of these two questions you have to ask from him or her whether he or she is seeking work or available for work? This question should be asked of all persons for whom you have recorded H/ST/D/R/B/I/O, as the case may be, either in Question 14A or in Question 15A. Seeking work means that the person may have got himself/herself registered in the employment exchanges or he/she may be applying for jobs or he/she may have made other efforts for a job, such as looking into the newspaper advertisements with a view to applying for a job, the intention being in suitable cases, this person will offer himself/herself as a candidate. It may be remembered that seeking work is more applicable in urban areas where there are facilities of employment exchanges and greater awareness about availability of jobs. In rural areas, there may be no facilities of employment exchanges. The person may be available for work but not actually seeking work either because of lack of knowledge of work being available or absence of employment exchanges.

115.1. As mentioned earlier, we are mainly interested in obtaining information on the unemployed. You may come across people who already held jobs or do not normally want to take up employment but may give you such general answers that they would not mind taking up work if the salary is attractive enough. We are not interested in such persons since they obviously are already employed or are not really job seekers. You will have to make a probe to get the facts. However, generally speaking, if in answer to this question, a person says that he is seeking or is available for work, you must enter code '1' in the box.

115.2. If the person replies that he/she is seeking or available for work, you have to record '1' in the box provided. In case his/her reply is 'No' you have to record '2' in the box.

115.3. It should be remembered that if the answer to Question 14B is 'Yes' and you have recorded '1' in the box against this Question and in Question 15A you have recorded C/AL/HHI/OW, as the case may be, Question 16 is not applicable. You should put a cross (×) on the line against this question and *not* in the box.

Summary

116. It would be useful to summarise the main points with regard to the economic questions, *i.e.*, Questions 14A, 14B, 15A, 15B and 16. These are indicated below.

(i) In question 14A we are finding out if a person has worked any time at all last year. The word 'year' includes all the seasons for agricultural and associated activities. Even marginal workers must be covered by this question.

(ii) If the answer to Question 14A is 'No', then categories as H/ST/D/R/B/I/O.

(iii) The work on the basis of which 'Yes' is recorded in Question 14A may be the main work of a person or what he/she has done or does mostly. If so, 'Yes', *i.e.*, code '1' in Question 14B and C/AL/HHI/OW, in Question 15A would have been recorded. If this person is not doing this work mostly 'No', *i.e.*, code '2' in Question 14B and H/ST/D/R/B/I/O, in Question 15A would have been recorded. These details are recorded in Question 15A.

(iv) Secondary work or the marginal work of those recorded as CAL/HHI/OW or as H/ST/DR/B/I/O, respectively in Question 15A is obtained through Question 15B.

(v) Note that if a person has been entered as 'Yes' in Question 14A, 'No', i.e., code '2' in Question 14B, there must be an entry such *as C/AL/HHI/OW, in Question* 15B.

(vi) Question 16 is to be asked of all those for whom 'No' has been written in Question 14A or code '2' in Question 14B.

(vii) Details of name of establishment, industry, occupation and class of worker, in Questions 15A and 15B need be entered only for 'HHI' and 'OW'

Important

117. You must read the explanations and instructions on the economic questions very carefully. Questions 14A, 14B, 15A and 15B should be canvassed together, otherwise, the full and correct answers will not be available and you may have to make corrections.. For example, if a lady is asked whether she is working, the usual answer is that she is working, because houschold work is naturally considered as work by her. It is only if you ask further questions as to what she mostly does that her marginal work, if any, will come out and you will get a correct picture of the facts. *It is advisable to ask questions covering Questions 14A, 14B, 15A and 15B together and then fill up the details.*

118. Certain situations would call for some explanation so that the enumerator is clear in his/her mind

regarding classifying such activities. A few typical cases are indicated below.

(a) If a sweet-meat maker, *i.e.,* a *Halwai* makes sweets and sells them also, this would be manufacturing and can be a 'HHI' too in appropriate cases.

(b) If a *Halwai* only sells sweets, having brought them from some other place, he would be carrying on a trade and this would *not* be an industry.

(c) In many cases there are what are called tea shops, *dhabas,* chat shops, *etc.,* where eatables are prepared and sold. For example, in a *dhaba,* substantial meals such as *chapaties, dal, etc.,* are prepared and sold. This will not be an industry. It will be classified as service, namely, running eating place. Therefore, even if a household carried on this activity it will not be classified as 'HHI', but only as 'OW'.

(d) In many places, there are persons who keep small electrical or hand-mixers or fruit crushers and crush fruits to sell the juice. In such cases since the juice is produced for consumption on the spot and is not bottled as such for sale, such units are carrying on trade and *not* manufacturing. Therefore, even if a household carries on this business this would not be 'HHI', but 'OW'. On the other hand, if there are manufacturing units, whether big or small, which bottle juice and sell it as bottled, this would be manufacturing and should be classified as industry.

(e) Tailoring is an industry and a household that carries on tailoring on household industry basis can be 'HHI'.

(f) There may be cases of a person who sells cloth and also provides tailoring services. In such cases, the person may be asked which activity he considers more important, *i.e.,* the one on which he spends more time. If he says that he considers selling of cloth is more important then he is carrying on a trade. On the other hand, if the tailoring business is more important to him than the sale of cloth, such a person should then be considered as manufacturing. If a household carries on a business of this kind, this household will be considered as 'HHI' or non-HHI depending on whether the household is involved mainly in trade or manufacturing and taking into consideration the definition of 'HHI'.

119. Having filled in the Individual Slip, you may find it rewarding to go through all the entries. This will enable you to cross check the information, and gaps, if any, can be filled in then and there. This will obviate the need to visit the household again to collect the missing information.

120. As stated in paragraph 56 you will be required to fill up Individual (Universal) for all members of the household. During the course of your day's work you will have covered a large number of households and filled in the requisite number of Individual Slips. After completing the day's work, you must fill in columns 8 to 35 of the Population Record of the concerned household, in Part II of the Household Schedule. Please do not allow this work to accumulate. Instructions for filling up columns 8 to 35 of the Population Record will be found in Chapter VI (Paragraphs 163—180). This will afford another opportunity to you to detect errors or gaps in the information collected, which you can conveniently collect by re-visiting the household(s).

CHAPTER IV

FILLING UP OF THE INDIVIDUAL SLIP

(SAMPLE)

121. As stated in paragraph 53, if you are an enumerator in a sample area, six additional questions as appearing in the Sample Individual Slip (specimen appearing on page 36) will have to be canvassed by you for each individual. The Sample Individual Slip will, however, be canvassed in all areas of Andaman and Nicobar Islands, Arunachal Pradesh, Assam, Chandigarh UT, Dadra and Nagar Haveli, Delhi UT, Goa, Daman and Diu, Himachal Pradesh, Jammu and Kashmir, Lakshadweep, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Pondicherry, Sikkim, Tripura and West Bengal. In the remaining states, this slip will be canvassed in sample blocks only but will include all the households in the sampe block.

122. The Sample Slip contains six questions with sub-parts, dealing with migration and fertility. These questions appear on the reverse of the Universal Individual Slip. The instructions for filling up the Universal Individual Slip and given in Paragraphs 53—120. You will be required to canvass the Universal Individual Slip for every person in your block, irrespective of the age or sex, and then canvass the sample questions appearing on the reverse of the Individual Slip for each person in the household. It is obvious that the fertility questions will be applicable to women only, as will be explained at the appropriate place.

123. It is important for you to remember that both the slips should be canvassed for every person in your block, *i.e.*, in every block of the 19 States and Union Territories mentioned above and the sample blocks of the remaining states. The term "Universal Slip" means that the questions in this slip will be canvassed in all the blocks in the country, while the term "Sample Slip" means that the questions in this slip will be asked only in the specified blocks, as stated above, in addition to those in the Universal Slip, except in the 19 States and Union Territories where it will be canvassed everywhere.

Q. 1: Birth place

124. Certain details regarding the place in which the person enumerated was born are to be collected and entered in the sub-parts of this question. For defence and similar personnel as may be indicated to you, this question and its sub-parts are not applicable. The explanation and instructions as to how the four sub-parts are to be filled are as follows:

Q. 1(a): Place of birth

125. Write 'PL' for person born in the village or town where he/she is being enumerated. Where 'PL' is noted against this question put '×' against sub-parts (b), (c) and (d).

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

125.2. In indicating the birth place, only the full name of town or village would have to be indicated and not hamlet or mohalla/ward names. The name of a ward/hamlet should not be entered but the name of the town/village to which it belongs should be entered.

Q. 1(b): Rural(1)/Urban (2)

126. For those born outside the village or town of enumeration ascertain if the place of birth is a village or town at present. To enable a person to determine whether the place is a town or a village, he/she 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/her birth is rural or urban, *e.g.*, existence of a local administrative body, industrial township declared as towns, etc.

For a person born in a village, write '1' in the box.

For a person born in a town/city, write '2' in box.

For a person born in a foreign country, put '×' in the box against this sub-part and also against sub-part (c) on the line.

126.1. If all efforts to classify the place of birth as rural/urban fail, write 'not known' on the line.

Q. 1(c): District

127. For a person born outside the village or town of enumeration but within the district of enumeration, write 'D' on the line.

127.1. For a person born in another district of the State of enumeration, or in a district in some other State/Union Territory in the country, write the name of the district.

127.2. If the person cannot name the district, write 'not known'.

Q. 1(d): State/Country

128. For persons born within the State of enumeration, write '×' against this sub-part on the line. Make sure that the earlier entries made in sub-parts (a), (b) and (c) are consistent with such an answer; that 'PL' might have already been written against sub-part (a) or 'D' is written against sub-part (c) or any

other district of the State of enumeration is mentioned against sub-part (c).

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

128.2. For those born outside India, not 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.

128.3. For a person born on the high seas, record 'born at sea', against this sub-part and put '×' against sub-parts (a), (b) and (c).

128.4. If a person was born in train, boat or bus or aircraft, *etc.*, within the country, write the particulars in sub-parts (a), (b) and (c) with reference to the administrative territory where the event occurred or was registered.

Q. 2: Last residence

129. The answer to this question will have to be filled in respect of every person if he/she had another place of normal residence irrespective of his/her place of birth, before he/she came to the present place where he/she is enumerated. Even if a person was born at the place of enumeration but because of his/her work or for studies, *etc.*, he/she had shifted subsequently to another village or town and had come back again to the place of enumeration, he/she should be deemed to have had another place of residence prior to his/her enumeration here. For defence and similar personnel, this question is not applicable.

129.1. The immediate previous village or town of residence is relevant only if he/she 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 within 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 another place of residence than the village where he/she 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/she should not be deemed to have had another residence defferent from the place where he/she or his/her family normally resides. In the case of a person who is enumerated elsewhere than in his normal place of residence because of eligibility criteria laid down in paragraphs 54—56, the place of his immediate previous normal residence will be recorded as the place of last residence. Similarly, if a person is enumerated at a place other than his place of birth and if he had no other place of normal residence before coming to the place of enumeration, the place of birth would be the place of last residence.

129.2. It would not be possible to specify the duration of stay which will qualify for reckoning last residence. The circumstances of each case would have to be taken into consideration, in deciding whether a person has had a last residence or not. For example, an officer who has been transferred for a short period, must be considered as moving from his/her place of previous posting which would become his/her place of last residence, irrespective of his/her stay in the new posting. However, temporary movement like women moving into a hospital for delivery, a person moving into a hospital for treatment, *etc.*, at a place other than their usual residence, will be ignored and these places will not be treated as the last residence. In the case of a child born in a hospital into which the mother has moved temporarily for delivery which is different from the usual place of residence of the mother, the place where the hospital is, will be treated as the place of last residence for the child, though the place where the hospital is will not be the place of the last residence of the mother.

Q. 2(a) : Place of last residence

130. For a person who has 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-part (a) and put '×' against sub-parts (b), (c) and (d). But for a person who 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 or his actual previous residence against this sub-part (a) and fill the other details against sub-parts (b), (c) and (d).

Q. 2(b) : Rural (1) Urban (2)

131. For a person who had previously resided outside the place of enumeration, ascertain if the place of last previous residence is rural or urban and record the answer. For a person whose last previous residence is a town/city, write '2' in the box, and for 'Rural', write '1'. For a person who last resided in a foreign country, write '×'.

131.1. For a person whose immediate previous residence cannot be classified, write 'not known'.

131.2. Rural or urban status has to be determined with reference to the status existing at the time of enumeration.

Q. 2(c) : District

132. For a person who had previously resided in another place, *i.e.*, for whom 'PL' is not written against sub-part (a), you have to fill in this sub-part after enquiry.

132.1. For a person who previously resided in another village or town within the district of enumeration, write 'D'.

132.2. For a person who previously resided in another district of the State/Union Territory of enumeration or in a district in any other State/Union Territory in the country, write the name of the district. If he/she cannot name the district, write 'not known'.

132.3. For a person whose last previous residence was outside India, write '×' against this sub-part.

Q. 2(d) : State Country

133. 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 '×' against this sub-part but if it was outside the State or Union Territory of enumeration but within the country, write the name of the State/Union Territory.

133.1. 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.

Q. 3 : Reasons for migration from place of last residence.

134. The question will be asked in the case of a person for whom information has been recorded in Question 2, *i.e.* last residence. However, please note that this question will not be canvassed in the case of those for whom you may have written 'PL' against place of last residence. This is because they have had no place of last residence. In all the other cases you must find out the reasons for migration from the place of last residence and note the reasons by entering the appropriate code. The codes which must be entered for the various reasons for migration are as follows.

(a) Employment	1
(b) Education	2
(c) Family moved	3
(d) Marriage	4
(e) Others	5

134.1. These codes have been printed at the bottom of the Sample Slip. You must enter a code depending on the reasons for migration in the box against this question. For defence and similar personnel as may be indicated to you by the Director of Census Operations, this question will also not apply, since you will not have canvassed the Questions 1 and 2 of the Sample Slip.

135. A person will have moved for employment in the following cases given on next page:

(a) If he or she has moved in search of a job or hoping to get a job.

(b) Because he/she has got a job and has moved to take up the job.

(c) Having already got a job, he/she has moved because of a transfer, even if this is on promotion.

135.1. If a person has moved for any of these reasons, note code '1' in the box.

136. A person can be said to have moved for educational purposes if he or she has moved to the place of enumeration from his/her place of last residence for joining a school/college or any other type of educational institution either for the first time or for continuing his/her studies. However, please note that if this particular person has moved along with his/her family because the entire family has moved due to any reason, you must note that this person has not moved for educational purposes. In such a case the right code to be entered will be code '3', namely, 'Family moved'.

137. The reason 'Family moved' code '3' will refer to cases where the entire family moves. Such cases will come up if the head of the household or the person on whom the family is dependent has moved due to any reason such as transfer, *etc.* There are cases where one or more members of the family move along with the person who has moved in search of employment or education or for other reasons. While the person who has moved for a particular reason will be assigned the appropriate code, the other members who moved along with that person will be assigned code '3', *i.e.*, Family moved'.

138. If a person has moved consequent on getting marriage, assign code '4' for that person.

139. Code '5' 'Others' will include all other reasons for migration not covered by employment, education, family moved or marriage. This may include cases like movement due to retirement, movement for economic reasons such as setting up of shops, starting of a business, *etc.*

140. It is important to note that the reasons for migration are being noted for each person separately since in any case you will have to fill up Sample Individual Slips for each person separately. Therefore, in the same household, there may be cases where the reasons for migration are different for different members of the household. For example, if the head of the household is promoted and transferred, in his/her slip against Question 3 you will have to assign code '1' because his/her movement is consequent on employment, while the spouse and other dependents should be assigned code '3' because the family moves. There are also cases, particularly from the rural areas to urban areas, where a boy or a girl moves to a town or city for higher studies and in order to look after him or her an elderly person also moves. In such a case, in the case of the person who moves for higher studies the reasons for migration will be 'Education' code '2' while in the case of

the elderly person, the reason will be 'Others' code '5'. If in case the entire family has moved along with the student, for all the other members of the family you will have to assign code '3' 'Family moved'. It is, therefore, necessary for you to make careful enquiries and not to get confused with the different reasons which may be applicable to different persons of the same household.

141. In particular, please note that you must make detailed enquiries in the case of any unrelated members of the household, such as cook, servant, *etc.*, In their cases, their movement from the place of last residence may have been due to employment. Similarly, in the case of those members of the household who are rather distantly related to the head of the household, you must also make such detailed enquiries.

142. It must be remembered that the reason 'Family moved', code '3', can only come up in cases where some other member of the family has moved for any of the other reasons mentioned in the Sample Slip. The members of the family moved because either the head of the household or the person on whom the family depends has moved because of employment or for any other reason.

143. Please note that in the case of every person who has come into India from any other country as a result of partition or has been repatriated, the reasons for migration will be noted as 'Others', code '5' and not any other code.

Q. 4 : Duration of residence at the village or town of enumeration

144. Note here the period in completed years of the continuous residence in the village or town where the person is being enumerated. This will apply even to a person born at the place of enumeration. But this question does not apply to defence and similar personnel.

144.1. If he/she had left this village or town and had lived elsewhere for sometime, *i.e.*, in Question 2 another place of last residence is reported and has come back to this village or town, then the duration of residence to be noted against this question is the period of the *latest 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/her continuous residence here.

144.2. 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 Question 2(a), then '×' may be put against Question 4 in the box.

144.3. For a person whose duration of continuous residence at the place of enumeration is less than 1 year, write '0' in the box.

Q. 5 : For all ever-married women only

145. This question will be asked in the case of all-ever-married women. It will not be asked for a woman who has never been married. Please not that the term 'ever-married' does not necessarily mean 'currently married'. The 'ever-married' would include all women who may be currently married, the widowed, the separated and the divorced. This question, in other words, will be asked of all women except those who are 'Never Married'. For all women for whom 'M' or 'W' or 'S' is entered in Question 5 of the Universal Slip, this question will be asked. In the case of women who are 'NM' in Question 5 of the Universal Slip, put '×' in all parts of this question.

Q. 5(a) : Age at marriage

146. You should ascertain the age at which the woman, whom you are enumerating, was married and record that age in completed years. If a woman has been married more than once, the age at which she got married for the first time should be recorded.

Q. 5(b) : Number of children surviving at present

147. In this question, you will have to find out how many of the children born are still surviving, *i.e.*, at the time of enumeration.

147.1. Please note that the children need not necessarily be staying with the mother, *i.e.*, the woman you are the enumerating. They may be elsewhere due to any reason. What is important is whether they are alive, not where they live. They may be anywhere, even outside the country. The important point is the number alive.

147.2. Having ascertained this number, enter the details by sex and total in the boxes provided.

147.3. If there are no male or female children surviving at the time of enumeration, write '0' in the appropriate box or boxes.

Q. 5(c) : Number of children ever born alive

148. You should ascertain the total number of children that the woman you are enumerating gave birth to from the time she got married. If married, more than once, all the children born to her should be ascertained.

148.1. The number of children born would include all children born alive, even if later unfortunately any child died. Many persons, specially older people may only count children living with them. It is, therefore, essential to enquire about the number of children living at home, those living elsewhere and also those who were born alive but who are unfortunately not alive now. Even if the child died within a few hours of his/her birth, he/she should be included in the count. Still births, *i.e.*, children born dead should not be included in counting this numbers of children ever born. You will have to ask politely but appropriate questions for getting this information.

148.2. You should ensure that all live births are ascertained irrespective of whether the children are alive now.

148.3. It is our experience that the birth of a child may not be reported readily if the child is not actually living at the time of enumeration. The children who are born but may have died before the enumeration may not be indicated by the respondent unless you make detailed enquiries. This would be particularly true in the case of children who may have died as infants. There is, therefore, need for a detailed probe to ensure that you get the correct number.

148.4. Ascertain the number of children ever born alive by sex and write the figures in international numerals in the boxes provided. Also give the total in the box provided.

148.5. If the woman reports that she has had no male or female children born alive, write, '0' in the appropriate box or boxes.

Q. 6 : For currently married women only

149. 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 Question 5 of the Universal Slip. For all others, a cross (×) may be put against this question on the line.

Any child born alive during last one year

150. You should ascertain if the currently married woman, who you are enumerating, gave birth to a child in the last one year prior to the date of enumeration. If the respondent is not be able to reckon one year, you can find out if a child was born alive in 1980 to the woman you are enumerating on or after any of the festival indicated to you by the Director of Census Operations. Only if the child was born alive, and even if the child had died soon after birth, the answer should 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 a 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.

150.1. 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. It is necessary to record all live births even if the child had died soon thereafter or had not survived to the day of enumeration. Therefore, where the initial answer to this question is 'No', you should ask a specific question if there has been a case of a 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 sentiments 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?"

150.2. 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. A similar probe to eliminate still births may also be necessary. For example, when the answer is 'Yes' under this question, you might ask if the child is here in the house. If the answer is 'Yes', no further question is needed. If 'No', you might ask where the child has gone. The answer may be 'dead' or that it has gone elsewhere. If dead, then you might ask when the child died and this will bring out the fact whether or not it was a still birth. If the answer is 'Yes', then enter 'Yes' in the space below the question; if the answer is 'No', enter 'No' in the space. Do not write in the dotted box.

150.3. In case where the woman has had twins or multiple births, please write 2, 3, *etc.*, next to 'Yes' as the case may be, thus 'Yes' (2) or 'Yes' (3).

151. On the reverse of Appendices VII-1 to VII-14 specimen entries in answer to question included in the Sample Slip have been shown for your facility.

NOTE: You may find on your revisional round from March 1 to March 5, 1981 that a child is born to a currently married woman in a household after your last visit but before the sunrise of **March 1, 1981,** You will have to take this into account and correct the answers against Question 6 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.

CHAPTER V

ENUMERATION OF HOUSELESS POPULATION AND REVISIONAL ROUND

152. The enumeration of the houseless population will have to be carried out in all blocks irrespective of whether you are only incharge of a universal block or incharge of a sample block. This is because the houseless can be found in any place and they should not be omitted.

153. The Revisional Round, the instructions for which are part of this chapter, must be carried out for all blocks irrespective of whether it is a universal or sample block. This is because the revisional round is an extremely important and essential step in the total process of enumeration and it is only after the revisional round is over that the correct population figures will be available. Therefore, do not neglect to carry out the revisional round of the block which you are enumerating.

Enumeration of the Houseless

154. As stated earlier in paragraph 13 of this booklet, you will be required to enumerate the houseless population in your enumeration block(s) on the night of February 28, 1981. In order to do this, it would be necessary for you to complete the enumeration of all the persons in all the households living in census houses in your jurisdiction between Februray 9 and February 28, 1981. During this period, you will have taken note of the possible places where houseless population is likely to live, such as on the roadside, pavements, in hume pipes, under staircases, or in the open, temple, mandaps, platforms and the like. On the night of February 28/March 1, 1981, but before sunrise of March 1, 1981, you will have to quickly cover all such houseless households 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 in advance, so that one or more extra enumerators can 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 out-skirts of the village. These people will have to be covered on the night of February 28, 1981. You should of course make sure that these persons have not been enumerated elsewhere.

155. At this point, please read the instructions about updating and filling up of the Abridged Houselist, given in Appendix I. You will be required to enter the details of the houseless households in Section 3 of the Abridged Houselist in the manner described therein. Also please recall the instructions given in paragraph 20 of this booklet where you have been told that for houseless households, you should record 'O' in bold letters. In giving the Serial number of the household, you will have to indicate the Serial number of the household with a prefix 'O' separated by a dash (—), as explained in the instructions given in Appendix I.

156. Please remember that Household Schedule will be filled for each houseless household in the manner explained in paragraph 1 to 52 of this booklet. Thereafter you will have to fill up the Universal Individual Slip for each member of the household, as per instructions given in paragraphs 53—120. If you happen to be an enumerator for a sample block or the enumerator in any of the 19 States and Union Territories mentioned in paragraph 121 you will be required to fill in Questions 1 to 6 of the Sample Slip also, for each individual, as per instructions given in paragraphs 121 to 151. Thereafter, you will be required to fill in columns 8 to 35 of the Population Record (Part II of the Household Schedule), as per instructions given later.

Revisional Round

157. You have been told under paragraph 12 and paragraph 13 of this booklet that in the next five days, *i.e.*, from March 1, 1981 to March 5, 1981, you will have to revisit all the households in your jurisdiction and record any new births that had taken place after your last visit, but before the sunrise of March 1, 1981 and any visitor(s) that had moved into the household and who had been away from his/her/their place of normal residence throughout the enumeration period, *i.e.*, from February 9, 1981 to February 28, 1981, or an entire household that has moved into your jurisdiction during this period and which has not been enumerated anywhere before. At this point, you may recall the instructions given in paragraph 43 of this booklet where instructions about persons eligible to be enumerated in a particular household have been given.

158. It is important to remember the following in this connection:

(1) If you are enumerating a new household in your block during the revisional round, please recall the instructions given in paragraph 19 about Serial number of household and updating and filling up of Abridged Houselist, as given in Appendix I.

(2) In respect of every new birth, you should make sure that you give the correct Location Code including the Serial number of household, fill up an Individual Slip and make necessary entries in Part II of the Household Schedule concerned. Also correct the entry in Question 6 of the Sample Slip (if applicable in your case, *i.e.*, if you are an enumerator in a

sample block or in any of the 19 States and Union Territories mentioned earlier) pertaining to the mother of the child whom you are enumerating during the revisional round. Please make sure that the birth has taken place before the sunrise of March 1, 1981.

(3) You will have to ascertain if any death had unfortunately taken place in any of the households since your last visit and the sunrise of March 1, 1981 and cancel the Individual Slip of the dead person writing boldly across it as 'died'. Please remember to make necessary correction in Part II of the Household Schedule concerned.

159. 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 visitor, then you will fill in another Household Schedule containing Population Record form in continuation of that Household Schedule, taking care that the Location Code and other particulars are noted in the second Household Schedule form properly. In such a case, please write on the top right hand corner of the fresh Household Schedule 'continued' and note the Book and Form number of the connected Household Schedule. Similarly, on the connected Schedule note the word 'continued' and give the Book and Form number of the additional Household Schedule form.

160. Changes made in the Population Record like additions for new births or recording of visitors or deletion of entry in respect of deaths, should be done neatly and consequential changes in the total should be made. It is this final total that must be entered in Question 15 of Part I of the Household Schedule.

161. You are now set for taking up the desk work at home in connection with the census enumeration that you have just completed. These are, as you will recall from paragraph 12 of this booklet, (1) filling up of the enumerator's Working Sheet for preparing the Enumerator's Abstract, (2) filling up of the Enumerator's Abstract, (3) filling up of Section 1 of the Abridged Houselist and (4) handing over all documents to your Supervisor, the documents being the Notional Map, the Layout Sketch, all filled in Household Schedule books, all filled in Individual Slip pads (Universal and Sample, where applicable), filled in and updated Abridged Houselist, the Working Sheets for preparing the Enumerator's Abstract, the filled in Enumerator's Abstract and all blank Household Schedule books, Individual Slip pads and other blank forms.

162. In addition, you have to collect the filled in Degree Holder and Technical Personnel Schedules from the households and individuals for whom you had issued these schedules vide instructions given in paragraph 73. You have to hand over the filled in schedules to your Supervisor. You will also be required to return the blank Degree Holder and Technical Personnel Schedules remaining surplus with you together with a statement (in the form given at Appendix VIII) giving an account of the number of blank forms given to you, number of forms issued to eligible persons in the households, number of filled in schedules collected and number of blank forms returned to the Supervisor.

CHAPTER VI

FILLING UP OF THE HOUSEHOLD SCHEDULE, PART II—POPULATION RECORD—COLUMNS 8 TO 35

163. As mentioned in the instructions relating to the filling up of columns 1 to 7 of the Population Record (Part II of the Household Schedule), columns 8 to 35 of the Population Record have to be entered with reference to the entries in the Individual Slip. For each member of the household, you will have filled up an Individual Slip. You will be required to copy out or to enter the relevant particulars from the Individual Slip in the line relating to that person in column 8 to column 35 of the Population Record. The following instructions tell you how to do this.

164. Please note that you should not allow this work to fall into arrears. You must fill up these columns in the case of those households whom you have enumerated each day at the end of the day itself. This would save you a lot of trouble and will also ensure that there are no errors.

165. It would be noticed that columns 8 to 21 relate to males and columns 22 to 35 relate to females. Column 1 placed between columns 13 and 14 is a mere copy of column 1 already entered by you. This is repeated on page 3 of the Household Schedule to facilitate your work, by obviating the need to trace back the entries for columns 14 onwards to column 1 on page 2. The instructions that follow will indicate how the entries from the Individual Slip should be carried over to the appropriate columns (8 to 35) of the Population Record separately for males and females.

Cols. 8 & 22: Name of Scheduled Caste

166. For each person recorded in column 2 of the Population Record, check whether in the corresponding Individual Slip (Universal), '1' is recorded in the box against Question 9. If so, copy out the name of the Scheduled Caste written against Question 10 of the Individual Slip in column 8 if the person is a male or in column 22 if the person is a female on the corresponding line. Please do not make any mistake in copying out the correct spelling.

Cols. 9 & 23: Name of Scheduled Tribe

167. As in the previous paragraph, for these columns also, you will have to check from the corresponding Individual Slip of the person entered in column 2 of the Population Record if code '2' is recorded in the box against Question 9. If so, the name of the Scheduled Tribe written against Question 10 of the Individual Slip should be copied in column 9 of the Population Record for males and in column 23 for females.

167.1. *It must be noted that if there is a cross (×) against Question 9 of the Individual Slip for the person entered in column 2 of the Population Record, the corresponding columns 8 and 22 and 9 and 23 of the Population Record should be left blank.*

Cols. 10 & 24: Literate

168. For the person entered in column 2 of the Population Record, check from the corresponding Individual Slip whether '1' is recorded in the box against Question 11. If so, put a tick (√) under column 10 for males or a tick (√) mark under column 24 for females in the corresponding line.

Cols. 11 & 25: Illiterate

169. As in the previous paragraph, check if '2' is recorded in the box against Question 11 of the Individual Slip for the person entered in column 2 of the Population Record and if so, give tick (√) mark under column 11 for males or tick (√) mark under column 25 for females in the corresponding line.

Cols. 12 & 26: Entry in Q. 14A of Individual Slip 'Yes'

170. For the person entered in column 2, check whether 'Yes' is recorded against Question 14A of the corresponding Individual Slip. If the person is male, put tick (√) under column 12 and if female, put tick (√) under column 26.

Cols. 13 & 27: Entry in Q. 14A of Individual Slip 'No'

171. As in the preceding paragraph, check if 'No', *i.e.*, 'H' or 'ST' or 'D' or 'R' or 'B' or 'I' or 'O' is entered against Question 14A of the Individual Slip for the person entered in column 2 of the Population Record. If so and if the person is a male, put a tick (√) under column 13 and if female, put a tick (√) under column 27.

Cols. 14 & 28: Entry in Q. 14B of Individual Slip 'Yes'

172. For the person entered in column 2 of the Population Record, check against Question 14B of the corresponding Individual Slip if '1' is entered in the box. If so, put a tick (√) under column 14 for male, but if the person is a female, put the tick (√) under column 28 in the corresponding line.

Cols. 15 & 29: Entry in Q. 14B of Individual Slip 'No'

173. Check if '2' is recorded in the box against Question 14B of the Individual Slip in respect of the

person entered in column 2 of the Population Record. If so, put tick (√) under column 15 in the case of male, but if the person is a female, put the tick (√) under column 29 in the corresponding line.

Cols. 16 & 30: Entry in Q. 15A Individual Slip 'C'

174. For the person entered in column 2 of the Population Record, check if 'C' is recorded against Question 15A of the corresponding Individual Slip and if so, put the tick (√) column 16 if male, and if the person is a female, put the tick (√) under column 30 of the corresponding line.

Cols. 17 & 31, 18 & 32, 19 & 33: Entry in Q. 15A of Individual Slip 'AL'/'HHI'/'OW'

175. As in the previous paragraph, check from Question 15A of the Individual Slip relating to the person entered in column 2 of the Population Record whether 'AL' or 'HHI' or 'OW' is entered for the person entered in column 2 of the Population Record. If so, a tick (√) should be put under the appropriate column 17 or 18 or 19, as the case may be, in case the person is a male and under column 31 or 32 or 33, as the case may be, if the person is a female.

Cols. 20 & 34: Whether seeking/available for work 'Yes'

176. For the person recorded in column 2 of the Population Record, check from the corresponding Individual Slip whether '1' is entered in the box against Question 16. If so, put a tick (√) under column 20 in the case of male, but if the person is a female, the tick (√) should be put under column 34.

Cols. 21 & 35: Whether seeking/available for work 'No'

177. As in the previous paragraph, check if '2' is recorded in the box against Question 16 of the Individual Slip for the person entered in column 2 of the Population Record. If so, put a tick (√) under column 21 in the case of a male and if female, put the tick (√) under column 35.

178. *Please note that there cannot be a tick (√) on the same line in columns* 8 *and* 22, *column* 9 *and column* 23, *column* 10 *and column* 24, *column* 11 *and column* 25, *column* 12 *and column* 26, *column* 13 *and column* 27, *column* 14 *and column* 28, *column* 15 *and column* 29, *column* 16 *and column* 30, *column* 17 *and column* 31, *column* 18 *and column* 32, *column* 19 *and column* 33, *column* 20 *and column* 34, *and column* 21 *and column* 35 *just as there cannot be a tick (√) on the same line in columns* 4 *and* 5 *of the Population Record.*

178.1. *Similarly, there cannot be a tick (√) on the same line in both columns* 10 *and* 11, 12 *and* 13, 14 *and* 15, 20 *and* 21, 24 *and* 25, 26 *and* 27, 28 *and* 29, *and* 34 *and* 35. *It will be obvious from the form itself that there cannot be a tick (√) on the same line in more than one of the columns* 16, 17, 18 19 *and* 30, 31, 32, 33.

179. Having entered these particulars in columns 8 to 35 for all the persons enumerated in the household, you will have to strike the totals. Instructions for striking totals for columns 2, 8, 9, 22 and 23 are given in the foot-note of the form itself. However, this is recapitulated for your facility. Count the number of entries in column 2 and enter the figure against the total for this column. You will notice that the last serial number would tally with the total given under column 2. Similarly, for striking totals for columns 8, 9, 22 and 23 count the number of entries under each column and enter the figure in the relevant rectangle against the total. In striking totals for columns 4, 5, 10 to 21 and 24 to 35, there should be no difficulty. You have merely to count the ticks (√) under different columns and enter the total in the cell provided for writing the total.

180. Having struck the totals, your job in respect of this Household Schedule form is over and you should sign at the bottom right hand corner and give date also. At this point, you must please remember that Question 15 of Part I of the Household Schedule, *i.e.*, total population of the household will have to be filled after you have derived the total of column 2 of Part II of Population Record taking into account the extra forms you may have used in the case of large households.

CHAPTER VII

FILLING UP OF THE ENUMERATOR'S WORKING SHEET AND THE ENUMERATOR'S ABSTRACT

181. The specimen form of the Working Sheet for preparing the Enumerator's Abstract is given on the pages 332-333. This form will be supplied to you in sufficient quantities. You will be required to use separate form(s) for Normal Households, Institutional households and Houseless households. On these you will have to strike totals for Normal households, Institutional households and Houseless households separately. Thereafter, on the last page of the sheet(s) relating to the Normal households, you will have to carry over the totals relating to Institutional households and Houseless households to strike a grand total for each of the columns of the Working Sheet except for column 2. The total for column 2 will have to be derived by counting the entries and *not* just totalling the figures. At the end of your revisional round, you will have all the filled in Household Schedule books comprising Normal households, Institutional households and Houseless households. For the Institutional households and Houseless households, you will have indicated 'I' and 'O' respectively at the right hand corner of the first page of the Household Schedule. You will now be required to take the Household Schedule books and fill up the Working Sheet for preparing Enumerator's Abstract. The Working Sheet for preparing Enumerator's Abstract has 33 columns, of which columns 6 to 19 relate to 'males' and columns 20 to 33 relate to 'females'. The arrangement generally follows the pattern of Part II—Population Record of the Household Schedule, which you have filled in during the course of your enumeration. You will be required to deal with Normal households, Institutional households and Houseless households in separate sheets, while filling up the Working Sheet from the entries given in Part II—Population Record of the Household Schedule. Each line in the Working Sheet will contain the totals for one household.

Page No.

182. On right hand top corner of the form, you will have to indicate page number. The page number will run continuously for each type of household. That is to say, for Normal households, the page number of the Working Sheet will start from 1, for Institutional households again the page number will start from 1 and similarly for Houseless households, the page number will start from 1.

182.1. You will have to arrange your filled in Household Schedule books in ascending order of the book numbers. You should take up the first book and pick up a form of Working sheet for entering the details. If you are dealing with a schedule relating to a Normal household, you should enter details in the Working Sheet relating to 'Normal household'. During the course of your work, if you come across a schedule relating to an 'Institutional household', please do not forget to pick up a fresh Working Sheet and enter relevant details in that sheet after assigning the page number and other details separately. Similarly, when you come across a 'Houseless household', please pick up a fresh Working Sheet and enter the details in that sheet.

Location Code

183. Location Code of your enumeration block should be copied from Part I of the Household Schedule and written here. This will have five elements, *viz.*, State code, District code, Tehsil/Taluka/PS/ Development Block/Circle or Town code, Village or Ward code and the Enumeration Block number within brackets. Location Code should be repeated on every page of the Working Sheets.

Number of households by type

184. It will be noticed that the same form is being supplied for entering details in respect of Normal/ Institutional/Houseless households. At the right hand top, three types of households have been indicated. You will have to score out the entry which is not applicable. For example, if you are dealing with Normal households, please score out the entries 'Institutional' and 'Houseless'. Again, if you are dealing with 'Institutional households', please score out the entries 'Normal' and 'Houseless'. Similarly, when you deal with Houseless households, score out 'Normal' and 'Institutional'. If you are using more than one page for a particular type of household, please do not forget to score out inapplicable types on each sheet, as indicated here.

184.1. For recording the number of households by type separately for Normal households, Institutional households and Houseless households, you will have to count the number of entries given in column 2 (Serial No. of household) of the working sheet relating to each type of household and enter the figure here. For example, for determining the number of Normal households, you will count the number of entries in column 2 of the set of working sheets dealing with Normal households and enter the figure on the first page of the set dealing with Normal households. Similar procedure will have to be followed for entering the number of Institutional households and Houseless households in the appropriate Working Sheets.

Name of Enumerator

185. This hardly calls for any explanation. You will be required to write your name here.

Col. 1: Line No.

186. As in the Houselist form, which some of you may have handled in 1980 for Houselisting operations, here also, line numbers are being provided. The lines have been numbered as 1, 2, 3, 4, 5, 6, 7, 8, 9, 0 and repeated likewise. The idea is to reduce your scriptory work, so that when you go to the 10th line, you put 1 at the 10th place to make the line number read as 10. Similarly, write, 1 in the 10th place on the next line to read as 11 and so on. You should not change the printed line number in case you have to score out a line owing to mistakes committed in copying. The last line number will incidentally give you the total number of households of a particular type entered in the Working Sheet which should tally with the total of entries in column 2 which you are required to enter at the right hand top corner of the form under 'Number of households by type', but if you have scored out any line owing to some mistake in copying, then this tally cannot be achieved.

Col. 2: Sl. No. of household

187. This number will be copied from the top of the Household Schedule form you are dealing with.

Col. 3 to 5: Persons, males and females

188. In these columns, enter total of columns 2, 4 and 5 respectively as struck by you in the concerned Population Record (Part II of the Household Schedule).

Col. 6 to 33 of the Working Sheets

189. The column headings are self-explanatory. Under each column, the column number of the Population Record, *i.e.*, Part II of the Household Schedule has been indicated within brackets. You have merely to take the total of the relevant column of the Population Record and post it under the appropriate column of the working sheet in respect of a particular household. Please note that as in the Population Record, the male and female sections are separate in the working sheet also for ease of copying.

Total

190. A separate line has been provided for entering the total. Total for columns 3 to 33 are straight forward totals. Total for column 2 will have to be derived by counting the entries, as indicated in the foot-note.

190.1. It is expected that you will be using more than one Working Sheet for Normal households. Therefore, you will have to derive the 'totals' for all the columns pertaining to the Working Sheets of Normal households on the last page. Identify this line (*i.e.* total) by writing 'Normal' in column 2 meaning thereby that these totals relate to Normal households.

190.2. Having struck totals for all columns relating to Normal households, Institutional households and Houseless households separately, you have to carry over the totals relating to Institutional households and Houseless households on to the last page of the sheets pertaining to 'Normal households' and strike grand total. For doing so, please write 'Institutional' against the concerned line in column 2 of the Working Sheet and 'Houseless' against the concerned line (in column 2 of the Working Sheet) and then strike the 'grand total' and write 'Grand total' in column 2. If, however, there be no space on the last page of the working sheet(s) relating to Normal households, for striking these totals, you may use a separate sheet for this purpose and attach it to the set of Working Sheets relating to Normal households.

Instructions for filling up the Enumerator's Abstract form

191. A specimen of the Enumerator's Abstract form is given on the next page. The instructions are given hereafter.

Location Code

192. The Location Code, as noted in the Working Sheet and in all your other documents, consisting of the five elements, namely, State, District, Tehsil/Taluka/PS/Development Block/Circle or Town, Village or Ward and Enumeration Block number within brackets, should be given here.

Name of Enumerator

193. You should write your name here.

Total number of occupied residential houses

194. You have merely to copy the figures noted in sub-section B of Section 1 of the Abridged Houselist.

Number of Normal households

195. You will recall that you have noted the number of households by type on the right-hand top corner of the first page of the working sheets relating to Normal households. You have to take this figure for Normal Households and post it here.

Number of Institutional households

196. You will again recall that you have noted the number of households by type on the right-hand top corner of the first page of the Working Sheets relating to Institutional households. You have to take this figure for Institutional households and post it here.

CENSUS OF

WORKING SHEET FOR PREPARING

(To be compiled from Household

Location code.....Name of Enumerator .....

Line No.	Sl. No. of house hold	Per-sons (Col. 2)	Males (Col. 4)	Fe-males (Col. 5)	MALE											
					S.C. (Col. 8)	S.T. (Col. 9)	Lite-rates (Col. (10)	Illi-terates (Col. 11)	'Yes' in 14A (Col. 12)	'No' in 14A (Col. 13)	'Yes' in 14B (Col. 14)	'No' in 14B (Col. 15)	Entry in Q. 15A			
													C (Col. 16)	AL' (Col. (17	HHI (Col. 18)	OW (Col. 19)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																
2																
3																
4																
5																
6																
7																
8																
9																
0																
1																
2																
3																
4																
5																
6																
7																
8																
9																
0																
Total	@															

Checked and found correct

Signature of Circle Supervisor.....

Date.....,

@Count number of entries

Column numbers shown within brackets refer to

Page No.....

INDIA 1981

ENUMERATOR'S ABSTRACT

Schedule Part II : Population Record)

Normal.....

Number of households by type* Institutional.....

Houseless.....

FEMALE

'Yes' in 16 (Col. 20)	'No' in 16 (Col. 21)	S.C. (Col. 22)	S.T. (Col. 23)	Lite-rates (Col. 24)	Illite rates (Col. 25)	'Yes' in 14A (Col. 26)	'No' in 14A (Col. 27)	'Yes' in 14B (Col. 28)	'No' in 14B (Col. 29)	Entry in Q. 15A				'Yes' in 16 (Col. 34)	'No' in 16 (Col. 35)
										C (Col. 30)	AL (Col. 31)	HHI (Col. 32)	OW (Col. 33)		
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

*Strike out whichever is not applicable.

and give total -

column numbers of Part II: Population Record.

Signature of Enumerator.....

Date.....

CENSUS OF INDIA 1981

ENUMERATOR'S ABSTRACT

(To be compiled from working sheet for Enumerator's Abstract)

Location Code .....
Name of Enumerator .....
Total No. of occupied Residential houses.....

No. of normal households .....
No. of institutional households: .....
No. of houseless households .....
Total No. of households .....

Sl No	Particulars	Persons	Males	Females
1	2	3	4	5
1.	Population inclusive of population shown against serial Nos 16 & 17, (Total of cols 3, 4 & 5 of grand total line in the last page of working sheets for *normal* households)			
2.	Scheduled Caste (grand total of cols 6 & 20)			
3.	Scheduled Tribe (grand total of cols 7 & 21)			
4.	Literate (grand total of cols 8 & 22)			
5.	Illiterate (grand total of cols 9 & 23)			
6.	'Yes' in 14A (grand total of cols 10 & 24)			
7.	'No' in 14A (grand total of cols 11 & 25)			
8.	'Yes' in 14B (grand total of cols 12 & 26)			
9.	'No' in 14B (grand total of cols 13& 27)			
10.	'C' in 15A (grand total of cols 14 & 28)			
11.	'AL' in 15A (grand total of cols 15 & 29)			
12.	'HHI' in 15A (grand total of cols. 16 & 30)			
13.	'OW' in 15A (grand total of cols 17 & 31)			
14.	'Yes' in 16 (grand total of cols 18 & 32)			
15.	'No' in 16 (grand total of cols 19 & 33)			
16.	Institutional population (Total of institutional line cols 3, 4 &5 in last page of working sheet for *normal* households)			
17	Houseless population (Total of Houseless line cols 3, 4 & 5 in last page of working sheet for *normal* households)			

Checked and found correct

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

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

Note : Columns mentioned under col. 2 within brackets are columns of working sheet from which data have to be posted.

Number of Houseless households

197. As in the case of number of Institutional households, you have to take the figure pertaining to Houseless Households from the right-hand top corner of the Working Sheet for number of households by type and post it here.

Note: Please put a cross (×) against the items 'Number of Institutional households' and 'Number of Houseless households', as the case may be, if there are no such households in your enumeration block.

Total Number of households

198. On the right hand top, you have noted the number of Normal households, Institutional households and Houseless households separately. You have merely to add them up and enter the figure here. As a quick check for accuracy, you may refer to subsection C of Section 1 of the Abridged Houselist where you have noted the number of households and these two figures should tally.

Cols. 1 to 5

199. The next section deals with 17 items and 5 columns. The particulars are given under column 2 and the column numbers of the Working Sheet to which the particulars relate have been indicated within brackets in each case. For particulars noted against Sl. Nos. 1 to 15, you have to take the relevant figures of the columns indicated within brackets and post them under the appropriate columns 3, 4 and 5 of this form. The figures will be found on the last page of the Working Sheet dealing with Normal households against the line representing 'Grand total'.

Sl. No. 1: Population inclusive of population shown against Sl. Nos. 16 and 17 of the form

200. In columns 3, 4 and 5 of the Enumerator's Abstract form, you will have to give the grand totals of columns 3, 4 and 5 as derived on the last page of the Working Sheet dealing with Normal households and where you have struck total for all entries in respect of Normal households, Institutional households and Houseless households. These figures will be inclusive of the population figures reflected under columns 3, 4 and 5 against Sl. Nos. 16 and 17 of this form.

Sl. Nos. 2 to 15

201. These items hardly call for any explanation. The column numbers are indicated within brackets against each. You have merely to take the appropriate figure from the line representing 'Grand total' on the last page of the Working Sheet dealing with Normal households and post the appropriate figure under columns 4 and 5, as the case may be, and derive total in column 3.

Sl. No. 16: Institutional households

202. On the last page of the Working Sheet dealing with Normal households, you have entered the total in respect of the Institutional households. You have to take the figures of columns 3, 4 and 5 of the line in the Working Sheet representing the 'Institutional households' and enter the same in columns 3, 4 and 5 of the Enumerator's Abstract form.

Sl. No. 17: Houseless population

203. Here again, you have to look to the last page of the Working Sheet dealing with Normal households and take the figures given in columns 3, 4 and 5 of the line representing Houseless households and post them in columns 3, 4 and 5 of the Enumerator's Abstract form.

Please note that the Institutional population and Houseless population indicated against Sl. Nos. 16 *and* 17 *are included in the total population of your enumeration block shown against Sl. No.* 1.

204. It is needless to add that you should check the entries carefully and after satisfying yourself that everything is in order, you should sign the filled in Working Sheets and Enumerator's Abstract form. If you have, by any chance, been put incharge of more than one enumeration block, please remember that you will have to prepare separate sets of Working Sheets and Enumerator's Abstract for each of the enumeration blocks assigned to you.

205. You have now to arrange all your records which would be the following:

(1) Notional Maps,
(2) Layout Sketch,
(3) Filled in and updated Abridged Houselist which you have updated as per instructions given in paragraph 155,
(4) Filled in Household Schedule books,
(5) Filled in Individual Slip pads,
(6) Working Sheets for Enumerator's Abstract in three sets tagged together,
(7) The Enumerator's Abstract form,
(8) Filled in Degree Holder and Technical Personnel Schedules,
(9) Statement showing the number of Degree Holder and Technical Personnel Schedules received, issued, filled in schedules collected and blank schedules returned (appendix VIII).
(10) Blank forms, Household Schedule books and Individual Slip pads referred to above,
(11) Blank Degree Holder and Technical Personnel Schedules.

206. You are now required to hand over all the documents with an inventory which should contain the Book No. of Household Schedules and Pad Nos. of Individual Slips to your Supervisor. Having done so, you have completed your job in so far as the 1981 Census operation is concerned and you can reasonably take pride in having performed a national task well.

INSTRUCTIONS TO ENUMERATORS FOR UP-DATING SECTION 2, FILLING UP OF SECTION 3 AND FILLING UP OF SECTION 1 OF THE ABRIDGED HOUSELIST

Introduction

As in the 1971 Census, an Abridged Houselist will have to be prepared at the 1981 Census also. The Abridged Houselist establishes an essential link between the Houselist and the population enumeration. It will serve as a frame for assigning household serial number to each household in an enumeration block, as will be seen later, and it will also serve as a frame for post-enumeration surveys and other surveys which may be taken up in the future. The Abridged Houselist will be prepared separately for each enumeration block. It is an important document any you must fill it up carefully after reading these instructions given in the notes to the Abridged Houselist form itself. A copy of the Abridged Houselist form comprising Sections 1, 2 and 3 is enclosed (Annexe I).

2. You will be given one copy of the Abridged Houselist form for your block by your Supervisor You will notice that identification particulars and Section 2 of the form are already filled in (Annexe II). At the beginning will be given the identification particulars and location code of your block. Section 2 contains essentially a list of all census houses and households in your block copied from the Houselist This list has to be updated by you as at the enumeration, because some changes might have taken place in your block since the houselisting operations. Some of the census houses which existed at the time of houselisting, might have been demolished and new census houses might have come up. Again, some of the households might have moved out and some new households might have moved in. All these will have to be taken care of by you in updating the Abridged Houselist. The new census houses and households will have to be listed by you in Section 3. Section 1 will be filled up at the end of the enumeration.

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

4. The following situations may arise:

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

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

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

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

(v) The head of a household listed in Section 2 might have changed,

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

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

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

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

5. In case of situations (i) and (ii), the relevant entries in Section 2 will have to be delected, in case of (iii), (iv), (v) and (vi) the entries in Section2 will have to be suitably amended and in case of (vii), (viii) and (ix), Section 3 will have to be filled. The instructions for deleting or amending entries in Section 2 or for filling up Section 3 in each of these situations are given below.

Instructions for recording changes in Section 2

6. In the case of the first six situations mentioned in paragraph 4 above, necessary changes or corrections wil have to be made in Section 2 as follow:

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

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

(iii) If a household listed in Section 2 has moved out and another household has moved in its

place, the name of the head of household in column 6 will be changed in Section 2. Indicate this reason for the change in column 8.

(iv) If the use to which a census house is put has changed, the entry in column 4 for that census house in Section 2 will have to be scored out and the current use entered.

Such a change in use of the house might be coupled with a household leaving or a household moving into the census house. For example, where a partly or fully residential house is now used for *purely* non-residential purposes, not only the entries in column 4 should be scored out and the current use of the house should be recorded, but the entries from columns 5 to 8 should also be deleted as the household living in it earlier would have moved out. If more than one household was recorded in that census house, all the entries in subsequent lines relating to such households should also be deleted.

However, in cases where the census house has remained non-residential but only the use has changed, the entry in column 4 will have to be scored out and a fresh entry made to indicate the new use. Where a non-residential house has become a partly or fully residential house, one or more households might have moved into the census house. In this case, first the entries in Section 2 will be scored out and the current use should be recorded in column 8 for cross reference since particulars of the new household(s) which might have moved in would be entered in Section 3 in columns 1 to 8. In such cases please quote serial number of the entry in Section 3 in column 8 of Section 2.

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

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

(vi) If a new household has moved into a vacant house, then the entries in all columns of Section 2 have to be scored out and fresh entries made in Section 3. Reason for scoring out should be given in column 8. If more than one new household has moved into such census house, then all the households have to be entered in Section 3. In this case also for cross reference please quote serial number of entry in Section 3 in column 8 of Section 2.

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

Instructions for filling up Section 3

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

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

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

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

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

13. In case of a new census house in a building already listed in Section 2, enter census house number in column 3. Please note that if the building in Section 2 had only one census house, its census house number will now have to be changed. For example, if building number 43, had one census house only in Section 2 numbered as 43, and if you now find another census house in this building, the census house number in Section 2 will have to be changed as 43(1) and the new census house in Section 3 will be entered with number 43(2). It should, however, be noted that if a new household has moved into a census house already listed in Section 2, the census house number should not be repeated in column 3 of Section 3. You need only to fill columns 5 and 6 of Section 3 and put dashes '—' in columns 2, 3 and 4. Where more than one line relating to the same building or census house has to be filled, the building number or census house number should be entered only in the first line and in subsequent lines, write only '—'.

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

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

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

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

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

Instructions for filling up Section 1

19. Section 1 relating to the population of the Enumerator's Block will have to be filled in by you at the end of the enumeration. After you have completed your Enumerator's Abstract, you must enter the figures of population, number of occupied residential houses and number of households against Parts A, B, and C in Section 1. The instructions to fill in Parts A, B and C of Section 1 are described below.

20. Part A of Section 1 (Population of Enumerator's Block) will be copied from the Enumerator's Abstract which you will prepare after the revisional round has been completed in your enumeration block and totals struck. For filling up Part B of Section 1 (number of occupied residential houses) you will have to count the entries in column 3 (Census House No.) of both Sections 2 and 3 of the Abridged Houselist. It should be noted that in column 3 of the Abridged Houselist in Sections 2 and 3, not only residential houses, but non-residential houses would also have been entered. Therefore, in order to ascertain the number of occupied residential houses, you will have to check the entry in column 3 of Sections 2 and 3 will entry in column 3 of Sections 2 and 3 with the corresponding entry in column 4 of the Abridged Houselist. A census house entered in column 3 will qualify to be counted as an occupied residential house if there is a corresponding entry of either 'wholly residential' or 'partly residential' in column 4. For example, if Census House No. 7 (1) in column 3 is described as 'residence' in column 4, it will be reckoned as an occupied residential house. Similarly, if Census House No. 9 in column 3 is shown as workshop-cum-residence in the corresponding column 4, it will also be reckoned as an occupied residential house. On the other hand, if Census House No. 7(1) is shown as 'office' in column 4 and Census House No. 7(2) is shown as 'factory' in column 4 of either Section 2 or 3 of the Abridged Houselist, neither of these will

qualify to be reckoned as an occupied residential house. It must be noted that census houses entered in column 3 against which the corresponding entries are 'vacant' in column 4, should not be reckoned as occupied residential houses. Normally, for every occupied residential house, there will be corresponding entries in column 5 (Household No.), column 6 (Name of the Head of the Household) and column 7 (Sl. No. of the Household), except in cases where the occupants of a residential house have gone on a temporary journey/ pilgrimage which fact will be noted in the Remarks column. In such a case, the entry in column 4 will doubtless be shown as 'residence'. Please note that if a residential census house has been entered more than once in column 3 through oversight it should not be counted more than once because it will inflate the number of occupied residential houses.

21. Part C of Section 1 of the Abridged Houselist (Number of households), will have to be ascertained by counting entries in column 5 in Sections 2 and 3 which should be easy. The entries could be, say 1 or 1(1) or 1(a) or 1(1)(a) in column 5, depending on whether the household lives by itself in a house which is also a building or lives in a building which has more than one census house or is sharing the building with one or more households or sharing the census house with one or more census households respectively. Needless to say, there will be a corresponding entry in column 6 (Name of the Head of the Household) and column 7 (Sl. No. of the Household) for all such households. You should count the number for your block and write the figure in Part C of Section 1.

General

22. Before you hand over the completed Abridged Houselist, you must ensure that all the sections have been completed.

ANNEXURE I

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

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

Name of District .. .. Code No..... Name or No. of Ward/Mohalla/Hamlet .....Code No.....

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

SECTION : 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block ..... (B) Number of occupied residential houses..... (C) Number of households.....

SECTION : 2: Houselist particulars : (To be initially copied from the original Houselist)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

SECTION 2 : *Contd.* Location Code..... Page No.....

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

SECTION 2—*Concld.* Location Code..... Page No. .....

Sl. No	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8

Dated Signature of
Charge Office Clerk .....

Checked and found correct
Charge Officer .....

Dated Signature of
Enumerator .....

ANNEXURE I

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

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

Name of District ..... Code No..... Name or No. of Ward/Ward/Mohalla/Hamlet .....Code No.....

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

SECTION : 3—Addenda to Section 2 : (To record census house/households not covered in Section 2 but found by census enumerator during enumeration)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

SECTION 3—*Concld.* Location Code..... Page No.....

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8

Checked and found correct Dated Signature of

Supervisor ..... Enumerator .....

ANNEXURE II

CENSUS OF INDIA 1981 Page No.....

ABRIDGED HOUSELIST

Identification particulars

Name of State .....UTTAR PRADESH.....Code No. 22 Name of Village/Town.....BISHENPUR.....Code No.....136

Name of District.....RAMPUR.....Code No. 22 Name or No. of ward/Mohalla/Hamlet....BISHENPUR KHAS....Code No....

Name of TehsilTaluk/P.S./Dev. Block/Circle etc.....,.RAMPUR.....Code No. 1 Enúmerator's Block No.....148.....

SECTION : 1 : (To be filled only on completion of census enumeration)

(A) Population of Emerator's Block..... (B) Number of occupied residential houses..... (C) Number of households.....

SECTION : 2 : Houselist particulars : (To be initialy copied from the original Honselist)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8
1	1	1 (1)	Workshop-cum-residence	1(1)	Sankar	1	
2	—	1(2)	Cattleshed	—	—	—	
3	2	2(1)	Workshop-cum-residence	2(1)	Sheila Rani	2	
4	—	2(2)	Cattleshed—rearing cattle for sale of milk	—	—	—	
5	3	3	Workshop-cum-residence	3(a)	Remesh	3	
6	—	—	—	3(b)	Gobind	4	
7	4	4(1)	Workshop-cum-residence	4(1)	Dinanath	5	
8	—	4(2)	Cattleshed	—	—	—	
9	5	5(1)	Shop-cum-residence	5(1)	Moolchand	6	
10	—	5(2)	Vacant	—	—	—	under repair
11	6	6(1)	Shop-cum-residence	6(1)(a)	Bhola	7	

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8
12	—	—	—	6(1)(b)	Bhikaram	8	
13	—	6(2)	Cattelshed—rearing cattle for sale of milk	—	—	—	
14	7	7(1)	Residence	7(1)(a)	Janath	9	
15	—	—	—	7(1)(b)	Kailash	10	
16	—	7(2)	Residence-cum-pig rearing	7(2)	Hemvati	11	

Dated Signature of
Charge Office Clerk.....Sd/-.....

Checked and found correct
Charge Officer.....Sd/-

Dated Signature of
Enumerator....Sd/-

ANNEXURE III

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State.....BIHAR.....Code No 4.

Name of District.....HAZARIBAGH.....Code No 8.

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

Name of Village/Town.....HAZARIBAGH.....

Name or No. of Ward/Mohalla/Hamlet.....XI ..... Code No 1

Enumerator's Block No.....120.....Code No. 11

SECTION 1— (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block...104 (B) Number of occupied residential houses.... 12 (C) Number of households....16

SECTION: 2: Houselist Particulars : (To be initially copied from the original Houselist)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8
1	182	182(1)	Residence	182(1)(a)	Bisheshar	1	
2	—	—	—	182(1)(b)	Ghanashyam	2	Household left
3	—	182(2)	Residence-cum-workshop	182(2)	Ramsaran	3	
4	183	—	—	—	—	—	Incomplete Construction since completed and occupied See Sl. 26 & 27 in Sec. 3.
5	184	184(1)	Shop-cum-workshop cum-residence	184(1)	Abdul Kadar	4	
6	—	184(2)	Laundry	—	—	—	
7	185	185(1)	Doctor's clinic—Allopathic	—	—	—	
8	—	185(2)	Book binding workshop	—	—	—	
9	—	185(3)	Book Shop	—	—	—	
10	186	186	Shop-cum-residence	186	Bishandayal	5	
11	187	187	Shop-cum-workshop-cum-residence	187	Kishenlal	6	

Sl. No.	Building No.	Census House No.	Purpose for which Census House is use	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8
12	188	188	School-cum-residence	188	Shivcharan	7	
13	189	189(1)	Community centre	—	—	—	
14	—	189(2)	Business house	—	—	—	
15	190	190(1)	Shop-cum-residence	190(1)	Govind Singh	8	
16	—	190(2)	Baithak	—	—	—	Use changed, See Sl. 29 in Sec. 3.
17	191	191(1)	Workshop-cum-residence	191(1)	Ramvati	9	
18	—	191(2)	Cattle Shed Shop	—	—	—	Use has changed.
19	192	192(1)	Residence	192(1)	Chand Ram	10	
20	—	192(2)	Cattle shed-rearing for sale of milk	—	—	—	
21	193	193	Residence Tea shop	193(a)	Smt. Devika	11	Use has changed and household left
22	—	—	—	193(b)	Sri Harichandra	12	
23	194	194(1)	Work-shop-cum residence	194194(1) (1)(a)	Hari Ram	13	Use has changed and another household moved See Sl. 30.
24	—	194(2)	Workshop	—	—	—	
25	195	195	Residence (Vacant)	195	Dukhiram	14	Household temporarily gone on pilgrimage

Dated Signature of Office Clerk .....Sd/-..... Checked and found correct Charge Officer .....Sd/-..... Dated Signature of Enumerator Sd/-

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State.....BIHAR.....Code No.. ..4 Name of Village/Town.....HAZARIBAGH Code No. 1

Name of District.....HAZARIBAGH.....Code No.....8 Name or No. of Ward Mohalla/Hamlet.....XI Code No. 11

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc.....Code No. Enumerator's Block No.....120

SECTION 3—Addenda to Section 2 : (To record census house/house/households not covered in Section 2 but found by census enumerator during enumeration)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the Household	Remarks
1	2	3	4	5	6	7	8
26	183	183	Residence	183(a)	Deosharan	15	New household
27	—	—	—	183(b)	Shivsharan	16	New household
28	185/1	185/1	Doctor's clinic—homoeopathic	—	—	—	New house
29	—	190(2)	Baithak-cum-residence	190(2)	Kishen Singh	17	New household
30	—	—	—	194(1)(b)	Kishan Ram	18	New household
31	—	—	—	0	Ramlal	0-19	Houseless household
32	—	—	—	0	Lakhmania	0-20	Houseless household
33	—	—		0	Basmatia	0-21	Houseless household
34	—	—	—	0	Kedar Singh	0-22	Houseless household

Checked and found correct Dated Signature of

Supervisor....Sd/- Enumerator....Sd/-

APPENDIX II

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

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 cashewnuts; making of dried vegetables; manufacture of sweetmeats 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.

Tobacco 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 work; lace garland making; manufacture of crochet headgear; making of newar, bed covers, (curtains, pillow, pillow cases, etc.); making of matress, 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 planning 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 plam leaf mats, fants, umbrellas, etc., baskets and broomsticks, canning 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 envelops, paper made 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, celluoid goods; manufacture of ink, candles, boot polish, etc.

Non-metallic Mineral Products—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, copper utensils, etc.; nickeling and electroplating, blacksmithy; manufacture and repair of agricultural implements such as plough-share, 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 handdrawn vehicles such as bullock carts, wheel barrow, etc.

Miscellaneous Manufacturing Industries

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

APPENDIX III

CLASSIFIED LIST OF OCCUPATIONS
i.e., DESCRIPTION OF WORK
(Questions 15A and 15B)

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, homoepathic, 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, Exective and Managerial Workers

(Do not merely say Government 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, aircrafts 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, brakeman, 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. Salesman or shop assistants, agents of insurance, brokers in share, auctioners, 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, housekeepers, 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, gate keepers, etc., other service workers.

Farmers, Fishermen, Hunters, Loggers, etc. and related workers

Deep sea fishermen, inland river water fishermen, shell gatherers, forest rangers, charcoal burners, forest product 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: minerals, 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 linemen, cable jointers, carpenters, joiners, sawers, etc., printing type machine operators, proof readers, photo-litho operators, book binders, potters, moulders, firemen, kilnmen, 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 IV

CLASSIFIED LIST OF ECONOMIC ACTIVITIES

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, betel nuts, etc.

Livestock Production

Indicate what kind of livestock is reared such as goats, sheeps, 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, pisci-culture, collection of pealrs, conches, shells, sponges, etc.

MINING AND QUARRYING

(Do not merely say mining or quarring 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 vegetables; fish, grain mill products; backery products sugar; bora; 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, cigarette, zerda, snuff, etc.

Manufacture of Cotton Textiles

Cotton ginning, cleaning and baling; spinning weaving, and finishing of cotton in textile mills; printing; dyeing and bleaching of cotton textiles; cotton spinning other than in mills (charkha); khadi production; weaving; etc. in handloom 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 jute textiles 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; raiff coats; hats; made up textile 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 planning 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

Tranning, 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 tube industries; footwear made of vulcanized or moulded rubber; rubber and plastic products; petroleum refineries; production of coltar in coke ovens, etc.

Chemical and Chemical Products

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

Non-metallic Mineral Products

Structural clay products; glass and glass products; earthen ware and earthen pottery; china ware 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, barels, drums, pails, safe, etc.; structural metal products; metal furniture and fixture; hand 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

Ship building and repairing locomotives and parts; Railway wagons; coaches, etc., rail road equipments; motor vehicles; bicycles; aircrafts; push-carts and handcarts, 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, railways, 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 installation 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, tobacco, etc.; wholesale trade in animals, straw and fooder is also covered in this.

Fuel, Light, Chemicals, Perfumery, Ceramics and 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., harvesters, 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, beverages, 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 textile (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 buses, 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. 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.

COMMUNITY, SOCIAL AND PERSONAL SERVICES

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 laundaries, cleaning and dyeing plants, hair dressing, photographic studios, international and other extra territorial bodies, etc.

APPENDIX V

ILLUSTRATIONS FOR FILLING UP THE ECONOMIC CHARACTERISTICS FALLING UNDER QUESTION 15A or 15B

Broad classification 15A or 15B	Q.15A(i) or 15B(i) : Name of establishment	Q.15A(ii) or 15B(ii) Work description	Q.15A(iii) or 15B (iii) : Industry, Trade, Profession or Service	Q.15A(iv) or 15B(iv) Class of worker
1	2	3	4	5
1. C . . .	X	X	X	X
2. AL . . .	X	X	X	X
3. HHI . . .	Bhatnagar Ambar Charkha	Spinning yarn	Spinning yarn in Ambar Charkha	FW
4. HHI . . .	Naresh Cotton Handloom Weaving	Dyeing and spinning yarn	Cotton handloom weaving	FW
5. HHI . . .	Srivastava Flour Mill Chakki	Winnowing and cleaning grains	Flour making chakki	EE
6. HHI . . .	Chakravorty Oil Ghani	Running oil ghani	Oil ghani	SW
7. HHI . . .	Yadav Blacksmithy Work	Tempering and polishing implements	Blacksmithy (making agricultural implements)	FW
8. HHI . . .	Paul Pottery Works	Making pottery on the wheel	Earthen ware pottery	FW
9. HHI . . .	Paul Earthenware Pottery Works	Making and firing kiln	Earthen ware pottery	EE
10. HHI . . .	Bhatia manufacturing of wooden doors	Carpenter	Carpentry— manufacturing of wooden doors and windows	FW
11. HHI . . .	Sarafa-di-hatti	Filling gold ornaments with lac	Goldsmithy	FW
12. HHI . . .	Gupta Hosiery Works	Operator, hosiery machine	Production of hosiery goods	EE
13. OW . .	Verma Hosiery Works	Accounts Clerk	Production of hosiery goods	EE
14. HHI . . .	Ram Polishing Metal Shop	Scraping and polishing metal	Electroplating	FW
15. HHI . . .	Shyam cart wheel rings	Putting iron hoop on cart wheels	Production of cart wheel rings	EE
16. OW . .	Ram Hair Cutting Saloon	Barber	Hair Cutting	SW
17. OW . .	Ram Bee-keeping Shop	Bee-keeping	Production of honey	SW
18. OW . .	Ram's livestock rasing business	Tending cattle	Livestock rasing	FW
19. OW . .	Government Forest Department	Cutting trees in forest	Logging in forest	EE
20. OW . .	Ramesh Tutorial	Tutor	Private tuition—primary classes	SW
21. OW . .	Ram's gardening orchard	Gardner in mango orchard	Fruit growing—mango	EE
22. OW .	Muthuswamy Coffee Estate	Farm labourer	Coffee plantation	EE
23. OW .	Northern Railway	Travelling Ticket Inspector	Rail transport	EE
24. OW . .	Indian Ceramic Institute	Senior Scientific Officer (Ceramic Research)	Research in manufacturing of Ceramic products	EE
25. OW . .	Office of the Registrar General, India	Senior Research Officer (Vital Statistics)	Central government service	EE
26. OW . .	Gypsum Supply Co.	Contractor supplying gypsum to Sindri Fertilizer Factory	Supplying gypsum on orders	ER
27. OW . .	Chittaranjan Locomotives	Accountant	Locomotive factory	EE
28. OW . .	Delhi Railway Station	Goods shed porter	Rail transport	EE
29. OW . . .	C.P.W.D.	Manual labourer (on muster roll), digging earth	Road construction	EE
30. OW . . .	Ram's house construction work	Labourer, brick laying	House Construction	EE
31. OW . . .	Vegetable market place	General labourer	Vegetable market labourer carrying goods	SW

APPENDIX V—*Contd.*

1	2	3	4	5
32. OW . . .	Delhi Electric Supply Corporation Sub-station	Machine Operator, electricity	Transmission of electricity with the help of transformer	EE
33. OW . . .	Madan Brothers	Shop Assistant	Retail shop in stationery stores	FW
34. OW . . .	Sahu and Co.	Proprietor, whole sale trade	Wholesale store for grains and cereals.	FW
35. OW . . .	Dayanand and Sons	Salesman	Retail shop of readymade garments and hosiery	FW
36. OW . . .	Kaka Agrico.	Sales Manager	Dealing in hardware	EE
37. OW . . .	Indian Iron and Steel Company, Burnpur	Boiler room foreman	Manufacturer of iron and steel structurals	EE
38. OW . . .	Indian Airlines Corporation	Air Pilot	Air Transport	EE
39. OW . . .	State Motor Transport undertaking	Bus Driver	Motor Transport Service	EE
40. OW . . .	Prakash Transport Service	Working proprietor	Goods Transport by Motor Truck	ER
41. OW . . .	Medical College, Calcutta Radiology Department	Radiologist	Medical and Health Service of state	EE
42. OW . . .	I.C.A.R. Pusa, Delhi	Plant Nutritionist	Plant Protection Research	EE
43. OW . . .	Bimla Sugar Factory	Chemist	Sugar Factory	EE
44. OW . . .	Akash Chemical and Pharmaceutical Factory	Chemist	Manufacture of antibiotics	EE
45. OW . . .	L.I.C. Delhi	Secretary Administration	Life insurance business	EE
46. OW . . .	Government of Tamil Nadu (Commercial and Industry Department)	Assistant Secretary	State Government Service	EE
47. OW . .	-do-	U.D.C.	-do-	EE
48. OW . .	Kundan Brothers, Jewellers, Jaipur	Supervisor	Jewellery works	FW
49. OW . .	Lalit's domestic servant	Cook	Domestic service	EE
50. OW . . .	Ashoka Hotel, New Delhi	Cook	Residential hotel	EE
51. OW . . .	Club	Bearer	Recreation club	EE
52. OW . . .	Ram's Grocery shop	Working proprietor	Retail trade in grocery	SW
53. OW . . .	Bhilai Steel Plant	Chattered Accountant	Steel production	EE
54. OW . . .	Howrah Jute Mill	Accountant	Manufacture of jute products in mill	EE
55. OW . . .	ABC Film Studio	Cinema Actor	Production of feature films	SW
56. OW . . .	Ruparekha Company	Sign Painter	Commercial sign painting	EE
57. OW . . .	Portland Cement Co.	Canvas bag maker	Cement manufacturing	EE
58. OW . . .	ABC Stock Exchange	Share broker in tea ; jute	Share broker	SW
59. OW . . .	ABC Business House Ltd.	Managing Director	Discounting of bills of business firms	ER
60. OW . . .	Ramchandra Engineering Co.	Die Caster	General engineering works	EE
61. OW . . .	ABC Paint Factory	Ochra Grinder	Manufacture of paints	EE
62. OW . . .	Solan Breweries	Distillation plant Operator	Brewery factory	EE
63. OW . . .	ABC Chemical Factory	Grider	Manufacturing hydro chloric acid	EE
64. OW . . .	ABC Re-rolling Mills	Cleaner	Steel re-rolling works	EE
65. OW . . .	ABC Cinema	Gate Keeper	Cinema house	EE
66. OW . . .	ABC Engineering Works	Moulder	Iron and steel foundry	EE

APPENDIX V—*Concld.*

1	2	3	4	5
67. OW . . .	ABC Oil Mill	Foreman, Packing Department	Manufacture of mustard oil	EE
68. OW . . .	ABC Company	Foreman, Saw Mill	Motor body building factory	EE
69. OW . . .	ABC Aluminium Company	Foundry Caster	Aluminium factory	EE
70. OW . . .	ABC Iron Factory	Furnaceman, Boiler shop	Iron foundary works	EE
71. OW . . .	Government Printing Press	Mono Operator	Printing works	EE
72. OW . . .	ABC Small Tool	Frass Turner	Small tool production	EE
73. OW . . .	ABC Social Welfare Board	Honorary Social Worker	Social welfare organisation	SW
74. OW . . .	Lok Sabha, Delhi	Member of Parliament	Parliamentary work	SW
75. OW . . .	Ramkishan Writer	Freelance Journalist	Writing for newspapers and periodicals	SW
76. OW . . .	ABC Party	Political worker	Promotion of Parties Political work	SW
77. HHI . . .	Ramachandra & Sons	Polishing silver ornaments	Manufacture of silver jewellery	EE
78. HHI . . .	Ramachandra & Sons	Making of silver ornaments	Manufacture of silver jewellery	FW
79. OW . . .	P.K. Bhar & Co.	Proprietor	Manufacture of silver jewellery	ER
80. OW . . .	P.K. Bhar & Co.	Accountant	Manufacture of silver jewellery	EE
81. OW . . .	P.K. Bhar & Co.	Sales Worker	Manufacture of silver jewellery	FW
82. OW . . .	Office of the Divisional Superintendent, Northern Railway	Accounts Clerk	Rail transport	EE
83. OW . .	Raj & Co.	Proprietor	Readymade garment shop (Retail)	ER
84. OW . .	Raj & Co.	Salesman	Readymade garment shop (Retail)	EE
85. OW . .	Raj & Co.	Sales Worker	Readymade garment shop (Retail)	FW
86. OW . .	Madras Stores	Owner and seller	Grocery shop (Retail)	SW
87. OW . .	Chunilal Rameshwarlal	Working Partner*	Wholesalers in cotton textile	SW
88. OW . .	Chunilal Rameshwarlal	Purchase Clerk	Wholesalers in cotton textile	EE
89. OW . .	Chunilal Rameshwarlal	Working Partner*	Wholesalers in cotton textile	SW

*A sleeping partner is not a worker.

APPENDIX VI

TYPICAL SITUATIONS OF ECONOMIC ACTIVITY

S. No.	Q. 14A	Q. 14B	Q. 15A	Q. 15B	Q. 16	Remarks
1.	Yes	1	Yes—C	No	X	A full-time cultivator with no secondary work. Q. 16 does not apply.
2.	Yes	1	Yes—C	Yes—AL	X	A cultivator who also works as AL probably because of small holdings or need for more income. Q. 16 does not apply.
3.	Yes	1	Yes—C	Yes—OW	X	A cultivator who is having secondary work as OW. Details of OW must be recorded. Q. 16 does not apply.
4.	Yes	2	No—H	Yes—C	2	A housewife whose main activity is running the household. She helps in the family cutivation and this is therefore her marginal work. Q. 16 has to be asked because she is 'NO', *i.e.*, '2' in 14B.
5.	Yes	2	No—H	Yes—HHI	2	Same as S. No. 4 except that her marginal work is HHI. Details of HHI should be recorded in 15B. Q. 16 has to be asked because she is 'No', i.e., '2' in 14B.
6.	Yes	2	No—O	Yes—AL	1	He/she is mainly 'O' sometimes working as AL and is looking out for job. Q. 16 applies because he/she is 'No', i.e., '2' in Q. 14B.
7.	Yes	1	Yes—OW	No	X	He is an OW with no secondary work. Details of OW must be entered in Q. 15A. Q. 16 does not apply.
8.	Yes	1	Yes—OW	Yes—OW	X	He has secondary work which is also OW. Details of OW should be recorded in 15A and 15B. Q. 16 does not apply.
9.	Yes	2	No—ST	Yes—HHI	1	The person works in an HHI but is mainly a student, he/she is looking for a job. Details of HHI must be entered in 15B. Q. 16 applies as he/she is 'No', *i.e.*, '2' in 14B.
10.	Yes	1	Yes—HHI	Yes—OW	2	This person has secondary work OW. Details of HHI in 15A and OW in 15B must be entered. Q. 16 does not apply, therefore, the entry '2' in Q. 16 is wrong. It should remain blank
11.	No—H—	—	—	—	2	A housewife with no economic activity and not looking out for a job.
12.	No—H	—	—	—	1	Like S.No. 11, except that she is looking for a job.
13.	No—ST	—	—	—	2	A full-time student not looking for a job.
14.	No—R	—	Yes—AL	No	2	This is an incorrect entry. If there is No in Q. 14A there cannot be an entry in Q.15A and 15B.
15.	No—R	—	Yes—OW	No	1	This is an incorrect entry for the same reasons as in S.No. 14. Either the entry in Q. 14A is wrong or that in Q. 15A. But if the entry in Q. 14A is right the entry in 16 can be correct. Needs re-questioning by the enumerator, because it is likely that the person is doing some marginal work and looking for a job in which case the entry in Q. 14A would have been Yes, 14B 'No' *i.e.*, '2' 15A 'No' i.e., R', 15B 'yes' *i.e.*, 'OW' and 16 'Yes' *i.e.* '1'. While writing, the enumerator may have made a mistake initially.
16.	Yes	2	No—H	No	1	The entry in 15B is wrong. It should be 'Yes', *i.e.*, any of the four categories, because of 'Yes' in 14A and No—H in 15A. This is a person who is mainly doing household duties and has some marginal work. The latter as reflected in 14A must be reflected in 15B. Note that the answer in 16 can be 'Yes' if the person is looking for a job.
17.	Yes	1	Yes—HHI	Yes—C	X	If the person has mostly worked as HHI as recorded in 15A, then cultivation is evidently only secondary work. Q. 16 does not apply.
18.	Yes	1	Yes—OW	Yes—C	X	He is mainly OW but carries on cultivation as secondary work. For example, he may be a government officer carrying on cultivation under his personal supervision. Q. 16 does not apply.

APPENDIX VII -1

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No....247

Slip No....13

Location Code .....2/1/II/2.....(20) Sl. No. of Household [70]

1. Name .....HUSSAIN .....
2. Relationship to head .....Brother's son's son .....
3. Male (1)/Female (2) 1
4. Age 6
5. Marital status ..... NM .....
6. Mother tongue Telugu.....
7. Two other languages known .....X..... .....X.....
8. Religion.....M.....
9. Whether S.C. (1) or S.T. (2) 2
10. Name of caste/tribe .....ANDH.....
11. Literate (1)/Illiterate (2) 2
12. Educational attainment .....
13. Attending school/colleges, Yes(1)/No (2) 1

14A. Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O) .....ST .....

14B. If Yes in 14A, did you work for major part of last year? Yes (1)/No (2) .....X .....

15A. Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/IO) .....X .....

If HHI/OW in 15A

(i) Name of establishment..... X .....

(ii) Description of work ..... X .....

(iii) Nature of industry, trade or service ..... X .....

.....

(iv) Class of worker ..... X .....

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year? (C/AL/HHI/OW) .....X.....

If HHI/OW in 15B

(i) Name of establishment ..... X .....

(ii) Description of work ..... X .....

(iii) Nature of industry, trade or service ..... X .....

.....

(iv) Class of worker ..... X .....

16. If No in 14A or 14B seeking/available for work? Yes (1)/No (2) 2

APPENDIX VII-1

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP — CONFIDENTIAL

(Sample)

1. Birth place

(a) Place of birth ..... PL .....

(b) Rural (1)/Urban (2) ..... X .....

(c) District ..... X .....

(d) State/Country ..... X.....

2. Last residence

(a) Place of residence ..... PL .....

(b) Rural (1)/Urban (2) ..... X .....

(c) District ..... X .....

(d) State/Country ..... X.....

3. Reasons for migration from place of last residence (Code)* ..... X .....

4. Duration of residence at the village or town of enumeration

..... X .....

5. For all ever-married women only

(a) Age at marriage .....

(b) Number of children surviving at present

Male [×] Female [×] Total [×]

(c) Number of children ever born alive

Male [×] Female [×] Total [×]

6. For currently married women only

Any child born alive during last one yar

..... X .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII-2

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No....257

Slip No.....31

Location Code.....4/3/3/64.....(110) Sl. No. of Household (105)

1. Name ..... SAMYUKTA DEVI .....
2. Relationship to head ..... HEAD .....
3. Male (1)/Female (2) 2
4. Age 56
5. Marital status .....M.....
6. Mother tongue .....MAGAHI .....
7. Two other languages known
   .....HINDI .....
8. Religion ..... H .....
9. Whether S.C. (1) or S.T. (2) X
10. Name of caste/tribe X
   X
11. Literate (1)/Illiterate(2) 2
12. Educational attainment .....
13. Attending school/college, Yes (1)/No (2) 2

14A. Worked any time at all last year?
Yes
No (H/ST/D/R/B/I/O) ..... Yes .....

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) 2

15A. Main activity last year?
Yes in 14B (C/AL/HHI/OW)
No in 14B (H/ST/D/R/B/I/O) .....H.....

If HHI/OW in 15A

(i) Name of establishment ..... X.....
(ii) Description of work ..... X.....
(iii) Nature of industry, trade or service ..... X.....
.....
(iv) Class of worker ..... X.....

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year? (C/AL/HHI/OW) .....OW .....

If HHI/OW in 15B

(i) Name of establishment .....Samyukta Devi's Mudikhana .....
(ii) Description of work .....Sales worker .....
(iii) Nature of industry, trade or service .....
.....Grocery shop—Retail .....
(iv) Class of worker .....FW .....

16. If No in 14A or 14B seeking/available for work? Yes (1)/No (2)..... 2

APPENDIX VIII—2

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample) CONFIDENTIAL

1. Birth place

(a) Place of birth .....PL .....

(b) Rural (1)/Urban (2) .....X .....

(c) District ..... X .....

(d) State/Country ..... X ...

2. Last residence

(a) Place of last residence .....PL .....

(b) Rural (1)/Urban (2) ..... X .....

(c) District ..... X .....

(d) State/Country ..... X ...

3. Reasons for migration from place of last residence (Code)* ..... X .....

4. Duration of residence at the village or town or enumeration

..... X ....

5. For all ever-married women only

(a) Age at marriage 12

(b) Number of children surviving at present

Male 5 Female 3 Total 8

(c) Number of children ever born alive

Male 6 Female 4 Total 10

6. For currently married women only

Any child born alive during last one year

..... No .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VIII—3

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No.....258

Slip No.....25

Location Code 4/3/3/64.....(110) Sl. No. of Household (121)

1. Name ..... GOPAL .....
2. Relationship to head ..... Head ..... [ ]
3. Male (1)/Female (2) ..... [1]
4. Age ..... [38]
5. Marital status .....M..... [ ]
6. Mother tongue ..... Hindi..... [ ]
7. Two other languages known
   .....English ..... [ ]
   .....Bengali ..... [ ]
8. Religion ..... H ..... [ ]
9. Whether S.C. (1) or S.T. (2) ..... [1]
10. Name of caste/tribe .....Chamar ..... [ ]
11. Literate (1)/Illiterate (2) ..... [1]
12. Educational attainment .....
    .....B.A., LL.B., B.ED. [ ]
13. Attending school/college, Yes(1)/No (2) ..... [2]

14A. Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O) .....Yes ..... [ ]

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) ..... [1]

15A. Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) .....OW ..... [ ]

If HHI/OW in 15A

(i) Name of establishment ..... Govt High School ..... [ ]

(ii) Description of work ..... Secondary School Teacher—English ..... [ ]

(iiii) Nature of industry, trade or service .....
.....State Government Educational Service ..... [ ]

(iv) Class of worker ..... EE ..... [ ]

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year? (C/AL/HHI/OW) .....C ..... [ ]

If HHI/OW in 15B

(i) Name of establishment ..... X ..... [ ]

(ii) Description of work ..... X ..... [ ]

(iii) Nature of industry, trade or service ..... X .....
..... [ ]

(iv) Class of worker ..... X ..... [ ]

16. If No in 14A or 14B seeking/available for work? Yes (1)/No (2) ..... X ..... [ ]

APPENDIX VII-3

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample) CONFIDENTIAL

1. Birth place

(a) Place of birth .....Patna 2

(b) Rural (1)/Urban (2) .....

(c) District .....Patna .....

(d) State/Country .....Bihar .....

2. Last residence

(a) Place of last residence..Gaya 2

(b) Rural (1)/Urban (2) .....

(c) District .....Gaya .....

(d) State/Country .....Bihar .....

3. Reasons for migration from place of last residence (Code)*..... 1

4. Duration of residence at the village or town of enumeration..... 13

5. For all ever-married women only

(a) Age at marriage ..... X .....

(b) Number of children surviving at present

Male [×] Female [×] Total [×]

(c) Number of children ever born alive

Male [×] Female [×] Total [×]

6. For currently married women only

Any child born alive during last one year..... ..X .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII—4

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No.....86

Slip No....5

Location Code....14/10/I/5.....(25) Sl. No. of Household (126)

1. Name ..... DULARI .....
2. Relationship to head .....Visitor .....
3. Male (1)/Female (2) 2
4. Age 32
5. Marital status ..... M.....
6. Mother tongue ..... Marathi .....
7. Two other languages known
..... Kamari ..
.....Hindi .....
8. Religion ..... Atheist .....
9. Whether SC (1) or ST (2) 2
10. Name of caste/tribe.....Bhil .....
11. Literate (1) Illiterate (2) 1
12. Educational attainment .....
..... III Standard .....
13. Attending school college, Yes (1)/No (2) 1

14A. Worked any time at all last year? Yes: ..... Yes .....
No (H/ST/D/R/B/I/O)

14B. If Yes in 14A, did you work for major part of last year? Yes (1) No (2) 1

15A. Main activity last year? Yes in 14B (C/AL/HHI/OW) — AL
No in 14B (H/ST/D/R/B/I/O)

If HHI/ OW in 15A

(i) Name of establishment ..... X .....
(ii) Description of work ..... X .....
(iii) Nature of industry, trade or service ..... X .....
.....
(iv) Class of worker ..... X .....

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No ..... HHI .....
14B No—Work done any time last year? (C/AL/HHI/OW)

If HHI/OW in 15B

(i) Name of establishment ..... Dulari Chhap Bidi .....
(ii) Description of work ..... Bidi Rolling .....
(iii) Nature of industry, trade or service .....
..... Manufacture of Bidi .....
(iv) Class or worker ..... FW .....

16. If No in 14A or 14B seeking/available for work? Yes (1)/No (2) ..... X .....

APPENDIX VII—4

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1 Birth place

(a) Place of birth.....Rewa 2

(b) Rural (1)/Urban (2) .....

(c) District .....Rewa .....

(d) State/Country .....MP .....

2. Last residence

(a) Place of residence.....Shivpurigram

(b) Rural (1)/Urban (2) 1

(c) District :.....Shivpuri ....

(d) State/Country ..... MP ...

3. Reasons for migration from place of last residence (Code)*

..... 5

4. Duration of residence at the village or town of enumeration..... 0

5. For all ever-married women only

(a) Age at marriage 14

(b) Number of children surviving at present

Male 1 Female 2 Total 3

(c) Number of children ever born alive

Male 1 Female 3 Total 4

6. For currently married women only

Any child born alive during last one year

.....Yes:.....(2).....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII—5

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No 86

Slip No 6

Location Code.....14/10/I/5 .....(25) Sl. No. of Household (12b)

1. Name:..... DULARI'S BABY .....
2. Relationship to head .....Visitors'.... ..... daughter .....
3. Male (1) Female(2) 2
4. Age 0
5. Marital status ..... NM..... .....
6. Mother tongue ..... Marathi.....
7. Two other languages known .... X..... ..... X.....
8. Religion ..... Atheist .....
9. Whether S.C.(1) or S.T. (2) 2
10. Name of caste tribe ..... BHIL .....
11. Literate (1) Illiterate (2) 2
12. Educational attainment .....
13. Attending school college, Yes (1) No (2) 2

14A. Worked any time at all last year? Yes: / No (H/ST/D/R/B/I/O) ..... D

14B. If yes in 14A, did you work for major part of last year? Yes (1) No (2) ..... X .....

15A. Main acitivity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST D/R/B/I/O) ..... X .....

If HHI/OW in 15A

(i) Name of establishment ..... X .....

(ii) Description of work ..... X .....

(iii) Nature of industry, trade or service ..... X .....

.....

(iv) Class of worker ..... X .....

15B. 14B Yes —Any other work any time last year? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year? (C/AL/HHI/OW) .....X .....

If HHI/OW in 15B

(i) Name of establishment ..... X .....

(ii) Description of work ..... X .....

(iii) Nature of industry, trade or service ..... X .....

.....

(iv) Class of worker ..... X .....

16. If No in 14A or 14B seeking/available for work? Yes (1)/No (2) 2

APPENDIX VII—5

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1. Birth place

(a) Place of birth .....Shivpurigram .....

(b) Rural (1)/Urban (2) 1

(c) District.....Shivpuri .....

(d) State/Country .....M.P. .....

2. Last residence

(a) Place of last residence:..Shivpurigram

(b) Rural (1)/Urban (2)..... 1

(c) District .....Shivpuri ..,..

(d) State/Country: .....M.P. .....

3. Reasons for migration from place of last residence (Code)*

..... 5

4. Duration of residence at the village or town of enumeration

..... 0

5. For all ever-married women only

(a) Age at marriage ..... X ....

(b) Number of children surviving at present

Male X Female X Total X

(c) Number of children ever born alive

Male X Female X Total X

6. For currently married women only

Any child born alive during last one year

.....X :.....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII—6

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No.....86

Slip No.....7

Location Code.....14/10/I/5 (25) Sl. No. of Household (126)

1. Name .....DULARI'S BABY .....
2. Relationship to head .....Visitor's son 1
3. Male (1)/ Female (2) 0
4. Age .....
5. Marital status ..... NM
6. Mother tongue....MARATHI.....
7. Two other languages known .....X.....X.....
8. Religion .....Atheist 2
9. Whether S.C. (1) or S.T. (2) ..... B
10. Name of caste/tribe 2
11. Literate (1)/Illiterate (2) .....
12. Educational attainment .....
13. Attending school/college, Yes (1)/No (2) 2

14A. Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O) ..... D

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) ..... X .....

15A. Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) ..... X .....

If HHI/OW in 15A

(i) Name of establishment ..... X .....

(ii) Description of work ..... X .....

(iii) Nature of industry, trade or service ..... X .....

.....

(iv) Class of worker ..... X .....

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No / 14B No—Work done any time last year? (C/AL/HHI/OW) ..... X .....

If HHI/OW in 15B

(i) Name of establishment ..... X .....

(ii) Description of work ..... X .....

(iii) Nature of industry, trade or service ..... X .....

.....

(iv) Class of worker ..... X .....

16. If No in 14A or 14B seeking/available for work? Yes (1)/No (2) 2

APPENDIX VII-6

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample) CONFIDENTIAL

1. Birth place

(a) Place of birth .....Shivpurigram [1]

(b) Rural (1)/Urban (2) ..... [ ]

(c) District .....Shivpuri..... [ ][ ]

(d) State/Country .....M.P... [ ][ ][ ]

2. Last residence

(a) Place of last residence.....Shivpurigram [1]

(b) Rural (1)/Urban (2) ..... [ ]

(c) District .....Shivpuri .. [ ][ ]

(d) State/Country ..... M.P. .. [ ][ ][ ]

3. Reasons for migration from place of last residence (Code)*

..... [5]

4. Duration of residence at the village or town of enumeration

..... [0]

5. For all ever-married women only

(a) Age at marriage ..... X ..... [ ][ ]

(b) Number of children surviving at present

Male [×] Female [×] Total [×]

(c) Number of children ever born alive

Male [×] Female [×] Total [×]

6. For currently married women only

Any child born alive during last one year

..... X ..... [ ]

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII-7

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No.....38

Slip No..... 4

Location Code.....11/2/I/4.....(6) Sl. No. of Household [48]

1. Name .....C.E. GEORGE .....
2. Relationship to head ..... Head .....
3. Male (1)/Female (1) .....1 [1]
4. Age ..... [49]
5. Marital status .....NM .....
6. Mother tongue .....
   .....ENGLISH.....
7. Two other languages known .....
   .....French .....
   .....Adi .....
8. Religion.....C.....
9. Whether S.C. (1)/or S.T. (2) ..... [X]
10. Name of caste/tribe .....X.....
    .....X.....
11. Literate (1)/Illiterate (2) ..... [1]
12. Educational attainment .....M.A. (Eng.),
    .....M.S (Stat.), Ph.D. .....
13. Attending school/college, Yes (1)/No (2) ..... [2]

14A. Worked any time at all last year?
Yes
No (H/ST/D/R/B/I/O) .....Yes .....

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) ..... [1]

15A. Main activity last year?
Yes in 14B (C/AL/HHI/OW)
No in 14B (H/ST/D/R/B/I/O) .....OW .....

If HHI/OW in 15A

(i) Name of establishment ..... Christian College .....
(ii) Description of work ..... Principal .....
(iii) Nature of industry, trade or service ..... Christian Missionary Educational .....
..... Service .....
(iv) Class of worker ..... EE .....

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year? (C/AL/HHI/OW) .....No .....

If HHI/OW in 15B

(i) Name of establishment .....X.....
(ii) Description of work .....X.....
(iii) Nature of industry, trade or service .....X.....
.....
(iv) Class of worker .....X.....

16. If No in 14A or 14B, seeking/available for work? Yes (1)/No (2) ..... X .....

APPENDIX VII-7

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample) CONFIDENTIAL

1. Birth place

(a) Place of birth .....Washington DC .....

(b) Rural (1)/ Urban (2).....X .....

(c) District X

(d) State/Country .....USA.....

2. Last residence

(a) Place of last residence .....New York .....

(b) Rural (1)/Urban (2) ..... X .....

(c) District .....X ..

(d) State/Country ..... USA..

3. Reasons for migration from place of last residence (Code)*..... 1

4. Duration of residence at the village or town of enumeration..... 9

For all ever-married women ony

(a) Age at marriage .....X .....

(b) Number of children surviving at present

Male [X] Female [X] Total [X]

(c) Number of children ever born alive

Male [X] Female [X] Total [X]

6. For currently married women only

Any child born alive during last one year

.....X.....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII-8

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No....701

Slip No. 48

Location Code.....16/16/2/44 (132) Sl. No. of Household [67]

1. Name ..... HARBALLABH SINGH .....
2. Relationship to head ..... Son .....
3. Male (1)/Female (2) 1
4. Age 58
5. Marital Status .....M.....
6. Mother tongue..Punjabi.....
7. Two other languages known .....
   .....Hindi.....
   .....English.....
8. Religion .....S.....
9. Whether S.C.(1)/or S.T.(2) 1
10. Name of caste/tribe.....
    .....Kabirpanthi .....
11. Literate(1) /Illterate (2) 1
12. Educational attainment .....Matric .....
13. Attending school/college, Yes (1)/No (2) 2

14A. Worked any time at all last year?
Yes
No (H/ST/D/R/B/I/O) .....Yes .....

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) 1

15A. Main activitiy last year?
Yes in 14B (C/AL/HHI/OW)
No in 14B (H/ST/D/R/B/I/O) ..... OW .....

If HHI/OW in 15A

(i) Name of establishment ..... Punjab Cloth store .....
(ii) Description of work ..... Proprietor.....
(iii) Nature of industry, trade or service .....
..... Retail shop—Sale of cotton textile .....
(iv) Class of worker ..... ER .....

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year? (C/AL/HHI/OW) .....C .....

If HHI/OW in 15B

(i) Name of establishment ..... X .....
(ii) Descriiption of work ..... X .....
(iii) Nature of industry, trade or service ..... X .....
.....
(iv) Class of worker ..... X .....

16. If No in 14A or 14B, seeking/available for work? Yes (1)/No (2) ..... X .....

APPENDIX VII-8

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1. Birth place

(a) Place of birth ..... LAHORE.....

(b) Rural (1)/ Urban (2) ..... X ..

(c) District ..... X ...

(d) State/Country ..... Pakistan..

2. Last residence

(a) Place of last residence ..... LAHORE...

(b) Rural (1)/Urban (2) ..... X ....

(c) District ..... X ..

(d) State/Country ..... Pakistan ..

3. Reasons for migration from place of last residence (Code)* 3

4. Duration of residence at the village or town of enumeration..... 32

5. For all ever-married women only

(a) Age at marriage ..... X ....

(b) Number of children surviving at present

Male [X] Female [X] Total [X]

(c) Number of children ever born alive

Male [X] Female [X] Total [X]

6. For currently married women only

Any child born alive during last one year

.....X.....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII-9

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No....207

Slip No.....1

Location Code.....21/2/1/22.....(27)

Sl. No. of Household [32]

1. Name ..... RAMCHANDRA .....
2. Relationship to head .....Head .....
3. Male (1)/Female (2) 1
4. Age 65
5. Marital status ..... W .....
6. Mother tongue .....
   .....Bengali.....
7. Two other languages known .....
   ..... Assamese .....
   ..... Tripuri .....
8. Religion .....H .....
9. Whether S.C.(1)/or S.T. (2) X
10. Name of caste/tribe X
    X
11. Literate (1)/Illiterate (2) 1
12. Educational attainment .....
    .....B.A. (Pass).....
    2
13. Attending school/college, Yes (1)/No (2) .....

14A. Worked any time at all last year?
Yes
No-(H/ST/D/R/B/I/O) ..... Yes .....

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) 1

15A. Main activity last year?
Yes in 14B (C/AL/HHI/OW) .....C.....
No in 14B (H/ST/D/R/B/I/O)

If HHI/OW in 15A

(i) Name of establishment ..... X .....
(ii) Description of work ..... X .....
(iii) Nature of industry, trade or service ..... X .....
.....
(iv) Class of worker ..... X .....

15B. 14B Yes —Any other work any time last year? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year? (C/AL/HHI/OW) .....AL.....

If HHI/OW in 15B

(i) Name of establishment ..... X .....
(ii) Description of work ..... X .....
(iii) Nature of industry, trade or service ..... X .....
.....
(iv) Class of worker ..... X .....

16. If No in 14A or 14B, seeking/available for work? Yes (1)/No (2) ..... X.....

APPENDIX VII-9

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1. Birth place

(a) Place of birth ..... PL .....

(b) Rural (1)/Urban (2) ..... X ..

(c) District .....X ..

(d) State/Country .....X ..

2. Last residence

(a) Place of last residence ..... PL .....

(b) Rural (1)/Urban (2) ..... X ..

(c) District ..... X ..

(d) State/Country ..... X ..

3. Reasons for migration from place of last residence (Code)*

.....X .....

4. Duration of residence at the village or town of enumeration

..... X .....

5. For all ever-married women only

(a) Age at marriage .....X ....

(b) Number of children surviving at present

Male [×] Female [×] Total [×]

(c) Number of children ever born alive

Male [×] Female [×] Total [×]

6. For currently married women only

Any child born alive during last one year

.....X .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII-10

CENSUS OF INDIA, 1981 — **INDIVIDUAL SLIP** — CONFIDENTIAL

(Universal)

Pad No .....207.....

Slip No .....2.....

Location Code.....21/2/1/22 .....(27) Sl. No. of Household [32]

1. Name:.....SULOCHANA DEVI .....
2. Relationship to head: ....Brother's wife .....
3. Male (1)/Female (2)..... 2
4. Age..... 35
5. Marital status: .....W.....
6. Mother tongue Assamese ....
7. Two other languages known ....Bengali ....Khasi .....
8. Religion .....H ....
9. Whether S.C. (1) or S.T. (2) ..... ×
10. Name of caste/tribe .....X ....X .....
11. Literate (1)/Illiterate (2) 1
12. Educational attainment..... V Standard..... 2
13. Attending school/college, Yes (1)/No (2)

14A. Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O) .....Yes.....

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) 2

15A. Main activity last year? Yes in 14B(C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) .....H.....

If HHI/OW in 15A

(i) Name of establishment ..... X .....

(ii) Description of work .....X .....

(iii) Nature of industry, trade or service .....X ....

(iv) Class of worker .....X .....

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year? (C/AL/HHI/OW) .....HHI.....

If HHI/OW in 15B

(i) Name of establishment .....Sulochana Knitting .....

(ii) Description of work .....Knitting woollen Sweaters .....

(iii) Nature of industry, trade or service .....Knitting woollen hosiery by hand .....

(iv) Class of worker .....SW .....

16. If No in 14A or 14B seeking/available for work? Yes (1)/No (2) 1

APPENDIX VII-10

CENSUS OF INDIA, 1981 — INDIVIDUAL SLIP — CONFIDENTIAL

(Sample)

1. Birth place

(a) Place of birth ..... Shillong 2

(b) Rural (1)/Urban (2) .....

(c) District .....Khasi Hills ....

(d) State/Country.....Meghalaya...

2. Last residence

(a) Place of last residence.....Gauhati 2

(b) Rural (1)/Urban (2) .. ..

(c) District.....Kamrup .....

(d) State/Country.....Assam.....

3. Reasons for migration from place of last residence (Code)* 4

4. Duration of residence at the village or town of enumeration 20

5. For all ever-married women only

(a) Age at marriage 15

(b) Number of children surviving at present

Male 2 Female 1 Total 3

(c) Number of children ever born alive

Male 2 Female 2 Total 4

6. For currently married women only

Any child born alive during last one year .....X .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Other (5)

APPENDIX VII-11

CENSUS OF INDIA' 1981 — **INDIVIDUAL SLIP** — CONFIDENTIAL

(Universal)

Pad No .....600.....

Slip No. .....35.....

Location Code.....21/3/3/64..... (110) Sl. No. of Household [92]

1. Name.....BASMATIA.....
2. Relationship to head.....wife.....
3. Male (1)/Female (2)..... 2
4. Age..... 25
5. Marital status: M.....
6. Mother tongue.....Bhojpuri.....
7. Two other languages known.....Bengali.....Hindi.....
8. Religion.....H.....
9. Whether S.C. (1) or S.T. (2) X
10. Name of caste/tribe.....X.....X.....
11. Literate (1)/Illiterate (2) 1
12. Educational attainment ..... Higher Secondary .....
13. Attending school/college, Yes (1)/No (2)..... 2

14A. Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O) .....Yes.....

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2) 2

15A. Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) .....H.....

If HHI/OW in 15A

(i) Name of establishment .....X.....

(ii) Description of work .....X.....

(iii) Nature of industry, trade or service .....X.....

(iv) Class of worker .....X.....

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year? (C/AL/HHI/OW) .....OW.....

If HHI/OW in 15B

(i) Name of establishment.....Bhojpur Sweet house.....

(ii) Description of work.....making sweets.....

(iii) Nature of industry, trade or service..... Manufacture and sale of .....sweetmeats.....

(iv) Class of worker .....FW.....

16. If No in 14A or 14B seeking/available for work? Yes (1) /No (2)..... 2

APPENDIX VII-11

CENSUS OF INDIA' 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1. Birth place

(a) Place of birth.....Karisath..... 1

(b) Rural (')/Urban (2) .....

(c) District.....Bhojpur .....

(d) State/Country.....Bihar .....

2. Last residence

(a) Place of last residence.....Karisath..... 1

(b) Rural (1)/Urban (2) .....

(c) District.....Bhojpur .....

(d) State/Country.....Bihar .....

3. Reasons for migration from place of last residence (Code)* 4

4. Duration of residence at the village or town of enumeration 5

5. For all ever-married women only

(a) Age at Marriage..... 20

(b) Number of children surviving at present

Male 1 Female 1 Total 2

(c) Number of children ever born alive

Male 1 Female 1 Total 2

6. For currently married women only

Any child born alive during last one year.....Yes .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII-12

CENSUS OF INDIA' 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No .....315.....

Slip No .....1.....

Location Code 21/28/3/72.....(148) Sl. No. of Household [69]

1. Name.....RUKMINI DEVI.....
2. Relationship to head.....Head.....
3. Male (1)/Female (2).....2
4. Age.....42
5. Marital status .....M.....
6. Mother tongue.....TAMIL .....
7. Two other languages known .....
   .....Telugu.....
   .....English .....
8. Religion..... H .....
9. Whether S.C. (1) or S.T. (2) X
10. Name of caste/tribe.....X .....
    .....X .....
11. Literate (1)/Illiterate (2).....1
12. Educational attainment .....
    .....B.A. (Philosophy).....
13. Attending school/college, Yes (1) /No (2).....2

14A. Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O) ..... H

14B. If yes in 14A, did you work for major part of last year? Yes (1)/No (2).....X.....

15A. Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O)/ .....X.....

If HHI/OW in 15A

(i) Name of establishment .....X.....
(ii) Description of work .....X.....
(iii) Nature of industry, trade or service .....X.....
.....
(iv) Class of worker .....X.....

15B. 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year? (C/AL/HHI/OW) .....

If HHI/OW in 15B

(i) Name of establishment .....X.....
(ii) Description of work .....X.....
(iii) Nature of industry, trade or service .....X.....
.....
(iv) Class of worker .....X.....

16. If No in 14A or 14B seeking/available for work? Yes (1)/No (2) 2

APPENDIX VII-12

CENSUS OF INDIA, 1981 — INDIVIDUAL SLIP — CONFIDENTIAL

(Sample)

1. Birth place

(a) Place of birth.....Madras 2

(b) Rural (1)/Urban (2) .....

(c) District.....Madras .....

(d) State/Country.....Tamil Nadu ....

2. Last residence

(a) Place of last residence..... Madras 2

(b) Rural (1)/Urban (2) .....

(c) District.....Madras .....

(d) State/Country..... Tamil Nadu ....

3. Reasons for migration from place of last residence (Code)*..... 3

4. Duration of residence at the village or town of enumeration 12

5. For all ever-married women only

(a) Age at marriage 18

(b) Number of children surviving at present

Male 1 Female 3 Total 4

(c) Number of children evern born alive

Male 2 Female 3 Total 5

6. For currently married women only

Any child born alive during last one year.....Yes .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Others (5)

APPENDIX VII-13

CENSUS OF INDIA 1981 — INDIVIDUAL SLIP (Universal) — CONFIDENTIAL

Pad No .....400.....
Slip No .....32.....

Location Code.....22/1/I/12..... (82) Sl. No. of Household [22]

1. Name.....N. RAGHUBIR SINGH.....
2. Relationship to head.....Sister's .....husband .....
3. Male (1)/Female (2).....1
4. Age 52
5. Marital status .....M.....
6. Mother tongue .....Manipuri.....
7. Two other languages known.....Meithei .....Hindi.....
8. Religion.....HAOKIP .....
9. Whether S.C. (1) or S.T. (2) .....×
10. Name of caste/tribe.....×.....×.....
11. Literate (1)/Illiterate (2) 1
12. Educational attainment .....VII Standard .....
13. Attending school/college, Yes (1) No (2).....2

14A Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O) .....R.....

14B If yes in 14A, did you work for major part of last year? Yes (1)/No (2) .....X.....

15A Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) .....X.....

If HHI/OW in 15A

(i) Name of establishment .....×.....
(ii) Description of work .....×.....
(iii) Nature of industry, trade or service .....×.....
(iv) Class of worker .....×.....

15B 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year? (C/AL/HHI/OW) .....X.....

If HHI/OW in 15B

(i) Name of establishment .....×.....
(ii) Description of work .....×.....
(iii) Nature of industry, trade or service .....×.....
(iv) Class of worker .....×.....

16. If No in 14A or 14B seeking/available for work? Yes (1)/No (2).....1

APPENDIX VII-13

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

CONFIDENTIAL

1. Birth place

(a) Place of birth..... ..Churachandpur 2

(b) Rural (1)/Urban (2) .....

(c) District.....Manipur South.....

(d) State/Country .....Manipur ....

2. Last residence

(a) Place of last residence.....Ukhrul 2

(b) Rural (1)/Urban (2) ....

(c) District.....Manipur East .....

(d) State/Country.....Manipur ....

3. Reasons for migration from place of last residence (Code)* 5

4. Duration of residence at the village or town of enumeration 1

5. For all ever-married women only

(a) Age at marriage.....× .....

(b) Number of children surviving at present

Male × Female × Total ×

(c) Number of children ever born alive

Male × Female × Total ×

6. For currently married women only

Any child born alive during last one year .....× ....

*Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

APPENDIX VII-14

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Universal)

CONFIDENTIAL

Pad No .....50.....

Slip No .....14.....

Location Code.....27/1/II/1..... .....(12) Sl. No. of Household [25]

1. Name .....MADAN KUMAR .....
2. Relationship to head.....Head .....
3. Male (1)/Female (2)..... 1
4. Age 35
5. Marital status .....M.....
6. Mother tongue.....
   .....Khari Boli .....
7. Two other languages known .....
   .....Hindi.....
   .....English.....
8. Religion.....H .....
9. Whether S.C. (1) or S.T. (2) ..... ×
10. Name of caste/tribe.....× .....
    .....× .....
11. Literate (1)/Illiterate (2) 1
12. Educational attainment.....M.A. (Eco.), ...
    Dip. in Stat. .....
13. Attending school/college, Yes (1)/No (2)..... 2

14A Worked any time at all last year? Yes / No (H/ST/D/R/B/I/O) ..... Yes .....

14B If yes in 14A, did you work for major part of last year? Yes (1)/No (2) 1

15A Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) .....OW .....

If HHI/OW in 15A

(i) Name of establishment.....Office of the Registrar General, India .....

(ii) Description of work.....Systems Analyst (Computer) .....

(iii) Nature of industry, trade or service .....Central Government.....
.....

(iv) Class of worker .....EE .....

15B 14B Yes—Any other work any time last year? Yes (C/AL/HHI/OW)/No
14B No—Work done any time last year? (C/AL/HHI/OW) .....C .....

If HHI/OW in 15B

(i) Name of establishment .....× .....

(ii) Description of work .....× .....

(iii) Nature of industry, trade or service .....× .....
.....

(iv) Class of worker .....× .....

16 If No in 14A or 14B seeking/available for work? Yes (1)/No (2) .....× .....

APPENDIX VII-14

CENSUS OF INDIA 1981

INDIVIDUAL SLIP CONFIDENTIAL

(Sample)

1 Birth place

(a) Place of birth.....Agra 2

(b) Rural (1)/Urban (2) .... [ ]

(c) District.....Agra ..... [ ][ ]

(d) State/Country.....U.P. .... [ ][ ][ ]

2 Last residence

(a) Place of last residence.....Kanpur..... 2

(b) Rural (1)/Urban (2) ..... [ ]

(c) District.....Kanpur ..... [ ][ ]

(d) State/Country.....U.P. ..... [ ][ ][ ]

3 Reasons for migration from place of last residence (Code)* 1

Duration of residence at the village or town of enumeration 10

5 For all ever-married women only

(a) Age at marriage.....× ..... [ ]

(b) Number of children surviving at present

Male [×] Female [×] Total [×]

(c) Number of children ever born alive .....

Male [×] Female [×] Total [×]

6 For currently married women only

Any child born alive during last one year .....X..... [ ]

*Employment (1) Education (2) Family moved (3) Married (4) others (5)

APPENDIX VIII

STATEMENT SHOWING DEGREE HOLDER AND TECHNICAL PERSONNEL SCHEDULES RECEIVED, ISSUED AND RETURNED

Name of Town/Village..... Location Code .....

1. Total Number of forms received .....

2. Number of forms handed over to Households .....

3. Number of filled in forms collected .....

4. Number of undistributed forms .....

Dated signature of Enumerator

CHAPTER XII

DIRECTIVES ISSUED BY THE STATE GOVERNMENT

GOVERNMENT OF NAGALAND
HOME DEPARTMENT

GENERAL ADMINISTRATION BRANCH

NO. GAB-1/57/77.

Dated Kohima the 16th Feb '78.

To

All Deputy Commissioners,

All Additional Deputy Commissioners,

All Sub-Divisional Officers(Civil).

Subject: Planning for the 1981 Census Jurisdictional Changes and list of villages.

Sir,

I am directed to refer to the Registrar General & Census Commissioner of India D.O. No. 1/24/77-RG (P) dt. 11th January '78 (copy enclosed) ready reference on the subject cited above and to say that the next Census of India will be taken in 1981. The preparations for this Census in Nagaland will be done through the Deputy Commissioners of the respective Districts begining from April, 1978. The Census Officials will required necessary help and guidence from the officials posted in the interior and the Sub-Divisional District/District Headquarters. I am, therefore, to request you to issue necessary instructions to the staff under your control to render all possible assistance to the Census officials for the smooth and successful conduct of the Census Operation in the State.

Yours faithfully,
(Sd.) H. F. LYNGDOH
Deputy Secretary to the Govt. of Nagaland.
Dated Kohima the 16th Feb '78.

No. GAB—1/57/77

Copy to:—

1. The Registrar General & Census Commissioner of India 2/A, Mansingh Road, New Delhi-110011 with reference to his DO. NO. 1/24/77-RG(P) dated 11-1-78.

2. The Director of Census Operations, Nagaland, Kohima with reference to his letter No. R-11011/1/78-Tab dt. 21-1-78.

3. All Heads of Departments in Nagaland alongwith copy of DO. NO. 1/24/77-RG(P) dated 11-1-78 alongwith its encloses for similar action.

(Sd.) H. F. LYNGDOH
Deputy Secretary to the Govt. of Nagaland.

GOVERNMENT OF NAGALAND

HOME DEPARTMENT

GENERAL ADMINISTRATION BRANCH

CENSUS NOTIFICATION

Dated Kohima, the 7th Sept. '79.

No. GAB. 1/57/77/PT. III: In exercise of the *powers conferred by sub-section (2) of section 4 of* the Census Act, 1948 as amended in 1974, the Governor of Nagaland is pleased to appoint the following Officers as Sub-Divisional Census Officers to take, aid in and supervise the taking of the 1981 Census within the respective areas indicated against each:—

Officers	Census Designation	Jurisdiction
1. Addl. Deputy Commissioner, Dimapur	Sub-Divisional Census Officer	Dimapur Sub-Division
2. Addl. Deputy Commissioner, Peren	Sub-Divisional Census Officer	Peren Sub-Division
3. Addl. Deputy Commissioner, Kiphire	Sub-Divisional Census Officer	Kiphire Sub-Division
4. Sub-Divisional Officer (Civil) Office of the Dy. Commissioner, Kohima.	Sub-Divisional Census Officer	Kohima Sadar Sub-Division
5. Sub-Divisional Officer (Civil) Office of the Dy. Commissioner, Mokokchung.	Sub-Divisional Census Officer	Mokokchung Sadar Sub-Division.
6. Sub-Divisional Officer (Civil) Office of the Dy. Commissioner, Tuensang.	Sub-Divisional Census Officer	Tuensang Sadar Sub-Division
7. Sub-Divisional Officer (Civil), Tuli	Sub-Divisional Census Officer	Tuli Sub-Division
8. Sub-Divisional Officer (Civil), Aghunato	Sub-Divisional Census Officer	Aghunato Sub-Division
9. Sub-Divisional Officer (Civil), Longleng	Sub-Divisional Census Officer	Longleng Sub-Division
10. Sub-Divisional Officer (Civil), Mon	Sub-Divisional Census Officer	Mon-Sadar Sub-Division
11. Sub-Divisional Officer (Civil), Wokha	Sub-Divisional Census Officer	Wokha Sadar Sub-Division
12. Sub-Divisional Officer (Civil), Zunheboto	Sub-Divisional Census Officer	Zunheboto Sadar Sub-Division
13. Sub-Divisional Officer (Civil), Phek	Sub-Divisional Census Officer	Phek Sadar Sub-Division.

(Sd.)

Chief Secretary to Government of Nagaland

No. GAB. 1/57/77(Pt. III) Dt. Kohima, the 7th Sept. '79.

Copies are forwarded for information and necessary action to:—

1. The Commissioner, Nagaland, Kohima.
2. Director of Census Operators, Nagaland, Kohima.
3. All DCs, Nagaland.
4. Addl. Deputy Commissioners, Dimapur, Peren and Kiphire.
5. The Accountant General, Nagaland, Kohima.
6. The Sub-Divisional Officers (Civil), Kohima, Phek, Wokha, Mokokchung, Zunhebote, Tuensang, Mon, Longleng, Aghunato.
7. The Controller of Printing and Stationery, Nagaland, Kohima for publication of the above Notification in the extra ordinary issue of the Nagaland Government Gazette. He is requested to supply 50 (fifty) spare copies of the Gazette Notification to this Department.

(Sd.) KERISAL

Under Secretary to the Govt. of Nagaland.
Home Department.

GOVERNMENT OF NAGALAND

HOME DEPARTMENT

GENERAL ADMINISTRATION BRANCH

CENSUS NOTIFICATION

Dated Kohima, the 7th Sept. '79.

No. GAB. 1/57/77/Pt. III: In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 as amended in 1974, the Governor of Nagaland is pleased to appoint with immediate effect the following officers and designate them as follows to take, aid in and supervise the taking of the 1981 Census within their respective areas indicated against each:—

Officers	Census Designation	Jurisdiction
1. Deputy Commissioner, Kohima District	Principal Census Officer	Kohima District
2. Deputy Commissioner, Phek District	Principal Census Officer	Phek District
3. Deputy Commissioner, Wokha District	Principal Census Officer	Wokha District
4. Deputy Commissioner, Mokokchung District.	Principal Census Officer	Mokokchung Dist.
5. Deputy Commissioner, Zunheboto	Principal Census Officer	Zunheboto Dist.
6. Deputy Commissioner, Tuensang District	Principal Census Officer	Tuensang District
7. Deputy Commissioner, Mon District	Principal Census Officer	Mon District
8. Addl. Deputy Commissioner in the Office of the Deputy Commissioner, Kohima.	District Census Officer	To assist the Principal Census Officer of Kohima District
9. Addl. Deputy Commissioner in the Office of the Deputy Commissioner, Mokokchung.	District Census Officer	To assist the Principal Census Officer of Mokokchung.
10. Addl. Deputy Commissioner in the Office of the Deputy Commissioner, Tuensang.	District Census Officer	To assist the Principal Census Officer of Tuensang District.
11. District Planning Officer in the Office of the Deputy Commissioner, Phek.	District Census Officer	To assist the Principal Census Officer of Phek District.
12. District Planning Officer in the Office of the Deputy Commissioner, Zunheboto.	District Census Officer	To assist the Principal Census Officer of Zunheboto District.
13. District Planning Officer in the Office of the Deputy Commissioner, Wokha.	District Census Officer	To assist the Principal Census Officer of Wokha District.
14. District Planning Officer in the Office of the Deputy Commissioner, Mon.	District Census Officer	To assist the Principal Census Officer of Mon District.

2. The above Officers are hereby authorised to issue the declaration in writing referred to in sub-section 3 of section 4 of the Census Act, 1948 in respect of all Census Officers appointed by them.

3. In exercise of the powers conferred by sub-section 4 of section 4 of the Census Act, 1948, the Governor of Nagaland hereby delegates to the above Officers the power of appointing Census Officers within the local areas specified against each.

(Sd.) N.I. JAMIR,
Chief Secretary to Government of Nagaland.

Memo No. GAB. 1/57/Pt. III Dt. Kohima, the 7th Sept. '79. Copy forwarded for information and necessary action to:—

1. The Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-110011.
2. The Commissioner, Nagaland, Kohima.
3. The Director of Census Operations, Nagaland, Kohima.
4. All DSC/ADCs, Nagaland.
5. All SDO (C)/DPO, Nagaland.
6. The Controller of Printing and Stationery, Nagaland, Kohima for publication of the above Notification in the extra ordinary issue of the Nagaland Government Gazette. He is also requested to supply 50 (fifty) spare copies of the Gazette Notification to this Department.
7. The Accountant General, Nagaland, Kohima.

(Sd.) KERISAL

Under Secretary to the Govt. of Nagaland.
Home Department.

GOVERNMENT OF NAGALAND

HOME DEPARTMENT

GENERAL ADMINISTRATION BRANCH

CENSUS NOTIFICATION

Dated Kohima, the 7th Sept '79.

No. GAB. 1/57/77(Pt. III): In exercise of powers conferred by sub-section (2) of Section 4 of the Census Act, 1948 as amended in 1974, the Governor of Nagaland is pleased to appoint the following Officers as Census Charge Officers to take, aid in and supervise the taking of the 1981 Census within the respective areas indicated against each:—

Officers	Census Designation	Jurisdiction
KOHIMA DISTRICT		
1. Extra Asst. Commissioner, Tseminyu	Census Charge Officer	Tseminyu Circle
2. Extra Asstt. Commissioner, Pughoboto	Census Charge Officer	Pughoboto Circle
3. Extra Asstt. Commissioner, Ghaspani	Census Charge Officer	Ghaspani Circle
4. Extra Asstt. Commissioner, Jaluke	Census Charge Officer	Jaluke Circle
5. Circle Officer, Chiephobozou	Census Charge Officer	Chiephobozou Circle
6. Circle Officer, Jakhama	Census Charge Officer	Jakhama Circle
7. Circle Officer, Zubza	Census Charge Officer	Zubza Circle
8. Circle Officer, Gathasi	Census Charge Officer	Gathasi Circle
9. Circle Officer, Nihokhu	Census Charge Officer	Nihokhu Circle
10. Circle Officer, Dhanisiripar	Census Charge Officer	Dhanisiripar Circle
11. Circle Officer, Tenning	Census Charge Officer	Genning Circle
12. Circle Officer, Pedi	Census Charge Officer	Pedi Circle
13. Circle Officer, Nsong	Census Charge Officer	Nsong Circle
14. Circle Officer, Dimapur Sadar Circle	Census Charge Officer	Dimapur Sadar Circle
PHEK DISTRICT		
15. Circle Officer, Sadar Phek	Census Charge Officer	Phek Sadar Circle
16. Extra Asstt.Commissioner, Meluri	Census Charge Officer	Meluri Circle
17. Extra Asstt. Commissioner, Pfutsero	Census Charge Officer	Pfutsero Circle
18. Extra Asstt.Commissioner, Chazouba	Census Charge Officer	Chazouba Circle
19. Circle Officer, Phungkhuri	Census Charge Officer	Phungkhuri Circle
20. Circle Officer, Chietheba	Census Charge Officer	Chiteheba Circle
21. Circle Officer, Chizami	Census Charge Officer	Chizami Circle
22. Circle Officer, Khezhakenoma	Cenuss Charge Officer	Khezhakenoma Circle
MOKOKCHUNG DISTRICT		
23. Extra Asstt. Commissioner-cum-B.D.O., Changtongya.	Census Charge Officer	Changtonhgya Circle
24. Extra Asstt. Commissioner-Cum-B.D.O., Mangkolemba.	Census Charge Officer	Mongkolemba Circle
25. Circle Officer, Chuchuyilmlang.	Census Charge Officer	Chuchuyimlang Circle
26. Circle Officer, Longchem.	Census Charge Officer	Longchem Circle
27. Circle Officer, Alongkima	Census Charge Officer	Alongkima Circle
28. Circle Officer, Kabulong	Census Charge Officer	Kabulong Circle
29. Circle Officer, Ongpangkong	Census Charge Officer	Ongpangkong Circle

Officers	Census Designation	Jurisdiction
ZUNHEBOTO DISTRICT		
30. Circle Officer, Zunheboto, Sadar Circle	Census Charge Officer	Zunheboto Sadar Circle
31. Extra Asstt. Commissioner, Satakha	Census Charge Officer	Satakha Circle
32. Extra Asstt. Commissioner, Akulato	Census Charge Officer	Akulato Circle
33. Circle Officer, Satoi	Census Charge Officer	Satoi Circle
34. Circle Officer, Asuto	Census Charge Officer	Asuto Circle
35. Circle Officer, Suruhoto	Census Charge Officer	Suruhoto Circle
36. Circle Officer, Atoizu	Census Charge Officer	Atoizu Circle
37. Circle Officer, V.K. Station	Census Charge Officer	V.K. Station Circle
38. Circle Officer, Aghunato Circle	Census Charge Officer	Aghunato Circle
WOKHA DISTRICT		
39. Circle Officer, Sadar Circle	Census Charge Officer	Wokha Sadar Circle
40. Extra Asstt. Commissioner, Bhandari	Census Charge Officer	Bhandari Circle
41. Circle Officer, Baghty	Census Charge Officer	Baghty Circle
42. Circle Officer, Aitepyong	Census Charge Officer	Aitepyong Circle
43. Circle Officer, Lotsu	Census Charge Officer	Lotsu Circle
44. Circle Officer, Sungro	Census Charge Officer	Sungro Circle
45. Circle Officer, Chukitong	Census Charge Officer	Chukitong Circle
TUENSANG DISTRICT		
46. Circle Officer, Tuensang Sadar Circle	Census Charge Officer	Tuensang Sadar Circle
47. Extra Asstt. Commissioner, Longkhim	Census Charge Officer	Longkhim Circle
48. Extra Asstt. Commissioner, Noklak	Census Charge Officer	Noklak Circle
49. Extra Asstt. Commissioner, Shamatorr	Census Charge Officer	Shamatorr Circle
50. Extra Asstt. Commissioner, Tobu	Census Charge Officer	Tobu Circle
51. Circle Officer, Noksen	Census Charge Officer	Noksen Circle
52. Circle Officer, Chare	Census Charge Officer	Chare Circle
53. Circle Officer, Thonoknyu	Census Charge Officer	Thonoknyu Circle
54. Circle Officer, Chessore	Census Charge Officer	Chessore Circle
55. Circle Officer, Monyakshu	Census Charge Officer	Monyakshu Circle
56. Circle Officer, Tamlu	Census Charge Officer	Tamlu Circle
57. Circle Officer, Longlong	Census Charge Officer	Longleng Cicle
58. Circle Officer, Syonchang	Census Charge Officer	Syonchang Circle
59. Circle Officer, Sitimi	Census Charge Officer	Sitimi Circle
60. Circle Officer, Pungro	Census Charge Officer	Pungro Circle
61. Circle Officer, Kiphire Sadar Circle	Census Charge Officer	Kiphirc Sadar Circle
MON DISTRICT		
62. Circle Officer, Mon Sadar Circle	Census Charge Officer	Mon Sadar Circle
63. Extra Asstt. Commissioner, Naginimara	Census Charge Officer	Nagirimara Circle

Officers	Census Designation	Jurisdiction
64. Extra Asstt. Commissioner, Champang .	Census Charge Officer	Champang Circle
65. Circle Officer, Phomching . . .	Census Charge Officer	Phomching Circle
66. Circle Officer, Tizit . . .	Census Charge Officer	Tizit Circle
67. Circle Officer, Chen . . .	Census Charge Officer	Chen Circle

(Sd.)

Chief Secretary to the Government of Nagaland.

No. GAB. 1/57/77/PT. III. Dated Kohima, the 7th Sept. '79.

Copies are forwarded for information and necessary action to:—

1. The Commissioner, Nagaland, Kohima.
2. Director of Census Operations, Nagaland, Kohima.
3. All D.Cs, Nagaland.
4. Addl. Deputy Commissioner, Dimapur, Peren, Kiphire.
5. The Accountant General, Nagaland, Kohima.
6. The Sub-Divisional Officers (Civil) Kohima, Phek, Wokha, Mokokchung, Zunheboto, Tuensang, Mon, Longleng, Aghunato, Tuli.
7. The Controller of Printing and Stationery, Nagaland, Kohima for publication of the above Notification in the extra ordinary issue of the Nagaland Government Gazette. He is requested to supply 50 (fifty) spare copies of the Gazette Notification to this Department.

(Sd.) KERISAL,

Under Secretary to the Govt. of Nagaland.

Home Department.

GOVERNMENT OF NAGALAND

HOME DEPARTMENT

GENERAL ADMINISTRATION BRANCH

NO. GAB-1/57/PT.

Dated Kohima, the 12th September, 1979.

From

The Chief Secretary
to the Government of Nagaland,
KOHIMA.

To

1. The Commissioner, Nagaland, Kohima.
2. The Deputy Commissioner, Kohima/Phek/Wokha/Mokokchung/unheboto/Tuensang/Mon.
3. The Additional Deputy Commissioner, Dimapur/Peren/Kiphire/Kohima/Mokokchung/Tuensang.
4. The District Planning Officer, Mon/Zunheboto/Wokha/Phek.
5. Sub-Divisional Officer (Civil) Tuli/Aghunato/Longling/Mon/Wokha/Mokokchung/Kohima/Tuensang/Zunheboto/Phek.
6. E.A.Cs/C.O. of all administrative circles.
7. All Heads of department.

Subject: Census of India—1981

Sir,

I am to say that the All India decennial Census, twelveth in the series, will be conducted throughout the country including Nagland. The whole opera-

tion has been split up into two distinct phases viz (a) *Houselisting Operation* which will start in this State in May, 1980 and (b) *the Enumeration* i.e., the counting of population will be done in February-March, 1981. The reference date for enumeration will be 1st March, 1981.

2. The Government attach great value and appreciate the importance of the data which permeate through Census. The data to be collected through the Census will mainly reflect the socio-economic and demographic characteristics of the people of the state which are considered to be the most basic tools for the government to formulate the plan and programme for the development of the state as well as for the people.

3. The Deputy Commissioners, Additional Deputy Commissioner, Sub-Divisional Officers (Civil), District Planning Officer and Extra-Assistant Commissioners/ Circle Officers will be directly involved in the Census taking by suitable notification and appointment and they will be directly responsible for efficient conduct of the 1981 Census in their respective jurisdiction. The government of Nagaland have authorised the Director of Census Operations, Nagaland, the Deputy Director of Census Operations and the Assistant Director of Census Operations to correspond with you direct in the matter of Census taking I expect each of you would take keen interest for expeditious actions on the letters, circulars, etc. already issued or to be issued by the Census department. It may please be realised that onus of success of this gigantic operation like Census (1981) will mainly depend upon your sincerity, zeal and sense of dedication.

Yours faithfully,

(Sd.) N. I. JAMIR,

Chief Secretary to the Govt. of Nagaland.

Dated Kohima, the 12th Sept, '79.

No. Gab. 1/57/77/Pt.

Copy to:—

1. The Registrar General, India,
   Kotah House Annexe,
   2/A, Mansingh Road,
   NEW DELHI-110011—for information.

2. The Deputy Director of
   Census Operations, Nagaland, Kohima for information and further necessary action with reference to his letter No. R. 11011/11/79-Tab. dated the 7th September, 1979.

(Sd.) KERISAL,

Under Secretary to the Govt. of Nagaland.

GOVERNMENT OF NAGALAND

HOME DEPARTMENT

GENERAL ADMINISTRATION BRANCH

CENSUS NOTIFICATION

Dated Kohima, the 5th Oct. '79.

NO. GAB. 1/57/77(PT. III) : In exercise of the powers conferred by the sub-section 2 of section 4 of the Census Act, 1948 as amended in 1974, the Governor of Nagaland is pleased to appoint the following Officers as Census Charge Officers to take, aid in and supervise the taking of the 1981 Census within the respective areas indicated against each:—

Officers	Census Designation	Jurisdiction
1. Extra Asstt. Commissioner, Office of the Deputy Commissioner, Kohima District.	Census Charge Officer	Kohima Town
2. Extra Asstt. Commissioner, Office of the Deputy Commissioner, Wokha District.	Census Charge Officer	Wokha Town
3. Extra Asstt. Commissioner, Office of the Deputy Commissioner, Mokokchung District.	Census Charge Officer	Mokokchung Town
4. Extra Asstt. Commissioner, Office of the Deputy Commissioner, Zunheboto District.	Census Charge Officer	Zunheboto Town
5. Extra Asstt. Commissioner, Office of the Deputy Commissioner, Tuensang District.	Census Charge Officer	Tuensang Town

Officers	Census Designation	Jurisdiction
6. Extra Asstt. Commissioner, Office of the Deputy Commissioner, Mon District.	Census Charge Officer	Mon Town
7. Extra Asstt. Commissioner, Office of the Deputy Commissioner, Dimapur.	Census Charge Officer	Dimapur Town

(Sd.) N.I. JAMIR,

Chief Secretary to the Govt. of Nagaland,

No. Gab. 1/57/77/(PT. III) Dt. Kohima, the 5th Oct., 1979.

Copies are forwarded for information and necessary action to:—

1. The Commissioner, Nagaland, Kohima.
2. The Director of Census Operations, Nagaland, Kohima.
3. The Deputy Commissioner, Kohima/Mokokchung/Wokha/Zunheboto/Tuensang/Mon.
4. The Additional Deputy Commissioner, Dimapur.
5. The Extra Assistant Commissioner, Kohima/Mokokchung/Wokha/Zunheboto/Tuensang/Mon/Dimapur.
6. The Accountant General, Nagaland, Kohima.
7. The Registrar General, India, 2/A, Mansingh Road, NEW DELHI-110011.
8. The Controller of Printing and Stationery, Nagaland, Kohima for publication of the above Notification in the Extra Ordinary issue of the Nagaland government gazette. He is requested to supply 150 (one hundred fifty) spare copies of this Gazette Notification to this departments.

(Sd.) KERISAL,

Under Secretary to the Government of Nagaland, Home Department.

GOVERNMENT OF NAGALAND

PLANNING & COORDINATION DEPARTMENT

(GENERAL BRANCH)

NOTIFICATION

NO. STAT/P-13/77(Pt-I): In exercise of the powers conferred by the Sub-Section 2 of Section 4 of the Census Act, 1948 the Governor of Nagaland is pleased to appoint the following Officers as Additional District Census Officers under the jurisdiction shown against each with effect from the date of issue of this notification until 1981 Census:—

Name of Offices	Jurisdiction
1. District Statistical officer, Kohima	Kohima, Phek and Wokha District
2. District Statistical officer, Mekokchung	Mekokchung and Zunheboto District
3. District Statistical officer, Tuensang	Tuenssang and Mon District

(Sd.) O. KATHIPRI,

Dev. Commissioner & Spl. Secretary (Planning)

Dated kohima, the 21st Nov. 1979.

NO. STAT/P-13/77 (Pt-I)

Copy to:—

1. The Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, NEW DELHI-110011.
2. The Commissioner, Kohima, Nagaland.
3. All Deputy Commissioners/Addl. Deputy Commissioners.
4. The Accountant General, Kohima, Nagaland.
5. The Director of Census Operations, Nagaland, Kohima.
6. The Special Secretary (Home), Nagaland, Kohima.
7. The Publisher, Nagaland Gazette, for publication in the next issue.
8. Guard file.
9. Sanction register.

(Sd.) S. S. RAI,

Deputy Secretary to the Govt. of Nagaland.

GOVERNMENT OF NAGALAND

DIRECTORATE OF EDUCATION

NAGALAND : KOHIMA-797001

NOTIFICATION

NO. ED/SEE/H/8/79-80. Dated Kohima, the.....September, 1980.

It is hereby notified to all concerned that the teachers appointed as enumerators or supervisors by the Census department will remain in the places of their duties from 1st October, 1980 to 15th March, 1981 for Census works. The winter vacation would start from the Middle of December, 1980 and the school will reopen in the month of February, 1981 during the period the teachers appointed as Enumerators and Supervisors will not be followed to avail winter vacation as the training programme chalked out by the Census Directorate for the enumerators and supervisors takes place in the month of January, 1981. They cannot leave their places of duties till the Census Operation is over.

It is also brought to the notice of the undersigned by the concerned department that some teachers (non-local) appointed on ad-hoc basis for academic year upto 31-12-80 are appointed as Enumerators or Supervisors. Since terms of appointment of such teachers (non-local) will expire on 31-12-80, their cases may be recommended and forwarded to this office for appointment for a further period of one academic year well in time. While forwarding their cases mention whether they are engaged for Census works or not.

The teachers so engaged are entitled to compensatory leave after the Census Operation is over for equal number of days they are engaged.

(Sd.) S. M. ROYSHILLA,
Deputy Director of Education (S.E.).

Memo No. ED/SEE/H/8/79-80.

Copy to:—

1. All the Deputy Inspector of Schools/Headmaster of government High School for necessary action and wide circulation to concerned teachers. They should see that concerned teachers do not leave their places of duties before the Census Operation is over.
2. The Inspector of Schools, Kohima/Mokokchung and Tuensang for similar necessary action.
3. The Deputy Commissioner, Kohima/Phek/Mokokchung/Zunheboto/Mon/Tuensang and Wokha.
4. The Additional Deputy Commissioners, Peren/Dimapur and Kiphire.
5. The Special Secretary to the government of Nagaland, Education department, Kohima with reference to Education department's letter No. EDS(E)-323/78 dated 14-8-1980.
6. The Director of Census Operations, Nagaland, Kohima.

(Sd.) S. M. ROYSHILLA,
Deputy Director of Education (S. E.)
Nagaland : Kohima.

GOVERNMENT OF NAGALAND

HOME DEPARTMENT

GENERAL ADMINISTRATION BRANCH

NO. GAB-1/57/79-PT Dt. Kohima, the 23rd Sept. 1980.

To

The Deputy Commissioner,
Kohima/Mokokchung/Tuensang/Wokha/
Mon/Phek/Zunheboto.
The Additional Deputy Commissioner,
Dimapur/Kiphire/Peren.
The Sub-Divisional Officer (Civil),
Tuli/Aghunato/Longleng.

Subject: Transport facilities for conduct of 1981-Census Operations providing of—

Sir,

I am directed to invite a reference on the above subject and to say that it has been decided by the Census department to impart training programme to Field Officers, Enumerators and Supervisors from 23rd September, 1980 onwards. For conducting the

training programme the Training Officers are required to carry volumes of training materials like schedules, forms and roll up boards etc. During the last week of December, 1980 the Census materials such as forms, schedules etc. are also required to be despatched for actual enumeration to all the Headquarters the Census Charge Officers for distribution to the Enumerators and Supervisors. The counting of population will start from 9-2-1980. The collection and onwards transmission of filled in schedules/forms etc. alongwith the unused schedules/forms etc. from all the Census Charge Officers should be completed by 10-3-1981.

Since the Census Operations are time bound and for smooth conduct of above work a number of vehicles will be required by the Census Department. As they do not have sufficient vehicles at their disposal and there are also no vehicles available in the Transport Department to place at the disposal of Census Department, it has been decided that all the Census Charge Officers will provide vehicle for the above purposes under their jurisdiction as and when such requests are received from the Census Department.

You are therefore, requested to issue suitable instructions to all the Administrative Officers under your control to provide vehicles to the Officers of Census Department as and when requested for.

2. Action taken in the matter may please be intimated to this Department.

Yours faithfully,

SD/-

(C. Y. KITHAN)

Dy. Secretary to the Govt. of Nagaland.

Dt. Kohima the 23rd Sept. 1980.

No. GAB. 1/57/77/79

Copy to:—

1. The Director of Census Operations, Nagaland, Kohima.
2. The Commissioner, Nagaland, Kohima.

Sd/-

(C. Y. Kithan)

Dy. Secretary to the Govt. of Nagaland.

CHAPTER XIII

GENERAL

The Census circulars issued by the Directorate of Census Operations, Nagaland have been appended in Appendix 2 to this report. The Census circulars with the subject are indicated below:

Circular No. 1 : Census 1981—Preparation thereof.

Circular No. 2 : Location code of villages/towns, enumeration block—1981 Census.

Circular No. 2.A : Location code of village/town, enumeration block—1981 Census and amendment of circular No. 2.

Circular No. 3 : 1981 Census preparation of villages and location of villages in the circle maps.

Circular No. 4 : Selection and appointment of Enumerators and Supervisors.

Circular No. 5 : Houselisting Operations in Nagaland.

Circular No. 6 : Delineation of Census Enumerators block boundary with S.R.S. block boundary.

Circular No. 7 : Census 1981—Enumerator training.

Circular No. 8 : Census 1981—Preparation of Notional maps and layout sketches of the enumeration blocks in rural and urban areas.

Circular No. 9 : Census 1981—Finalisation of town maps and urban enumeration blocks.

Circular No. 10 : Census 1981 house numbering of building/census house, house numbering material honorarium to enumerator/supervisors.

Circular No. 11 : Census 1981—maintenance of charge register for houselisting operations.

Circular No. 13 : Houselisting operations—handling of forms at various stages.

Circular No. 14 : Provisional population totals instruction to the enumerators and supervisors.

Circular No. 15 : 1981—Census formation of new blocks for actual enumeration.

Circular No. 17 : First round of training of enumerators and supervisors. Actual enumeration 1981 Census Nagaland.

Circular No.17.A : Second round of training for enumerators and supervisors—actual enumeration 1981—Census.

Circular No.17.B : Third round training for enumerators and supervisors. Actual enumeration 1981—Census.

Circular No. 18 : Distribution of Identity cards to the enumerators and supervisors—1981 Census.

Circular No. 19 : Distribution of Actual Census schedules and collection thereof 1981 Census, Nagaland.

Circular No.19.A : Submission of filled in schedules 1981 Census, Nagaland.

Honorarium

The question of payment of honorarium to the enumerators came up in the 2nd pre-test conducted as prelude to 1981 Census. The quantum of honorarium paid to the enumerators was Rs. 25/-. During the houselisting operations quantum of honorarium to the enumerators and supervisors was as follows:

1. Enumerator Rs. 35/-
2. Supervisor Rs. 30/-

During the actual enumeration the rate of honorarium was as follows:—

1. Enumerator Rs. 100/-
2. Supervisor Rs. 90/-

Apart from the above categories of enumeration agencies the honorarium was also paid to the Charge Officers/Sub-Divisional Census Officers/Additional District Census Officers/District Census Officers. The rates of honorarium for such officers are given below:

1. Charge Officer Rs. 200/-, Lump-sum for the whole operations.
2. Sub-divisional Census officer, Rs. 300/-, Lump-sum for the whole operations.

3. Additional District Census Officer, Rs. 300/- Lump-sum for the whole operations.

4. District Census Officers Rs. 500/ Lump-sum for the whole operations.

The total amount of honorarium paid to the various census officers including enumerators and supervisors separately both the operations of 1981 Census is given below:

1. Houselisting operations : Rs. 34,500·00
2. Actual operations : Rs. 2,13,350·00

It has been experienced in the field that the enumerators and supervisors were not happy with the quantum of honorarium prescribed for them. On some occasions the enumerators and supervisors verbally expressed reluctants to do the census works because of low rate of honorarium. However they were persuaded with the idealism of dedication shown by the teachers in a national undertakings which comes once after ten years. I personally feel that during houselisting operations the enumerators and supervisors should be paid at the rate of Rs. 50/- each and during the actual enumeration they should be paid at the rate of Rs. 150/- each.

Procedure for payments

On receipt of the Charge Registers from the Deputy Commissioners wherein the names of the enumerators and supervisors were recorded, the matter of payment of honorarium to the enumeration functionaries was taken up. The honorarium to the various categories of census worker was paid within 31st March, 1981. The Pay and Accounts Officer (Census), New-Delhi placed the fund in the form of Bank draft of Rs. 2,47,850/- to the Accountant General, Nagaland who arranged payment through the Treasuries/Sub-treasuries under his jurisdiction. To enable the Office of the Registrar General, India to arrive at an estimate of requirement of funds this office furnish the requirement to the Registrar General, India. The procedure of payment of honorarium to the enumeration staff in connection with the 1981 Census was explained by the Registrar General, India in his letter No. G-18020/3/79-Budget-Cell dated 22nd May, 1980 and D.O. No. G-18020/5/80-Budget dated 22nd may, 1980 which are reproduced below:—

No. G. 18020/3/79-Budget Cell

Dated 22nd May, 1980.

To

All Directors of Census Operations,

Subject: Payment of honorarium to the enumeration staff in connection with the 1981 Census procedure for payment—regarding.

Sir,

Please refer to this Office letter of even number dated 8/12th February, 1980 regarding sanctioning of honoraria to the enumerators for the work of houselisting and actual enumeration of 1981 Census in the various states/union territories administrations.

2. The procedure for payment of honoraria to the census functionaries for houselisting/house numbering and actual population count and also to the enumerators/supervisors for canvassing enterpriselist on behalf of the Central Statistical Organisation, Planning Commission has been under consideration of this Office. Considering the fact that the State governments have not made any Budget provisions in their demands for grants to meet their expenditure initially and that the payment of honorarium to the enumerators has become due and in view of the possible complications that could arise in the ways and means position, of the various states if initially payment is to be made by them it has been decided by the government of India that funds may be placed in advance, at the disposal of the state governments, union Territory governments/Administrations to meet the expenditure on account of payment of honoraria for house numbering, houselisting and actual enumeration excluding canvassing of the enterpriselist.

3. The following accounting procedure shall be followed for this purpose.

Based on the requirement of funds intimated by the Directors of Census Operations in the states separately for the Census operation and canvassing of the enterpriselist on behalf of the Central Statistical Organisation and subject to the availability of Budget provision in the demands for grants of the Census organisation, Central Statistical Organisation, the Pay & Accounts Officer (Census)/P.A.O. (Statistics) of the Planning Commission shall make the advance payment by means of a crossed cheque drawn in favour of Accountant General of the states/union Territory Administrations/government concerned. This advance shall be finally booked under the relevant major etc. heads of account as per the provisions made in the demands for grants namely, 265 A-Other Administrative Service A-I Census. A. 1 (2) Enumeration. A. 1-(2), (4) honorarium to enumerators (non-plan) and grants No. 72-Statistics, major head 304, Sub-head A1 (1)-C.S.O. IV other Charges respectively. These advance payments shall be treated as deposit in the books of the state government/union Territory governments etc. concerned and shall be credited by the Accounts Officer of the government to the deposit. Head 848-other deposit miscellaneous deposit for payment of honoraria to the enumerators in connection with 1981 Census (a new sub-head to be opened in the books of the state accounts officers). Payment to the enumeration staff including enumerators, supervisors, Charge Officers, Additional Charge Officer, District census officer etc. will be made out of this deposit and a certified statement of expenditure will be furnished separately for the census operation and the canvassing of enterpriselist by the Accounts officer of the state/union Territory governments etc. to the PAO (Census)/PAO (Statistics) of Planning Commission at New Delhi before the close of Accounts of the Financial year 1980-1981 under intimation to

this Office. Any unspent balance lying in the deposit head out of the advance made above shall also be refunded by the Accountants General of the state etc. concerned to the PAO (Census)/PAO (Statistics) of the Planning Commission as the case may be before the close of the Accounts of the year 1980-1981.

4. Such refund of the excess out of the advance payment already made will be taken as reduction (minus debit) of expenditure in the books of the PAO (Census) and PAO (Statistics) of the Planning Commission in case where such refund is received before the closure of accounts for the financial year 1980-1981.

5. The above procedure has been finalised with the approval of Comptroller & Auditor General of India.

Yours faithfully,

(Sd.) P. PADMANABHA,

Registrar General of India,

Ministry of Home Affairs.

No. G. 18020/5/80-Budget Cell

Copy to:— New Delhi-110011.

1. The Chief Secretaries of All States/Union Territories.
2. All Accountants General of the state/Union Territory Government/Administration and Director of Audit Central Revenues, New Delhi.
3. Controller of Accounts/Directors of Accounts of Union Territory Government/Administration.
4. The Chief Controller of Accounts, Ministry of Home Affairs, New Delhi.
5. Pay & Accounts Officer (Census), M.H.A. New Delhi.
6. Controller of Accounts, Ministry of Planning.
7. Department of Statistics, Central Statistical Organisation, Ministry of Planning, Sardar Patel Bhavan, New Delhi.
8. Ministry of Finance (DEA) Budget division.
9. Controller General of Accounts, Lok Nayak Bhavan, New Delhi, with reference to his U.O. No. S. 11019/8/80/TA/1924 dated 21-5-1980.
10. Comptroller & Auditor General of India, New Delhi with reference to his U.O. No. 988-AC/60/80 dated 20-5-1980.

(Sd.) P. PADMANABHA,

Registrar General, India.

D.O. NO. G 18020/5/80-BUDGET

P. PADMANABHA

May 22nd, 1980.

My dear Kent,

Under our letter of even number dated 22nd May, 1980 we have indicated the procedure for payment of honorarium to the enumeration staff in connection with the 1981 Census, including the payment relevant to the canvassing of the enterpriselist. The procedure specified in this letter has been a matter of detailed discussions with the authorities concerned and has the approval of the Comptroller & Auditor General of India also. It will, therefore, be appreciated that it is our duty to comply with the procedure as specified therein.

You will notice from the procedure now specified that the major accounting load is taken away from you and that in effect the state government will be responsible for distribution of honorarium. The amount will be placed at the disposal of the state governments under intimation to you also so that you are aware that the state governments are in a position to pay the honorarium. While the procedure places the responsibility for payment of honorarium on the state government as such, you will agree with me that it is not merely our moral duty but also part of our responsibility to ensure that the enumeration staff do receive this honorarium as quickly as possible. It would, therefore be desirable for you to take action on the issues which I am indicating in this letter.

In the first place, it would be desirable to ensure that the state government, at the level of the Chief Secretary or at the appropriate highest level concerned, issues clear instructions regarding payment of honorarium in the light of this procedure so that it is clear to all concerned that honorarium can now be paid by the Charge officers. These instructions may specify the quantum also so that there is no confusion at the time of payment. The number of enumerators and supervisors to whom payments will be made will doubtless be known to the charge officers but general instructions of this nature, reiterating the procedure and head to which such payments will have to be debited, namely, the deposits head etc. must be clearly indicated to the charge officers by the state government. The second important aspect would be that while the state government may issue instructions of the nature mentioned above, it would be equally necessary for the state Accounts Officer, namely, the Accountant General of the state, to also issue instructions to the Treasuries or the concerned PAOs indicating this procedure and instructing them to honour withdrawals for payment of honorarium as may be made by each Charge Officer from time to time. It will be appreciated that such parallel instructions by the Accountant General would be essential so that there is no delay in payments.

Once the state government have issued these instructions and after the issue of instructions by the Ac-

countant General, it would be desirable for you to write to the Deputy Commissioners/Collectors and the charge officers indicating the procedure so that we are sure that the honorarium is paid and there are no doubts on the procedure. In this communication you may also specify the form of a report in which you should receive information as and when honorarium is paid which should include the number of enumerators and supervisors and the amounts paid to each of these categories. This will enable you to keep a watch on actual payment. You will recall that under our letter of even number dated 16th May, 1980 sent to you by Shri B. P. Jain Accounts Officer of this office, we have asked for the information regarding number of Enumerators/Supervisors for the houselisting operations and for the canvassing of the enterpriselist. The progress report of payment that I have referred to here can be checked with the figures which you would have collected and sent to us in response to this letter so that you would know the number of persons who still have to receive honorarium, if any. In such cases this will enable you to get in touch with the charge officer to find out why some people have not been paid.

I must here mention that we are extremely anxious to receive the information asked for in Shri Jain's letter urgently since the entire system of distribution of honorarium will depend on how quickly we get this information.

There is one other aspect which I would like to mention. It has been our experience that honorarium is best paid through the charge officers because the latter would know who the enumerators are and could pay them the honorarium when the records are received in order to ensure that the charge officers make the payment rather than developing a system of payment of honorarium through the departmental authorities, you may like to request the state government to emphasise this aspect and to clarify that honorarium will be paid by the charge officer to the enumeration staff irrespective of the departments to which the latter may belong. These instructions can also be incorporated in the circular letter which I have suggested the Chief Secretary may issue.

Please acknowledge receipt of this letter.

Shri Daniel Kent,

Director of Census Operations,

Nagaland, Kohima.

Yours sincerely,

(Sd.)

(P. PADMANABHA)

Rate of Honorarium for Economic Census

The rate of honorarium prescribed for enumerators and supervisors for canvassing enterpriselist and preparation of enterpriselist abstract relating to economic Census conducted with the Houselisting operations of the population census of 1981 are given below:

(a) Enumerator Rs. 15/- (for filling up of enterpriselist and enterpriselist abstract for a houselisting block).

(b) Supervisor Rs. 15/- (for supervision of works relating to the economic census of enumerators in a supervisors circle).

The expenditure involved was debitable to major head 304-A-Other economic Services. A-1-Economic advice and Statistics. A-1(I)-Central Statistical Organisation. A-I(IV) other charges (Planned) for the year 1980-1981 under grant No. 72 "Statistics".

A D.O. letter No. G. 18020/5/80-Budget dated 23rd May 1980 addressed to all Chief Secretaries of the States/Union Territories by the Registrar General, India relating to the procedure for payment of honorarium to the enumeration staff is reproduced below:

D.O. No. G. 18020/5/80-Budget

May 23rd, 1980.

P. PADMANABHA

The procedure for payment of honorarium to the enumeration staff in connection with the 1981 Census of India has been under discussion for some time with the authorities concerned. The procedure has now been finalised with the approval of the Comptroller & Auditor General of India. In this connection I had addressed the Director of Census Operations concerned of your state indicating the procedure and have separately endorsed a copy of my letter to him to you. However, since this matter is of great urgency and importance, I am enclosing another copy of the said letter for your kind information. I have requested the Director of Census Operations to get in touch with your office and with the authorities concerned in the state government for the issue of necessary instructions by you on this matter. I would be grateful if the procedure could be clarified to the Deputy Commissioners/Collectors and the Charge officers. I am sure you share my anxiety that the enumeration staff must be paid honorarium as soon as possible through the charge officers so that there is no feeling that the work has been got done without necessary compensation.

I am also enclosing a copy of the letter which I have separately addressed to the Director of Census Operations which indicates the type of instructions that the state government may be requested to issue. I thought I should request the Director of Census Operations to take this matter up since doubtless de-

tails will have to be gone into before the state government issues necessary instructions.

With regards,

Yours sincerely,

Enclo:—As above.

(Sd.) P. PADMANABHA

Registrar General of India.

Copy to:—

All Directors of Census Operations for information.

(Sd.) P. PADMANABHA,

Registrar General of India.

Payment of T.A./D.A. to the enumerators and supervisors for attending training classes

The question of payment of T.A./D.A. to the enumerators and supervisors for attending training classes in connection with the 1981 Census came up. A clarification received from Registrar General, India, vide his letter No. G. 18020/3/79-Budget dated nil is reproduced below:

NO. G. 18020/3/79-BUDGET

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road, New Delhi-11.

To

All the Directors of Census Operations in States and U.Ts.

Subject: Payment of T.A. and D.A. to the Enumerators attending training classes and for otherwise performing the census duties.

Sir,

References have been received from a number of Directorates enquiring about the admissibility of payment of T.A. and D.A. to the enumerators for attending training classes in connection with the 1981 Census. This matter has been considered in this office and it has been decided that T.A. and D.A. may be paid to the enumerators and supervisors for attending training classes or for performing other duties in connection with the 1981 Census Operations. The payment of this T.A. and D.A. will as per rules of the parent Government, that is to say that T.A. and D.A. will be paid to them if it is admissible under rules of the State Government or the local body as the case may be and the rate at which the T.A. and D.A. will be paid will be as laid down in the rules of the state Government or the local bodies.

Reference have also been received in this office ascertaining the manner of disbursement of T.A. and D.A. in such cases. It is hereby clarified that as in the case of salaries T.A. contingencies etc., of the clerical staff sanctioned to the State Government etc., in this office letter No. 1/34/79-Ad. I dated 26th June, 1979, in initially the expenditure on payment of T.A. and D.A. will be borne by the respective State Governments, U.T. Administrations or local bodies from their own budget. Later on, this amount shall be reimbursed to them out of the census funds as per procedure in regard to reimbursement of the expenditure laid down in Para 6 of this office letter dated 26th June, 1979.

Yours faithfully,

(Sd.) P. Padmanabha,

Registrar General, India and Census Commissioner of India, (Ministry of Home Affairs).

In the training classes an attendance register was maintained for the enumerators and supervisors. The Charge Officers were requested to countersign the T.A. bill claimed by them and to submit the same to the Deputy Commissioners for payment. It was observed that due to shortage of T.A. bill form the enumerators and supervisors were unable to submit the T.A. bills. The offices of the Deputy Commissioners also expressed their inability to provide T.A. bill forms to them. At this stage my office took up the matter and arranged 5,000 T.A. bill forms from the Nagaland Government press and sent them through the Training Officers for distribution amongst the enumerators and supervisors in the training class itself. This procedure mitigated the sufferings of the enumerators and supervisors. The Government of Nagaland did not hesitate to bear the expenditure on payment of T.A./D.A. initially and all the T.A. bills claimed by the enumerators and supervisors were settled in time by the Deputy Commissioners. A statement showing the actual expenditure on account of T.A./D.A. incurred by the Deputy Commissioners is shown below:

Statement showing the actual Expenditure on Account of T.A./D.A. incurred by the Deputy Commissioners

Sl. No.	Name of District	Houselisting operation			Total	Actual Enumeration			
		Enumerators	Supervisors	Charge Officer		Enumerator	Supervisor	Charge Officer	Total
1	2	3	4	5	6	7	8	9	10
1.	Phek	..	7,621.00	..	..	..	..	..	63,149.62
2.	Tuensang	25,061.00	6,613.14	..	3,268.00	55,567.00	18,327.00	..	73,894.00
3.	Zunheboto	17,514.30	..		24,127.44	48,421.22	26,152.05	..	74,573.27
4.	Mon	..	7,820.00	..	1,077.00	..	..	..	7,447.15
5.	Wokha	23,833.00	..	..	31,653.00	34,546.00	5,720.00	..	42,045.00
6.	Mokokchung	..	..	..	..	..	..	..	141,565.02
7.	Kohima	..	..	..	..	..	..	..	95,856.18

One difficulty the office of the Deputy Commissioners might have experienced in maintaining proper accounting system on the expenditure relating to the 1981 Census as a result the offices of some of the Deputy Commissioners could not furnish actual expenditures incurred on T.A./D.A. for Houselisting and actual enumeration separately.

No. 15/2/79-AD. I

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,

New Delhi, the 20th Sept. 1980.

To

All Directors of Census Operations in States.

Subject: Delegation of enhanced powers for incurring contingent expenditure.

Sir,

I have the honour to say that the Government of India, Ministry of Home Affairs, have conveyed the sanction of the President, under Rule 13(2) of the Delegation of Financial Powers Rules, 1978, *vide* their letter No. 11011/15/79-Fin. II. dated 15th September, 1979, authorising the Directors of Census Operations in *States* to INCUR contingent expenditure upto the limits of powers of the Head of a Department, as laid down in Scheduled V of the aforesaid rules. In accordance with the Annexure to Schedule V of the delegation of Financial Powers Rules, 1978, the Head of the Department has full powers to incur contingent expenditure on (1) purchase and repairs of furniture, and (2) hiring of office furniture. While communicating the sanction of the President referred to above to the Directors of Census Operations in *states*, a restriction has been imposed by me *vide* Para 2 of my letter No. 15/2/79-Ad. I dated 30 October, 1979 to the effect that, though the Director of Census Operations have been delegated full powers in respect of the aforesaid two items, my prior approval should be obtained if the expenditure on these items exceeds the general limits of Rs. 2,000 per annum recurring in each case and Rs. 10,000 per annum non-recurring in each case. This position has been reviewed and it has been decided that, keeping in view the urgency involved in the purchase or hiring of furniture, as the case may be, particularly for the Regional Offices in your respective states, that it is not necessary for you to obtain my prior approval if the expenditure on the purchase or hiring of furniture, as the case may be by you, exceeds the general limits specified above and that you may exercise the full powers delegated to you vide the Ministry of Home Affairs letter dated 15th September incurring contingent expenditure on (1) purchase and repairs of furniture, and (2) hire of office furniture should, however, be subject to the rules, orders, restricts or scales specified against these two items in Col. 4 of the annexure to Schedule V of the delegation of Financial Powers Rules, 1978 and also subject to the conditions mentioned in Para 1 of my office letter No. D-14013/16/80-AD. III dated 12th August, 1980 (copy enclosed).

2. Restriction on the other items imposed *vide* paragraph 2 of my letter dated 30th October, 1979 would continue to apply.

3. Kindly acknowledge receipt of this letter.

Yours faithfully,

(Sd.) P. PADMANABHA

Registrar General, India.

Most Immediate

NO. G. 27032/1/81-BUDGET CELL

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,

New Delhi, the October, 1981.

To

The Controller & Auditor General, India
Indraprastha Estate,
New Delhi.

Subject.—Re-imbursement of expenditure incurred by the State Government/Union Territory administrations on contingencies and on salaries, allowances, etc. of the staff sanctioned to them in connection with 1981 census.

Sir,

As you are aware, under article 258 of the constitution of India, the expenditure incurred by the State Governments and Union Territory Administrations on conduct of decennial population Census is re-imburseable to them by the Government of India. Under the procedure laid down in GER 295 for re-imbursement of the expenditure to the State Government/Union Territories Administrations, the respective Accountants General are required to classify expenditure under the sub-head Census establishment 1981 'below the minor head' Census under the major head "265-other Administrative services". As in the previous Censuses, the State Governments were sanctioned clerical Assistance at District/Sub-Division/Tahsil/Police Station level and similar assistance was sanctioned to Municipal Committees/Local Bodies for conduct of Census Operations. The expenditure on salaries, allowances etc. of the staff so sanctioned to the State Governments U.T. administrations/local bodies was to be incurred initially by the State Government/U.T. Administrations etc., and later on re-imbursed to them by the Central Government from out of their funds provided for under the major head "265-other Administrative Services". The detailed procedure in regard *inter alia* to reimbursement of expenditure initially incurred by the State Government U.T. Administrations in this behalf was laid down in consultation with the comptroller & Auditor General, India and the Ministry of the Finance and communicated to Chief Secretaries of the State/U.Ts. in this office letter No. 1/34/79-AD. I, dated 26th June, 1979 read with this office letter No. G. 27032/1/79-Budget cell, dated 5th April, 1980. A copy each of the aforesaid two communications is enclosed for ready reference.

The field operations in connection with the 1981 Census concluded in the second week of March, 1981. In order to meet the claims from the State Government and U.T. administrations for reimbursement of expenditure incurred by them in connections with the Census, an amount of Rs. 14,85,59,000/- was provided under grant No. 51-Census under the sub-head A. 1(2)-Enumeration. Through this office letter No. G. 27032/1/79-Budget Cell, dated 30th April, 1981, the Chief Secretaries of all the states and U.Ts and all the Accountants General were informed that the claims of reimbursement expenditure incurred by the State Governments/U.T. Administrations in connections with the 1981 Census Operations, during 1979-80, 1980-81 were still awaited from most of the States/U.T. Governments.

The Chief Secretaries were requested that they might take up the matter with the concerned Accountants General so that the pending claims for reimbursement of expenditure might be referred to the Pay and Accounts Officer (Census), Ministry of Home Affairs, New Delhi along with certificate/audited statements of expenditure for reimbursement. The Accountants General to whom copy of this letter was endorsed were requested that the claims for re-imbursement of expenditure supported by certified/audited statements of expenditure might be sent to Pay & Accounts Officer (Census), M.H.A. New Delhi for reimbursement, a copy of that letter was also endorsed to the Comptroller & Auditor General, India, New Delhi.

The figures of expenditure on this account should be compiled by the respective Accountants General upto the year 1980-1981 at least and by now the amounts incurred by the State Governments/U.T. Administrations should have been claimed from the Pay & Accounts Officer (Census), M.H.A., New Delhi but these claims are still awaited from almost all the Accountants General. Further delay in submission of these claims by the Accountants General will cause huge saving in grant No. 51-Census because if the claims are submitted by the respective Accountants General to the Pay & Accounts Officer (Census) within next month, this office will have no option except to surrender unutilised funds at the time of framing of 8 monthly/10 monthly estimates. In view of this position you are requested to kindly look into the matter and issue urgent instructions to the Accountants General of the States/U.T. Government to submit claims for reimbursement of expenditure pertaining to year 1979-80, 1980-81 and even those pertaining to the current financial year upto 30th September, 1981 immediately to Pay & Accounts Officer (Census) so that the requisite reimbursement of expenditure incurred by the State Governments/U.T. Administrations should be made to them and the funds provided for this purpose under grant No. 51-Census during the year 1981-1982 may be fully utilised.

A copy of this letter is being separately endorsed to all Chief Secretaries of State Governments & Union Territory Administrations, all the Accountants Genetal and other concerned authorities.

It is requested that this matter may kindly be accorded top priority.

Yours faithfully,

(Sd.) V. P. PANDEY,

Deputy Registrar General, India.

No. G. 27032/1/81-Budget Cell

New Delhi the October, 1981.

Copy forwarded for information and necessary action to:—

1. All Chief Secretaries of State Government & Union Territory Administrations.
2. All the Accountants General.
3. All the Directors of Census Operations.
4. Controller General of Accounts, Ministry of Finance, New Delhi.
5. Secretary to the Government of India, Ministry of Home Affairs, New Delhi.
6. Financial Advisor (H), Ministry of Home Affairs, New Delhi.
7. Assistant Financial Adviser (H), Ministry of Home Affairs, New Delhi.
8. Principal Accounts Officer, Ministry of Home Affairs, New Delhi.
9. Pay & Accounts Officer (Census), Ministry of Home Affairs, New Delhi.

(Sd.) B. P. JAIN

Accounts Officer

No. 15/2/79-AD. I New Delhi, the.....

Copy to Directors of Census Operations in Union Territories. Their powers to incur contingent expenditure are those contained in sub. para 2(3) of para 2 of the Ministry of Home Affairs letter No. F. 2/16/59-Pub. 1(1) dated 13 November, 1959. The enhanced powers delegated to the Directors of Census Operations in States referred to in the letter referred to above are not applicable to them (Directors of Census Operations in Union Territories). However, in view of the fact that their powers to incur contingent expenditure upto Rs. 1,000 per annum in each case for recurring expenditure and Rs. 5,000 in each case for non recurring expenditure are subject to the monetary limits and other instructions specified in the Annexure to scheduled V of the delegation of Financial Powers Rules, 1958 (now delegations of Financial Rules, 1978), they too can exercise full powers on (1) purchase and repairs of furniture, and (2) hire of office furniture, as the Director of Census Operations *in state, though* the general limits on incurring contingent expenditure by them specified above are lower than those applicable to the Directors of Census Operations *in States. BECAUSE THOSE* ITEMS AGAINST which full powers have been mentioned in the Annexure to Scheduled V of the delegation of Financial Powers Rules, 1978. In view of this, there is no need for the Directors of Census Operations in Union Territories to obtain the *ex-post facto* sanction of the undersigned, on the purchase of furniture as stipulated in paragraph 2 of this office letter No. D. 14013/16/80-Ad. III dated 12 August, 1980.

Yours faithfully,

(Sd.) P. PADMANABHA,

Registrar General, India.

No. D. 14013/76/80-AD. III

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road New Delhi-110011,

12 August, 1980.

To

All Directors of Census Operations.

Subject. —Purchase of furniture for Regional Tabulation Offices

Sir,

A number of reference have been received in this office regarding purchase of furniture for the Regional Tabulation Office. The proposal has been examined and it has been decided by the Registrar General, India that the furniture could either be purchased or hired if possible. The proposal for hiring the furniture may be examined by the Director of Census Operations and if the expenditure on hiring the same for the period the Regional Tabulation Office will remain in existence is less than 50% of the total expenditure to be hired. If the expenditure is expected to be more or if the furniture is not available on hire, it may be purchased. The requirement of the furniture to be purchased may be kept to the barest minimum and the furniture purchased should be in-expensive and sturdy. There is no need to go in for purchase of expensive furniture such as sunmica covered table or steel furniture.

2. The expenditure towards the purchase may be incurred by the Director of Census Operations in the states under the powers of the Head of the department as per the delegation of Financial power rules, 1978 as delegated *vide* THIS OFFICE LETTER NO. 15/2/79-AD. I dated 30th October, 1979. The Census Directorates in Union Territories may incur expenditure on the purchased and *expost facto* sanction of the Registrar General, India may sought, if necessary.

Receipt of this letter may please be acknowledged.

Yours faithfully,

(Sd.) V. P. PANDEY,

Deputy Registrar General, India.

The yearly Budget from 1978-1979 to 1981-1982 (Actual Expenditure) is given below:

AI (1) Superintendance	Budget (Actual expenditure) 1978-1979	1979-1980	1980-1981	1981-1982
AI (1) 1 Salaries	1,32,127.00	1,92,656.00	1,61,472.00	1,87,427.00
AI (1) 3 T.A.	7,134.00	2,668.00	3,828.00	2,482.00
AI (1) 4 O.E.	14,730.00	4,027.00	38,445.00	63,811.00
Total AI (1) Superintendance	1,53,991.00	2,35,602.00	2,03,745.00	2,53,720.00
AI (3) Abs. & Cop.	1,73,539.00	1,61,506.00	1,90,109.00	3,95,250.00
AI (3) 1 Salaries	6,536.00	20,047.00	38,451.00	23,672.00
AI (3) 3 T.A.	..	..	..	..
AI (3) 4 O.E.	2,583.00	1,837.00	21,367.00	22,051.00
Total AI (3) Abs. & Comp.	1,82,658.00	1,83,390.00	2,49,927.00	4,40,973.00
AI (4) Publication	47,280.00	565.00	1,691.00	7,697.00
AI (6) Registration promotion	..	..	..	..
A (6) 1 Salaries	36,146.00	32,334.00	30,520.00	50,104.00
AI (6) 3 T.A.	12,456.00	4,818.00	362.00	..
AI (6) 4 O.E.	2,086.00	..	561.00	..
AI (6) 5 Honorarium	6,160.00	5,370.00	5,570.00	9,410.00
Total AI (6) Registration	56,848.00	42,522.00	37,013.00	59,514.00
G/T	4,40,777.00	4,62,079.00	4,92,376.00	7,61,904.00

DELEGATION OF FINANCIAL POWERS

SCHEDULE V

Powers of incurring contingent expenditure

(See Rule 13)

Note.—Subject to the provisions of Sub-rule (3) of rule 13 and subject also availability of funds, the departments of the Central Government, the Administrators and Heads of departments specified in column 1 of the Table below shall, in the matter of incurring contingent expenditure, we have the powers specified in the corresponding entry in column 2 of that table:

Provided that in respect of any matter specified in column 2 of the Annexure to this schedule (i) the Vice President's Secretariat in so far as recurring contingent expenditure is concerned, and (ii) Heads of Department in so far as recurring and non-recurring contingent expenditure is concerned shall have power to incur such expenditure upto the limit specified in the corresponding entry in column 3 of the Annexure, if any such limit has been specified in that column.

TABLE

Authority	Extent of power: Recurring	Non-recurring
Department of the Central Government		
(i) Vice-President's Secretariat	Rs. 2000 per annum in each case	Full powers
(ii) Other departments		
Administrators	Full powers	Full powers
Heads of departments	Rs. 2,000 per annum in each case	Rs. 10,000 in each case
Heads of offices other than Under Secretaries in the department of Central Government.	Rs. 100 per month in each case	Rs. 500 in each case
Under Secretaries in the departments of the Central Government declared as Heads of offices.	Rs. 100 in each case.	Rs. 500 in each case.

Explanation.—The powers delegated to the departments of the Central Government are to be exercised by the issue of formal sanctions in the name of the President, such sanctions being authenticated by the officers authorised to do so under Article 77 of the Constitution.

The Under Secretaries in the departments of the Central Government who are declared as Heads of Offices under Rule 14 of these rules may sanctions contingent expenditure upto the extent indicated in the table above without issuing formal sanctions in the name of the President.

ANNEXURE

Serial No. of item	Item of expenditure	Monetary limit upto which expenditure can be incurred	Rules, orders, restrictions or scale subject to which the expenditure shall be incurred
1	2	3	4
1.	Bicycle	Full powers	The supplies shall be obtained through the Director General Supplies and Disposals or against the rate contract placed by him.
2.	Charges for remitance of treasure	..	The expenditure in connection with such remittance where it is not chargeable to the Reserve Bank of India shall be treated as contingent charges of the treasury or sub-treasury concerned.
3.	Conveyance hire . . .	..	1A. For gazetted officers: The taxi or other conveyance hire actually paid may be reimbursed to a gazetted government servant, who performs a journey in the public interest with in a radius of 8 kms. from his headquarters, in the taxi or other conveyance when a staff car is not available and where no travelling allowance is admissible, subject to the following conditions: (i) The place visited on officials duty is not less than 1.6 km by the shortest route from the office of the government servant concerned. (ii) If more than one officers are required to proceed to a particular place on officials duty, they should share the taxi or other conveyance as far as possible. (iii) The controlling officer shall certify that the staff car could not be made available for the journey performed by the gazetted government servant concerned. *Note.*—Heads of departments may sanction to themselves the reimbursement of taxi or other conveyance charges subject to the conditions mentioned above. (B) For non-gazetted officers: Conveyance hire may be reimbursed to a non-gazetted government servant who (i) is despatched on duty to a place at some distance from his office, if the government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, or (ii) is summoned to office outside the ordinary hours of duty by special order of a gazetted officer. 2. For journey during halts exceeding ten days during tours. Subject to the general conditions in paragraph 1 above, the actual taxi hire or other conveyance hire incurred, (limited to the amount of daily allowance admissible to his grade) may be reimbursed to a government servant on tour, when he moves out on some casual duty from the place which is regarded as his temporary headquarters under S.R. 74(a): Provided that no such reimbursement is permissible in cases where the government servant is permitted, under SR 73, to draw daily allowance at full or reduced rates after his continuous halt of ten days at the temporary headquarters. 3. For casual department use: Conveyance may be hired for casual departmental use, e.g., when some material/equipment has to be transferred from one place to another and hire charges paid there of. However, a taxi may be hired only in urgent cases. 4. For providing transport facilities to state guests: Taxis may be hired for the use of state guests when staff cars are not adequate to meet the requirements or staff cars are not in working order.

1	2	3	4
			5. For Inter-State/International Conference: Taxis may be hired for use in connection with inter-state/International conference when staff cars are not adequate to meet the requirements. Since the use of taxis on such occasion is likely to extend over a period of time, some general procedure/forms may be prescribed by a department of the Central government in consultation with the Internal Financial Advisor on the merits of each case as and when such occasion arise so as to ensure proper use of the hired vehicles. Such an arrangement can be made by a Head of department also upto the monetary limit indicated in the table, when staff cars are not adequate to meet the requirements. **General Notes:** (i) The total amount of taxi hire or other conveyance hire reimbursed to a government servant whether gazetted or non-gazetted on the basis mentioned in paragraph 1 above in any one month shall not exceed Rs. 50. (ii) The taxi or other conveyance hire should not be reimbursed in respect of a journey, if the non-gazetted government servant concerned is granted any compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey. However, where such a government servant has been recalled from his residence to perform overtime work, the competent authority may allow conveyance charges to him in addition to the overtime allowance admissible to him. (iii) The reimbursement of taxi or other conveyance hire should be made in all cases specified above in accordance with the scheduled scales of charges for the conveyance used. (iv) The power to sanction reimbursement of taxi or other conveyance charges to a gazetted government servant shall best in the Ministries/department of the government of India, Heads of departments and Heads of offices. (v) The conveyance hire reimbursable shall be the fare by bus, tram, local train or a combination of them, if the places to be visited are connected by any of these public conveyances or a combination of them, as the case may be. If, on such routes, any other conveyance is hired, the hiring charges may be reimbursed on the certificate of the Head of a department in the case of gazetted officer to the effect that in the interests of public service or due to the urgency of the work it was necessary for the officer to hire such a conveyance. Such reimbursement may be made in respect of a non-gazetted government servant by a Head of Office or by any authority authorised to do so by a department of the Central government. (vi) If a government servant is called to duty between 9 p.m. and 6 a.m. or is detained in office beyond 9 p.m. and has to return home between 9 p.m. and 6 a.m. when ordinary means of conveyance are not available actual taxi or other conveyance hire may be reimbursed to him provided he is not receipt of any remuneration for prolonged detention in office and is not in possession of his own conveyance or is not able to use his conveyance and subject also to the condition that a certificate from the Heads of department in the case of gazetted and Head of office in the case of non-gazetted government servant is forthcoming to the effect that the officer had to be called/detained after 9 p.m. in the interest of public service.
4.	Electric, gas and water charges	Full powers	
5.	Fixtures and furniture purchase and repairs.	Full powers	The exercise of this power shall be subject to such conditions and scales as may be prescribed by the Ministry of works and Housing.
6.	Freight and demurrage/wharfage charges:		
	(i) Freight charges	Full powers	Air lifting of stores should be restored to only in rare cases of extreme urgency. In order to ensure that this condition is not violated a report of all cases of air lifting stores exceeding Rs. 250

1	2	3	4
			sanctioned by subordinate authorities, including a Head of department, other than the departments of the Central government, should be submitted by them periodically to the next higher administrative authority. Sanction for air lifting should be accorded by the departments of the Central government only in consultation with their Internal Financial Advisers.
	(ii) Demurrage wharfage charges .	Full powers	Each case exceeding Rs. 250/-should be reported to Ministry department concerned.
7.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.	Full powers	At pleaces within an area in which the Central Public Works Department operates, that department is responsible for supplying electric fans (Others than table fans) required for use in any office or department and power to hire such articles may be exercised by subordinate authorities only in cases where the Central Public Works Department is unable to supply them.
8.	Land		In all cases, except those mentioned below, the land required for government use shall be acquired with the previous consent of the Ministry of works and Housing or in accordance with such orders as that Ministry may issue, from time to time. (a) The Ministry of Tourism and Civil Aviation or the department of communications may acquire land required for works under its control. (b) An administrator may acquire land, provided that the cost there of is included in a scheme and the total expenditure on the scheme is within the powers of sanction of the administrator such acquisition shall be subject to the certiefiation of local public works authorities that the requirements of land and the price proposed to be paid are reasonable. (c) Where a department of the Central government have, for the acquisition of land been given a separate budget grant which is not controlled by the Ministry of works and Housing, the land required by the department for the use of government may be acquired by them within the provisions approved for the purpose by the Finance Ministry after obtaining a certificate from the Central Public Works Department that: (i) There is no Central government land available for the purposes. (ii) The amount payable therefore is reasonable. Provided that where the land is acquired through the local Revenue authorities it shall not be necessary to obtain the certificate of reasonableness of the price of land from the Central Public Works Department.
9.	Legal charges:		
	(i) Fees to barristers, advocaters, Pleaders, arbitrators, and umpires.	Full powers	Expenditure shall ordinary be incurred only with the previous consent of the Ministry of law except: (a) In cases involving a total amount of Rs. 500 for a case in the High Court of Bombay, Calcutta, Madras; Rs. 400/- for a case in any other High Court and Rs. 100 for a case in any other court. (b) In respect of fees of Advocates whose names are borne on the panel approved by the law Ministry for engagement in the High Court of Calcutta and Bombay unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed. (c) In respect of fees of government pleaders appointed by the Government of India in the Ministry of law under clause (a) of rule 8B of order XXVII of the First schedule to the code of Civil Procedure 1908 (5 of 1908) or of state law officers, where the fees payable are in accordance with the scale of fees fixed by the High Court or State Government or any law for the time being inforce or are settled or determined by the Ministry of law, as the case may be; and (d) In respect of fees of advocates whose names are borne on a panel approved by the law Ministry for any courts of Calcutta and Bombay unless special fees exceeding fee admissible under sanctioned schedule of fees are claimed,

1	2	3	4
	(ii) Other Legal charges . . .	(a) Law suits or prosecution cases: Full powers in case of authorities vested with powers to sanction the institution of suit or prosecution; otherwise Rs. 2,500 in each case.	Powers for prosecution or institution of law suit vest in the departments of the Central government or any other subordinate authority authorised in this behalf under any law, rules or orders for the time being in force.
		(b) Arbitration cases: Full powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs. 5,000 in each case.	Reference to arbitration is made in the name of the President and by officers empowered to make such references under article 77(2) of the constitution or by any other officer authorised in this behalf under any law, rules or orders for the time being in force.
	(iii) Reimbursement of legal expenses incurred by government in cases arising out of their official duties.		The powers shall be exercised subject to such order as the President may issue from time to time. Note.—Payments in satisfaction of court decrease or awards of arbitral tribunal: are not legal charges but are to be treated as Miscellaneous expenditure to be regulated in accordance with the provisions of schedule VI. Such payments relating to Public works shall, however, be treated as works expenditure.

Distribution of medals in the Directorate of Census Operations Nagaland

In my office also a few medals were distributed to the outstanding officers and staff for their meritorious and dedicated services rendered during the 1981 Census. As per Registrar General's circular only two silver medals were allotted to this office. But subsequently a few more enumerator/supervisors were not recommended by some Deputy Commissioner's. The list of awardees of medals is given below:

Sl. No.	Name	Designation	Medal awarded
1.	Shri A.C. Bal	Additional Deputy Commissioner, Office of the Commissioner, Nagaland (Former D.D.C.O.).	Siver
2.	Shri J.C. Datta	Assistant Director of Census Operations (Tech), now in Silver the office of the Rigistrar General, India, Language Division, Calcutta.	
3.	Shri D.C. Pathak	Tabulation Officer	Silver
4.	Smt. E. Peseyie . . .	Tabulation Officer	Silver
5.	Shri A. Jahan	Tabulation Officer	Silver
6.	Shri J. Raibaruah	Sr. Artist	Silver
7.	Shri K. Rengma	Statistical Assistant	Silver
8.	Shri Z. Nisa	Statistical Assistant	Silver
9.	Shri D. Sarma	Computor	Silver
10.	Shri R.K. Ghosh	Ferro Print Operator	Bronze.

The medals were distributed to the recipients on the 15th August, 1982. In the district headquarters the medals were distributed by the V.I.P. on the 15th August, 1982.

Census Medals and Certificates

As in the previous Censuses, the Census medals were also awarded to the Enumerators, Supervisors, Charge Officers, District Census Officer and Additional District Census Officer for their outstanding and dedicated services rendered during the 1981 Census. The Deputy Commissioners were requested to collect the names of the deserving personnel from the charge officers and to furnish the same to my office for final selection on the basis of Census record received from the Deputy Commissioners. The distribution of medals to the enumerators/supervisors/Charge Officers/District Census Officer/Additional District Census Officer was as follows.

List of the Officers who have been awarded 1981 CENSUS MEDALS

Sl. No.	Name of district	Name of officers and designation with address	Category	Medal awarded
1	2	3	4	5
1.		Shri S.B. Chetri, Deputy Commissioner, Tuensang district.	Best Principal Census Officer	Silver
2.		Shri AC. Hazarika, District Statistical Officer, Tuensang.	Best District Census Officer	Silver
3.		Shri H. Hangsingh, Pormerely District planning Officer, Zunheboto and now Deputy Secretary (Medical), Nagaland, Secretariat, Kohima.	Next best Distrct Census Officer	Bronze
4.		Shri S.K. Chattopadhyay, Formerly Sub-Divisional Officer (Civil), Zunheboto, and now Deputy Director of Census Operations, Nagaland.	Best Sub-Divisional Census Officer	Silver
5.	Kohima	Shri R.B. Achargya, Extra Asstt. Commissioner, Seyochung, Tuensang.	Best Charge Officer, Chiephobozou Circle.	Silver
6.		Shri Esenthung Ezung, Extra Asstt. Commissioner, Chiephobozou.	Next best Charge Officer, Jakhama Circle.	Bronze
7.	Phek	Shri Chonyi Chakhesang, Circle Officer, Phek Sadar.	Best Charge Officer	Silver
8.		Shri N.H. Nakhro, Sub-Divisional Officer (C) Pfutsero.	Next best Charge Officer	Bronze
9.	Mokokchung	Shri Temsu Ao, Circle officer, Ongpangkong,	Best Charge Officer	Silver
10		Shri Imkong Jamir E.A.C. Changtongya	Next best Charge Officer	Bronze
11.	Zunheboto	Shri Tokhio Sema, Circle Officer, Atoizu.	Best Charge Officer	Silver
12.		Shri Ahovi Sema, Circle Officer.	Next best Charge Officer	Bronze
13.	Tuensang	Shri Henilo Kent, E.A.C. Logkhim.	Best Charge Officer	Silver
14.	Tuensang	Shri Tinu Jamir, Circle Officer, Thonoknyu.	Next best Charge Officer	Bronze
15.	Phek	Shri Khwet Sohilo, Head Master, Losami, Govt. M.E. School.	Best Supervisor	Silver
16.		Shri Vichizo, Office of the D.I.S. Phek.	Next best supervisor	Bronze
17.	Wokha	Shri Chontomo Lotha, Longtsung	Best Supervisor	Silver
18.		Shri Ezamo Lotha Lotsu.	Next best supervisor	Bronze
19.	Mokokchung	Shri H. Sema, Office of the S.D.O. (C), Tuli.	Best Supervisor	Silver
20.		Shri P. Takumbuba Ao, Head Master, Govt. M.E. School, Unger Village.	Next best supervisor	Bronze

1	2	3	4	5
21.	Zunheboto . . .	Shri D.C. Boruah, Sub-Inspector of Statistics, R.D. Block, Zunheboto.	Best Supervisor	Silver
22.		Shri P. Borah, Head Master, Govt. M.E. School A/Saghemi, Suruhoto.	Next best Supervisor	Bronze
23.	Tuensang	Shri Onen Ao, Teacher, Incharge, Longleng.	Best Supervisor	Silver
24.		Shri B.N. Saikia, Asstt. Teacher, Govt. High School, Longleng.	Next best Supervisor	Bronze
25.	Mon	Shri U.N. Hazarika, Sub-Inspector of Statistics, Mon.	Best Supervisor	Silver
26.		Shri S.K. Bora, Asstt. Teacher, Oting, M.E. School.	Next best Supervisor	Bronze
27.	Kohima	Shri Indrajit Thapa, Teacher, Chandmari, L.P. School, Kohima.	Best Supervisor	Silver
28.		Shri Salhoulie, Asstt. Teacher, Head Master, Nerhema, Govt. M.E. School.	Next best Supervisor	Bronze
29.	Phek Phokhungri	Shri Z. Supong, Primary Teacher, Govt. L.P. School, Sutsu.	Best Enumerator	Silver
30.		Shri Sechenthu, Asstt. Teacher, Govt. L.P. School, Laruri.	Next best Enumerator	Bronze
31.	Khezakhenoma . .	Shri Pfutsukha Kheza, Asstt. Head Master, Junior High School, Khezakhenoma.	Best Enumerator	Silver
32.		Shri C.Kodonyikoza, Asstt. Teacher, Junior High School, Khezakhenoma.	Next best Enumerator	Bronze
33.	Phek Sadar . . .	Shri Thupukhayi, Primary Teacher, Old Phek Village.	Best Enumerator	Silver
34.		Shri Chivehu Vero, Asstt. Teacher, Govt. Primary School, Phek New Town.	Next best Enumerator	Bronze
35.	Meluri	Shri Renuosi Poyar, Asstt. Teacher, Govt. M.E. School. Lephori Village.	Best Enumerator	Silver
36.		Shri Zhate Tsang, Asstt. Teacher, Govt. M.E. School. Akhegow.	Next best Enumerator	Bronze.
37.	Chazouba . . .	Shri Kevesho Primary Teacher, Govt. M.E. School, Thevopisumi.	Best Enumerator	Silver

1	2	3	4	5
38.		Shri Jopoi Lohe, Asstt. Teacher, Govt. M.E. School, Yoruba Village.	Next best Enumerator,	Bronze
39.	Pfutsero	Shri Keduolhou, Primary Teacher, Govt. Primary School, Losami Village.	Best Enumerator	Silver
40.		Shri Nguchuyi, Asstt. Teacher, Pfutsero Town.	Next ebst Enumerator	Bronze
41.	Chizami	Shri Zachunyi, Asstt. Teacher, Govt. M.E. School, Sakraba Village.	Best Enumerator	Silver
42.	Chizami	Shri Nikhalo Tsuhahe, Asstt. Teacher, Govt. Primary School	Next best Enumerator	Bronze
43.	Chietheba . . .	Shri Tavehu, Asstt. Teacher, Govt. M.E. School, Thipuza Village.	Best Enumerator	Silver
44.		Shri Hunecho., Asstt. Teacher, M.E. School K. Basant-	Next best Enumerator	Bronze
45.	Wokha Town . . .	Shri Sarkar, Asstt. Teacher, Wokha Town.	Best Enumerator	Silver
46.		Shri N. Akho Asstt. Teacher, Wokha Town.	Next best Enumerator	Bronze
47.	Wokha Sadar . . .	Shri Sachio, Asstt. Teacher, Wokha.	Best Enumerator	Silver
48.		Shri Pikhamo Lotha, Asstt. Teacher.	Next best Enumerator	Bronze
49.	Bhandari	Shri Tsenimo Lotha, Bhandari Hq.	Best Enumerator	Silver
50.		Shri Nehumbemo Lotha	Next best Enumerator	Bronze
51.	Baghty	Shri Nribemo Lotha	Best Enumerator	Silver
52.		Shri Nyimsao Lotha, Morakjo.	Next best Enumerator	Bronze
53.	Lotsu	Shri Yibomo Lotha, Worker.	Best Enumerator	Silver
54.		Shri Yanthanshio, Ralan New.	Next best Enumerator	Bronze
55.	Aitepyong . . .	Shri Nkhao, Lakhuti.	Best Enumerator	Silver
56.		Shri Wobansao Lotha, Akuk old.-	Next best Enumerator	Bronze.
57.	Sungro:	Shri Sanri, Okotso.	Best Enumerator	Silver
58.		Shri Nmerio Lotha, Pangti.	Next best Enumerator	Bronze
59.	Chukitong . . .	Shri Nkomo Lotha, Tsungiki.	Best Enumerator	Silver
60.		Shri Chonsumo Lotha, Nungying.	Next best Enumerator	Bronze

1	2	3	4	5
61.	Mokokchung Mokokchung Town	Shri A.Talinung Sang Ao, L.D.A. Deputy Commissioner's Office, Mokokchung.	Best Enumerator	Silver
62.		Shri Sentizungba Ao, Asstt. Teacher, Dilong M.E. School .	Next best Enumerator	Bronze
63.	Tuli	Shri Tsukjemnungba, Primary Teacher, Tuli Station	Best Enumerator	Silver
64.		Shri Imtinaken, Asstt. Teacher, Govt M.E. School,	Next best Enumerator	Bronze
65.	Chuchuyimlang	Shri Chubayanger, Primary Teacher, Govt. L.P.School, Mongsen, Yimti	Best Enumerator	Silver
66.		Shri Masabuba Ao, Primary Teacher, Chuchuyimlang .	Next best Enumerator	Bronze
67.	Changtongya	Shri Talinungba. Asstt Teacher, Govt. L P School, Changtongya Station	Best Enumerator	Silver
68.		Shri Imtitoshi Ao, Asstt. Teacher. Changtongya Govt.L.P School.	Next best Enumerator	Bronze
69.	Alongkima	Shri Benjungkuba, Primary Teacher, Alongkima.	Best Enumerator	Silver
70.		Shri M. Nokchen Ao, Asstt. Teacher, M.E. School, Khari	Next best Enumerator	Bronze
71.	Longchem	Shri P. Likumdi Aier, Asstt. Teacher, Govt Primary School, Merinokpu.	Best Enumerator	Silver
72.		Shri Tatongkanba, Govt. Primary School, Longchem	Next best Enumerator	Bronze
73.	Mankulemba	Shri Tongpang Yongdang. Primary Teacher, Changki.	Best Enumerator	Silver
74.		Shri A. Tajen, Changkija, Primary Teacher, Changki.	Next best Enumerator	Bronze
75.	Kobulong	Shri Katikaba. Asstt. Teacher, Govt. Primary School, Longjang Village.	Best Enumerator	Silver
76.	Kobulong	Shri Imkong Wati, Primary School Teacher, Sungratsu Village	Next best Enumerator	Bronze
77.	Ongpangkong	Shri Tajensangba, Primary Teacher, Ungma Govt. L.P School.	Best Enumerator	Silver
78.		Shri Imkongmar, Primary Teacher, Longkhum Village.	Next best Enumerator	Bronze
79.	Zunheboto Suruhoto	Shri Yetovi Sema. Primary Teacher, Suruhoto	Best Enumerator	Silver

1	2	3	4	5
80.		Shri Nihovi Sema, Primary Teacher, Suruhoto	Next best Enumerator	Bronze
81.	Atoizu	Shri Zhehoto Sema, Primary Teacher, Atoizu Govt. L.P. School.	Best Enumerator	Silver
82.		Shri Kikheto Sema, Primary Teacher, Vikuho Old L.P. School	Next best Enumerator	Bronze
83.	Aghunato . . .	Shri Tozhie Sema, Asstt. Teacher, Govt. M.E. School, Tokiye.	Best Enumerator	Silver
84.		Shri Howoto Sema, Asstt. Teacher, Govt. High School, Aghunato	Next best Enumerator	Bronze
85.	Zunheboto Sadar . .	Shri Kihovi Sema, Primary Teacher, Yenizhe Govt L P. School.	Best Enumerator	Silver
86.		Shri Hozhushe Sema, Primary Teacher, Khukhepu Govt L P School, Zunheboto	Next best Enumerator	Bronze
87.	Zunheboto Town . .	Shri Zheweto Sema, Asstt. Teacher, Project Govt. M.E. School, Zunheboto.	Best Enumerator	Silver
88.		Smt Hetoli Sema, (V.L.W.) (Jr) D.A.O's Office, Zunheboto	Next best Enumerator	Bronze
89.	Satakha	Shri S.K. Jha, Asstt. Teacher, Govt High School, Satakha.	Best Enumerator	Silver
90.		Shri Vekuho Sema, Primary Teacher, Zhekiye Govt. L.P. School.	Next best Enumerator	Bronze
91.	Akuluto.	Shri Khuvishe Sema, Primary Teacher, Akuluto, Govt. L.P. School.	Best Enmerator	Silver
92.		Shri Levishe Sema, Primary Teacher, Shichilimi, Govt. L.P. School.	Next best Enumerator	Bronze
93.	V.K. Station . . .	Shri Khatovi Sema, Asstt. Teacher, Lita Govt. M.E. School.	Best Enumerator	Silver
94.		Shri Tovikhe Sema, Asstt, Teacher, V.K. Govt. School.	Next best Enumerator	Bronze
95.	Satoi	Shri Akuto Sema, Primary Teacher, Tsutoho Govt. L.P. School.	Best Enumerator	Silver
96.		Shri Vikeho Sema, Asstt. Teacher, Govt. M.E. School, Satoi	Next best Enumerator	Bronze
97.	Asuto	Shri Yezheto Sema, Asstt. Teacher, Achikuchu Govt. M.E. School.	Best Enumerator	Silver

1	2	3	4	5
98.		Shri Atoshe Sema, Asstt. Teacher, Govt. M.E. School.	Next best Enumerator	Bronze
99.	Tuensang . Longleng .	Shri B. Nangha Phom, Asstt. Teacher, Yangching, L.P. School, Longleng.	Best Enumerator	Silver
100.		Shri Nokchameren, Asstt Teacher, Yongpa L.P. School, Longleng	Next best Enumerator	Bronze
101.	Tuensang Town. . .	Shri D.Gogoi, Office of the T.T.I. Tuensang.	Best Enumerator	Silver
102.		Shri Mokokba Sangtam, Office of the Director of Statistics, Tuensang.	Next best Enumerator	Bronze
103.	Pungro* . . .	Shri Sentitliong, Asstt. Teacher, Pungro Govt. High School.	Best Enumerator	Silver
104		Shri T. Chipong, Yimchunger, T/i.c. Pungro Primary School	Next best Enumerator	Bronze
105.	Tuensang Sadar. . .	Shri Elio Chang, Asstt. Teacher, Kuthur, M.E. School, Tuensang Sadar	Best Enumerator	Silver
106.	Tuensang Sadar. . .	Shri H. Tochi, Asstt. Teacher, Sotokur, M.E. School, Tuensang.	Next best Enumerator	Bronze
107.	Kiphire	Shri T. Setsapi, Sangtam, Primary School, Singrep Village	Best Enumerator	Silver
108		Shri Yanglizi Sangtam, Asstt. Teacher, Primary School, Kiphire	Next best Enumerator	Bronze
109.	Seyochung . . .	Shri Akhaba Sangtam, Asstt. Teacher, Govt. Primary School, Old Monger	Best Enumerator	Silver
110.		Shri Kerimong Sangtam, Asstt. Teacher, Govt. L.P. School, Chingmei	Next best Enumerator	Bronze
111.	Noklak	Shri Beshangmongba, Asstt. Teacher, Govt. L.P. School, Chingmei.	Best Enumerator.	Silver
112.		Shri Imsen Ao, Asstt. Teacher, Noklak, L.P. School.	Next best Enumerator	Bronze
113.	Tobu	Shri Pongchai Konyak. L.P. Teacher, Yei Village, Tobu.	Best Enumerator	Silver
114.		Shri A. Kholie, Konyak, L.D.A., Tobu.	Next best Enumerator	Bronze
115	Shamatorr . . .	Shri Yantakin, Liangkonger L.P. School, Shamatorr.	Best Enumerator	Silver
116.		Shri T. Ao, Asstt. Teacher, Rurur L.P. School, Shamatorr.	Next best Enumerator	Bronze

1	2	3	4	5
117.	Noksen	Shri I. Noksen Ao, Asstt. Teacher, Govt. Primary School, Noksen	Best Enumerator	Silver
118.		Shri S. Hongkin Chang, Asstt. Teacher, Govt. L P School	Next best Enumerator	Bronze
119.	Chare	Shri Cholengchem Sangtam, Primary Teacher, Primary School, Old-Tsadanger	Best Enumerator	Silver
120.		Shri Hotonapi, Asstt. Teacher, Govt. Primary School, Chungliyimti	Next best Enumerator	Bronze
121.	Thonoknyu . . .	Shri Yanchumong, C/o Tuensang Employment Exchange Office	Best Enumerator	Silver
122		Shri S. Metio Khiemnungam, Asstt Teacher, Govt. Primary, Sanglep Village.	Next best Enumerator	Bronze
123.	Chessore	Shri C Ram, Hindi Teacher, Govt. M E School, Chessore	Best Enumerator	Silver
124.		Shri I Wati Ao, Primary Teacher, Govt. Primary School	Next best Enumerator	Bronze
125.	Monyakshu . . .	Shri Changlong, L D A Circle Officer's Office, Monyakshu	Best Enumerator	Silver
126.		Shri P C Gogoi, Asstt Teacher, Bumei M E School, Monyakshu	Next best Enumerator	Bronze
127.	Tamlu	Shri Shashi Ao, Asstt Teacher, Govt Primary School, Tamlu HQ	Best Enumerator	Silver
128.		Shri Imnamatsu, Asstt. Teacher, Govt Primary School, B/Namsang	Next best Enumerator	Bronze
129.	Mon: . . . . . Mon Sadar	Shri Nyemjei Konyak, Asstt. Teacher, Tang Village	Best Enumerator	Silver
130.		Shri Bowang Konyak, Asstt. Teacher, Lonkai Village	Next best Enumerator	Bronze
131.	Mon Town . . .	Shri P K Saikia, Asstt Teacher, Govt M E School, Mon Town	Best Enumerator	Silver
132.		Shri M Nyangpong Konyak, Asstt Teacher, Mon Town	Next best Enumerator	Bronze
133.	Champang . . .	Shri P R Rajon, Asstt Teacher, Champang	Best Enumerator	Silver
134.		Shri N K. Bora, Asstt Teacher, Champang	Next best Enumerator	Bronze

1	2	3	4	5
135.	Phomching . . .	Shri Nyangohong Konyak, Asstt Teacher, Lungwe L P School	Best Enumerator	Silver
136		Shri P L Manjai Konyak, Asstt Teacher, Wetting L P School	Next best Enumerator	Bronze
137	Tizit	Shri Yatem Konyak, Asstt Teacher, Zankham L P School	Best Enumerator	Silver
138		Shri Wangkop Konyak, Asstt Teacher, Tizit Village	Next best Enumerator	Bronze
139	Chen	Shri P D Duara, Asstt Teacher, Chen Wetnyu L P School	Best Enumerator	Silver
140.		Shri C Ngami Konyak, Asstt Teacher, Chingkha-Shingha	Next best Enumerator	Bronze
141	Naginimara . . .	Shri P Anglem Konyak, Asstt Teacher, Namthai L P School	Best Enumerator	Silver
142.		Shri L Kewang Konyak, Asstt Teacher, Chingtang L P School	Next best Enumerator	Bronze
143	Kohima . . . . Kohima Town	Smt Dilrupa, Asstt Teacher, Chandmari L P School, Kohima Town	Best Enumerator	Silver
144.		Shri Zakielhoulie, Asstt Teacher, Daklane L P School	Next best Enumerator	Bronze
145.	Dimapur Sadar . .	Shri Prabin Deka, Asstt Teacher, Signal Sema Primary School	Best Enumerator	Silver
146.		Shri Livingston D Marak, Asstt. Teacher, Darogajan Primary School	Next best Enumerator	Bronze
147.	Peren	Shri Alai Elung, Asstt Teacher, Primary School, Poilwa New, Peren.	Best Enumerator	Silver
148.		Shri Kehou, Asstt Teacher, Kendung Primary School.	Next best Enumerator	Bronze
149.	Dimapur Town . .	Shri Phani Dhar Mech, Asstt Teacher, Purna Bazar, Govt High School	Best Enumerator	Silver
150.		Shri L Nungsang Ao, L D A Office of the Deputy Inspector of School	Next best Enumerator	Bronze
151.	Dhansiripar . . .	Shri Mehboob Hussain, Asstt Teacher, Govt. M E School, Dhansiripar	Best Enumerator	Silver
152.		Shri K Gangte, L D A Office of the Circle Officer, Dhansiripar	Next best Enumerator	Bronze
153	Jaluke	Shri Maiping, Asstt Teacher, Primary School Jaluke	Best Enumerator	Silver

1	2	3	4	5
154.		Shri Nambe; Asstt. Teacher, Primary School, Samziuram	Next best Enumerator	Bronze
155.	Medziphema: . . .	Shri Toluvi Sema, Asstt. Teacher, Govt. Primary School, Kukidolong.	Best Enumerator	Silver
156		Shri Viyabiezo, Asstt Teacher, Govt M E School, Chumukedima Town	Next best Enumerator	Bronze
157.	Nsong	Shri D Deka, Head Master, Govt M E School, Nsong	Best Enumerator	Silver
158.		Shri Kingkhosat, Head Master, Govt L.P. School, Atnibung	Next best Enumerator	Bronze
159	Tenning	Shri Anganbo, Head Master, Gov Primary School, Tenning Town	Best Enumerator	Silver
160		Shri Alenbo, Asstt Teacher, Govt L.P. School, Tenning Town	Next best Enumerator	Bronze
161	Pedi	Shri Lunglenlakpe, Asstt. Teacher, Govt M E School, Benrew	Best Enumerator	Silver
162.		Shri Kikwalungbe, Asstt. Teacher, Govt. Primary Teacher, New Gaili	Next best Enumerator	Bronze
163	Nihokhu	Shri Phuhozhe Sema, Asstt Teacher, Primary School, Khehoyi	Best Enumerator	Silver
164.		Smt Rose Mary, Asstt Teacher, Nihokhu	Next best Enumerator	Bronze
165.	Pughoboto . . .	Shri G Joshep Sema, Asstt Teacher, Lazami	Best Enumerator	Silver
166		Shri Akhavi Sema, Asstt Teacher, Primary School, Asukika	Next best Enumerator	Bronze
167	Chiephobozou . . .	Shri Dzieesivi, Asstt Teacher, Touphema Village	Best Enumerator	Silver
168.		Shri J N Gopoi, Head Asstt. 4. N A P Btn Hq Thizama	Next best Enumerator	Bronze
169	Zubza	Shri Kekuosesie, Asstt Teacher, Zubza L P School	Best Enumerator	Silver
170		Shri Petenihu, Asstt Teacher, KhonSma L P School	Next best Enumerator	Bronze
171	Jakhama	Shri Punose, Asstt Teacher, Jakhama L P School.	Best Enumerator	Silver

1	2	3	4	5
172		Shri Vipi, Asstt. Teacher, Viswema L P School	Next best Enumerator	Bronze
173	Tseminyu	Shri Rushulo Tep, Office of the Sub-Divisional Office(C), Tseminyu	Best Enumerator	Silver
174		Shri Yhusiilo Semp, Asstt. Teacher, Govt Primary School, Zishunyu	Next best Enumerator	Bronze

List of Oficers/Staff Selected for Award of Census Medals for excellent performance of work in special charges during 1981 Census Operations, Nagaland

Sl. No.	District/Unit	Category	Name and designation with address of Officer	Medal awarded
1	2	3	4	5
175.	Kohima 15 BRTF . .	Best Military Census Officer	Shri Ajit Singh, Administrative Officer, 15 BRTF, C/o. 99 A.P.O.	Silver
176.	10 A.R.	Next best Military Census Officer.	Lt. Col. P.D. Sarmah, 10 A.R., C/o. 99 A.P.O.	Bronze
177.	3 A.R.	Best Charge Officer	Shri R.K. Sood, Deputy Commandant, 99 B.S.F.	Silver
178.	99 B.S.F. . . .	Best Enumerator	Shri A.R. Patil, Asstt. Commandant, 99 B.S.F.	Silver
179.	12 A.R.	Next best Enumerator	Shri A.L. Pandey, Sr. Teacher, 12 A.R., C/o. A.P.O.	Bronze

List of Officers who have been awarded Census Medals for their outstanding works in the 1981 Census Operations, Nagaland

Sl. No.	Name and designation of the officer	Medal awarded
1	2	3
180.	Shri A.C. Bal Deputy Director of Census Operations, Nagaland, Kohima.	Silver
181.	Shri J.C. Datta, Assistant Director of Census Operations, Nagaland, Kohima.	Silver
182.	Shri D.C. Pathak, Tabulation Officer, Office of the Director of Census Operations, Nagaland, Kohima.	Silver
183.	Shri A. Jahan, Tabulation Officer, Office of the Director of Census Operations, Nagaland, Kohima.	Silver
184.	Smt. E. Peseyie, Tabulation Officer, Office of the Director of Census Operations, Nagaland, Kohima.	Silver
185.	Shri Z. Nisa, Statistical Asstt., Office of the Director of Census Operations, Nagaland, Kohima.	Silver
186.	Shri K. Renga, Statistical Asstt. Office of the Director of Census Operations, Nagaland, Kohima.	Silver
187.	Shri D. Sarma, Computor, Office of the Director of Census Operations, Nagaland, Kohima.	Silver
188.	Shri J. Raibaruch, Sr. Artist, Office of the Director of Census Operations, Nagaland, Kohima.	Silver
189.	Shri R.K. Ghosh, Ferro Print Operator, Office of the Director of Census Operations, Nagaland, Kohima.	Bronze

CENSUS IMMEDIATE

No. R-11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

NAGALAND

Dated Kohima, the 12th October, 1979.

CIRCULAR NO. 1

To

Shri.....

Deputy Commissioner,

Subject: Census 1981—Preparation thereof Circular No. 1

Sir,

By this time, we do hope, you are in receipt of the letter No. GAB-1/57/77/Pt. dated 12th September, 1979 circulated by the Chief Secretary to the Government of Nagaland, wherein he described in brief the scope and importance of the 1981 Census. That appart, we had the opportunity to write to you earlier when we put in test twice in the selected areas of the district the draft questionnaire for 1981 Census, under the instructions of the Registrar General and Census Commissioner, India. With your unstinted help and cooperation in the matter, this Directorate acheieved much experience in regard to Census taking.

2. Why do we write to you—A conference of all the Deputy Commissioners of the districts will be convened shortly in connection with the 1981 Census in consultation with the state government. You have already been appointed the Principal Census officer of your district by the government of Nagaland under Gazette notification No. GAB-1/57/77/Pt. III dated 7th September, 1979 under sub-section (2) of section 4 of the Indian Census Act, 1948. A copy of this Act would be sent to you separately by this Directorate for favour of your kind perusal and application wherever necessary. That will be another circular pointing out the salient feature on the same. The purpose of this letter is mainly to discuss curtly the different processes as contemplated for the 1981 Census. Before you attend the proposed conference, you may please find the following the most relative as to get yourself acquinted with the programme for the 1981 Census and it is expected that you will gain ample background out of it for participation therein.

3. **What we mean by population Census:** "It is a total process of collection, compilation and publishing demographic, economic and social data pertaining, at a specific time or times, to all persons in a country or delimited territory".

4. **Census 1981 and its tradition:** The Census in India as a matter of population counting was recognised as a state policy even in the ancient days of the Mauryas. The first complete Census was taken in 1881 in a uniform basic throughout India. Since then, it is being regularly conducted after every ten years. Till 1951, the Census organisation in India was functioning like the phoenix. The Census 1981 will be the 12th of the Census series of India and it will be the fourth one since independence. The whole operation of 1981 Census has been split up into two distinct phases, viz, (a) houselisting including the preparation of enterprises list and (b) actual counting of population i.e. enumeration.

5. **Organisation structure of Census:** At the state level, the Director of Census Operations, Nagaland who is appointed by the government of India by suitable notification will coordinate with the state government and district organisation. At the district level, the Deputy Commissioner as Principal Census Officer would be assisted by the District Census Officer. The District Statistical Officer will also work under the Principal Census Officer under suitable Gazette notification by the state government. The E.A.Cs/Circle Officers of the administrative circles of your district will act as Census Charge Officers for the areas under their jurisdictions. For the Towns, the Town Census Charge Officers have been appointed and notified for the conduct of Census in the Towns. Each such Charge Officer will supervise the Census work of all the rural units falling under their respective jurisdictions. The supervisors will be under direct control of the Census Charge Officers. Each supervisor will supervise the work of five enumerators generally. At the lowest level, the enumerators who will be mostly the lower primary school teachers, will cover a population of about 750 to 1,000. In urban areas, the enumerators will be selected preferably out of the employees of the government departments. In urban areas, each enumerator is likely to cover about 600 population for the purpose upto 1000 population, if necessary.

A chart showing the organisation structure of Census is also enclosed.

6. **Your role as principal Census Officers:** The role you have to play in this regard is indicated precisely

herein. As a Principal Census Officer, the onus for the successful implementation of the 1981 Census programmes which are really stupendous task, rest on you. This may kindly be appreciated, you alone cannot make this gigantic task successful unless you are given sufficient staff to help you. According to the notifications No. GAB-1/57/77/Pt. III dated 7th September 1979 issued by the government of Nagaland, certain categories of officers of your district have been appointed with suitable nomenclature of designations not only to help you but also to share the responsibility of taking Census in different parts falling under their jurisdictions. The copies of the notifications showing the designation of the officers have already been sent to you by the government of Nagaland.

With a view to sharing the clerical work load at different levels, the Registrar General, India has kindly agreed to provide some clerical assistance to you. The government of Nagaland has already written to the Commissioner, Nagaland with endorsement to you vide their No. GAB-1/57/77/(Pt) dated 31st July, 1979 to fill up those posts. We trust, you have taken action in this regard. Passingly, it may be proposed that those posts may kindly be filled up immediately by promoting the senior most assistant temporarily, specially to the post of UDAs. The resultant vacancies may be filled as per indications made by the state government. It is felt that such promotions are likely to bolster up the sagging morale of the employees who are stuck up. The period upto which such promotions will remain valid is indicated by the state government. We emphasize on this issue as this Directorate wants to convene conference of such clerical assistants shortly so as to make them aware of their functions during Census preparations as well as Census taking.

7. **Geographical frame:** It is the tradition of the Indian Census to present data, collected through the process, at two levels namely, rural and urban areas separately. As such, 1981 Census also wants to follow the same track. Naturally, the first step would be the preparation of the frame for the Census accordingly; for which you have already supplied to this Directorate the maps of your district delineated therein the district/circle boundaries along with the names and locations of the villages therein. This has been supplied in response to our request earlier. It is requested that such maps and village list may please be sent to this directorate, if not done already. The definition of urban areas has not been uniform all over the country as one would desire. During 1981 Census, it has been decided to follow the criteria for declaring area or areas as urban as what was followed in 1971 Census. Accordingly, we requested you to furnish this Directorate some of the information of your district for the purpose of declaring certain areas as urban (s). On the basis of your furnished information certain areas were found to have fulfilled the certain laid down conditions for the purpose for declaring them, as new urban areas in 1981 in addition to what were in 1971. The government of Nagaland has already been supplied with such a list of urban areas for their concurrence.

8. **Enumeration block:** The area for enumeration block would be more or less with the population as mentioned at para 5 above. The total number of such blocks, both for rural and urban, would be estimated by this Directorate and they will be intimated to you in due course of time. The carving out of each block whether in rural or urban areas in usually done in reference to some existing land marks, roads, rivers, cannals; water falls; streams; etc; so that they can be demarcated suitably. It is done in such a way that the enumerator can easily ensure the geographical area of his block where he is to function. It is most important that the District Census Officers ensure that all the areas in the district have been properly disintegrated into census charges and place under properly notified Census Charge Officers and their jurisdictions are distinctly demarcated to see that there is no possibility of overlapping or omission of any area. It is important that the enumerators for the blocks are so appointed that the areas in which they have to work are at best close to their residences so that they may find it easy to devote much of their time to the blocks. Likewise, the supervisors should be so selected that the compact area of the five blocks are more less nearer to their residences. Such assignment of the block would not only help the supervisors and the enumerators but also would ensure the quality of work and supervision.

9. **Selection of Enumerators:** If our past experience be any guide, the success and quality of census work would mainly depend upon the selection of the basic workers like enumerators and supervisors. Our experience at the 2nd pre-testing has shown that the enumerators who are mainly the L.P. School teachers always require through discussion of the instructions as well as constant supervision. Hence, it is requested that the selection of the enumerators and supervisors should be done with great care.

10. **Training:** By now you must have appreciate that a huge and stupendous task like census cannot be achieved unless a good training in the real sense of the term is imparted well ahead to all the officer down to the level of enumerators. This Directorate would do the best to associate with such training matters at their best possible capacity wherever needed. A detailed time table on such programme will have to be chalked out by you. This time table should be prepared in consultation with this Directorate. Before any training class is arranged, it may be emphasised here that your officers at all levels connected with census taking should be entirely associated with training classes and know instructions thoroughly.

11. **Houselisting and Economic Census:** Like other functionaries, Nagaland will conduct houselisting operation on and from 16th May, 1980 sprawling over a period of about one month i.e. upto 15th June, 1980. Though detailed discussion on this subject will be made in a separate circular yet it is considered useful to apprise you in a nutshell of the forms and schedules which would have to be filled up for the collection of the variegated data. During this operation, a houselist from alongwith houselist abstract and abridged houselist will have to be prepared followed by the

simultaneous canvassing of the enterprise list for which also an abstract will have to be prepared. These will be preceded by the preparation of a notional and layout sketch of each enumeration block along with the house numbering operations. These will be discussed in details when we write about the House-listing separately, as proposed above. These operations will be entrusted to the enumerators who are the grass root agents for the implementation of the whole programme in different delimited part(s) of the district. According to the Census terminology, such delimited parts are known as enumeration blocks. A detailed discussion on them has been made at para 8 above.

12. **Census of Defence personnel:** The defence areas establishment may either be operational or non-operational areas like strictly military areas, helipads, CRP, BRTF, Assam Rifles, etc. The Principal Census Officers are requested not to cover the above areas falling within their jurisdiction and control. They will be covered by the Miliary Census Officers.

13. **Counting of population:** Counting of population in Census term is known as enumeration of population. This part of the programme would begin in Nagaland on and from the 9th February, 1981 and spread over upto 28th February, 1981. Following a revisional round from 1st March, 1981 to 5th March, 1981. The reference date of 1981 Census is the sun rise of 1st March, 1981. A detailed circular on this part of the programme will be conveyed to you at appropriate point of time.

14. From now on, this Directorate will start writing you on different phases of the census programme. It is felt that all your officers would go through those letters/circulars thoroughly so that they are well acquinted with all programmes, instructions, etc. It is suggested that you may open a few files on Census. The clerical Assistants who are going to be appointed may be asked to maintain those files systematically on different subjects specially on the circulars.

15. Some extra copies are enclosed herewith for distribution amongst the S.D.O.s (Civil), E.A.Cs and C.Os falling under your district for necessary action.

16. Receipt of this may kindly be acknowledged as per enclosed form.

Yours faithfully,

(Sd.) A. C. BAL

Deputy Director of Census Operations,

Nagaland.

Memo No. R-11011/18/79-TAB Dated Kohima the .....

Copy forwarded for information to:—

1. The Registrar General, India, New Delhi-110011.
2. The Chief Secretary to the Government of Nagaland, Kohima.
3. The Commissioner, Nagaland, Kohima.
4. The G.O.C. 8 Mtn. Div. C/o 99 A.P.O.
5. The Director of Economics & Statistics, Nagaland, Kohima.
6. The D.I.G. Assam Rifles, Nagaland Range C/o 99 A.P.O.
7. All the DCOs in the Country.

(Sd.) A.C. BAL,

Deputy Director of Census Operations,

Nagaland.

CHART

Showing the Organisation Structure of Census

Director of Census Operations

Principal Census Officer

District Census Officer

Sub-Divisional Census Officer

Census Charge Officer

(including the Town

Census Charge Officer)

Supervisor

Enumerator

Form of Acknowledgement

To

The Director of Census
Operations, Nagaland,
Kohima-797001.

No.....

Sir,

The receipt of your circular No. 1 is hereby acknowledged.

Yours faithfully,

Deputy Commissioner and Principal
Census Officer,
... .District.

Census/MOST IMMEDIATE

No. R-11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima the 16th November, 1979.

To

Shri.....

Deputy Commissioner.....

Additional Deputy Commissioner.....

Subject: Location code of Villages/Towns, Enumeration Block-1981 Census.

CIRCULAR No. 2

Sir,

I have the honour to say that in Circular No. 1 the preparatory measures to be taken for the conduct of the 1981 Census were discussed. In this circular No. 2 what is location code. What is the necessity of assigning location code and the method of assigning code number are being discussed in detail.

2. WHAT IS LOCATION CODE

The location code is a simple device by which every area comprised in any administrative unit in the state can be identified by assigning specific code numbers for different levels of administrative units. For this purpose, every district, circle, village or town/ward/enumerator's block will have to be allotted code numbers.

3. WHAT IS THE NECESSITY OF LOCATION CODE NUMBER

During the Census, every enumerator will be canvassing four essential schedules, namely, the houselist and the enterprise list schedules during the period between 16th May, 1980 and 15th June, 1980 during houselisting operations and the household schedule and the individual slip in February-March, 1981 during the actual enumeration. It is necessary to identify each of the above census schedules with the area to which they relate. For this purpose, the minimum details necessary would be, the name of the district, the circle and the town/village. It is evident that writing of these details on every sheet would involve scriptory work out of proportion to its utility. An easy method of such identification has, therefore, been evolved which is known as location code.

4. METHOD OF ASSIGNING CODE NUMBERS

Rural Areas: The location code in rural areas will have four elements separated by oblique stroke. The first element would represent the district number, the second, the circle number of the district, the third, the village number of the circle and the fourth, the enumerator's block number given inside the bracket. For example:—

2/10/17 (20)

Here figure '2' stands for district number, '10' stands for circle number under district number 2,17 stands for the village number under circle 10 and '20' within bracket' for enumerator's block.

Each village may constitute one of more enumeration blocks in accordance with population size enunciated at para 5-in circular No. 1. All such blocks within a Charge (circle, in case of Nagaland) will bear continuous serial numbers. It is important to note that enumerator's block will be numbered continuously for each Charge (circle).

5. URBAN AREAS

The urban location code will also have four elements representing district number, town number, ward/sector or street number and the enumerator's block number. This may pleasc be noted that the town number should always be in ROMAN FIGURE which will form the second elements. In each town of the district, the wards/sector/areas etc. should be assigned a number in a serial covering the whole town without leaving a part or duplicating a part and should be used for the third element of the location code. The enumerator's block is to be carved out of the ward/sector/areas etc., and should be serialised for the town as a whole and each block allotted a number. Thus, the urban location code will be something like this:

I/11/6 (12)

Here, 'I' represents the district number, 'II' the town number in the district, '6' the ward/sector/areas number and '12 within bracket' the enumerator's block number in the particular town.

6. The location code number allotted to the districts and circles in Nagaland for use in the 1981 Census are given as follows:

Sl. No.	District/Circle	Location code
1	2	3
KOHIMA DISTRICT— 1		
1.	Tenning	1/1
2.	Nsong	1/2
3.	Pedi	1/3
4.	Jaluke	1/4
5.	Dhansiripar	1/5

1	2	3
6.	Dimapur Sadar	1/6
7.	Nihokhu	1/7
8.	Ghaspani	1/8
9.	Zubza	1/9
10.	Jakhama	1/10
11.	Chiephobozou	1/11
12.	Tseminyu	1/12
13.	Pughoboto	1/13
14.	Gathasi	1/14
15.	Peren	1/15
PHEK DISTRICT— 2		
1.	Phungkhuri	2/1
2.	Khezhakenoma	2/2
3.	Meluri	2/3
4.	Phek Sadar	2/4
5.	Chazouba	2/5
6.	Chietheba	2/6
7.	Chizami	2/7
8.	Pfutsero	2/8
WOKHA DISTRICT—3		
1.	Wokha Sadar	3/1
2.	Lotsu	3/2
3.	Baghty	3/3
4.	Bhandari	3/4
5.	Aitepyong	3/5
6.	Sungro	3/6
7.	Chukitong	3/7
ZUNHEBOTO DISTRICT—4		
1.	Satakha	4/1
2.	Satoi	4/2
3.	Aghunato	4/3
4.	Asuto	4/4
5.	Suruhoto	4/5
6.	Zunheboto Sadar	4/6
7.	Atoizu	4/7
8.	Akuluto	4/8
9.	V.K. Station	4/9
MOKOKCHUNG—5		
1.	Ongpangkong	5/1
2.	Kabulong	5/2
3.	Mongkulemba	5/3
4.	Longchem	5/4
5.	Alongkima	5/5
6.	Changtongya	5/6
7.	Chuchuyimlang	5/7
8.	Tuli	5/8
TUENSANG DISTRICT—6		
1.	Pungro	6/1
2.	Kiphire Sadar	6/2
3.	Sitimi	6/3
4.	Seyochung	6/4
5.	Chessore	6/5
6.	Shamatorr	6/6
7.	Thonoknyu	6/7
8.	Noklak	6/8
9.	Tuensang Sadar	6/9
10.	Longkhim	6/10
11.	Chare	6/11
12.	Noksen	6/12
13.	Longleng	6/13
14.	Tobu	6/14
15.	Monyakshu	6/15
16.	Tamlu	6/16
MON DISTRICT—7		
1.	Naginimara	7/1
2.	Champang	7/2
3.	Chen	7/3
4.	Phomching	7/4
5.	Mon Sadar	7/5
6.	Tizit	7/6
7.	The location code number for the urban areas of Nagaland are given as follows:	
1.	Kohima town	I/I
2.	Dimapur town	I/II
3.	Wokha town	3/I
4.	Zunheboto town	4/I
5.	Mokokchung town	5/I
6.	Tuensang town	6/I
7.	Mon town	7/I

8. From the village lists, circle-wise, received from your district, (except Kohima district) the enumeration blocks have already been carved out and accordingly code numbers assigned. The location code for the villages and enumerator's blocks will be shortly sent to you for verification and confirmation.

9. .....spare copies are sent herewith for distribution among the SDOs/EACs/COs.

10. Kindly acknowledge the receipt of this circular in the enclosed form.

Yours faithfully,

(Sd.) A. C. BAL,
Deputy Director of Census Operations,
Nagaland: Kohima.

No. R. 11011/18/79-Tab. Dated Kohima, 16th November, 1979.

Copy to:—

1. The Chief Secretary to the Government of Nagaland, Kohima.
2. The Registrar General, India, New Delhi-110011.
3. The Addl. Chief Secretary to the Govt of the Nagaland, Kohima.

4. The Commissioner, Nagaland, Kohima.
5. The Special Secretary to the Govt. of Nagaland, (Home-department), Kohima.
6. G.O.C., 8 Mtn. Division, C/o. 99 A.P.O.
7. The Director of Economics & Statistics, Nagaland, Kohima.
8. District Statistical Officer, Kohima/Mokokchung/Tuensang.
9. The DIG, Assam Rifles, Nagaland Range, C/o 99 A.P.O.

(Sd.) A. C. BAL,

Deputy Director of Census Operations, Nagaland: Kohima.

No. R. 11011/18/79-TAB.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Directorate of Census Operations, Nagaland

KOHIMA

Census/Most Urgent

To

Shri.....

Deputy Commissioner.....

Addl. Deputy Commissioner.....

Subject: Location Code of Village/Town-Enumeration Block-1981 Census & Amendment of Circular No. 2.

CIRCULAR NO. 2A

Sir,

I have the honour to invite your attention to this office Circular No. 2 on the subject cited.

On paras 4 & 5 of the aforesaid circular, it has been discussed the structure of the location code which envisaged only for four elements as under:

(a) **Rural Area:** 15/2/10/17 (20).

the district code, the second for the circle code, the third for village code and the fourth for the enumerator's block within bracket.

(b) **Urban Area:** 15/1/II/6 (12).

the district code, the second for the town code, the third for the ward/sector area code and the fourth one for enumerator's block code within bracket.

It has since been decided by the Registrar General & Census Commissioner, India that the state code should also now be introduced in the location code as one of the constituent elements. Hence, our desired location code for 1981 Census would be of FIVE ELEMENTS by including the state code for Nagaland as 15.

You are therefore, requested to take note of this fact and instruct all concerned that the location code to be given on each Census Document for 1981 Census will have five elements and not four as indicated in circular No. 2. For example, the codes will be used as under:

(a) Rural Area: 15/2/10/17 (20).

They would mean that the enumerator's block No. 20 in village No. 17 under circle No. 10 in district 2 of state 15 i.e. Nagaland.

(b) Urban Area: 15/1/II/6 (12).

Likewise, they would mean that the enumerator's block No. 12 in ward/sector/area No. 6 of town (Urban) No. II in the district No. 1 in the state No. 15 i.e. Nagaland.

The interpretation of the above thus remains more or less same as explained in circular No. 2 except the first code which represents the state of Nagaland and would form the first element of the location code. Agenda Note under para 4.3 (at page 3) which was circulated at the first state level conference held at Kohima on 26th November, 1979 may also kindly be amended accordingly.....copies are enclosed herewith for distribution amongst the S.D.O's (C). EACs and COs.

Please acknowledge the receipt of this circular.

Yours faithfully,

(Sd.) A. C. BAL,

Deputy Director of Census Operations, Nagaland; Kohima.

Copy forwarded to:—

1. The Registrar General, India—for kind information.
2. The Chief Secretary to the government of Nagaland.
3. The Commissioner, Nagaland.
4. The G.O.C., 8th Mt. Division, C/o 99 A.P.O.
5. The Director of Economics & Statistics, Nagaland, Kohima.
6. All Director of Census Operations, India.
7. The Statistical Officers, Kohima/Mokokchung/Tuensang for necessary action.
8. The D.I.G., Assam Rifles, Nagaland Range, C/o. 99 A.P.O.

(Sd.) A.C. BAL,

Deputy Director of Census Operations, Nagaland: Kohima.

CENSUS/MOST IMMEDIATE

No. R-11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS : NAGALAND

Dated Kohima, the 1979.

To

Shri... ... ...

Deputy Commissioner... ... ...

Additional Deputy Commissioner... ... ...

Subject:—1981 Census—Preparation of Village list and location of Villages in the Circle Maps. Circular No. 3.

Sir,

I have the honour to refer to the Circular No. 1 wherein we have given broad outlines for the preparatory measures to be adopted for various phases of the 1981 Census. The House-Listing operations will be conducted in Nagaland during the period between 16th May, 1980 and 15th June, 1980. The House-Listing operations are the basis on which the actual enumeration of population will be conducted. Since the Census Enumeration involves exhaustive counting of population with various statistics, our first step will be the listing and numbering of houses-either residential or non-residential. In order to ensure that all the houses in your jurisdiction are listed and numbered properly, it is essential first to prepare the list of villages.

2. Last year, we requested you to furnish the list of Villages, circle-wise along with the Map of the district showing the location of Villages therein. Except for the Kohima District, all other districts have kindly furnished the above particulars which have helped us to prepare the Circle Maps of the districts. We are expecting to receive the same from the Deputy Commissioner, Kohima shortly.

3. I am now sending herewith the circle maps (two copies) of your district prepared on the basis of the map supplied by you. I would request you to kindly confirm the location of the Villages together with their correct spellings. If any Village is left out that may also please be shown in the map. The basic idea of the House-Listing operations is to list out all the Villages, whether inhabited or uninhabited and whether recognised or unrecognised without omission or duplication.

4. I would, therefore, request you to kindly return one copy of the circle map duly signed by you within one month by registered post from the date of issue of this circular.

5. Kindly treat this as most urgent and acknowledge the receipt of this circular.

Encl:— Maps as above.

Yours faithfully,

(Sd.) A.C. BAL

Deputy Director of Census Operations, Nagaland : Kohima.

Memo No. R-11011/18/79-TAB

Dated Kohima, the 1979.

Copy forwarded for information to :—

(1) The Chief Secretary to the Government of Nagaland, Kohima.

(2) The Registrar General, India, Kotha House Annexe; Mansingh Road, New Delhi-110011.

(3) The Additional Chief Secretary to the Government of Nagaland, Kohima.

(4) The Commissioner, Nagaland, Kohima.

(5) The Special Secretary to the Government of Nagaland, Home Department, Kohima.

(6) The G.O.C., 8 Mtn. Div. C/o 99 A.P.O.

(7) The Director of Economics and Statistics, Nagaland, Kohima.

(8) The District Statistical Officer, Kohima/Mokokchung/Tuensang.

(9) The D.I.G., Assam Rifles, Nagaland Range C/o 99 A.P.O.

(Sd/-)

A. C. BAL,

Deputy Director of Census Operations, Nagaland : Kohima.

No. R-11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPE-

RATIONS, NAGALAND

To

Shri... ... ...

Deputy Commissioner/

Addl. Deputy Commissioner,

... ... District.

Subject:—Selection and Appointment of Enumerators and Supervisors Circular No. 4.

Sir,

You are already aware that the enumeration agency will be drawn primarily from the school teachers.

Therefore, it is necessary that the best school teachers are selected for the post of enumerators. The Head masters of the schools may be selected for the post of supervisors.

The Census Notification No. GAB-1/57/77/Pt. III dated 7th September, 1979 from the Government of Nagaland empowers you to draw upon the services of all personnel working in your jurisdiction. The matter of selection of enumerators and supervisors is left entirely in the hands of Census Charge Officers. The enumerators may be selected from the villages to which he/she belongs. It will be convenient on his/her part to do the enumeration work since he/she will have command over his/her village. It is, of course, stressed that those having experience of previous census may be preferred.

But for the urban areas, middle/high school teachers, Sub-Inspector of Statistics, LDCs in Government offices may be preferred for appointment as enumerators, and Inspector of Statistics, U.D. As may be preferred for appointment as supervisors for the urban areas.

I would therefore, request you to kindly get the list of enumerators from the Census Charge Officers (E.A. CS/C.O.s of the circle and the towns) and to issue the appointment letters in the prescribed form enclosed herewith. One copy may be issued to the concerned enumerators, one copy to the Department to which he belongs, one copy to the Census Charge Officer, one copy to the Director of Census Operations, Kohima and one copy may be retained in your office for record.

We are sending herewith the list of villages already received from our district showing the number of enumeration blocks already carved out on the basis of the estimated population.

The issue of appointment letters may kindly be completed by 24th November, 1979. This matter may kindly be treated as MOST URGENT. Since the training of the enumeration agency is to be taken up by second week of January, 1980.

Copies of circular No. 4 are enclosed herewith for distribution amongst the SDCs (civil), D.P.Os, L. Acs and C.Os falling under your district for necessary action.

Kindly acknowledge the receipt of this circular No. 4.

Encl : as above.

Yours faithfully,

(Sd.) A. C. BAL,

Deputy Director of Census Operations,
Nagaland.

No. R-11011/18/79-TAB

Dated Kohima the... ... ...

Copy for information and necessary action to :—

(1) The Chief Secretary to the Govt. of Nagaland.

(2) The Registrar General, India.

(3) The Commissioner and Addl. Chief Secretary to the Govt. of Nagaland, Kohima.

(4) The Special Secretary to the Govt. of Nagaland, (Education Department).

(5) The Director of Economics and Statistics, Nagaland, Kohima.

(6) The Director of Education, Nagaland, Kohima.

(7) The G.O.C. 8 Mt Division, C/o. 99 APO.

(8) The DIG Assam Rifles, Nagaland Range C/o. 99 APO.

(9) District Census Officer, Kohima/Mokokchung/Tuensang.

(10) All Director of Census Operations.

(Sd.) A. C. BAL,

Deputy Direcor of Census Operations,
Nagaland.

APPENDIX II

APPOINTMENT ORDER NO.....

CENSUS OF INDIA 1981

LETTER OF APPOINTMENT OF SUPERVISORS

(Indian Census Act (XXXVII OF 1948 Section 4(3))

To

... ...

... ...

... ...

(Complete address)

Memo

I have the honour to inform you that you have been appointed under the Indian Census Act (XXXVII OF 1948) Supervisor of :—

Circle No.... ... ...

in village/Town..... ... ...of Charge

No.... ... ... in this district.

2. Your first duty will be to assist your Charge Officers in the formation of blocks and selection of Enumerators. Thereafter you will be required to supervise the Enumerators in our Circle and to test their work. You will have special functions to perform during the Census period. You will be guided by the instruction received from your Charge Officer and the district Census Officer. You will be required

to attend the training classes which will be organised at different places for supervisors and enumerators and intimation thereof will be given to you through your Charge Officer.

3. Undersection of the Indian Census Act (XXXVII of 1948) you are deemed by virtue of this appointment to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to section II of the Act which is printed on the reverse.

Principal Census Officer/District Census Officer.

District———————

APPENDIX II

APPOINTMENT ORDER NO... .....

CENSUS OF INDIA 1981

SECTION 11 OF CENSUS ACT (XXXVII OF 1948)

Penalties

(1) (a) Any census Officer or any person lawfully required 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 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 an false return or, without the previous sanction of the Central Government or the Provincial Government, discloses any information which he has received no means of or for the purposes of a census return, or

(c) any sorter, complier, other member of the census staff who removes, secrets, damages or destroys any census document or deals with any census document 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 officer shall be punishable with fine which may extend to one thousand rupees and in a 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.

APPENDIX III

APPOINTMENT ORDER NO.....

CENSUS OF INDIA—1981

LETTER OF APPOINTMENT OF ENUMERATORS

(Indian Census Act (XXXVII of 1948) Section 4(3))

To

... ...

... ...

... ...

... ...

(Complete address)

Memo

You have been appointed Enumerator of Block No... ... ...of Village/Town .... of Circle No... ... ...of Charge No. ... ... in this District.

2. Under section 5 of the Indian Census Act (XXXVII of 1948) you are deemed by virtue of this appointment to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to section 11 of the said Act which is printed on the reverse.

Dated the day of 19

Principal Census Officer/

District Census Officer, District... ... ...

INSTRUCTIONS

Shri*... ... ... is the supervisor of your block. You should see him without delay and take his instruction. Throughout the period of training and Houselisting/Enumeration and you should carry out the instructions of your Supervisor and higher Census authorities. You are charged with the responsibility of ensuring that every Census house in your block is numbered. You will be given intimation of the training programme through your Charge Officer. You will be required to complete Houselisting during 16th May, 1980 and 15th June, 1980 and the enumeration from 9th February, 1981 to 28th February, 1981.

CENSUS OF INDIA 1981

SECTION 11 OF CENSUS ACT (XXXVII OF 1948)

Penalties

(1) (a) any census Officer or any person lawfully required 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 period is 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 an false return or, without the previous sanction of the Central Government or the Provincial Government, discloses any information which he has received in means of or for the purposes of a census return, or

(c) any sorter, compiler, or other member of the census staff who removes, secrets, damages or destroys any census document or deals with any census document 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 officer, shall be punishable with fine which may extend to one thousand rupees and in a 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.

No. R-11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima the 29th Dec. '79.

To

Shri... ... ...

Deputy Commissioner... ... ...

Addl. Deputy Commissioner... ... ...

CIRCULAR No. 5

Subject.—Census 1981—Houselisting Operations in Nagaland.

Sir,

In para 11 of this Directorate Circular No. 1, dated October 12, 1979, as well as in para 1 under the sub-item 4.0 at page 2 of the Agenda Notes circulated in connection with the First State Level Conference on the 1981 Census held at Kohima on November 26, 1979, we have delt in brief the purpose and programme of the houselisting operations along with the passing mention of the forms which are likely to be canvassed then. We arc writing you this with the sole objective of emphasising once again the details of the programmes for the houselisting operations in Nagaland.

It has been decided at the First State Level Conference of the Deputy Commissioners/Additional Deputy Commissioners/District Planning Officers and host of others that it would be convenient to conduct houselisting operations in Nagaland between 1st May, 1980 and 30th May, 1980 and *not* from 16th May 1980 to 15th June, 1980, as indicated in para 11 of the aforesaid Circular No. 1. During this phase of operation, two sets of forms will have to be canvassed, namely the Houselist and the Enterprise list.

The different stages which are necessary to go through for the Houselisting Operations may be summed up as below :

(a) Finalisation of List of villages and towns and preparation of the circle and village/town maps,

(b) Assignment of the location code numbers to each of the villages and towns.

(c) Delineation of Enumerator's block for the Enumerators,

(d) Preparation of the Charge Registers for the Supervisors and the Enumerators,

(e) Selection and appointment of the Supervisors and the Enumerators,

(f) Training of the enumerators and Supervisors by the Census Charge Officers,

(g) Distribution of different Forms & Schedules,

(h) Preparation of the Notional Map and layout sketch of the Enumeration Blocks,

(i) Housenumbering and Houselisting operations including Enterprise listings,

(j) Intensive inspection and supervision of the Housenumbering & Houselisting operations,

(k) Checking and scrutiny of filled in forms & Schedules including maps as in (h),

(l) Preparation of the duplicate copies of the filled in forms and despatch of them to the Director of Census Operations, Nagaland, Kohima.

For the steps (a) to (c) and (e) relevant circulars, bearing Numbers 1, 2, 2A, 3 and 4, have already been sent to you accompanying the relevant enclosures for favour of your early and expeditious actions, if not done already. A separate circular will be followed shortly for steps (d) and (f). Following discussions will be dealing with the remaining aspects in mind.

It is reiterated that the purpose of the Houselisting Operations is to identify all places which are occupied or used or which are likely to be used or occupied by people and they relate to rural and urban areas both. During houselisting operations, the houselist form will be canvassed to collect certain basic information which help as a frame for carrying out the Enumerator's Block for the enumeration of population in 1981. The Houselists also serve as a frame for the Enterprises for which a separate "Enterprise List" will have to be canvassed as part of the houselisting operations. The houselist form which is proposed to be canvassed is very simple and seeks to collect certain basic information about the houses trailing behind some essential data on the physically handicapped persons found in the households. Details on these aspects in the form of instruction Booklets shall be conveyed and they will be discussed and explained vividly in the training classes which are likely to be arranged shortly first for the Census Charge Officers at the respective district Head Quarters.

The success of the houselisting operations though depends on organisation as much as persuasion yet it equally depends on the understanding of the adopted concepts, definitions and instructions and their faithful application by the field workers. Some of the important concepts and definitions which are to be followed with great aplomb by the field workers, albeit they are explained in details in the Instruction Booklet, are :

(1) Building: A building is generally a single structure on the ground. Sometimes it is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, worksheds, schools, places of entertainment, places of worship, godowns, stores, etc. It is also possible that buildings which have component units may be used for a combination of purposes such as shop-cum-residence, workshop-cum-residence, office-cum-residence, etc.

(2) Census House : A 'Census House' is a building or part of a building having a separate main entrance from the road or common courtyard or staircase, etc., used or recognised as a separate unit. It may be occupied or vacant. It may be used for a residential or non-residential purpose or both.

(3) Household : A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be a household of persons related by blood or a household of unrelated persons or having a mix of both. Examples of unrelated households are boarding houses, messes, hostels, residential hotels, rescue homes, jails, ashrams, etc. These are called "Institutional Households". There may be one member households, 2 member households or multimember households. For census purposes each one of these types is regarded as a "Household".

(4) Enterprise : An enterprise is an undertaking engaged in production and/or distribution of goods and/or services not for the sole purpose of own consumption. The workers in an enterprise may consist of members of the household or hired workers or both. An enterprise may be owned and operated by one household or by several households jointly (on a partnership basis) or by an institutional body. The activities of an enterprise may be carried on in a single census house, in more than one census houses or in the open, i.e., without premises. The activity of the enterprise may also be carried on only for a part of the year but on a fairly regular basis. Such cases should also be considered as an enterprise.

Having gone through these definitions, you may rightly feel the necessity for locating and identifying the buildings and houses in respect of each Enumerator's Block which is the lowest administrative unit of area so far as census is concerned. This can only be done if one is thoroughly familiar with the area of his work. Hence, the layout sketch and the notional map are very much essential to ensure not only the jurisdiction but also the locations of each building whether wholly or partly residential or wholly or partly non-residential. Such notional maps and layout sketches are to be prepared by free hand drawing for each of the blocks whether rural or urban. A detailed circular on the preparation of such Notional Maps and lay-out sketches is contemplated to be issued shortly.

In the absence of any permanent system of house numbering in any part of Nagaland, it would be very much essential to number each structure including

granaries in the villages, before the houselist forms and enterprise list are canvassed. The objecctive is to ultimately number and list out all physical units of constructions which are used for different purposes, residential or otherwise. The system of numbering of the buildings would be a rational one, though there is no hard and fast rule for the same in Census depending upon the actual state of affair in the field itself. It would be convenient in such cases to assign building numbers in the Notional maps first as a test case; locations for which are already indicated in it and then verify them in the field depending upon the actual condition. These numbering of buildings and census houses would be done by using *arabic numerals* i.e., 1, 2, 3..... and painting of the same in front of the visible part(s) of the building(s). The people should be well advised to maintain such house numbers and feel proud for the same. Of course, under the Census Act an effacement of interference with the house numbers is an offence.

It is re-emphasised that housenumbering is the prime need for the census. As such, all are requested to exercise keen and close attention to this exercise. It is imperative to ensure that all houses in the block(s) including unauthorised constructions or houses built on prohibited area(s) or in any project area(s) and not even a single house is left out of the operations.

... ...copies are enclosed herewith for distribution amongst the SDO(C) /EACs/COs for their necessary action.

The receipt of this circular may please be acknowledged.

Yours faithfully,

(Sd.) A. C. BAL

Deputy Director of Census Operations,

Nagaland.

No. R-14011/18/79-TAB.

Dated Kohima the 29th Dec., '79.

Copy to:

(1) The Registrar General, India, Kotah House Annexure, 2/A, Mansingh Road, NEW DELHI-110 011.

(2) The Chief Secretary to the Govt. of Nagaland, Kohima.

(3) The Commissioner, Nagaland, Kohima.

(4) The G.O.C., 8 Mtn. Division, C/o 99 A.P.O.

(5) The Director of Economics & Statistics, Nagaland, Kohima.

(6) District Statistical Officer, Kohima/Mokokchung/Tuensang.

(7) The D.I.G., Assam Rifles, C/o 99 A.P.O.

(8) All DCOs.

(Sd.) A.C. BAL,

Deputy Director of Census Operations,

Nagaland.

No. R-11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND.

Dated Kohima, the 29th December '79.

To

Shri... ... ...

Deputy Commissioner... ... ...

Addl. Deputy Commissioner.....

CIRCULAR No. 6

Subject.—Delineation of Census Enumerator's Block Boundary with S.R.S. Block Boundary.

Sir,

I have the honour to invite your kind attention to para 5 of this Directorate Circular No. 4 as well as to the list of Villages (Circle wise) of your district accompanied therewith.

Basing on the estimated population, we have already indicated in the aforesaid village list as how many enumerator's block(s) will have to be carved out for each village. It may be seen that in case of some villages in the circles, more than one Census enumerator's blocks are required to be created as to make equitable work-load for the enumerators following the guideline discussed on paras 5 and 8 of the our Circular No. 1, dated 12th October, 1979. In para 8 of the Circular No. 1, it is emphasised that block boundary should be as distinct as possible preferably in reference to some existing landmarks such as roads, rivers, canals, etc. in them. The situations where more than one block are required to be carved out, the above aspects must be kept in mind to avoid future operational problems.

In this connection, I am enclosing herewith one Statement as per Annexure-I embodying therein indetails of the Villages under the concerned circles of your district where we are implementing in some selected villages the scheme of Sample Registration

(S.R.S.) of Births and Deaths as regular part of our programme by appointing the part-time enumerators. Their names and addresses are also mentioned in the enclosed Statement for favour of your kind information. Keeping in view of the population-load, in some cases the whole village comprises one S.R.S. Block; while in some where such population load is very heavy, such S.R.S. Block has been made out by taking a segment of the village—of course, such block boundary in such cases are distinctly identifiable in the fields.

As the Government of India wants to undertake certain studies in such blocks just after the Census enumeration, it is necessary to ensure that to the extent possible the identity of the S.R.S. blocks and the corresponding enumeration blocks for 1981 Census are maintained. In other words, the S.R.S. block should by itself form a Census enumerator block and if S.R.S. block is larger than the normal workload of an enumerator, it can be split up into two or more Census enumeration blocks. Hence, in fact it would be a good idea to detail some ones from your end to such S.R.S. Blocks to contact our part-time enumerators for having the first hand knowledge of such blocks boundaries before the desired enumeration blocks are made out for the 1981 Census.

You may, therefore, kindly take special precaution to carve out enumerator's block in those S.R.S. Blocks to take out where only a segment has been taken for S.R.S. studies.

... ...copies of this circular are enclosed for distribution amongst the S.D.Os (Civil), D.P.Os., E.A.Cs. and C.Os falling under your district.

Kindly acknowledge receipt of this circular No: 6 alongwith the enclosures .

Encl :

Yours faithfully,

(Sd.) A. C. BAL,

Deputy Director of Census Operations,

Nagaland.

Memo No. R-11011/18/79-TAB

Dated Kohima, the 29th Dec. '79.

Copy forwarded for information to :

1. The Registrar General, India, New Delhi-110 011.
2. The Chief Secrtary to the Govt. of Nagaland.
3. The Commissioner Nagaland, Kohima.
4. The G.O.C. 8 Mtn. Div. C/o 99 A.P.O.
5. The Director of Economics & Statistics, Nagaland, Kohima.
6. The D.I.G. Assam Rifles, Nagaland Range, C/o 99 A.P.O.
7. All the Director of Census Operations.
8. All District Statistical Officer, Kohima/Mokochung/Tuensang for necessary action.

(Sd.) A.C. BAL

Deputy Director of Census Operations,

Nagaland.

(Circular No. 6) **Details of the S.R.S. Blocks in Nagaland**

ANNEXURE

Name of circle	Name of Village where S.R.S. Scheme is being implemented	Name of the part time enumerator	Address
1	2	3	4
KOHIMA DISTRICT			
1. Nihokhu	Kukidolong	Smt. Shurhoviu	Asstt. Teacher, Kukidolong, C/o. D.I.S. Dimapur.
2. Nihokhu	Pherima	Sri Henito Sema	L.P. Teacher, Pherima, Dist. Kohima Nagaland.
3. Kitami	Kitami	Sri Akavi Sema	L.P. Teacher, Kitami.
4. Peren	Peren	Sri V.L. Sanga	L.P. Teacher, Peren, Dist. Kohima, Nagaland.
5. Chiephobozou .	Nerhema	Sri Luopralie	L.P. Teacher, Nerhema, C/o. D.I.S. Kohima.
6. Tseminyu	Tesophenyu	Sri Shentheyi	L.P. Teacher, Tesophenyu, C/o. D.I.S., Kohima.
7. Jakhama	Jakhama	Sri Kudihol	L.P. Teacher, Jakhama, Dist. Kohima, Nagaland.

1	2	3	4
8. Chiephobozou* . . .	Kohima Vill. (Seg. 1)	Sri Vinguzhu Angami	L.P. Teacher, L. Khel, Kohima Vill., Kohima.
9. Chiephobouzou* . . .	Kohima Vill. (Seg. 3)	Sri Neilakielie	L.P. Teacher, D. Hhel, Kohima Vill., Kohima.
	PHEK DISTRICT		
1. Chazouba	Dzukhama	Sri Thepfuso	L.P. Teacher, Dzukhama, C/o. S.I.Schools, Chazouba.
2. Chazouba	Chazouba	Sri Modoi	L.P. Teacher, Chazouba.
	WOKHA DISTRICT		
1. Whokha Sadar Circle . .	Longsachung	Sri Pisamo Letha	L.P. Teacher, Longsachung, C/o. D.I.S. Wokha.
2. Wokhar Sadacircle . . .	Shaki	Sri Khyalamo	L. P. Teacher, Shaki C/o D.I.S., Wokha.
	MOKOKCHUNG DISTRICT		
1. Ongpangkong . . .	Khensa	Sri Longriwati	Asstt. Teacher, Khensa, L.P. School C/o. D.I.S., Mokokchung.
2. Ongpangkong . . .	Longsa	Sri Sang yumanen	Asstt. Teacher, Longsa, C/o. D.I.S. Mokokchung.
3. Tuli	Merangkang (Segment block)	Benjung Ao.	Asstt. Teacher, Merangkong, C/o D.I.S., Mokokchung.
	ZUNHEBOTO DISTRICT		
1. Atoizu	Awotsakali	Kahoi Sema/Nguhur	(Not finalised)
2. Suruhoto	Surumi	Shri Akhaivi Sema	L.P. Teacher, Surumi, C/o, D.I.S., Zunheboto.
	TUENSANG DISTRICT		
1. Longkhim	Holongba	Shri Kingdone Sangtaur.	L.P. Teacher, Holongba C/o. D.I.S., Tuensang.
2. Longkhim	Longkhim	Shri T. Chuba	L.P. Teacher, Longkhim, C/o. D.I.S., Tuensang.
3. Tuensang, Sadda Circle . .	Kuthur	Shri Y. Chuba	L.P. Teacher, Kuthur, C/o. D.I.S., Tuensang.
4. Chare	Chare	Shri Y. Purlemba Sangtam	L.P. Teacher, Chare, C/o. D.I.S., Tuenesang.
5. Tuensang Sadar Circle . .	Tuensang Vill.	Shri Tsudonglenba	L.P. Teacher, Tuensang Village, C/o., D.I.S. Tuensang.
	MON DISTRICT		
1. Mon Town	*Mon H.Q., (Block A)	Shri Kiko Konyak	Asst. Teacher, C/o., D.I.S., Mon.
2. Do.	*Mon H.Q. (Block B)	Shri M. Nyangkong Konyak.	Asstt. Teacher, C/o DI.S. Mon.
3. Do.	*Mon H.Q. (Block C)	Shri Yianggong, Konyak	Resigned.
4. Do.	H.Q. (Block D)	Shri C. Longna, Konyak	Asstt. Teacher, C/o. D.I.S., Mon.
5. Mon Sadar Circle . . .	*Mon Village	Shri K. Ewang	Asstt. Teacher, Mon Village C/o. D.I.S., Mon.

*Segment of the Village.

No. R-11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima the 31st Dec' 79.

To

Shri... ... ...

Deputy Commissioner... ... ...

Addl. Deputy Commissioner... ... ...

CIRCULAR NO. 7

Subject: Census 1981—Enumerator Training.

Sir,

This has a reference to para 10 of this Directorate Circular No. 1, dated October 12, 1979 on the subject cited.

By this time you must be feeling for training as of paramount need for the staff responsible for the Housenumbering and Houselisting operations. Whatever method may be used for such operations or whatever the standard of education of the population to be covered, it is very much essential to train the vast army of Enumerators/Supervisors as regards their general conduct and precise manner of using the census materials for such operations. Such training ensures more complete and accurate information and contributes to a better Census, both in quantity and quality. The understanding of different concepts, terms by the census officers down to the level of enumerators has got direct bearing on the success of such vast operations, in as much as they form the technical basis of the Census. These should, therefore, be transmitted and explained to the enumerators and to their immediate superiors, in order to have a uniform system for the implementation of the operational programmes throughout this State. In Census, several days of instructions are needed as to achieve the desired result and goal.

The fact that the enumerators are so numerous and the permanent Census staff so small results in a situation where the trainers have themselves to be trained for the occasion, immediately before the trainees. It would be advisable to give the supervisory officials or whoever is responsible, not merely a routine course but one embodying the elements of teaching as well.

In Census, the work of many enumerators is fed into the census tabulation and the resulting quality is very much inter-weaved into the fabrics of the country's planning programmes. Here the training is most important for the Supervisors/Enumerators who are mostly drafted from various strata of the society accustomed in different avocations lacking less homogenity in relation to census works.

Instead of a word-of-mouth communication by an officer associated with Census Operations to the supervisors, and a possibly incorrect hazy version of this by the supervisors to the enumerators, an intensive training programme is the immediate need for us. Hence, accordingly, a detailed programme for training of the Supervisors/Enumerators of your district has been chalked out as per the Annexure I enclosed herewith this Circular No. 7 particularly for the Houselisting operations which is to begin in Nagaland. Since, Census is a time-bound project and we are hardly left with sufficient breathing time owing to unexpected synchronization of the current Lok Sabha elections, you are requested to appreciate the gravity of the situation and for scrupulous adherence to the training programme enclosed.

It is desired that at every training class, to be held at different training centres of your district, the Circle Officers/E.A.Cs. concerned who have been designated as the Census Charge officers of the jurisdiction of his Circle should invariably be made available to impart the training to his Supervisors/Enumerators. As proposed earlier to the extent possible this Directorate would be happy to depute one Training Officer to each such centre to assist the Census Charge officer provided the arrangement for transport to the Training Centre is made available to him from your end. *In this connection, the observation of the Chief Secretary to the Govt. of Nagaland at the First State Level Conference on the* 1981 *Census held at Kohima on November* 26, 1979 *may please be recalled.* Similarly, porters wherever necessary would also be required from your end to provide to the Training Officers within District.

Further, it is mentioned that the Training programme including the selection of the *venue* has been so drawn up as to make convenient for the trainees as well as of the trainers in respect of their movements and the availability of local accommodation facilities. Hence, it is requested that the enclosed Training Programme may please be examined and if any change in date and place is felt necessary, that may please be communicated to this Directorate with proposed suggestions well ahead of time preferably by signals for amendments.

....copies of this Circular No. 7 is enclosed herewith for your kind distribution amongst the S.D.Os (Civil)/E.A.Cs./C.Os of your district.

Please acknowledge receipt of this Circular No. 7 alongwith the enclosure.

Yours faithfully,

(Sd.) A. C. BAL,

Deputy Director of Census Operations,

Nagaland.

Encl: As above.

Memo. No. R-11011/18/79-TAB.

Dated Kohima the 31 Dec '79.

Copy forwarded for information to :—

1. The Registrar General, India, New Delhi-110011.
2. The Chief Secretary to the Govt. of Nagaland, Kohima.
3. The Commissioner, Nagaland, Kohima.
4. The G.O.C., 8 Mtn. Div., C/o 99 A.P.O.
5. The Director of Economics & Statistics, Nagaland, Kohima.
6. The D.I.G., Assam Rifles, Nagaland Range, C/o 99 A.P.O.
7. All the Directors of Census Operations.
8. All District Statistical Officers, Kohima/Mokokchung/Tuensang for necessary action.

(Sd.) A. C. BAL,

Deputy Director of Census Operations,

Nagaland.

ANNEXURE

(Circular No. 7)

Training programme of Enumerators and Supervisors pertaining to Houselisting Operations 1981 Census in Nagaland

District/Centre	Circles to be covered	Training Officer	Ist round Training		Second Round		Remarks
			From	To	From	To	
1	2	3	4	5	6	7	8
WOKHA DISTRICT							
1. Wokha Town	1. Wokha Town 2. Lotsu, Chukitong	Sri Malakar, S.O.	4-2-80 28-2-80	7-2-80 12-2-80	16-3-80 19-3-80	17-3-80 20-3-80	D.C. Wokha may kindly detail jeep for said training.
2. Bhandari H.Q.	Bhandari, Bagti	Do.	14-2-80	18-2-80	23-3-80	24-3-80	
3. Aitepyong H.Q.	Aitepyong, Sungro	Do.	20-2-80	23-2-80	26-3-80	27-3-80	Do.
PHEK DISTRICT							
1. Chazouba H.Q.	Chazouba, Chietheba	Sri Thomas, R.O.	4-2-80	7-2-80	16-3-80	17-3-80	D.C., Phek may kindly detail jeep for said training.
2. Pfutsero H.Q.	Pfutsero, Khezakhenoma, Chizami	Do.	11-2-80	14-2-80	19-3-80	20-3-80	Do.
3. Meluri	Meluri, Phungkuri	Do.	18-2-80	21-2-80	23-3-80	24-3-80	Do.
4. Phek H.Q.	Phek Sadar	Do.	25-2-80	28-2-80	26-3-80	27-3-80	Do.
TUENSANG DISTRICT							
1. Kiphire H.Q.	Kiphire Circle	D.S.O./Tuensang	4-2-80	7-2-80	16-3-80	17-3-80	A.D.C., Kiphire may kindly detail jeep for above training.
2. Pungro H.Q.	Pingro Circle	Do.	11-2-80	14-2-80	20-3-80	21-3-80	Do.
TUENSANG DISTRICT							
1. Sitimi H.Q.	Sitimi Circle	D.S.O., Tuensang.	18-2-80	21-2-80	24-3-80	25-3-80	A.P.C., Kiphire may kindly provide jeep and porters for training.
2. Seyochung H.Q.	Seyochung Circle	Do.	25-2-80	28-2-80	27-3-80	28-3-80	Do.

1	2	3	4	5	6	7	8
TUENSANG DISTRICT							
1. Tamlu, H.Q. . .	Tamlu Circle	Sri Sharma	4-2-80	7-2-80	16-3-80	17-3-80	D.C., Tuensang may kindly provide jeep and porters for said training.
2. Longleng H.Q. . .	Longleng Circle	Do.	11-2-80	14-2-80	19-3-80	20-3-80	Do.
3. Tobu, H.Q. . .	Tobu, Manyakashu Circles.	Do.	18-2-80	21-2-80	25-3-80	26-3-80	Do.
4. Longkhim, H.Q.. .	Longkhim Circle, Noksen Circle.	Do.	25-2-80	28-2-80	30-3-80	31-3-80	Do.
5. Chare, H.Q. . .	Chare Circle	Do.	2-3-80	5-3-80	2-4-80	3-4-80	Do.
1. Tuensang H.Q. . .	Tuensang, Sadar Circle, Tuensang Town.	Sri Pathak/ Z. Nisa	4-2-80	7-2-80	16-3-80	17-3-80	D.C. Tuensang may kindly provide jeep and porters for said training.
2. Noklak H.Q. . .	Noklak Circle	Do.	11-2-80	14-2-80	19-3-80	20-3-80	
3. Samatorr H.Q. .	Samatorr Circle	Do.	19-2-80	22-2-80	24-3-80	25-3-80	Do.
4. Thonoknyu H.Q. .	Thonoknyu Circle	Do.	25-2-80	28-2-80	30-3-80	31-3-80	Do.
5. Chessore H.Q. . .	Chessore Circle	Do.	4-3-80	7-3-80	3-4-80	4-4-80	Do.
MON DISTRICT							
1. Tizit H.Q. . .	Tizit Circle	Sri K. Rengma	4-2-80	7-2-80	16-3-80	17-3-80	D.C., Mon may kindly provide jeep and porters for said training.
2. Naginimara H.Q. .	Naginimara Circle	Do.	11-2-80	14-2-80	19-3-80	20-3-80	Do.
3. Mon H.Q. . .	Mon Town, Mon Sadar, Phomching Circle.	Do.	18-2-80	21-2-80	23-3-80	24-3-80	Do.
4. Champang. . .	Chanpang Circle, Chen Circle.	Do.	25-2-80	28-2-80	26-3-80	27-3-80	Do.
ZUNHEBOTO DISTRICT							
1. Akulato . . .	V.K. Station Circle, AtoiZu Circle, Akulato Circle.	D.S.O.,/Mokokchung.	4-2-80	7-2-80	16-3-80	17-3-80	D.C. Zunheboto map kindly provide jeep and porters for said journey.
2. Zunheboto Town .	Zunheboto Town, Zunheboto Sadar Circle.	Do.	11-2-80	14-2-80	19-3-80	20-3-80	Do.
3. Asute, H.Q. . .	Asute Circle, Suruhoto Circle.	Do.	18-2-80	21-2-80	23-3-80	24-3-80	Do.
4. Aghunato H.Q. .	Aghunato	Do.	25-2-80	28-2-80	27-3-80	28-3-80	Do.
5. Satakha H.Q. . .	Satakha Circle, Satoi Circle.	Do.	3-3-80	6-3-80	31-3-80	1-4-80	Do.
MOKOKCHUNG DISTRICT							
1. Mokokchung Town .	Mokokchung Town	Do.	4-2-80	7-2-80	16-3-80	17-3-80	D.C. Mokochung may kindly provide jeep.
2. Ongpangkong, H.Q. .	Kabulong, Ongpangkong Circles.	Sri Jahan	11-2-80	14-2-80	19-3-80	20-3-80	Do.
3. Changtangya .	Changtangya Circle, Tuli Circle, Chuchuinlang.	Do.	18-2-80	21-2-80	23-3-80	24-3-80	Do.
4. Mongkulemba H.Q. .	Mongkulemba Circle	Do.	25-2-80	28-2-80	27-3-80	28-3-80	Do.

1	2	3	4	5	6	7	8
5. Longchen H.Q. .	Alongkima Circle, Longchen Circle.	Sri Jahan	2-3-80	5-3-80	30-3-80	31-3-80	D.C. Mokokchung may kindly provide jeep.
KOHIMA DISTRICT							
1. Kohima Town .	1. Kohima Town 2. Zubza, Jakhama, Chiephobozou Circles.	Mrs. Pesevie Do.	4-2-80 8-2-80	7-2-80 12-2-80	16-3-80 19-3-80	17-3-80 20-3-80	D.C., Kohima may kindly provide jeep for said training.
2. Tseminyu H.Q. .	Tseminyu Circle	Sri Dutta, Investigator	18-2-80	21-2-80	16-3-80	17-3-80	Do.
3. Pughoboto H.Q. .	Pughoboto Circle, Ghathasi Circle.	Do.	22-2-80	26-2-80	19-3-80	20-3-80	Do.
4. Dimapur Town .	Dimapur Town, Dimapur Circle, Dhansiripur.	Do.	4-2-80	7-2-80	24-3-80	25-3-80	Do.
5. Ghaspani H.Q. .	Nihokho (Pherima), Ghaspani Circles.	Do.	11-2-80	14-2-80	27-3-80	28-3-80	Do.
6. Tenning H.Q. . .	Tenning Circle, Nsong Circle.	Sri A.C. Bal	4-2-80	7-2-80	16-3-80	17-3-80	A.D.C. Tenning may kindly provide jeep for said training.
7. Peren H.Q. . .	Peren Circle, Pedi Circle.	Do.	11-2-80	14-2-80	19-3-80	20-3-80	Do.
8. Jaluke H.Q. . .	Jaluke	Do.	18-2-80	21-2-80	23-3-80	24-3-80	Do.

(Sd.) A.C. BAL,

Deputy Director of Census Operations, Nagaland.

No. R. 11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima the 31 December, 1979.

To

Shri.....

Deputy Commissioner..... .....

Addl. Deputy Commissioner..... ....

CIRCULAR NO. 8

Subject.—Census 1981—Preparation of Notional Maps and Lay-out Sketches of the Enumeration Blocks in Rural and Urban Areas

Sir,

In our Circular No. 5, dated 29th December, 1979 we have discussed some rudimental steps which are required to go through for the proper implementation of the Housenumbering and Houselisting operations. To facilitate the operations, every village has been desired to be disintegrated into one or more enumeration block(s) depending upon the size of population, indication of which has been given in circulars No. 1 and 4 of this Directorate. Likewise, every town, whether under Town Committee or not, has to be sub-divided into such enumeration block(s).

In such cases, it has to be ensured meticulously that there is no overlapping. Boundaries of each block will have to be clearly defined to ensure that no building is left out and none is included in more than one block. This can only be done if one is quite familiar with the geographical area of the block assigned to him; which may be either a whole village or part (s) thereof. To ensure the total coverage of such block (s), without any overlapping or omission, it would be helpful to prepare a free hand drawing of the map (s) (Notional map) of the area (s) and then to prepare the detailed lay-out sketch (s) of the area (s). This exercise has to be done both for rural and urban blocks.

Notional Map

In a situation where one village comprises more than one block and they are assigned to more than one enumerator, it is suggested that in view of the absence of any cadastral survey of the villages in Nagaland, all the enumerators under the leadership of the supervisor concerned should go round the village together and get themselves acquainted thoroughly with the boundary and prepare a free hand drawing of the village showing the boundary on a sheet of paper which would be supplied to them for

the purpose. Each of them in turn should get a tracing copy of such notional map of the village so prepared and then strike out the boundary of their respective block (s) on it assigned to each of them. Where one village comprises one enumeration block, the same procedure should be followed to draw up the village boundary for the purpose of notional map.

Whether it is for a village or an urban (town) block, the notional map will have to show the general topographical details which should be indicated on the notional map would include permanent feature and landmarks such as the village site, well-known roads, cart tracks, hills, rivers, nallas, ditches, tanks, bogs, railway lines and similar recognizable feature. In addition around the village boundary the names of the surrounding villages, in absence of which the names of the contiguous land or land owners may be noted down.

Lay-out sketch

Having prepared the notional map, the detailed lay-out sketch of the block has to be prepared, which is, in effect, the detailed map of the block. The main purpose of such sketch is to clearly present the streets/lanes in the block and the buildings so that, based on the lay-out sketch, the operations can be carried out. As in the case of notional map, in the lay-out sketch also important topographical feature and landmarks should be indicated. *It is reiterated that the dividing lines between one block and another should be clearly demarcated. No scope of ambiguity should be left.*

In the lay-out sketch every single building or any kind of physical construction should be shown. A distinction should be made between 'Kutcha' and 'Pucca' building using different symbols. A kutcha building is depicted by a triangle △, while a 'Pucca' building (house) is represented by a square | | The use of a building (house) is also represented in the sketch, namely, whether it is being used for residential or partly residential purpose or for non-residential purpose. The residential or partly residential buildings are represented by *blank square or triangle*, while non-residential buildings are represented by shading the quare or triangle. These are symbolished as under:


Pucca Building, whether wholly or partly residential.


Pucca wholly non-residential.


Kutcha Building, whether wholly or partly residential.


Kutcha Building wholly non-residential.

When once the location of every building is indicated on the sketch, it will be a simple matter to decide on numbering the buildings in one series following certain principles as indicated in our circular No. 5, dated 29th December, 1979.

The specimen copies of such Notional Maps and layout sketches are enclosed for guidance.

Special Attention for Urban Blocks

The preparation for notional maps and layout sketches for urban areas should essentially follow the same procedures as in the rural areas except that in most urban units the maps would be available perhaps even to scale. Those can be used for demarcating the block boundary. Experience shows 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 outskirts of towns. Hence maps should clearly indicate boundaries and also other permanent feature. Sometimes one side of the road may fall within the town limits and the other side in rural areas. All these points should be verified on the ground before the maps are drawn and block boundaries are demarcated. Hence, special precaution would be necessary so that no part of a town is included in the rural areas and *vice-versa.*

In towns where ward/sectors are in existence, the boundary lines among them should be clearly demarcated so that no part of a ward/sector is either left out of doubly taken.

In view of the very large number and close location of buildings in urban blocks, it may be necessary to have a blown up sketches each covering a limited area.

In our circular No. 2, at page 2, we have mentioned which towns belong to your district, along with their respective census location codes. To facilitate the work for demarcating the blocks in the manner suggested in our circular No. 2, efforts should be made forthwith to collect the required copies of town maps for the purpose.

It is further pointed out that in each Notional Map and layout sketch of block, whether rural or urban, should bear the details of the location codes upto the level of enumeration block number.

....copies of this circular No. 8 are enclosed herewith for your kindly distributing them among the SDOs. (Civil)/E.A.Cs/C.Os of your district.

Please acknowledge receipt of this circular along with the enclosures.

Yours faithfully,

(Sd.)

A. C. BAL,

Deputy Director of Census Operations, Nagaland.

No. R. 11011/18/79-Tab.

Dated Kohima the 31st Dec., 1979

Copy forwarded for information to:

1. The Registrar General, India, New Delhi-110011.
2. The Chief Secretary to the Government of Nagaland, Kohima.
3. The Commissioner, Nagaland, Kohima.
4. The G.O.C., 8 Mtn. Div, C/o. 99 A.P.O.
5. The Director of Economics & Statistics, Nagaland, Kohima.
6. The D.I.G., Assam Rifles, Nagaland Range, C/o. 99 A.P.O.
7. All the Director of Census Operations.
8. All District Statistical Officer, Kohima/Mokokchung/Tuensang for necessary action.

(Sd.) A. C. Bal,

Deputy Director of Census Operations, Nagaland, Kohima.

CENSUS OF INDIA 1981

Notional Map/Layout Sketch of Enumerator's Block

Name of State/Union Territory RAJASTHAN

Name of District SAWAI MADHOPUR Code No. 07

Name of Tehsil/Taluka/P.S./Dev. Block/ Circle etc. TOOAUHIM .. Code No. 06

Name of Village/Town BACHRI Code No. 069

Name or No. of Ward/Mohalla/Hamlet X Code No. X

Enumerator's BlockNo. 01 & 02

REFERENCES:

Block Boundary

Pucca House (with No.)

Residential

Non-residential

Kutcha House (with No.)

Residential

Non-residential

Pucca Road

Kutcha Road

Common Way

Railway Line (i) Broad Gauge

7 (ii) Meter Gauge

River

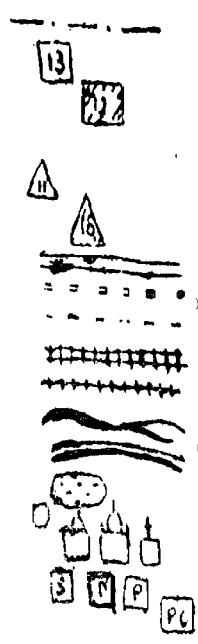
Canal

Pond

Well, Water Tap

Temple, Mosque, Church etc.

School, Dispensary, Panchayat Ghar, Post office etc.



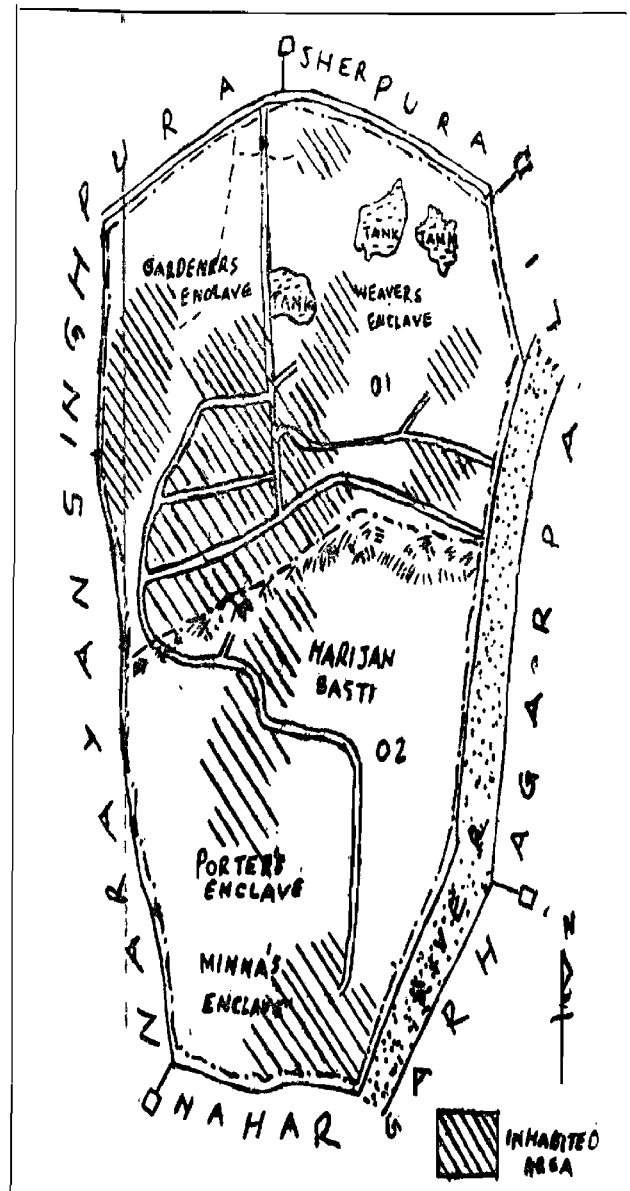
Note: (i) Please write the names of the prominent roads, streets and Mohallas etc., In the Block.. Also indicate the names of nstitutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Office etc.

(ii) Please indicate by any arrow the diirection in which the numbering has been done in the Block.

Name of Enumerator:.....Signature:.....

Singnature of Supervisor:.....

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CENSUS OF INDIA 1981

Notional Map/Layout Sketch of Enumerator's Block

Name of State/Union Territory: ———————

Name of District SAWAI MADHOPUR Code No. 07

Name of Tehsil/Taluka/P.S./Dev. Block/ Circle etc.TODABHIM Code No. 03

Name of Village /Town BACHHI Code No. 069

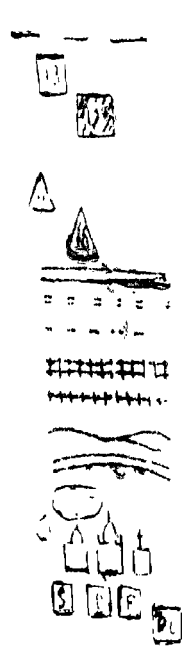
Name or No. of Ward/Mohalla/Hamlet Code No. X

X

Enumerator's Block No. 01

REFERENCES

Block Boundary . . . . . .
Pucca House (with No.)
Residential . . . . . .
Non-residential . . . . . .
Kutcha House (with No.)
Residential . . . . . .
Non-residential . . . . . .
Pucca Road . . . . . .
Kutcha Road . . . . . .
Common Way . . . . . .
Railway Line (i) Broad Gauge . .
(ii) Meter Gauge . .
River . . . . . .
Canal . . . . . .
Pond . . . . . .
Well, Water Tap . . . . . .
Temple, Mosque, Church etc. . . .
School, Dispensary, Panchayat Ghar, Post Office etc. . . . . .



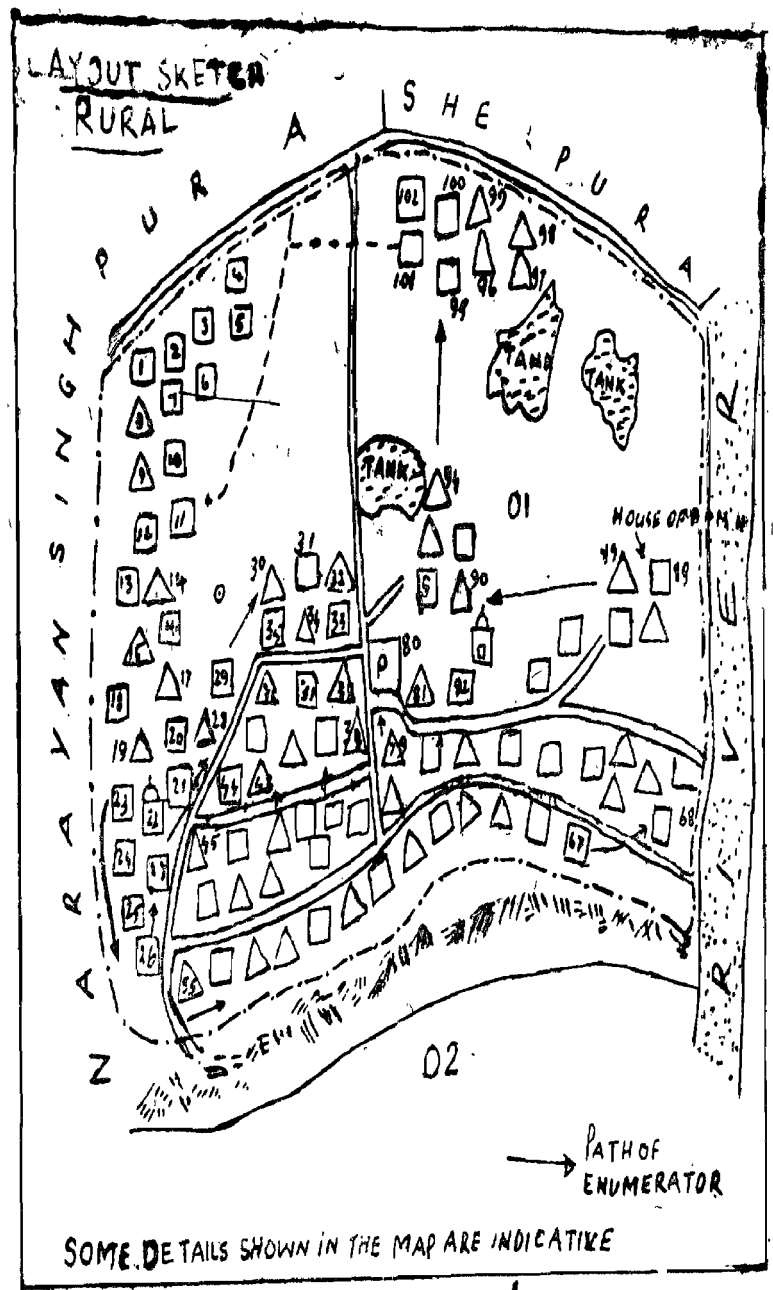
Note (i) Please write the names prominent roads, streets and Mohallas etc., in the Block.. Also indicate the names of institutions like Temples Schools, Dispensaries, Panchayat Ghars, Post Office etc.

(ii) Please indicate by an arrow the direction in which the numbering has been done in the Block.

Name of Enumerator:.....

Signature:.....

Signature of Supervisor:.....



Annexe 'C' LAYOUT SKETCH - Rural

CENSUS OF INDIA 1981

Notional Map/Layout Sketch or Enumerator's Block

Name of State/Union Territory DELHI

Name of District DELHI Code No. 01

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

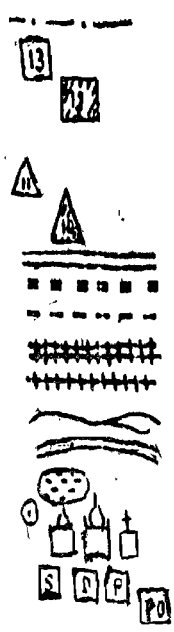
Name of Village/Town N.D.M.C. Code No. I

Name or No. of Ward/Mohalla/Hamlet E Code No. 09

Enumerator's Block No. 07

REFERENCES

Block Boundary . . . . . .
Pucca House (with No.)
Residential . . . . . .
Non-residential . . . . . .
Kutcha House (with No.)
Residential . . . . . .
Non-residential . . . . . .
Pucca Road . . . . . .
Kutcha Road . . . . . .
Common Way . . . . . .
Railway Line (ii) Broad Gauge . .
(ii) Meter Gauge . . .
River . . . . . .
Canal . . . . . .
Pond . . . . . .
Well, Water Tap . . . . . .
Temple, Mosque, Chruch etc. . . . .
School, Dispensary, Panchayat Ghar, Post Office etc. . . . . .



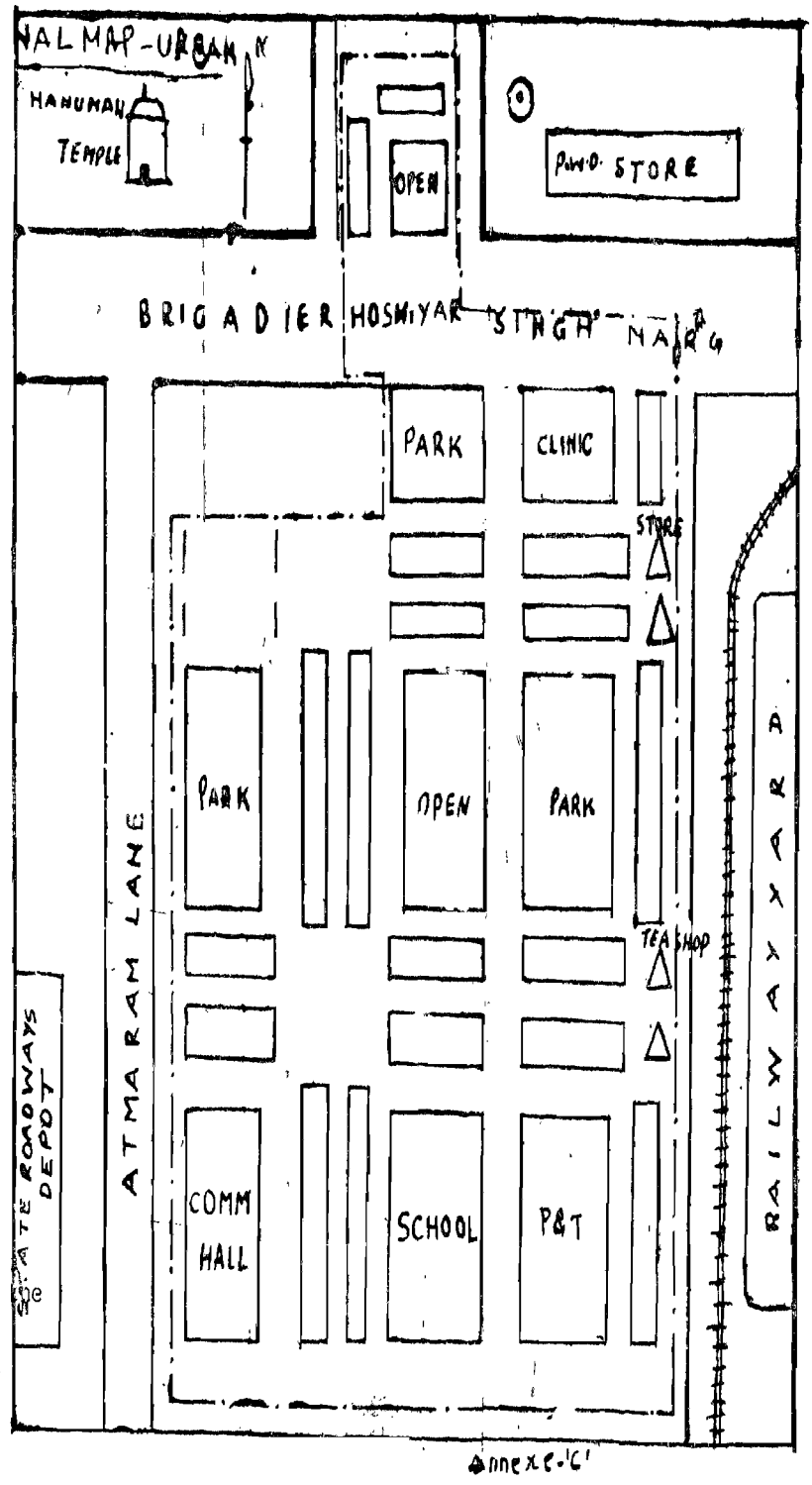
Note: (i) Please write the names of prominent roads, streets and Mohallas etc., in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Office etc.

(ii) Please indicate by an arrow the directon in which the numbering has been done in Block.

Name of Enumerator:.....

Signature:.....

Signature of Supervisor:.....



CENSUS OF INDIA 1981

Notional Map/Layout Sketch of Enumerator's Block

Name of State/Union Territory DELHI

Name of District DELHI — Code No. 01

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

Name of Village/Town W.D.M.C. — Code No. I

Name or No. of Ward/Mohalla/Hamlet — Code No. 09

E

Enumerator's Block No. 07

REFERENCES

Block Boundary

Pucca House (with No.)
Residential
Non-residential

Kutcha House (with No.)
Residential
Non-residential

Pucca Road

Kutcha Road

Common Way

Railway Line (i) Broad Gauge
(ii) Meter Gauge

River

Canal

Pond

Well, Water Tap

Temple, Mosque, Chruch etc.

School, Dispensary, Panchayat Ghar Post Office etc.

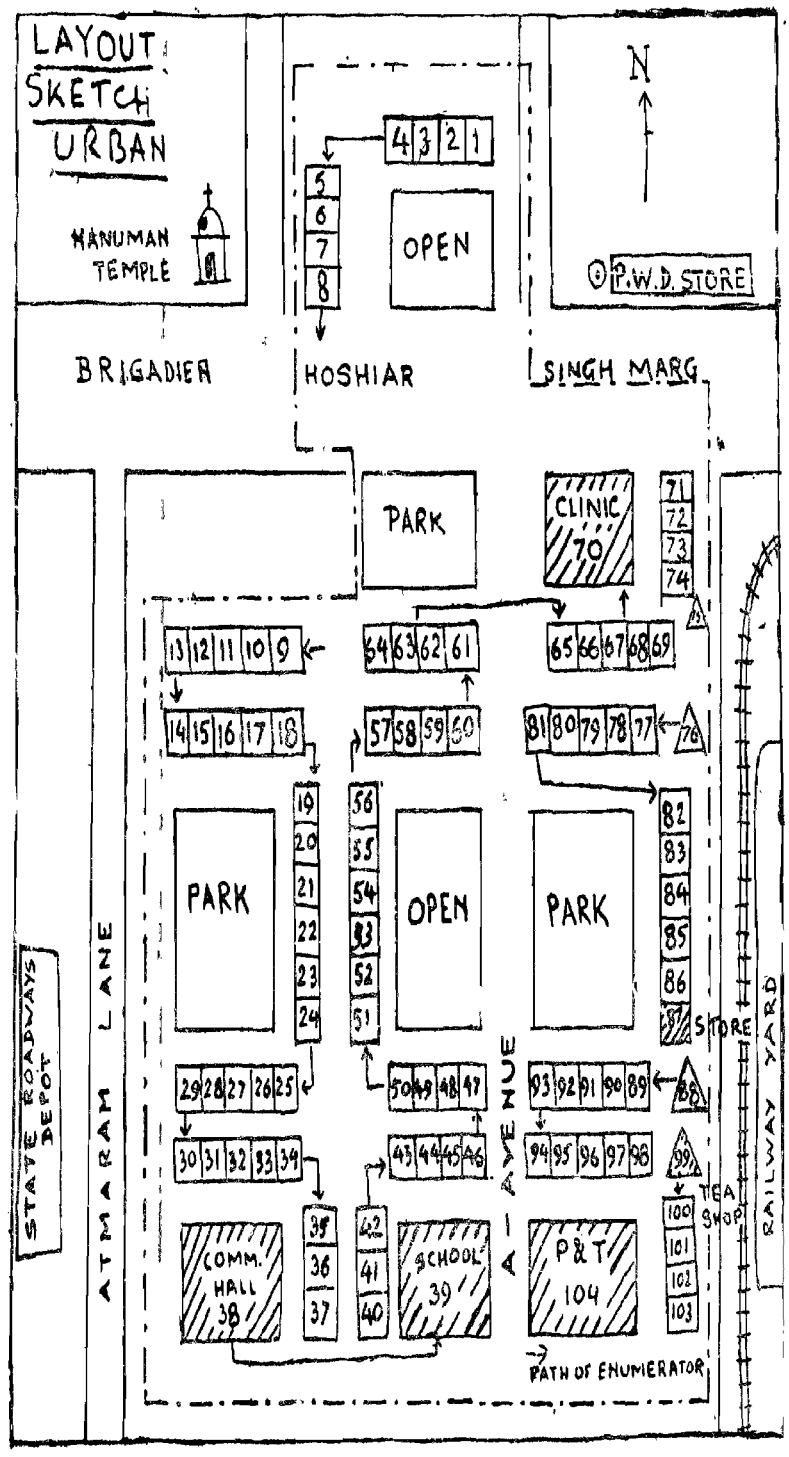
Note: (i) Please write the names of prominent roads, streets and Mohalls etc., in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Office etc.

(ii) Please indicate by an arrow the dirction in which the numbering has been done in the Block.

Name of Enumerator.....

Signature:.....

Signature of Supervisor:.....



1 Census/Nagaland/86

No. R. 11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima the 9 Jan., 1980.

From

Daniel Kent, I.F.A.S.,
Spl. Secretary to the Govt. of Nagaland & Ex-Officio Director of Census Operations,
Nagaland.

To

The Deputy Commissioner... ....
Addl. Deputy Commissioner.....

CIRCULAR NO. 9

Subject.—Census 1981—Finalisation of town maps and urban enumeration blocks.

Sir,

I invite your kind attention to this office circular No. 1 dated October, 12, 1979 as well as to the Circular Nos. 4 and 8 in connection with the delineation of the urban enumeration blocks.

2. I trust, by now, you must be realising the need of the determination of the geographical divisions of your district into several enumeration blocks in which the Census is to be taken by the enumerators as one of the fundamental tasks to prevent omission and overlapping in the process. To obviate such possibilities, the use of maps facilities the whole process whether the areas pertain to rural or urban. With this end in view, we have enclosed already with our *circular No.* 3 two copies of maps for each of the circles of your district for the purpose discussed on Paras 4 and 5 of our circular No. 3. They mostly deal with the rural areas of your district. *I would, therefore, request you to kindly take prompt action in the line indicated hereunder.*

3. With this circular No. 9, I am enclosing two copies of the map (s) for the town (s) of your district for the purpose of your kindly examining the town boundary meticulously. In our circular No. 2 we have already indicated which places of your district are being treated as town (s) for the purpose of 1981 Census.

4. As discussed in our circular No. 8, dated 31st December, 1979 kindly check up the boundary of each town particularly with reference to the fringe areas which might have taken up the characteristics of being a part of the town but in fact they are outside the town limit. However, if any change in the enclosed maps are to be indicated in regard to the town boundary, kindly do it distinctly leaving no scope for any kind of ambiguity, in case the Wards/Sectors are in existence within the town (s), please indicate their dividing lines clearly. Where no such Ward/Sector does exist, the names of the localities may be indicated in the map (s) showing their dividing lines clearly which may be by following the existing roads, lanes, footpath, ditches, tanks, important buildings and similar kindred landmarks. This exercise requires to be done with utmost care so that in demarcating the enumeration block boundaries no confusion is faced by you. *This work should be done by D'man under the direct supervision and guidance of your Town Census Charge Officer (s) appointed by the State Government by relevant gazette notification, already published. In case any difficulty is felt in this exercise, someone from your end may be deputed to this Directorate for guidance but with relevant papers, records and maps. The exercise should not brook any delay.*

5. After the finalisation of the town maps, you are to carve out the enumeration blocks; geographical boundaries of which are also required to be demarcated neatly on the map (s) under each Ward/Sector where in force or on the locality as indicated above. *Each Enumerator block should be assigned number.* How such numbering should be done to these blocks has already been indicated in Para 5 of our *circular No.* 2, dated November, 16, 1979.

6. In town areas, an enumeration block will usually consist of about 125 households or a population of about 600 persons so far Houselisting Operation is concerned, It should be easier to apply the population criterion in demarcating the blocks, of course, such exercise would involve assiduous labour and require local knowledge in regard to the habitational pattern.

7. Enumeration blocks in towns should not cut across Town Committee's division or Ward/Sector. The constitution of blocks in Ward/Sector or locality may be made so far to cover the entire area within the latter. However, the number of such enumeration blocks may be kept to the minimum, if necessary, raising the population—load more than 600. For example, if in a Ward/Sector/locality there is a population of 7,400 persons, the application of the population criterion of 600 persons per block would need constitution of 12 blocks, leaving 200 persons as residue. It is not necessary to constitute a separate block with 200 persons but they may be distributed proportionately among 12 blocks keeping the block boundary compact and distinct. *In this connection page 2 of our circular No. 8 dated 31-12-79 may please be seen.*

8. *Such four to five contiguous enumeration blocks like those in rural areas, would constitute a supervisor's circle. After the demarcation of enumeration blocks on the map (s) the supervisory circles must also be indicated in the map preferably using separate ink/colour.*

9. The details of such enumeration blocks and supervisor's circle are to be entered in the concerned *Charge Register* for every census charge of your district. Such printed Census Charge Registers will be sent to you shortly with necessary instructions for their maintenance. *Such Registers are to be maintained separately for rural and urban areas.*

10. A copy of the enclosed map, embodying the above discussed aspects, may please be sent to this office under your signature in the body of the map; while the other copy may be retained by you for use and record.

11. .... copies of this circular No. 9 are sent for your distribution among your SDO (Civil), EACs/C.Os for their information and guidance.

Please acknowledge receipt of the enclosures as well as this circular.

Enclo:—..... . .....copies of town map.

Yours faithfully,

(Sd.) DANIEL KENT,

Special Secretary to the Government of Nagaland (Education Department) & Ex-Officio Director of Census Operations, Nagaland.

No. R-11011/18/79-Tab.

Dated Kohima the 9th Jan. 1980.

Copy forwarded for information to:—

1. Registrar General, India, New Delhi-110011.
2. The Chief Secretary to the Government of Nagaland, Kohima.
3. The Commissioner, Nagaland, Kohima.
4. The G.O.C., 8 Mtn. Div., C/o. 99 A.P.O.
5. The Director of Economics & Statistics Nagaland, Kohima.
6. D.I.G., Assam Rifles, Nagaland Range, C/o. 99 A.P.O.
7. All the Director of Census Operations.
8. All District Statistical Officer, Kohima/Mokokchung/Tuensang for necessary action.

(Sd.) DANIEL KENT,

Spl. Secretary to the Government of Nagaland & Ex-Officio Director of Census Operations, Nagaland.

CENSUS/TOP PRIORITY

No. R-11011/18/79-TAB.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND.

Dated Kohima the 8th February 80.

From

Shri Daniel Kent, I.F.A.S.,
Special Secretary to the Government of Nagaland & Ex-officio Director of Census Operations, Nagaland.

To

The Deputy Commissioner..... .....

Addl. Deputy Commissioner .....

CIRCULAR NO. 10

Subject.—Census 1981—Housenumbering of Building/Census House, Housenumbering material, Honorarium to Enumerators/Supervisors.

Sir,

In this Circular No. 10, I shall discuss the need of the housenumbering of buildings/Census houses, the material to be used for the purpose, the amount of honorarium to be paid to the Enumerators/Supervisors who will be appointed for the Houselisting Operations in Nagaland which is to be conducted between 1st May and 30th May, 1980.

It is reiterated that the points, as discussed under, are required to be borne in mind by all the Census Officers appointed and notified by the State Government particularly when necessary training is imparted to the enumerators and supervisors.

2. **Need for Housenumbering.**—House numbering provides very basis for getting the idea of the locations of all the building/Census house in enumeration blocks in rural and urban areas. It is, therefore, important that all existing buildings/Census houses whether occupied or not including temples, churches mosques, shops, office buildings, Morung Panchayat Hall etc., etc., have to be numbered. Houses with separate main entrance and built for use as separate dwellings are to be numbered as separate census houses, though they form part of the same building. The objective is to ultimately number all physical structures which are used for different purposes, residential or otherwise. As all the buildings/Census houses are to be numbered, it is, therefore, necessary to understand what does a building or a Census house mean. Though in our Circular No. 5 dated 29 De-

cember, 1979 we have discussed them in details they are reproduced below for kind reference.

Building.—A building is generally a single structure on the ground. Sometimes it is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, worksheds, schools, place of entertainment, places of workshop, godowns, stores, etc. It is also possible that buildings which have component units may be used for a combination of purposes such as shop-cum-residence, workshop-cum-residence, office-cum-residence, etc.

If there is 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.

Census House.—A 'Census House' is a building or a part of a building having a separate main entrance from the road or common countyard or staircase, etc. used or recognised as a separate unit. It may be occupied or vacant. It may be used for a residential or non-residential purpose or both.

In rural areas, the pattern of habitation may be such that a group of huts located in a compound, whether enclosed or unenclosed, is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping, as a kitchen, bath room, etc. Though each of the huts is a separate structure, they form a single housing unit and therefore, have to be treated collectively as a single census house. If some of the huts are used by one household and the other by a second household as a residence, then two groups of huts should be treated as separate census houses.

Hence, each building and census house should be numbered just after the preparation of Notional Map & layout sketch. If a building by itself is a single census house, then the number of the Census house will be 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 after the building number as 10(1), 10(2) etc., or 11(1), 11(2), 11(3), etc. These have been clearly discussed in the Instruction Booklets on Houselisting Operations, already supplied to your Census Officers. They may be referred if necessary.

3. **Materials for Housenumbering.**—As in 1971 Census, the buildings/Census houses should be numbered with *Coal tar*. The Principal Census Officer (Deputy Commissioner) may, therefore, make necessary arrangement for purchase of *Coal tar* for his district centrally by calling quotations etc., and arrange despatch of the same to the enumerators through the Census Charge Officers (E.A.C.s./C.Os) or he may delegate the powers to the Census Charge Officers to purchase coal tar for his charge (Circle/Town) and distribute the same to the enumerators. In no case, the *cost of coal tar can exceed Rs.* 5.00 (*Rupees five*) per enumerator. In other words, suppose 200 enumerators have been appointed in your district, the total cost of coal tar should not exceed Rs. 1000.00 under any circumstances but the expenditure on coal tar may be less than Rs. 5.00 per enumerator. It is necessary because, the expenditure on coal tar per enumerator will be adjusted from the honorarium to be paid to each of the enumerators for house numbering and houselisting operations. Instead of purchasing painting brush, the enumerators may be advised to use local made bamboo split or reed.

4. **Honorarium to enumerators and supervisors.**— It has been decided that the enumerators and supervisors would be given a token honorarium and a final decision of the Government of India on to the exact amount of honorarium would be communicated to you shortly. However, it has been tentatively decided that an amount of Rs. 35.00 (Thirty five) will be paid as honorarium to the enumerators & Supervisors. In the 1971 Census, each enumerator was paid Rs. 15.00.

The Census work entrusted to any Officer/Official in connection with the Census Operations is to be treated as part of the normal duties of the post held by him/her.

As in the previous censuses, silver/bronze medals and/or certificates of merit are proposed to be awarded to Officers/officials in recognition of the outstanding performances in the 1981 Census also.

5. .....copies are sent herewith for distribution amongst the SDOs(C)/E.A.Cs. and C.Os. for necessary action.

Kindly acknowledge the receipt.

Yours faithfully,

(Sd.) DANIEL KENT,

Special Secretary to the Govt. of Nagaland

(Education Deptt.) & Ex-Officio Director of Census Operations, Nagaland.

No. R-11011/18/79-Tab

Dated Kohima the 8th February, 80

Copy forwarded for information to:—

1. Registrar General, India, New Delhi-110011.
2. The Chief Secretary to the Government of Nagaland, Kohima.
3. The Commissioner, Nagaland, Kohima.
4. The G.O.C., 8 Mtn. Div., C/o 99 A.P.O.
5. The Director of Economics & Statistics, Nagaland, Kohima,

6. The Special Secretary to the Govt. of Nagaland, (Home Department), Kohima.
7. The D.I.G., Assam Rifles, Nagaland Range, C/o. 99 A.P.O.
8. All the Director of Census Operations.
9. All District Statistical Officer, Kohima/Mokokchung/Tuensang for necessary action.
10. Director of Education, Nagaland, Kohima.

(Sd.) DANIEL KENT,

Special Secretary to the Govt. of Nagaland (Education Department) & Ex-Officio Director of Census Operations, Nagaland.

Census Immediate

No. R. 11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima, the 13th February, 1980

To

The Deputy Commissioner.....

Additional Deputy Commissioner.....

CIRCULAR NO. 11

Subject.—Census 1981—Maintenance of charge Registers for Houselisting Operations.

Sir,

As indicated at page 2 our circular No. 4 and further reiterated on Para 9 of our circular No. 9 dated 9-1-1980, I am enclosing herewith two copies of the Charge Registers as specimen which are to be maintained for the enumerators and supervisors separately for rural areas and urban areas. In our Circular No. 2 at page 2, we have indicated which place or places are being treated as urban area (s) in your district, along with their code number (s) during the 1981 Census.

Each administrative circle of your district constitutes one Census Charge under the in-charge of one Census Charge Officer so far rural areas are concerned. In the case of urban area, one Town Census Charge Officer namely, the EAC (HQS) has been appointed for each town. Each such census charge will have to be broken up into number of enumeration blocks after following the principles laid down in our circular already issued. For each such block one enumerator has to be appointed. Again, preferably for every five such contiquos enumeration blocks, one supervisor has to be appointed. The whole area which is to be covered by one supervisor will be known as supervisory circle. Such supervisory circle should not be construed as the normal part of an administrative circle, of your district. In fact, it is a part of an administrative circle.

It may please be perused that the Charge Register-I relate to rural areas and the Charge Register-II pertains to urban areas. Both the types of the Registers again will have to be maintained for the enumerators and supervisors separately at the level of the census charge officers immediately after the selection and appointment of the enumerators and supervisors. These Registers will bear eloquent testimony that all the areas and the Census Charge Officers' jurisdiction has been fully covered for the purpose of Houselisting, and Enterpriselisting operations by deployment of different categories of persons and they provide to ensure proper control over these operations. A look at these Registers at anytime would indicate the exact demarcation of each of the enumeration block/supervisory circle and the detailed information about the personnel to whom such works are assigned.

The appointment letters which are to be issued to the enumerators/supervisors can be cross checked with these Registers as to ensure further that the appointments of enumerators/supervisors for all the enumeration blocks have been completed. In short, these Registers can be considered as kind of ready reckonner as to ensure the total coverage of every census charge.

The column heading of these Registers are very simple in nature and they would speak themselves. Many of the items of information can be had of our circulars already issued, such as the code numbers for district circle etc., can be got from our circular No. 2; while the names of the village with their corresponding enumeration blocks codes, etc., can be seen from the village lists enclosed with our Circular No. 4. In case where one village has been divided into more than one enumeration block, information for each such block has to be entered in separate lines. Likewise in case of a town where sectors/wards are in existence and their areas are divided into several enumeration block, separate lines are to be used for them while posting the required information. The towns where such wards/sector are not here, creation of intended enumeration blocks has to be made on the basis of the areas under popular local names. The system of entering information in the Registers for such town is same i.e., each line for each enumeration block.

It is emphasised that each item of information as contains these Registers is to be filled up invariably leaving no scope for future link up because census is a time bound operation.

Estimated requirements of such Registers for your district are being sent to you separately.

Enclo : Two copies of Charge Register.

Yours faithfully,

(Sd.) DANIEL KENT,

Special Secretary to the Govt. of Nagaland (Education Department) & Ex-Officio Director of Census Operations, Nagaland.

No. R. 11011/18/79—Tab

Dated Kohima the..... February, 1980.

Copy forwarded for information to:—

1. Registrar General, New Delhi-110011.
2. The Chief Secretary to the Government of Nagaland, Kohima.
3. The Commissioner, Nagaland, Kohima.
4. The G.O.C. 8 Mt. Dvn., C/o. 99 A.P.O.
5. The Director of Economics & Statistics, Nagaland, Kohima.
6. The D.I.G., Assam Rifles, Nagaland, Kohima.
7. All the Director of Census Operations.
8. All District Statistical Officer, Kohima/Mokokchung/Tuensang for necessary action.
9. The Special Secretary to the Government of Nagaland, (Home Department), Kohima.

(Sd.) DANIEL KENT,

Special Secretary to the Govt. of Nagaland (Education Department) & Ex-Officio Director of Census Operations, Nagaland.

1981 CENSUS

CHARGE REGISTER

(HOUSELISTING OPERATIONS)

Instructions for filling up of Charge Register-I (Rural)

This Register has to be maintained by the Census Charge Officer of each of the administrative circle responsible for conducting the houselisting operations. This register shall be prepared in duplicate for every Census Charge and will cover the entire rural area within the jurisdiction of the charge. After the completion of the houselisting operations, one copy of the Register should be sent to the Directorate of Census Operations, Nagaland, Kohima, while the duplicate copy shall be retained in the Office of the Census Charge Officer for record.

Note.—Column 1 to 7 of this register should be filled up at the first instance in the office of the Census Charge Officer, while columns 8 and 9 shall be filled up by the Census Charge Officer after completing the houselisting operations.

REMEMBER one page of the Charge Register is meant for one supervisor's circle. IN NO CASE, two supervisor's circle shall be accommodated in one page. Separate pages will be used for separate supervisor's circle. It is therefore, necessary that the name of supervisor along with his full address should be recorded at the right hand top corner of this register.

Column 1 (Serial Number).—Here, the location codes of the villages of each circle already been assigned and sent to you along with our circular No. 4 dated.....The same serial number should be preferably continuous for the Administrative circle as a whole.

Column 2 (Name of Village).—Name of villages as spelt out in the circle map and subsequently corrected by the Charge Officer should be entered in this column against the entry in column 1.

Column 3 (Enumerator's Block (EB) Code Number).—Enumerator's block (E.B.) code numbers of the villages have already been sent to you along with this Office Circular No. 4 dated .... The same E.B. Nos. should be entered in this column. If any change is to be effected that should be done with prior intimation to the Director of Census Operations, Nagaland, Kohima.

Column 4 (Notional Map of E.B. papared in duplicate, Yes/No).—The enumerator has to prepare (1) the Notional Map and (2) the layout sketch of each E.B. in duplicate. When the cnumerator has prepared the same, please record 'Yes' in this column, otherwise 'No' may be recorded. Map sheets with legends will be supplied by the Office of the Director of Census Operations, Nagaland, Kohima.

Column 5 (Detailed Boundary of Ennmerator's Block (E.B.).—Here, detailed boundary of the E.B. should be recorded, superviations are N-North, S-South, E-East, W-West. The boundary of an E.B. may be another E.B. (in that case, name of number of the E.B. should be mentioned), or forest, paddy field, road, stream etc., etc., (in that case, the name of the field, owner's name of the paddy field, name of the road or the stream should be mentioned). These particulars are required for future surveys, etc.

Column 6 (Name of enumerator with full Residential Address.—Here, please record the name of the enumerators appointed for houselisting operations with their full residential addresses for maintaining liaison with them.

Column 7 (Address where employed).—Here, please record the addresses of the enumerator where he/she is employed with a view to keeping liaison with them.

Column 8 (Total Household Recorded).—After the completion of houselisting operations, please enter the total number of households from the grand total in column 9 of the Houselist Abstract for each E.B.

Column 9 (Total Population).—After the completion of house listing operations, please enter the information here from the grand total of Houselist Abstract for each E.B.

Column 10 (Date of checking of houselisting operations).—As far as possible the Charge Officer will exercise intensive supervision of the work of the enumerators in his circle. He would indicate the date when he visited E.B. and put his signature. Column 11 & 12 : (Date of issue of forms etc to enumerators).

These columns are self explanatory.

Charge Register-II (Urban)

This Register is to be maintained in duplicate forms by the Census Charge Officer appointed for each town. After the Houselisting Operations, one day copy is to be submitted with the Director of Census Operations, Nagaland, Kohima, while the other copy shall be retained by the town Census Charge Officer.

Instructions for filling up the columns (1) to (13) are the same as discussed for Charge Register-I (Rural except column 2 where the name of the town is to be recorded.

Supervisor's circle Register-I (Rural).—The columns 1 to 7 are to be filled up by the census Charge Officer and then the Register is to be handed over to the supervisor concerned for filling up columns 8 to 11.

The instructions for filling up this register is the same as discussed in Charge Register-I (Rural).

Supervisor's Circle Register-II (Urban).—As discussed in supervisor's circle Register-I (Rural).

Census/Immediate

No. R-11011/18/79-TAB.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima th April 1980.

To

The Deputy Commissioner,
Kohima/Mokokchung/Phek/Wokha/Zunheboto
Mon/Tuensang.

The Addl. Deputy Commissioner,
Dimapur/Peren/Kiphire.

Subject: 1981 Census—Houselisting Operations—Handing of form at various stages.

CIRCULAR NO. 13

Sir,

I shall be discussing in this Circular the manner in which the various forms, schedules are required to be filled-up at various stages.

At Enumerator's level

The enumerators are required to prepare the following documents:

1. Notional Map 1 copy.
2. Layout sketch one copy.
3. Houselist forms two copies.
4. Houselist Abstract one copy.
5. Enterprise list one copy.
6. Enterprise list Abstract one copy.

The Enumerators after filling up the above documents will hand over the same to the Supervisors alongwith unfilled forms.

At Supervisor's level

The Supervisors will carry out the following tasks:

(a) He should check the totals of columns 3, 5 and 8 to 13 on each page of the Houselist.

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

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

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

(e) After this has been done, he should fill up the 'Supervisor's Circle Houselist Abstract';..... .....copies of such forms are enclosed for distribution amongst the Supervisors.

In filling up this form, he must ensure that the location code particulars are correctly entered. In the line at the top which relates to 'Number of Enumerators blocks in Supervisor's Circle' he will enter the total number of blocks under his Circle and not the block numbers.

(f) After he has entered the totals for each of the blocks in the Supervisor's Circle, he will have to strike the totals of Columns 3 to 16 of the Supervisor's Circle Houselist Abstract.

The Supervisor while handing over the filled-in forms will also hand over the filled-in Supervisor's Circle Houselist Abstract to the Census Charge Officer.

Each Supervisor will have to arrange the various forms referred at prepage relating to his Supervisor's Circle according to the block number and in turn separate packets, will have to be given to his Census Charge Officer.

At the Charge Level

At the Charge level (administrative circle/town) the Census Charge Officer will prepare the Charge Houselist Abstract;... ..... copies of such forms are enclosed. The Census Officer will have to do the following tasks:

(a) He will carry out a test check of the block/totals in the Enumerator's Houselist abstract and see whether the correct figures have been entered in the Supervisor's Circle Houselist Abstract. If he finds any mistake, he will have to correct it.

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

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

(d) Having filled up the form for all the Supervisor's circle in his Charge, he must strike the totals of columns 2 to 16 of this form.

The Charge Houselist Abstract must be forwarded by the Census Charge Officer alongwith other filled-in documents.

The Census Charge Officer will separately arrange each of the filled-in documents in a systematic manner according to block number and make separate bundles with a sheet on the top of the bundle indicating the name of the State, district and Charge (Circle), location code numbers upto Charge level.

(e) The Notional map and the lay out sketch may be retained in the office of the Census Charge Officer for the time being. These are to be carefully preserved.

(f) One copy of the filled-in Houselist forms may be retained in the office of the Census Charge Officer. The other copy must be sent to the Census Directorate.

MOST IMPORTANT

(g) The filled-in Enterprise list alongwith the Enterprise list Abstract must be handed over to the District Statistical Officer in the following manner.

Name of District	To whom submitted
1., Kohima district	District Statistical Officer, Kohima.
2. Phek District	Do.
3. Wokha district	Do.
4. Mokokchung District	District Statistical Officer, Mokokchung.
5. Zunheboto District	Do.
6. Tuensang District	District Statistical Officer, Tuensang.
7. Mon District	Do.

At the District level:

At the district level, the Census Assistant in the office of the Deputy Commissioner will check the arithmetical totals of the Charge Houselist Abstract and thereafter he should post the entries in the District Houselist Abstract.

After the District Census Officer has got this work done, he should forward the District Houselist Abstract alongwith filled-in documents packed Charge-wise (Circle-wise) and the Charge Houselist Abstract to the Director of Census Operations by 7th June, 1980 positively.

The movement of these forms and their accounting would need careful control. The filled-in forms must be sent always through the special messenger.

I am sending... ...copies of this Circular for distribution amongst the Census Charge Officers in your district/sub-division.

Yours faithfully,

(Sd.) DANIEL KENT,

Special Secretary to the Govt. of Nagaland

(Education Department) & Ex-Officio Director of Census Operations, Nagaland, Kohima.

No. R-11011/18/79-TAB

Dated Kohima the th April 1980.

Copy to:

(1) The Chief Secretary to the Govt. of Nagaland.

(2) The Commissioner, Nagaland, Kohima.

(3) The Registrar General, India, 2A, Mansingh Road, New Delhi-110011.

(4) The Director of Economics & Statistics, Nagaland, Kohima—for necessary action.

(5) District Statistical Officers, Kohima/Mokokchung/Tuensang.

(6) All Training Officers.

(Sd.) A. C. BAL,

Deputy Director of Census Operations, Nagaland.

No. L. 11011/1/80-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND, KOHIMA

Dated Kohima, the----October, 1980.

To

All DCs/ADCs/DSOs.

Supplement of Circular No. 14

Subject.—Provisional Population Totals—Instruction to the enumerators and supervisors.

Sir,

This Circular deals with the release of provisional population Result as soon as the actual enumeration is over which is scheduled to be held from 9th to 28th February, 1981 following by a revisional round between 1 and 5 March, 1981.

2. The Registrar General has drawn up a Census Calendar for the submission of filled in records throughout the country is given below which is to be strictly adhered to the concerned officers.

CENSUS CALENDAR

1. Actual Enumeration from 9 to 28 February, 1981.

2. Revisional round from 1 to 5 March, 1981.

3. Submission of Enumerator's Abstract and other records by Enumerators to supervisors on 6th March, 1981.

4. Submission of supervisors abstract and records pertaining to supervisor's jurisdiction to Charge Officer on 7th March, 1981.

5. Preparation of Charge Abstract for provisional results by Charge Officers and communication of Charge figures to District Census Officer by flash signal or by special messenger on 8th March, 1981.

6. Submission of all records relating to the Charge, with proper inventory by Charge Officers to the District Census Officer on 9th March, 1981.

7. Preparation and Communication of District Abstract for provisional results by the District Census Officer to the Director of Census Operations, Nagaland, Kohima by *flash signal.* This message should be repeated to the Registrar General, India, 2/A, Mansingh Road, New Delhi-110011. (Tel. Reggenlind, New Delhi). Simultaneously by the District Census Officers on 9th March, 1981.

8. Submission of provisional results to Registrar General by Director of Census Operations, Nagaland, Kohima on 10th March, 1981.

9. Submission of all records relating to the District by the District Census Officers to the Director of Census Operations, Nagaland, Kohima latest by 12th March, 1981.

3. The instructions to Enumerators for filling up the Household schedules and Individual slip indicated that an Enumerator should start work on "Working sheet" for preparing Enumerators Abstract soon after the completion of revisional round. Keeping the view the urgency of releasing the provisional population, result it is essential that the Enumerators should fill "Working sheet" daily, when the enumerator fills in part-II-Population record from individual slip daily, they should also post the totals for the households from the population record in working sheet on the same day and should not wait till the completion of revisional round. However, if he comes across any events in his revisional round he should make necessary changes in the population record as well as in the working sheet, so that the enumerators is in a position to prepare the Enumerators Abstract and is able to submit to the supervisor positively by 6th March, 1981.

4. By adopting the above procedure each enumerator will be in a position to furnish the abstract in respect of his block promptly. After obtaining all the records from the enumerators including working sheets and Enumerators Abstracts relating to his circle on 6th March, 1981, the supervisor will check all the records properly and will submit all these records to the Charge Officer by 7th March, 1981 on receipt of these records from the supervisors of his charge, the charge officer will immediately take up the working sheets of the enumerators for each block and corresponding Enumerator's Abstract and will process these for arriving at the Charge Abstract the data required for provisional result. In this respect, the Charge Officer may select one of the supervisors

to help him to arrive at the required data. In order to be able to do so the Charge Officer can very conveniently have a register prepared on the basis of the Enumerator's working sheet itself except that in column 2 instead of "serial number of Household" it could be noted as "Enumerator's block number". When the records are received on the 7 March, 1981, the Charge Officer would have to post in this register the relevant total figures which would be available from the last page of the Enumerator's working sheet in the columns concerned. The total of all the blocks would give the figure for each of the Charge characteristics for the entire charge. It would be convenient if the Charge Officer can ensure that this register is written up in advance so far as the blocks are concerned so that there is no confusion in compiling the provisional totals.

5. Immediately after the totals are struck, the charge officer should communicate the figures to the District Census Officer as well as to the Director of Census Operations, Nagaland, Kohima by FLASH SIGNAL or by special messenger on 8th March, 1981 positively. The format of the message through which the figures are to be communicated is given Below:—

1981 CENSUS PROVISIONAL TOTALS

CHARGE..... ....DISTRICT..... .....
MALES.....FEMALES.....
TOTAL POPULATION.....LITERATE MALES.....
LITERATE FEMALES.....TOTAL LITERATES .....

Post copy in confirmation must be sent both to the District Census Officer and the Director of Census Operations if the Message is sent by Wireless which will obviously help the discrepancies if any. The Charge Officer will submit all the records relating to his charge with proper inventory to the District Census Officer on 9th March, 1981 with proper care. If he feels necessary he may take the help of escort even.

6. Similarly, on receipt of the message of provisional Total from all the Charge of his district on 8th March, 1981, the District Census Officer will contridate the figure for his district and will simultaneously communicate the figures to the Director of Census Operations, Nagaland, Kohima by flash signal and to the Registrar General, India, New Delhi by express telegram or over telephone on 9th March, 1981. The telegraphic address of the Registrar General, India is "REGGENLIND NEW DELHI" and the telephone numbers are 'New Delhi-3831, 383157 and 386583". The District Census Officers will communicate the provisional Result in the format given below:—

1981 CENSUS PROVISIONAL TOTALS

STATE..... ... .DISTRICT.....
MALES..... ....FEMALES.. ....
TOTAL POPULATION... ...LITERATE MALES.....
LITERATE FEMALES.....TOTAL LITERATES.....

After receiving all the records from the Charge Officers of his jurisdiction on 8th March, 1981 the District Census Officer will submit all the Census records latest by 12th March, 1981 to the Director of Census Operations, Nagaland, Kohima with escort.

Yours faithfully,

(Sd.) DANIEL KENT,

Director of Census Operations, Nagaland.

R. 11011/3/80-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima the 8th October, 1980

To

The Deputy Commissioner,

....

Addl. Deputy Commissioner

....

Subject.—1981 Census : Formation of New Blocks for actual enumeration

CIRCULAR NO. 15

Sir,

After scrutiny of filled in houselist forms it is observed that size of some houselisting blocks are very big. In fact the size of the blocks for actual enumeration should be carved out in such a manner so that the work load on the part of the enumerator is not unmanageable keeping this main view some of the blocks carved out for houselisting operations are now required to be recarved on the basis of Houselist populations. A list of the such blocks (districtwise) is enclosed herewith.

Formation of new EB's and preparation of abridged houselist for such EB's.

The formation of the enumeration blocks on the basis of the houselisting will be personal responsibility of the Charge Officer concerned.

The demarcation of newly carved out EB's should be clearly identified with important handmarks. A copy of the instructions for information of enumeration blocks is enclosed herewith for carving out new blocks and preparation of abridged house list for newly formed EB's. The abridged Houselist for undisturbed EB's have already been copied out in this Directorate. Only in case of newly formed EB's the

abridged Houselist are to be prepared by the respective charge officers. While preparing the abridged houselist for such newly formed EB's it is to be kept in mind that the building number Census House Number and Household Number will remain same as in original houselist. Only the Sl. No. of Household at Col. No. 7 of Abridged Houselist will run continuously in each block starting from 1 (one).

Notional Map

Notional Map layout sketch are also required to be prepared for such newly formed EB's with clear demarcation of boundaries in between the EB the Building/Census House Number will remain same as recorded during houselisting operations.

Appointment of Enumerators and Supervisors

I am enclosing copies of instructions and copies of list of EB's for onward transmission to respective charge Officers for doing the needful. Blank abridged Houselist form will be sent to you shortly. In case of newly formed EB's enumerators are required to be appointed immediately so that during training period as intimated to you they can attend the training classes. In case of the undisturbed EB's to enumerators already appointed during Houselisting operations will continue to function for the actual enumeration also. The enumerators and supervisors may right now be informed in writing by the Census Charge Officers to attend the training classes without fail.

Identity Card

The identity cards for the enumerators and supervisors are being sent to you for distribution amongst the enumerators and supervisors. The Charge Officers will fill up the names of the enumerators and supervisors and he will also put his initial with seal as a token of authenticity.

The village list showing the location code No. at E.B. level is sent herewith. One copy of the same may be sent to all Census Charge Officer in your district.

I am enclosing ..... copies of this circular for distribution amongst the Census Charge Officers of your district.

Yours faithfully,

(Sd.) DANIEL KENT,

Director of Census Operations, Nagaland.

No. R. 11011/3/80-TAB

Dated Kohima, the 3-10-1980

Copy forwarded for information to:—

1. Registrar General, India, New Delhi-110011.
2. The Chief Secretary to the Government of Nagaland, Kohima.
3. The Commissioner, Nagaland, Kohima.
4. The G.O.C., 8 Mtn. Div., C/o 99 A.P.O.
5. The Director of Economics & Statistics, Nagaland, Kohima.
6. The Special Secretary to the Government of Nagaland, (Home Department), Kohima.
7. The D.I.G., Assam Rifles, Nagaland Range, C/o. 99 A.P.O.
8. All Director of Census Operations.
9. All District Statistical Officer, Kohima/Mokokchung/Tuensang.
10. Director of Education, Nagaland, Kohima.

(Sd.) DANIEL KENT,

Director of Census Operations, Nagaland.

No. R. 11011/18/79-TAB

Government of India

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATION NAGALAND

Dated Kohima the 17th Sept, 1980

To

1. The Deputy Commissioner, Kohima/Mokakchung/Tuensang/Phek/Wokha/Zunheboto/Mon.
2. The Addl. Deputy Commissioner, Dimapur/Peren/Kiphire.
3. The District Statistical Officer, Kohima/Mokokchung/Tuensang.

CIRCULAR NO. 17

Subject.—First round of training of enumerators and supervisors actual enumeration—1981 census Nagaland.

Sir,

Training of enumerators and supervisors is of paramount importance for successful conduct of the Census. The quality of data to be collected by the enumerators will depend upon how intensively they are trained.

Keeping this matter in view training programme been chalked out for intensive training of enumerators and supervisors. A copy of the training programme is enclosed herewith.

Government vehicles may please be provided by the district administration/charge officers to the

training officers for their movement from one centre to the other with training materials. Necessary instruction may please be issued to the Census charge officer etc., in this respect. Necessary accommodation of the Training Officers may also please be made at the respective location.

I would like to emphasise one point is that the Census Charge Officers must be present at the training classes during the training period. Necessary instruction may be issued to the Census Charge Officers. It is the responsibility of the Census Charge Officers concerned to take the attendance of the enumerators and supervisors for his respective jurisdictions. It is also the responsibility of the Census Charge Officers to impart training to the defaulting trainees who failed to attend the training class.

The Census Charge Officers may right now inform all the enumerators and supervisors in writing to attend the training on the specified dates at selected centres without fail.

Yours faithfully,

(Sd.) DANIEL KENT,

Director of Census Operations,
Nagaland.

Dated Kohima, the 17th September, 1980.

No. R. 11011/18/79-Tab.

Copy to:—

1. Chief Secretary, Nagaland, Kohima.
2. The Commissioner Nagaland, Kohima.
3. Special Secertary to the Govt. of Nagaland, (Home department) Nagaland, Kohima.
4. The Director of Economics and Statistics Nagaland, Kohima.
5. All Director of Census Operations.
6. The Director of Education, Nagaland, Kohima.
7. All Training Officers.
8. File No. R-11011/15/80-Tab. of the Registrar General, India.

(Sd.) DANIEL KENT,

Director of Census Operations,
Nagaland.

TRAINING PROGRAMME FOR ENUMERATORS AND SUPERVISORS (FIRST ROUND)

ACTUAL ENUMERATION, 1981, CENSUS: NAGALAND

District/Sub-Divisions	Training Centre/ Place	Period		Time	Training Officer	Circle/Charged to be covered	Remarks
		From	To				
1	2	3	4	5	6	7	8
KOHIMA .	Kohima Town (D.C.'s office)	21-10-80	24-10-80	1000 hrs to 1500 hrs daily	Smt. E. Peseyie	Kohima Town only	
	Kohima Town (Census Office)	27-10-80	30-10-80	Do.	D.D.C.O. (H.Q.)	Jakhama and Zubza circle	
	Kohima Town (D.C.s' office)	27-10-80	30-11-80	Do.	Smt. E. Peseyie	Chiephobozou circle	
	Tseminyu	4-11-80	7-11-80	Do.	Smt. Tep	Tseminyu Circle	
	Pughoboto	10-11-80	13-11-80	Do.	Smt. Tep.	Gathasi and Pughoboto circle	
DIMAPUR .	Dimapur Town (ADC's Office)	27-10-80	30-10-80	Do.	Shri J.C. Datta	Dimapur Town	
	Dimapur Town (ADC's Office)	3-11-80	6-11-80	Do.	Shri J.C. Datta	Dimapur Sadar Circle and Dhansiripar Circle	
	Ghaspani	3-11-80	6-11-80	Do.	D.D.C.O. (HQ)	Ghaspani circle	
PEREN .	Ghaspani	3-11-80	6-11-80	Do.	Shri D. Sarma	Nihokhu Circle	
	Jaluke	4-11-80	7-11-80	Do.	Shri J. Raibaruah	Jaluke	

1	2	3	4	5	6	7	8
	Peren	10-11-80	13-11-80	1000 hrs to 1500 hrs daily	Shri J. Raibaruah	Peren Sadar and Pedi Circle	
	Tenning	17-11-80	20-11-80	Do.	Shri J. Raibaruah	Tenning and Nsong Circle	
PHEK . .	Phek H.Q.	22-10-80	25-10-80	Do.	D.S.O., (Kohima)	Phek Sadar Circle	
	Meluri H.Q.	4-11-80	7-11-80	Do.	D.S.O., (Kohima)	Meluri and Phungkuri circles	
	Pfutsero	10-11-80	13-11-80	Do.	D.S.O., (Kohima)	Pfutsero, Khezakeno-ma and Chizami circle	
	Chazouba	13-12-80 15-11-80	16-12-80 19-11-80	Do.	D.S.O., (Kohima)	Chazouba and Cheithe-ba circle	
WOKHA	Wokha town	22-10-80	25-10-80	Do.	D.D.C.O. (R)	Wokha town and Chukitong circles.	
	Baghty	1-11-80	5-11-80	Do.	D.D.C.O. (R)	Baghty and Aitepyong circles	
	Bhandari	7-11-80	11-11-80	Do.	D.D.C.O. (R)	Bhandari circle	
ZUNHEBOTO .	Satakha	22-10-80	25-10-80	Do.	D.S.O. (MKG)	Satakha and Satoi cir-cles.	
	Zunheboto	3-11-80	6-11-80	Do.	D.S.O. (MKG)	Zunheboto town and Zunheboto Sadar circles	
	Aghunato	10-11-80	13-11-80	Do.	D.S.O. (MKG)	Aghunato circle	
	Akulato	18-11-80	21-11-80	Do.	D.S.O. (MKG)	V.K. Station, Atoizu and Akulato circles.	
	Asuto	24-11-80	27-11-80	Do.	D.S.O. (MKG)	Asuto and Surohoto circles	
MOKOK-CHUNG	Tuli	22-10-80	25-10-80	Do	Shri D.C. Pathak	Tuli circle	
TUENSANG .	Tamlu	27-10-80	30-10-80	Do.	Shri D.C. Pathak	Tamlu circle	
MOKOK-CHUNG	Changtongya	1-11-80	5-11-80	Do.	Shir D.C. Pathak	Changtongya and Chuchyimlang circles	
	Mokokchung town	10-11-80	13-11-80	Do.	Shri D.C. Pathak	Mokokchung town	
	Ongpangkong	14-11-80	18-11-80	Do.	Shri D.C. Pathak	Ongpangkong circles	
	Kabulong	22-10-80	25-10-80	Do.	Shri R.K. Ghosh	Kabulong	
	Alongkima	28-10-80	31-10-80	Do.	Shri R.K. Ghosh	Alongkima	
	Mongkulemba	3-11-80	6-11-80	Do.	Shri R.K. Ghosh	Mongkulemba	
	Longchem	7-11-80	12-11-80	Do.	Shri R.K. Ghosh	Longchem	
MON .	Naginimara	22-10-80	25-10-80	Do.	Shri A. Jahan	Naginimara	
	Tizit	28-10-80	31-10-80	Do.	Shri A. Jahan	Tizit	
	Mon town	3-11-80	6-11-80	Do.	Shri A. Jahan	Mon Sadar circle	
	Mon town	7-11-80	11-11-80	Do.	Shri A. Jahan	Mon Town and Phom-ching circles	
	Champang	13-11-80	17-11-80	Do.	Shri A. Jahan	Champang and Chen circles	
TUENSANG .	Chare	22-10-80	25-10-80	Do.	D.S.O. (Tsg.)	Chare circle	
	Longkhim	3-11-80	6-11-80	Do.	D.S.O. (Tsg.)	Longkhim circle	
	Tuensang town	27-10-80	30-10-80	Do.	D.S.O. (Tsg.)	Tuensang town and Tuensan Sadar.	

1	2	3	4	5	6	7	8
	Thonoknyu	10-11-80	13-11-80	1000 hrs. to 1500 hrs. daily	D.S.O. (Tsg.)	Thonoknyu circle	
	Chessore	23-10-80	27-10-80	Do.	Shri Z. Nisa	Chessore circle	
TUENSANG .	Noksen	30-10-80	3-11-80	Do.	Shri Z. Nisa	Noksen circle	
	Longleng	6-11-80	10-11-80	Do.	Shri Z. Nisa	Longleng circle	
	Tobu	23-10-80	27-10-80	Do.	Shri K.K.G. Pillai	Tobu circle and Manyakshu	
	Samator	30-10-80	3-11-80	Do.	Shri K.K.G. Pillai	Samator circle	
	Noklak	6-11-80	10-11-80	Do.	Shri K.K.G. Pillai	Noklak Sadar	
KIPHIRE .	Kiphire	22-10-80	25-10-80	Do.	Shri K. Rengma	Kiphire Sadar	
	Sititmi	28-10-80	31-10-80	Do.	Shri K. Rengma	Sitimi circle	
	Seyochung	3-11-80	6-11-80	Do.	Shri K. Rengma	Seyochung circle	
	Pungro	10-11-80	13-11-80	Do.	Shri K. Rengma	Pungro	

No. R. 11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND.

Dated, Kohima the 5th December, 1980.

To

The Deputy Commissioners,
Kohima/Mokokchung/Tuensang/Phek/
Zunheboto/Wokha/Mon.
The Addl. Deputy Commissioners,
Dimapur/Peren/Kiphire.
The District Statistical Officers,
Kohima/Mokokchung/Tuensang.

Subject: Second Round of Training for Enumerators and Supervisors Actual Enumeration—1981 Census.

CIRCULAR NO. 17A

Sir,

In continuation to this office letter of even number dated the 17th September, 1980 (Circular No. 17) I am enclosing herewith the second round of training programme for the enumerator and supervisors, it has been observed that one round of training will not be sufficient to make the enumerators and supervisors understand various concepts and definition and also the technicalities involved in the Census training. It is therefore, essentially felt that at least three rounds of training will be neccssary for the enumerators and supervisors. The third round of training programme for a period of two days at each centre will be sent to you shortly

I would request you to personally see that the training programme as chalked out by the office is strictly adhered to by the Census Charge Officers. I would like to mention here that some Charge Officers did not pay due importance to the 1981 Census Programme and they have been taking the census very lightly, I am sending the names of such officers to the government for necessary action.

In spite of orders from the Nagaland government, the Census Charge Officers in a few cases did not provide vehicle to the training officers for their movement from one training centre to the other causing a dislocation of training programme. I would therefore, request you to issue clear instruction in this regard to all charge officers.

I would also request you to issue instruction to all Charge Officers under your jurisdiction to be present during the training period and to take attendance of the enumerators and supervisors. It is the responsibility of the Charge Officers to impart intensive training to the absentees.

I am sending .....copies of this circular alongwith the training programme for distribution amongst the Charge Officers. The Charge Officers may therefore, request the enumerators and supervisors in writing to attend the training as per programme.

Please acknowledge the receipt.

Yours faithfully,

(Sd.) DANIEL KENT,

Director of Census Operations, Nagaland, Kohima.

No. R-11011/18/78-Tab.

Dated Kohima, the 26th November, 1980.

Copy to:—

1. The Registrar General, India, New Delhi-110011.
2. The Chief Secretary of the Government of Nagaland.
3. The Commissioner, Nagaland.
4. The Special Secretary to the government of Nagaland (Home department)—He is requested to issue another instruction in regard to the transport.
5. The Director of Economics & Statistics, Nagaland.
6. The G.O.C., 8th Mt. Division, C/o 99 A P O.
7. D.I.G., Assam Rifles (North), C/o 99 A P O.
8. The D.I.G., Assam Rifles (South), C/o 99 A P O.
9. All training Officers concerned in this Office.
10. D.D.C.O. (HQ)/D.C.O. (R)/A D C O (T).
11. All Director of Census Operations.

(Sd.) DANIEL KENT,
Director of Census Operations, Nagaland.

TRAINING PROGRAMME FOR ENUMERATORS AND SUPERVISORS (SECOND ROUND)
ACTUAL ENUMERATION 1981 CENSUS, NAGALAND

District/Sub-Division	Training Centre	Period		Time	Training officer	Circles/charge to be covered in the training centre	Remarks
		From	To				
1	2	3	4	5	6	7	8
KOHIMA .	Kohima town (DC's office)	18-12-80	20-12-80	1000 hrs to 1530 hrs.	Shri D. Sarma	Kohima town only	Charge Officer must be present throughout the training period.
	Kohima town (DC's office)	11-12-80	13-12-80	Do.	Mrs. E. Peseyie	Jakhama and Zubza circle	Do.
	Tseminyu	14-1-81	16-1-81	Do.	Shri N. Thong D.D.C.O. (R)	Tseminyu circle	Do.
	Pughoboto	19-1-81	21-1-81	Do.	Do.	Pughoboto and Gathasi circle	Do.
DIMAPUR .	Dimapur town (ADC's office)	5-1-81	8-1-81	Do.	Shri D. Sarma	Dimapur town only	Do.
	Dimapur town (ADC's office)	10-12-80	11-12-80	Do.	Do.	Dimapur Sadar circle and Dimapur town	Do.
	Dimapur town (ADC's office)	8-12-80	9-12-80	Do.	Do.	Nihokhu circle and Dhansiripar circle	Do.
	Dimapur town (ADC's Office)	5-12-80	6-12-80	Do.	Do.	Medziphema circle	Do.
P REN .	Jaluke	8-12-80	9-12-80	Do.	Shri J. Raibaruah	Jaluke	Do
	Peren	11-12-80	12-12-80	Do.	Do.	Peren Sadar circle and Pedi circle	Do.
	Tenning	15-12-80	16-12-80	Do.	Do.	Tenning and Nsong circle	Do.
WOKHA .	Wokha town	17-12-80	19-12-80	Do.	D.D.C.O. (R)	Wokha town and Chukitong circles	All the Charge Officer must be present throughout the training period.
	Wokha town	20-12-80	22-12-80	Do.	Do.	Lotsu and Sungro and Ralan circles	Do.
	Baghty	5-1-81	7-1-81	Do.	Do.	Baghty and Aitepyong circles	Do.
	Bhandari	8-1-81	10-1-81	Do.	Do.	Bhandari circle	Do.

1	2	3	4	5	6	7	8
ZUNHEBOTO	Satakha	12-1-81	13-1-81	1000 hrs. to 1530 hrs.	D.S.O. (Mokokchung)	Satakha and Satoi circles	All the Charge Officer must be present throughout the training period.
	Zunheboto	16-12-80	17-12-80	Do.	Do.	Zunheboto town and Zunheboto Sadar circles	Do.
	Aghunato	19-12-80	20-12-80	Do.	Do.	Aghunato circle	Do.
	Akulato	6-1-81	7-1-81	Do.	Do.	V.K. Station, Atoizu and Akulato circles.	Do.
	Asuto	9-1-81	10-1-81	Do.	Do.	Asuto and Suruhoto circles	Do.
MOKOKCHUNG	Tuli	9-12-80	10-12-80	Do.	Shri D.C. Pathak	Tuli circle	Do.
TUENSANG	Tamlu	12-12-80	13-12-80	Do.	Do.	Tamlu circle	Do.
MOKOKCHUNG	Changtongya	15-12-80	16-12-80	Do.	Do.	Changtongya and Chuchuyimlang circles	Do.
	Mokokchung town	18-12-80	20-12-80	Do.	Do.	Mokokchung town	Do.
	Ongpangkong	6-1-81	8-1-81	Do.	Do.	Ongpangkong circle	Do.
	Kabulong	8-12-80	9-12-80	Do.	Shri R.K. Ghosh	Kabulong circle	Do.
	Alongkima	11-12-80	12-12-80		Do.	Alongmima circle	Do.
	Mongkulemba	15-12-80	17-12-80	Do.	Do.	Mongkulemba	Do.
	Longchem	19-12-80	20-12-80	Do.	Do.	Longchem	Do.
MON	Naginimara	9-12-80	10-12-80	Do.	Shri A. Jahan	Naginimara	Do.
	Tizit	12-12-80	13-12-80	Do.	Do.	Tizit	Do.
	Mon town	16-12-80	17-12-80	Do.	Do.	Mon Sadar circle	Do.
	Mon town	18-12-80	20-12-80	Do.	Do.	Mon town and Phomching circle	Do.
	Champang	6-1-80	8-1-81	Do.	Do.	Champang and Chen circle	Do.
TUENSANG	Chare	11-12-80	12-12-80	Do.	D.S.O. (Tsg.)	Chare circle	
	Longkhim	19-12-80	20-12-80	Do.	Do.	Longkhim circle	
	Tuensang town	15-12-80	17-12-80	Do.	Do.	Tuensang town and Tuensang Sadar circle	
	Thonoknyu	6-1-81	7-1-81	Do.	Do.	Thonoknyu circle	
	Chessore	9-12-80	10-12-80	Do.	Shri Z. Nisa	Chessore circle	S.D.O. (C), Longleng may please provide vehicle to the T.O.
	Noksen	13-12-80	15-12-80	Do.	Do.	Noksen circle	
	Longleng	16-12-80	19-12-80	Do.	Do.	Longleng circle	
	Tobu	18-12-80	20-12-80	Do.	Shri K.K.G. Pillai	Tobu circle and Manya Manyakshu	
	Samatorr	8-12-80	9-12-80	Do.	Do.	Samatorr circle	
	Noklak	12-12-80	15-12-80	Do.	Do.	Noklak circle	
KIPHIRE	Kiphire	8-12-80	9-12-80	Do.	Shri K. Rengma	Kiphire Sadar	
	Pungro	11-12-80	12-12-80	Do.	Do.	Pungro	
	Sitimi	16-12-80	17-12-80	Do.	Do.	Sitimi	
	Seyochung	19-12-80	20-12-80	Do.	Do.	Seyochung	

1	2	3	4	5	6	7	8
PHEK . .	Phek H.Q.	5-1-81	6-1-81	1000 hrs. to 1530 hrs.	D.S.O. (Kma)	Phek Sadar circle	
	Meluri H.Q.	8-1-81	9-1-81	Do.	Do.	Meluri and Phokhungri circles	
	Pfutsero	12-1-81	13-1-81	Do.	Do.	Pfutsero, Khezhakeno-ma and Chizami cir-cles	
	Chazouba H.Q.	14-1-81	15-1-81	Do.	Do.	Chazouba and Chiethe-ba circles	

1981—Census Top Priority

No. R. 11011/18/79-TAB

GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR OF CENSUS OPE-RATIONS, NAGALAND, KOHIMA.

Dated, Kohima the 31st December, 1980.

To

The Deputy Commissioner,
Kohima/Mokokchung/Tuensang/Phek/
Zunheboto/Wokha/M on.
The Additional Deputy Commissioners,
Dimapur/Peren/Kiphire.
The District Statistical Officers,
Kohima/Mokokchung/Tuensang.

Subject: Third Round of Training for Enumerators and Supervisors—Actual Enumeration—1981 Census.

CIRCULAR NO. 17B

Sir,

In continuation of this office circular of even number dated 26th November, 1980 (circular No. 17A) I am enclosing herewith the third round of training programme for enumerators and supervisors. It is obser-ed from the last two rounds of training that the third round of training to the enumerators and supervisors is essential to avoid technical doubts in connection with the forms, schedules to be filled up by them.

I therefore, would request you to see personally that the charge officers under your jurisdiction pay the attention for the training as chalked out by this office. It is also requested to kindly issue necessary instructions to the charge officers so that they personally supervise the training at their respective centres.

I am sending.....copies of this circular along-with training programme for distribution amongst the charge officers. The enumerators and supervisors may kindly be infomed accordingly by the charge officers.

The receipt of this circulars may please be acknow-ledged.

Yours faithfully,

(Sd.) DANIEL KENT,

Director of Census Operations, Nagaland, Kohima.

No. R-11011/18/79-Tab.

Dated, Kohima the 31st December, 1980.

Copy to:—

1. The Registrar General of India.
2. The Chief Secretary, Nagaland.
3. The Commissioner, Nagaland.
4. The Special Secretary (Home) to the Govern-ment of Nagaland.
5. The Director of Economics & Statistics.
6. G.O.C. 8th Mountain division C/o. 99 A P O.
7. D.I.G. Assam Rifles (North) C/o. 99 A P O.
8. D.I.G. Assam Rifles (North) C/o. 99 A P O.
9. Training Officers concerned in this Office.
10. Deputy Director of Census Operations (H.Q.R)/ Deputy Director of Census Operations (R)/ Assistant Director of Census Operations (T).
11. All Directors of Census Operations.

(Sd.) DANIEL KENT,

Director of Census Operations, Nagaland: Kohima.

TRAINING PROGRAMME FOR ENUMERATORS AND SUPERVISORS

(Third Round)

ACTUAL ENUMERATION—1981 CENSUS—NAGALAND

District Sub-Division	Training Centre	Period		Time	Training Officer	Circles/charges to be covered in the training	Remarks
		From	To				
1	2	3		4	5	6	7
KOHIMA .	Kohima town (DC's Office)	31st January to 4th February, 1981.		09 00 hrs to 15 30 hrs.	Mrs. E. Peseyie	Kohima town only	Charge Officer concerned must be present in the training classes.
	Do.	5th February to 7th February, 1981.		Do.	Do.	Jakhama & Zubza circle.	Do.
	Do.	27th January to 29th January, 1981.		Do.	Do.	Chiephobozou	Do.
	Tseminyu HQs.	29th January to 31st January, 1981.		Do.	Do.	Tseminyu circle	Do.
	Pughoboto HQs.	3rd February to 5th February, 1981.		Do.	Do.	Pughoboto circle	Do.
	Medziphema	22nd to 24th January, 1981.		Do.	Shri D. Sarma	Medziphema	Do.
DIMAPUR .	Dimapur town (A.D.C's Office)	29th January to 31st January , 1981.		Do.	Do.	Dimapur Sadar	Do.
	Do.	2nd February to 4th February, 1981.		Do.	Do.	Nihokhu & Dhansiripar.	Do.
	Do.	5th February to 7th February, 1981.		Do.	Do.	Dimapur town	Do.
	Tenning H.Q.	27th January to 29th January, 1981.		Do.	Shri J. Raiboruah	Tenning & Nsong circles	Do.
PEREN .	Peren H.Q.	31st January to 3rd February, 1981.		Do.	Shri J. Raiboruah	Peren & Pedi circles	Do.
	Jaluke H.Q.	5th February to 7th February, 1981.		Do.	Do.	Jaluke	Do.
WOKHA	Wokha town	22nd January to 24th January, 1981.		Do.	Deputy Director of Census Operations, (R)	Wokha town & Chukitong circle.	Do.
	Do.	27th January to 29th January, 1981.		Do.	Do.	Lotsu, Sungro & Ralan circles.	Do.
	Baghty H.Q.	31st January to 3rd February, 1981.		Do.	Do.	Baghty & Aitepyong circles.	Do.
	Bhandari H.Q.	5th February to 7th February, 1981.		Do.	Do.	Bhandari circles.	Do.
	Satakha	20th January to 21st January, 1981.		Do.	D.S.O. Mokokchung	Satakha & Satoi circles.	Do.
ZUNHEBOTO	Zunheboto H.Q.	6th February to 7th February, 1981.		Do.	Do.	Zunheboto town & Zunheboto Sadar circles.	Do.
	Aghunato H.Q.	23rd January to 24th January, 1981.		Do.	Do.	Aghunato circles	Do.
	Akuluto H.Q.	4th February to 5th February, 1981.		Do.	Do.	V. K. Station, Atizu & Akukuto circles.	Do.

1	2	3	4	5	6	7
	Asuto H.Q.	27th January to 28th January, 1981.	Do.	Do.	Asuto & Suruhoto circles.	Do.
MOKOK-CHUNG	Tuli	19th January to 21st January, 1981.	Do.	Shri D. C. Pathak	Tuli circles.	Do.
TUENSANG	Tamlu	22nd January to 24th Januaty, 1981.	09.00 to 1530 hrs.	Shri D.C. Pathak	Tamlu circles.	Charge officer concerned must be present in the training classes.
MOKOK-CHUNG	Changtongya	27th January to 29th January, 1981.	Do.	Do.	Changtongya & Chuchuyimlang corcles.	Do.
	Mokokchung town	30th January to 2nd Februáry, 1981.	Do.	Do.	Mokokchung town	Do.
	Ongpangkong	3rd February to 5th February, 1981.	Do.	Do.	Ongpangkong circle	Do.
	Kabulong	22nd January to 24th January, 1981.	Do.	Shri R.K. Ghosh	Kabulong circle	Do.
	Alongkima	27th January to 29th January, 1981.	Do.	Do.	Alongkima circle	Do.
	Mangkulemba	31st January to 3rd Februaty, 1981.	Do.	Do.	Mangkulemba circle	Do.
	Longchem	5th February to 7th February, 1981.	Do.	Do.	Longchem circle	Do
MON	Naginimara	17th January to 20th January, 1981.	Do.	Shri A. Jahan	Naginimara	Do.
	Tizit	22nd Januaty to 24th January, 1981.	Do.	Do.	Tizit	Do.
	Mon town	27th January to 29th January, 1981.	Do.	Do.	Mon Sadar circle	Do.
	Do.	31st January to 3rd February, 1981.	Do.	Do.	Mon town and Phomching circles.	Do.
	Champang	5th February to 7th February, 1981.	Do.	Do.	Champang & Chen circles.	Do.
TUENSANG	Chare	22nd January to 24th January, 1981.	09.00 hrs to 15·30 hrs.	D.S.O. Tuensang	Chare circle	Charge officer concerned must be present in the training classes.
	Longkhim	27th January to 29th January, 1981	Do.	Do.	Longkhim circle.	Do.
	Tuensang town	31st January to 3rd February, 1981	Do.	Do.	Tuensang town & Tuensang Sadar circles.	Do.
	Thonoknyu	5th February to 7th February, 1981.	Do.	Do.	Thonoknyu circle	Do.
	Chessore	28th January to 30th Januáry, 1981.	Do.	Shri Z. Nisa	Chessore circle	Do.
	Noksen	2nd February to 4th February 1981	Do.	Do.	Noksen circle	Do.
	Longleng	22nd January to 24th January, 1981	Do.	Shri Z. Nisa	Longleng circle	S.D.O. (C) Longleng may kindly provide vehicle to T.O.
	Tobu	22nd January to 24th January, 1981	Do.	Shri K.K.G. Pillai	Tobu & Monyakshu circles.	Do.

1	2	3	4	5	6	7
	Shamatorr	28th January to 30th January, 1981.	Do.	Do.	Shamatorr	Do.
	Noklak	2nd February to 4th February, 1981	Do.	Do.	Noklak	Do.
KIPHIRE .	Kiphire H.Q.	23rd January to 24th January, 1981	09.00 hrs to 15.30 hrs.	Shri K. Rengma	Kiphire Sadar	S.D.O. (C) Longleng may kindly provide vehicle to T.O.
	Sitimi	31st January to 3rd February 1981	Do.	Do.	Sitimi	Do.
	Seyochung	5th February to 7th February, 1981	Do.	Do.	Seyochung	Do.
	Pungro	27th January to 29th January, 1981.	Do.	Do.	Pungro	Do.
PHEK .	Phek H.Q.	27th January to 20th January, 1891.	Do.	D.S.O. Kohima	Phek Sadar Circle	Do.
	Meluri H.Q.	21st January to 23rd Janauary, 1981	Do.	Do.	Meluri & Phokhungri circles	Do.
	Pfutsero H.Q.	27th January to 28th January, 1981	Do.	Do.	Pfutsero, Khezhakenoma & Chizami circles.	Do.
	Chazouba H.Q.	4th February to 6th February, 1981.	Do.	Do.	Chazouba & Chietheba circles.	Do.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

NAGALAND, KOHIMA

Dated Kohima the 15th Dec. 1980.

To

1. The Deputy Commissioner, Mokokchung/Phek/Zunhetoto/Tuensang/Mon/Kohima (by hand).
2. Addl. Deputy Commissioner, Dimapur/Peren/Kiphire.

Subject: Distribution of Identity Cards to the Enumerator and Supervisors—1981 Census.

CIRCULAR NO. 18

Sir,

I am sending herewith..... nos. of Identity cards for distribution amongst the enumerators and supervisors being engaged for the 1981 Census in your district/sub-division.

The Identity cards may please be handed over to the respective charge officers for actual distribution amongst the enumerators and supervisors. The charge officers will have to put initial with official seal in every identity card. The identity cards of pink colour are meant for enumerators and that of light blue are meant for supervisors. The names of enumerators and supervisors will have to be recorded in the identity cards by the respective charge officers.

The Charge Officers may please be instructed that the Identity Cards should be distributed on the last day of the third round of training.

Kindly acknowledge the receipt.

Yours faithfully,

(Sd.) DANIEL KENT,
Director of Census Operations, Nagaland: Kohima.

Dated Kohima, the 15th December, 1980.

No. R. 11011/18/79-Tab.

Copy to:—

1. The Registrar General, India. 2/A Mansingh Road, NEW DELHI-110011.
2. The Chief Secretary to the government of Nagaland.
3. The Commissioner, Nagaland, Kohima.
4. The Special Secretary to the government of Nagaland, (Home department).
5. The Director of Economics and Statistics, Nagaland, Kohima.
6. All Training Officers in this Office.
7. DDCO(HQ)/DDCO(R)/ADCO(T) in this Office.
8. The District Statistical Officer, Kohima/Mokokchung/Tuensang.
9. All Directors of Census Operations.

(Sd.) DANIEL KENT,
Director of Census Operations, Nagaland : Kohima.

CENSUS OF INDIA 1981

ACTUAL ENUMERATION

(9-2-81 to 28-2-81)

(Revisional Round 1-3-81 to 5-3-81)

NAGALAND

IDENTITY CARD

Name of Supervisor .. ..

Name of Town/Village .. ..

Supervisor Circle No. .. ..

Name of Census Charge .. ..

Signature of
Census Charge Officer
with Seal.

CENSUS OF INDIA 1981

ACTUAL ENUMERATION

(9-2-81 to 28-2-81)

(Revisional Round 1-3-81 to 5-3-81)

NAGALAND

IDENTITY CARD

Name of Enumerator .. ..

Name of Town/Village .. ..

Enumeration Block No. .. ..

Name of Census Charge .. ..

Signature of
Census Charge Officer
with Seal.

No. R. 11011/18/79-TAB.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima the 17th Jan. 1981.

To

1. The Deputy Commissioner, Kohima (by hand)/ Mokokchung/Phek/Wokha/Zunheboto/Tuensang/Mon.
2. Additional Deputy Commissioner, Dimapur/ Peren/Kiphire.
3. District Statistical Officer (Addl. District Census Officer) Kohima /Mokokchung/Tuensang.

CIRCULAR NO 19

Subject : Distribution of Actual Census Schedules and Collection Thereof—1981 Census, Nagaland.

Sir,

The following Census Schedules are required to be handed over to the Enumerators during the third round of training:

1. Notional Map/lay out sketch of block.
2. Filled in Abridged Houselists and sheets of section 3 of the Abridged Houselist.
3. Household schedule book.
4. Individual slip pads.
5. Working sheets for preparation of Enumerator's Abstract.
6. Enumerator's Abstract.
7. Supervisor's Abstract (to be given to the Supervisor's only).
8. Degree holders and technical personal schedule.
9. Statement showing the distribution of degree holders and technical personal, schedules.
10. Inventory form for Enumerators.
11. Inventory form for Supervisors.

The above schedules have been packed block-wise and circle wise. The Deputy Commissioner and Additional Deputy Commissioners have already been requested to send vehicle to this office to collect the actual schedules on the specified date(s). On receipt of the schedules at the district headquarters, further distribution of packets already marked for the charges are to be made by the District/Sub-divisional Census Officers. A packet containing excess schedules separately for each charge is also being sent for distribution amongst the enumerators in case of need.

Item No. 1: Notional Map/Layout Sketch Sheets

Notional Map and layout sketches are to be newly prepared in case of new E.Bs. In case of other E.Bs, the Notional Map and lay out sketches are to be updated in accordance with the abridged houselist which will also be up-dated during actual enumeration.

Item No. 2: Filled in Abridged Houselist and Sheets for Section 3 of Abridged Houselist

As indicated in my circular No. 15, section 3 of the Abridged Houselists have already been prepared for each Enumeration block (E.B.). In case of new E.B. carved out after the houselisting operations, the charge officers have already been requested to prepare the abridged housclist in consultation with the houselist and physical boundaries of the new E.Bs. The charge officer have also be requested to fill-up section 2 of the Abridged Houselist for the E.Bs. which have undergone changes for carving out new E.Bs. after the houselisting operations. The Charge officers will have to hand over the abridged houselists with spare copies of section 3 of the abridged houselist for updating on the day of enumeration to the respective enumerators.

Item No. 3: Household Schedules Book

Household schedule has two parts. Part I relates to household particulars for the household as a whole. therefore, one form of household schedule part 1 is meant for one household only part II of household schedules relates to population record. In case of large size of household more than one form of part-II-Population record may be used for the same household.

Item No. 4 : Individual Slip

One slip of Individual slip pad will be filled-up for one person. If there are 200 persons in the E.B. 200 slips will have to be filled-up for such persons.

It is also necessary to keep a reserve of Individual slip pads and household schedule books with the Charge Officer for being supplied to the enumerator in case of any shortfall.

Item No. 5 : Working Sheet for Preparation of Enumerator's Abstract

The requirement of working sheets has been worked out on the basis of population and number of households as recorded during the houselisting operations.

Item No. 6: Enumerator's Abstract

The enumerator's abstract form has been supplied at the rate of one form per block.

Item No. 7 : Supervisor's Abstract

The supervisor's abstract form has been supplied at the rate of one form per supervisors circle.

Item No. 8: Degree Holders and Technical Personal Schedule:

The enumerators at the time of actual enumeration will come across degree holders, certificate holders, diploma holders etc., one such schedule will have to be handed over to the person concerned to fill-up the same.

10 (ten) schedules per rural block and 30 (thirty) schedules per urban block are being supplied to the respective Charge officers.

Item No. 9 : Statement Showing the Distribution of Degree Holders and Technical Personal Schedules:

Two copies of the statement may be given to the enumerator. At the time of submission of filled-in forms/schedules, the enumerator will submit a copy of the statement to the supervisor and obtain signature of the supervisors in his original copy as a token of receipt by the supervisors.

Item No. 10 : Two forms per block will be supplied col. 2 of which should be filled up at the time of distribution of forms to the enumerators and col. 3 & 4 to be filled up at the time of receiving back of filled in forms by the supervisor. One copy of the Inventory will be handed over to the supervisor and the duplicate copy will be retained by the enumerator after obtaining signature from the supervisor.

Item No. 11 : Two forms per supervisor will be supplied which will be filled up after receiving all the filled in forms from the enumerators. One copy of the inventory form will be handed over to the Charge Officer and the duplicate copy will be retained by the supervisor after obtaining signature from the charge officer.

The Charge Officers will personally see that the actual forms, schedules are not unnecessarily wasted by the enumerators.

After the completion of actual enumeration, the enumerator is supposed to deposit the following filled in schedules:

1. One copy of Notional Map.
2. One copy of layout sketch.
3. Filled in abridged houselists.
4. Filled in Household schedule books.
5. Filled in Individual Slip pads.
6. Filled in working sheets.
7. Filled in enumerator's abstract.
8. Filled in degree holders and technical personal schedules alongwith the statement showing the distribution, of DHTP schedules.
9. All blank forms, schedules must be returned in a separate packet.

On the receipt of the above, the supervisors will scrutinise the records and deposit the same with the Charge Officers on 7th March, 1981 alongwith the supervisor's abstract.

On receipt of the schedules, forms, from the supervisors, the Charge Officers will scrutinise all records and submit to the district Census Officer alongwith a copy of Charge Officer's Abstract on 8th March, 1981.

I am sending ..... copies of this circular for immediate distribution amongst the Charge Officers for necessary action.

Kindly acknowledge the receipt.

Yours faithfully,

(Sd.) DANIEL KENT,

Director of Census Operations, Nagaland, Kohima.

No..... Dated Kohima the.....1981.

Copy to:—

1. The Registrar General, India 2/A, Mansingh Road, NEW DELHI-110011.
2. The Chief Secretary to the Government of Nagaland, Kohima.
3. The Special Secretary to the Government of Nagaland, Kohima (Home Department).
4. The Commissioner, Nagaland, Kohima.
5. The G.O.C., 8 Mt. division C/o. 99 A P O (with 20 spare copies for immediate distribution amongst the charge officers).
6. The D.I.G., Assam Rifles (North), C/o 99 APO (with 20 spare copies for distribution amongst the charge officers).
7. The D.I.G., Assam Rifles (South) C/o 99 APO (with 20 spare copies for distribution amongst the charge officers).
8. All training officers in the Directorate.
9. The Deputy Director of Census Operations (HQ)/Deputy Director of Census Operations (R)/Assistant Director of Census Operations (T).

(Sd.) J.C. DATTA,

Asstt. Director of Census Operations (Tech)
Nagaland : Kohima.

NO. R. 11011/18/79-TAB

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

NAGALAND : KOHIMA

Dated Kohima the 16th Feb. 1981.

To

1. The Deputy Commissioner, Kohima/Mokokchung/Tuensang/Phek/Wokha/Zunheboto/Mon.
2. The Addl. Deputy Commissioner, Dimapur/Peren/Kiphire.
3. The G.O.C. 8 Mt. Division, C/o 99 A P O.
4. D.I.G. Assam Rifles (North South), C/o 99 A P O.

Subject: Submission of Filled in Schedules—1981 Census, Nagaland.

CIRCULAR NO. 19A

Sir,

In Circular No. 19 we have explained in details the schedules/forms to be canvassed and filled-in and the procedures to be adopted for submission of filled-in forms/schedules from enumerator's level to the District Census Officer's level. In this circular I would like to say that in addition to what has been discussed in circular No. 19 the Charge Officers will have to prepare the charge working sheet and submit the same alongwith the charge abstract and other filled-in schedules/forms.

....copies of charge working sheets are sent herewith for distribution amongst the charge officers under your jurisdiction. You are requested to issue instruction to the charge officers to prepare and submit to this office.

Kindly acknowledge the receipt of this circular.

Enclosed:—As above.

Yours faithfully,

(Sd.) DANIEL KENT,

Director of Census Operations,

Nagaland : Kohima.

Dated Kohima the 16th Feb. 1981.

No. R-11011/18/79-Tab.

Copy to:—

1. The Chief Secretary to the Government of Nagaland, Kohima.
2. The Commissioner, Nagaland.
3. Lt. Col.....for necessary action.
4. .....for necessary action.
5. All Training Officers in this Directorate for necessary action.
6. Deputy Director of Census Operations (HQ)/ Deputy Director of Census Operations (R)/ Assistant Director of Census Operations (T)— for information and necessary action.

(Sd.) DANIEL KENT,

Director of Census Operations,

Nagaland: Kohima.

CENSUS OF INDIA, 1981

Working sheet for preparing Charge Abstract (To be compiled from the working sheets of enumeration)

State .....Code No. .....

District .....Code No. .....

Circle .....Code No. .....

Special Charge No. ....

(in case of special charges)

Line No.	Enumerators block No.	Persons (col. 2)	Names (col. 4)	Female (col. 4)	Males						
					S.C. (col. 6)	S.T. (col. 7)	Literate (col. 8)	Illiterate (col. 9)	Yes in 14A (col. 10)	No. in 14 A (col. 11)	Yes in 14 B (col. 12)
1	2	3	4	5	6	7	8	9	10	11	12

TOWN/URBAN AREA.

Code No. .....

MALE							FEMALE							
No. in 14B (col. 13)	Entry in Q. 15 A				Yes in 16 (col. 18)	No in 16 (col. 19)	S.C. (col. 20)	S.T. (col. 21)	Literate (col. 22)	Illiterate (col. 23)	Yes in 14A (col. 24)	No in 14A (col. 25)	Yes in 14B (col. 26)	No in 14B (col. 27)
	C. (col. 14)	A.L. (col. 15)	H.H.T. (col. 16)	O.W. (col. 17)										
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

FEMALE					
Entry in Q. 15 A					
C. (col. 28)	A.L. (col. 29)	H.H.I. (col. 30)	O.W. (col. 31)	Yes in 16 (col. 32)	No in 16 (col. 33)
28	29	30	31	32	33

APPEDIX-IV

Census Circulars Issued by the R.G's Office

Circular No.	Subject
1	Classification of Rural and Urban Units—1981 Census.
2	Organisation of Census of India 1981 Census—General instruction.
3	Appointment of Census Officers—issue of Notification.
4	Village and Town Directory—compilation of
5	Location code.
6	Classification of Rural and Urban units—1981 Census Circular No. 1—clarifications thereon.
7	Formation of urban Agglomerations.
8	Village Directory for 1981 Census—clarification thereon.
9	Location code—amendment to circular No. 5.
10	Formation of enumeration blocks and preparation of the Abridged Houselist.
11	Preparation of the Abridged Houselist—amendment to circular No. 10.
12	Houselisting operations—handling and processing of forms.
13	Houselisting operations—handling and processing to forms—further instructions regarding supplements to Census circular No. 12.
14	Instructions for selection of 20% sample of enumeration blocks.
15	Delineation of Standard Urban Areas—1981 Census.
16	Management of records relating to Individual slip and Household Schedules at various levels.
17	Compilation of District Census Hand books of 1981 series—clarifications thereon.
18	Management of records relating to Individual slip and Household schedules at various levels.
19	Supplement to circular No. 16.
20	Abridged Houselist—Preparation of.
21	Instruction to enumerators for filling up the household schedules and Individual slip—clarification.
23	Provisional population totals.
25	Management of records relating to Individual slip and Household schedules at various levels. (Second supplement to circular No. 16).
26	Instructions for selection of 20% sample of enumeration block—clarification regarding treatment of urban agglomerations.
28	State level Town Directory (District Census Handbook, 1981) circular No. 4—clarifications regarding.
31	Provisional population totals—supplement to paper-1 of 1981 Census.
33	Instructions on the preparation of the Landuse and other maps for the state level Town Directory, 1981.

Tabulation Circular Issued by the Registrar General's Office

Circular No.	Subject
1	Houselisting Operations—Processing of forms.
2	Recasting of tables A-II—1981.
3	Houselisting operations-instructions regarding editing of forms and selection of sample Census houses.
4	Houselisting Operations—instructions regarding editing of forms and selection of sample Census houses—amendment to.
5	Houselisting Operations—Processing of forms.
6	Selection of 5% sample of Enumeration Block for advance tabulation.
7	Estimation of staff requirements of the first phase of tabulation.
10	Instructions for selection of 20% sample of enumeration blocks.
12	Instructions for selection of 20% sample of enumeration blocks—supplement to Tabulation circular No. 10.
13	Instructions for the preparation of A-series tables—General Population Tables including Primary Census Abstract.
14	Preparation of A-4 tables.
15	Tabular Headings including the units for the preparation of A-series tables General Population Tables including Primary Census Abstract.
16	Primary Census Abstract presentation of Part II-B volume—regarding.

APPENDIX V

1981 CENSUS

CHARGE REGISTER—1 (RURAL)

(For Actual Enumeration)

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

Name of Circle ..... Code No. .....

Supervisor's Circle No. .....

Name of Census Charge Officer .....

Designation .....

Address .....

Name of Supervisor .....

Full residential Address .....

Address where employed .....

Designation .....

Sl. No.	Name of Village	Village Code No.	Enumerator's block Code No.	Actual Enumeration		Post enumeration particulars of the enumeration block		Date of checking and supervision of enumeration in the enumeration block by charge Officer with signature	Date of issue of forms schedules etc. to the enumerator	Date of receipt of filled-in forms Schedules, etc., from the Supervisor	Remarks
				Name of enumerator with full residential address	Address of the enumerator where employed	Total No. of household recorded	Total population recorded				
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											
5											
6											
7											

1981 CENSUS

CHARGE REGISTER—1 (RURAL)—*Contd.*

(For Actual Enumeration)

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

Name of Circle ..... Code No. .....

Name of Census Charge Officer.....
Designation .....
Address.....
Name of Supervisor.....
Full residential Address.....
Address where employed.....
Designation .....

Supervisor's Circle No.....

Sl. No.	Name of Village	Village Code No.	Enumerators' block Code No.	Actual Enumeration		Post enumeration particulars of the enumeration block		Date of checking and supervision of enumeration in the enumeration block by charge Officer with signature	Date of issue of forms schedules etc., to the enumerator	Date of receipt of filled-in forms Schedules, etc. from the Supervisor	Remarks
				Name of enumerator with full residential address	Address of the enumerator where employed	Total No. of household recorded	Total population recorded				
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											
5											
6											
7											

APPENDIX V—*Contd.*

CENSUS—1981

CHARGE REGISTER—II (URBAN)

(For Actual Enumeration)

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

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

Name of Ward/Sector ..... Code No. .....

Name of Census Charge Officer.....

Designation .....

Address.....

Name of Supervisor.....

Full residential Address..... ....

Address where employed.....

Supervisor's Circle No.....

Sl. No.	Name/Number of Ward/Sector	Ward/ Sector Code Number	Enumerator's block Code No.	Actual enumeration		Post enumeration particulars of the enumeration block		Dates of checking & supervision of enumeration in the enumeration block by Charge Officer with signature	Date of issue of forms Schedules, etc., to the enumerators	Date of receipt of filled-in forms Schedules, etc., from the Supervisor	Remarks
				Name of enumerator with full residential address	Address of the enumerator where employed	Total No. of household recorded	Total No. population recorded				
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											
5											
6											

CENSUS—1981

CHARGE REGISTER—II (URBAN)—*Contd.*

(For Actual Enumeration)

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

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

Name of Ward/Sector ....Code No..... .....

Name of Census Charge Officer.....

Designation .....

Address.....

Name of Supervisor.....

Full residential address..... .....

Address where employed..... .....

Supervisor's Circle No.....

Sl. No.	Name/Number of Ward/Sector	Ward/ Sector Code Number	Enumerator's block Code No	Actual enumeration		Post enumeration particulars of the enumeration block		Dates of checking & supervision of enumeration in the enumeration block by Charge Officer with signature	Date of Issue of forms, Schedules etc. to the enumerators	Date of receipt of filled-in forms, Schedules etc. from the Supervisor	Remarks
				Name of enumerator with full residential address	Address of the enumerator where employed	Total No. of household recorded	Total No. population recorded				
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											
5											
6											

APPENDIX V—*Contd.*

1981 CENSUS—NAGALAND

CHARGE REGISTER—I (RURAL)

(For Houselisting Operations)

District ..... Code No.....

Circle..... Code No.....

(1) Name of Census Charge Officer .....

Designation and address .....

.....

(2) Name of Supervisor.....

Residential full address .....

.....

Address where employed .....

.....

Sl. No.	Name of village	Enumerator's block code No.	Whether Notional map of block prepared in duplicate (yes or no)	Detailed boundary of enumeration block. Mention : North : South : East : West :	Houselisting operations		Post-houselisting particulars of the enumeration block		Date of checking and supervision of houselisting operations in the block with signature	Date of issue of forms, schedules etc. to the enumerator	Date of receipt of filled-in forms, schedules etc. including Notional map from enumerator	Remarks
					Name of enumerator with full residential address	Address of the enumerator where employed	Total No. of households recorded	Total population recorded				
1	2	3	4	5	6	7	8	9	10	11	12	13

N :

S :

E :

W :

APPENDIX V—*Contd.*

1981 CENSUS—NAGALAND

CHARGE REGISTER—II (URBAN)

(For Houselisting Operations)

Name of Census Charge Officer .....

Designation and address .....

.....

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

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

Name of Ward/Sector..... Code No.....

Name of Supervisor .....

Residential Address .....

Address where employed .....

Sl. No.	Name of Town	Enumerator's block code No.	Whether Notional map of block prepared in duplicate (yes or no)	Detailed boundary of enumeration block. Mention: North : South : East : West :	Houselisting operations		Post-houselisting particulars of the enumeration block		Date of checking and supervision of houselisting operations in the block with signature	Date of issue of forms, schedules, etc. to the enumerator	Date of receipt of filled-in forms, schedules, etc. including Notional map from enumerator	Remarks
					Name of enumerator with full residential address	Address of house-enumerator where employed	Total No. of households recorded	Total population recorded				
1	2	3	4	5	6	7	8	9	10	11	12	13

CHAPTER XIV

POST-ENUMERATION CHECK/CENSUS EVALUATION STUDY

POST-ENUMERATION CHECK (PEC)

It had been indicated in the first conference of Directors of Census Operations held in the India International Centre, New Delhi during 24—29 August that the post enumeration check, (PEC) would be conducted immediately after the 1981 Census taking was over as on the line of the former occasion of 1971 Census.

Objective of PEC

The objective of PEC was to quantify the likely omission or duplication in Census enumeration. It also provided a check on the quality of information on items collected in the census like age, literacy, whether worked any time during last one year and main activity. The survey provided answers to the two questions namely (i) as to how accurately had every individual been enumerated in the census and (ii) as to how precisely had the particulars of an individual been recorded in the census.

Types of Errors

The survey tried to evaluate the coverage error and the content error. The coverage error could be either due to omission or duplication of persons on account of the said omission or duplication of households or simple omission or duplication of individuals in censused households. The content error arose from the way the enumerator put a particular question or from the way the respondent understood the question or both. These errors arose because the persons who answered the questions might not have known all the particulars of a person about whom the information had been collected. Specific forms had been prescribed for ascertaining these errors.

Census Evaluation Study (CES)

The intimation about conduct of census evaluation study (CES) was also given in the first Directors' Conference. This was a new type of work introduced at 1981 Census, broadly to obtain comparability between the sample registration system (SRS) data for preceding five years and the census data collected during the enumeration. The basis was the SRS record.

Operationally, it was proposed to integrate this survey with the PEC and therefore, the calendar of operation was the same.

Objective of CES

The objective of the CES was to quantify the extent of omission of children at the younger ages and ascertainment of the correctness of age reporting of children, in the census with the help of births recorded in SRS.

The CES attempted to measure the coverage error and the content error in respect of children born to normal resident mothers in a sub-sample of SRS blocks.

From the SRS records, which had been maintained over a period of time, it was possible to make a list of children who were surviving upto the date of the Census by eliminating those who were dead or those who had left, i.e., those who had outmigrated. This list could then be compared with the population record to obtain:

(i) an estimate of the extent of omission or duplication at the younger ages, and

(ii) the extent of age-misreporting in the census at these ages.

This would lead to the estimation of the extent of omission and duplication of children below five years in the census and accuracy of their age-returns.

The post-enumeration check and Census Evaluation study were not undertaken in Nagaland in 1981 Census.

CHAPTER XV

CONCLUSION AND ACKNOWLEDGEMENT

Now I feel it a great sense of relief and thrill for coming to the conclusion of this report with this chapter. I was overwhelmed, by sense of accomplishment of the national task as assigned to me since the date of my joining. I was really lucky in the sense that I could get an efficient and a true planner of Census-taking in Shri A.C. Bal, N.C.S., the then Deputy Director, to help me and to plan in each step. I am really indebted to him. I pay my sincere gratitude to Shri Z. Obed, I.A.S., Chief Secretary to the government of Nagaland alongwith all his administrative machinery for extending their all possible help in the Census taking.

In this moment of glee, my thoughts go to the intellectual pillar in New Delhi who could ably maintain the reputation of Indian Census by organizing this administrative operations all over the country which is the largest of its kind in the free world. The inspiring and benevolent stewardship of our Registrar General and Census Commissioner, Shri P. Padmanabha, I.A.S., who always kept his door open and guided me to attain the destiny of this great national task successfully. In every step he encouraged me to maintain perfection. Our Census Commissioner, has earned well-deservedly a name in the history of census. I cannot resist my temptation to quote few lines from one of the many praises and comments on 1981 Census.

Extract of the letter from Shri M.L. Kampani, Additional Secretary to the government of India, Ministry of Home Affairs to Shri P. Padmanabha, Registrar General of India, New Delhi.

"I am desired by the Home Minister to convey his appreciation to you and to your colleagues for the efficiency and speed with which the Census Operations have been carried out and the Provisional Population Totals published. The Home Minister is particularly happy to note that the organisation of the Census has received international recognition and he has perused with interest the various letters of appreciation received from international authorities. The Minister of State in the Ministry of Home Affairs, the Home Secretary and I would also like to add our congratulations on the successful completion of one of the largest administration exercises in the world".

Through this, I also join with this hand in paying a humble tribute to the Census Commissioner for the successful conduct of 1981 Census throughout the country including this state and in bringing out the Provisional Populations in time.

Similar acknowledgement goes to Shri K.K. Chakravorty, Deputy Registrar General (C&T) for all the help and guidance provided to me on technical and administrative problems without making any delay.

I owe my profound gratitude to the Directorate of Economics and Statistics of Nagaland for sharing the pains in Houselisting Operations in particular and whole Census-taking as general. I must place on record my appreciation to those three District Statistical officers who were notified as Additional District Census Officer.

I am also grateful to the whole enumeration hierarchy down from the enumerators to the Principal Census Officers who also deserve praise and appreciation for their tireless duties in this national task. The highest tribute amongst them should undoubtedly go to the enumerators, who bore the brunt of moving door to door to collect the Census information facing bravely the occasional refusal and uncharitable remarks. I keep on record in my appreciation to the people at large for co-operating with us ungrudgingly at the time of Census-taking. It would be incomplete if I do not pay my sincere gratefulness to the Education Department of Nagaland for allowing their huge teaching staff as the enumeration agency in the 1981 Census.

I am also grateful to my technical staff of the Census Directorate for their unstinted efforts and dedication in imparting training to the field staff right from the Charge Officer to the enumerators.

Last but not the least I must keep in record of my appreciation and gratitude to Shri J.C. Datta, Assitant Director of Census Operations (Tech) of Language Division of Registrar General's Office for readily accepting the proposal for writing this report coming over from Calcutta. He was requested for this job only because of the fact that he was thorough of the basic things of Census taking in Nagaland as he was the Assistant Director of Census Operations (Tech) in this Directorate for 1981 Census. Shri Datta has drafted this report under the guidance of Shri S.K. Chattopadhyay, N.C.S., Deputy Director by taking pains in scanning through all the relevant records, etc. for which I owe them my personal gratitude.

PART I-B

ADMINISTRATION REPORT

TABULATION

PREFACE

In order to meet the large-scale demand from various Government Departments and other data users for the final population figures at District/Circle/Town level, a brochure under the title "paper 2 of 1981" is therefore, being brought out.

This paper presents the final figures of this State/District/Circle and Town pertaining total population and Scheduled Tribe population only. There is no Scheduled Caste population in Nagaland as per Scheduled Caste and Scheduled Tribe Order 1970.

The other demographic, socio-cultural and economic data in respect of the population of the District/Circle/Town will be incorporated in the District Census Hand Book and it may take some more time to bring out the publication.

The provisional population of Nagaland of the 1981 Census was 773,281 as published in paper 1 of 1981. After processing of all individual slips, the figures have been worked out as 774,930. The percentage of variation is only 0.21%. The Scheduled Tribe population of Nagaland has been recorded as 650,885 which constituted 83.99% of the total population.

I am grateful to all Officers and Staff of my office who worked very hard in bringing out this paper. I am particularly thankful to Shri S. K. Chattopadhyay, N.C.S. Deputy Director of Census Operations under whose supervision the processing of data was undertaken in the office. I am also grateful to Shri D. C. Pathak, Tabulation Officer who worked tirelessly in bringing out this paper in such a short time.

I am personally indebted to Shri P. Padmanabha, Registrar General, India who has always been kind to me in providing all sorts of technical and administrative guidance.

Dated the Kohima, the
25th September, 1982.

DANIEL KENT,
Director of Census Operations,
Nagaland, Kohima.

TABULATION

Regional Tabulation Office

The Regional Tabulation Office for Nagaland was opened at Kohima. Only one R.T.O. was sanctioned by the Registrar General, India to Nagaland. A private house with a plinth area of 2361 square feet was hired for the office, at the rate of Rs. 991.62 (Rupees nine hundred ninety one and sixty two paise) only per month, effecting from 1st July, 1980. The Office was headed by Shri N. Thong, Deputy Director of Census Operations on deputation from the Directorate of Economics & Statistics, Nagaland. The strength of staff sanctioned by Registrar General, India for the Regional Tabulation Office is given below:—

1.	Deputy Director of Census Operations	1 (one)
2.	Investigator	1 (one)
3.	Statistical Assistant . . .	1 (one)
4.	Head Clerk	1 (one)
5.	Jr. Stenographer . . .	1 (one)
6.	U.D.C.	1 (one)
7.	L.D.C.	2 (two)
8.	Chowkidar	1 (one)
9.	Peon	1 (one)
10.	Tabulator	4 (four) 1980-1981
		24 (twenty four) for 1981-82
		64 (sixty four) for June, 1982
		8 (eight) for July, 1982
11.	Checker	12 (twelve)
12.	Supervisor	4 (four)

In addition to the above staff I diverted one post of Computor to the Regional Tabulation Office to keep proper records for inflow and outflow of Census records. On many occasions I had to divert a few computors to the Regional Tabulation Office for smooth functioning.

The manual for compilation of Primary Census Abstract is reproduced at the end of this chapter.

Recruitment of Staff

To man the Regional Tabulation Office we requested the Regional Employment Exchange to sponsore candidates for filling up of post of Tabulators. The minimum qualification prescribed for the tabulators was Matriculation. A long list of candidates was also received from the employment exchange and interview was taken. Most of the selected candidates did not join on the ground that the pay prescribed for the tabulators was abnormally low. The pay of the fixed salarised staff was as follows:—

1. Tabulator ... Rs. 280/- per month
2. Checker ... Rs. 330/- per month
3. Supervisor ... Rs. 380/- per month

When the matriculate candidate did not like to accept the appointment I therefore, requested the Registrar General, India for relaxation of educational qualification for the post of tabulator. The Registrar General was kind enough in giving his clearance to my proposal. After that I did not face any difficulties for filling up of all the sanctioned posts of tabulators. I did not fill up the post of Checker and Supervisor directly. In order to give encouragement to the serving tabulators I promoted the deserving Tabulators on the basis of performance to the post of Checker. Similarly the posts of Supervisor were filled up by promotion from the post of Checker. One difficulty I had to face is that the fixed pay staff were found to be very mobile as a result the progress of work had been disturbed.

Primary Census Abstract

The methodology of compilation of Primary Census Abstract has been explained in detail in the Manual for compilation of Primary Census Abstract which is reproduced at the end of this chapter.

The individual slips were edited and matched with the household schedules. The Primary Census Abstract were therefore prepared one for total population and another for scheduled tribe population sex wise. Minimum norm for compilation of data for the tabulators was fixed at 250 households per tabulator. But actually the Tabulators could not cover more than 100 households per day on an average.

Printing of forms—Submission of Primary Census Abstract to Registrar General, India.

The final P.C.A.s were prepared in my head Office and sent to Registrar General, India for approval. On receipt of approval, one brouchure under the title paper 2 of 1981 was published by the office containing data relating to total population and total scheduled tribe population up to the level of circle/town.

The final population so arrived after processing of every individual slip is given below:—

Final Figures of Total Population and Scheduled Tribe Population

State/District/Circle/Town	Total Rural Urban	Total Population	Scheduled Tribes
1	2	3	4
Nagaland	Total	774,930	650,885
	Rural	654,696	587,270
	Urban	120,234	63,615
Kohima District	Total	250,105	163,905
	Rural	182,887	139,344
	Urban	67,218	24,561
Tenning Circle	Total (R)	4,343	4,201
Nsong Circle	Total (R)	1,705	1,702
Pedi Circle	Total (R)	5,507	5,290
Jaluke Circle	Total (R)	14,883	11,800
Dhansiripar Circle	Total (R)	9,059	5,435
Dimapur Sadar Circle	Total (R)	35,085	14,973
Nihokhu Circle	Total (R)	15,278	10,775
Ghaspani Circle	Total (R)	18,773	11,967
Zubza Circle	Total (R)	7,815	6,714
Jakhama Circle	Total (R)	18,104	16,982
Chiephobozou Circle	Total (R)	21,380	19,825
Tseminyu Circle	Total (R)	15,209	14,612
Pughoboto Circle	Total (R)	6,382	6,258
Ghathashi Circle	Total (R)	4,976	4,854
Peren Circle	Total (R)	4,388	3,956
Kohima Town (T.C.)	Total (U)	34,340	19,339
Dimapur Town (T.C.)	Total (U)	32,878	5,222
Phek District	Total (R)	70,618	66,058
Phokhungri Circle	Total (R)	1,368	1,262
Khezakenoma Circle	Total (R)	1,670	1,659
Meluri Circle	Total (R)	7,628	6,566
Phek Sadar Circle	Total (R)	13,609	11,561
Chazouba Circle	Total (R)	12,579	12,206
Chetheba Circle	Total (R)	7,280	7,106
Chizami Circle	Total (R)	10,411	10,266
Pofutsero Circle	Total (R)	16,073	15,432
Wokha District	Total	57,583	54,354
	Rural	49,403	47,967
	Urban	8,180	6,387
Wokha Sadar Circle	Total (R)	18,596	18,241
Lotsu Circle	Total (R)	3,375	3,359
Baghty Circle	Total (R)	4,381	4,149
Bhandari Circle	Total (R)	7,820	7,140
Aitepyong Circle	Total (R)	6,140	6,097
Sungro Circle	Total (R)	5,085	5,059
Chukitong Circle	Total (R)	4,006	3,922
Wokha Town (C.T.)	Total (U)	8,180	6,387
Zunheboto District	Total	61,161	58,249
	Rural	53,483	52,466
	Urban	7,678	5,783
Satakha Circle	Total (R)	11,143	10,666
Satoi Circle	Total (R)	2,169	2,145
Aghunato Circle	Total (R)	7,389	7,276
Asuto Circle	Total (R)	4,736	4,731
Suruhoto Circle	Total (R)	6,311	6,260
Zunheboto Sadar Circle	Total (R)	6,650	6,617
Atoizu Circle	Total (R)	7,493	7,395
Akuluto Circle	Total (R)	4,428	4,293
V.K. Circle	Total (R)	3,164	3,083
Zunheboto Town (C.T.)	Total (U)	7,678	5,783
Mokokchung District	Total	104,193	95,407
	Rural	86,133	81,105
	Urban	18,060	14,302
Ongpangkong Circle	Total (R)	25,970	23,870
Kabulong Circle	Total (R)	9,848	9,711
Mangkulemba Circle	Total (R)	8,665	8,350
Longchem Circle	Total (R)	5,194	4,854
Alongkima Circle	Total (R)	8,764	8,675
Changtongya Circle	Total (R)	8,278	7,872
Chuchuyimlang Circle	Total (R)	8,828	8,698
Tuli Circle	Total (R)	10,586	9,075
Mokokchung Town (T.C.)	Total (U)	18,060	14,302
Tuensang District	Total	152,332	142,376
	Rural	140,132	134,109
	Urban	12,200	8,267
Pungro Circle	Total (R)	8,283	8,032
Kiphire Sadar Circle	Total (R)	12,737	11,554
Sitimi Circle	Total (R)	2,613	2,590
Seyochung Circle	Total (R)	5,298	5,250
Chessore Circle	Total (R)	4,710	4,670
Shamatorr Circle	Total (R)	7,844	7,479
Thonoknyu Circle	Total (R)	6,146	5,976
Noklak Circle	Total (R)	15,692	15,225

State/District/Circle/Town	Total Rural Urban	Total Population	Scheduled Tribes
1	2	3	4
Tuensang Sadar Circle	Total (R)	12,872	11,931
Longkhim Circle	Total (R)	8,138	7,945
Chare Circle	Total (R)	6,616	6,424
Noksen Circle	Total (R)	6,694	6,586
Longleng Circle	Total (R)	20,829	20,392
Tobu Circle	Total (R)	9,949	8,989
Monyakshu Circle	Total (R)	6,836	6,812
Tamlu Circle	Total (R)	4,875	4,253
Tuensang Town (T.C.)	Total (U)	12,200	8,267
Mon District	Total	78,938	70,536
	Rural	72,040	66,221
	Urban	6,898	4,315
Naginimara Circle	Total (R)	12,903	9,558
Champang Circle	Total (R)	14,693	14,065
Chen Circle	Total (R)	9,616	9,442
Phomching Circle	Total (R)	10,214	10,071
Mon Sadar Circle	Total (R)	15,570	15,077
Tizit Circle	Total (R)	9,044	8,008
Mon Town (C.T.)	Total (U)	6,898	4,315

Note.—The status of the towns is indicated with the following abbreviations:

T.C.—Town Committee.

C.T.—Census Town.

For the purpose of processing of schedules for compilation of data for preparation of Primary Census Abstract the following forms prescribed by the Registrar General, India had to be printed in the Nagaland government press. Forms got printed are enumerated as follows:—

1. Block Compilation sheet for Rural/Urban.
2. Urban master Primary Census Abstract.
3. Rural master Primary Census Abstract.
4. Urban/Village Primary Census Abstract.

Abolition of Regional Tabulation Office

The Regional Tabulation Office existed up to 31st May, 1982. With the abolition of the Regional Tabulation Office Shri N. Thong, Deputy Director of Census Operations was reverted to his parent department. Most of the fixed pay staff had been retrenched with effect from 31st May, 1982 (afternoon). Retrenchment of staff did not create any problem for this office. Because the tabulators, and checkers supervisors were empathetically told at the time of appointment about their service condition was clearly indicated so that they could not claim absorption against any vacancy in this office. The list of retrenched employees is given below:—

Sl. No.	Name	Designation
1	Shri Neivicha	Supervisor
2	,, Viphrezo	Supervisor
3	,, Ezamo	Supervisor
4	,, Kenyulo	Supervisor
5	Smt. Mengukienuo	Checker
6	Shri. Dzuvichulie	Checker
7	,, Dilvi	Checker
8	,, Kidoying	Checker
9	,, Nizheto	Checker
10	,, Sekhu	Checker
11	,, Visolie	Checker
12	Smt. Vihole	Checker
13	Shri Patit Paban Chakraborty	Checker
14	Smt. Hisinle	Tabulator
15	,, Sherhenle Kant	Tabulator
16	,, Sherhenle Chadi	Tabulator
17	Shri Kedahi	Tabulator
18	Smt. Renbeni	Tabulator
19	,, S. Apokla	Tabulator
20	,, Hinyule	Tabulator
21	,, Lezunu	Tabulator
22	,, Shondemo	Tabulator
23	Shri Ivishe Sho he	Tabulator
24	,, Kenyusing	Tabulator
25	,, Ngasing	Tabulator
26	,, T.K. Lotha	Tabulator
27	Smt. Lobeni	Tabulator
28	,, Kevidehole	Tabulator
29	,, Visakhole	Tabulator
30	,, Sachanuo	Tabulator
31	,, Khriezosonienuo	Tabulator
32	,, Lonyule	Tabulator
33	,, Samendenla	Tabulator
34	,, Tsuktimenla	Tabulator
35	,, Rogenla	Tabulator
36	,, Tenukhon Hinle	Tabulator
37	,, Achila Sangtam	Tabulator
38	,, Pudunulu	Tabulator

Sl No.	Name	Designation
39	,, Nophole	Tabulator
40	Shri Lobemo	Tabulator
41.	Smt Ghukhuli	Tabulator
42	Smt Hetole	Tabulator
43	Shri Lendong Lensu	Tabulator
44	,, Hutimelen	Tabulator
45	,, I Longpong	Tabulator
46	Smt N Amenla	Tabulator
47	,, Kasheli Sema	Tabulator
48	,, Hovili Sema	Tabulator
49	,, Yhunyule Kent	Tabulator
50	Shri John Kent	Tabulator
51	,, Gwayhunlo	Tabulator
52	,, K A Lotha	Tabulator
53	Smt Sukhuayalama	Tabulator
54	,, R Awala	Tabulator
55	,, Sukla Bhadra	Tabulator
56	Shri Kekhriengulie	Tabulator
57	,, Dikha Thire	Tabulator
58	Smt Watimenla	Tabulator
59	Shri L. Vitoiswe	Tabulator
60	Smt. Atoli Shishi	Tabulator
61	Shri Gurdweep Singh	Tabulator
62	,, G. Kivixe	Tabulator
63	,, Kivito Sema	Tabulator
64	,, Indra Bahadur Tamang	Tabulator
65	Smt. Monsungla	Tabulator
66	Shri I. Khuvito Sema	Tabulator
67	Smt. Mitra Das	Tabulator
68	,, Mitali Das	Tabulator
69	,, Pranati Das	Tabulator
70	,, Hoquehi Sema	Tabulator
71	,, Vizele Kikhi	Tabulator
72	,, K. Z. Nisa	Tabulator
73	Shri M. Alemba Kikon	Tabulator
74	,, R. K. Kalita	Tabulator

APPENDIX VI

MANUAL FOR COMPILATION OF PRIMARY CENSUS ABSTRACT

INTRODUCTION

This manual incorporates the instructions for compilation of the Primary Census Abstract, both rural and urban and also for compilation of Appendix 3 to Table A-1. It has been divided into two Sections for convenience. Section I contains the instructions to the Supervisor, the Checker and the Tabulator, while Section II contains the instructions regarding edit and desk match to be done by the Tabulator. The appendices provide the formats for the Primary Census Abstract itself and for Appendix 3 to Table A-1 as also formats for the Working Sheets and intermediate forms which would be used for obtaining the Primary Census Abstract and Appendix 3 to Table A-1.

The procedure for compilation of the Primary Census Abstract (PCA) will broadly be as follows:

(i) The Tabulator will be responsible for the compilation of the Block totals. He will edit the Individual Slip and Household Schedule Part II—Population Record and will match these to make sure that they tally. Having done so, he will check the totals for each Household in Part II of the Household Schedule and will later compute the block totals on the basis of the household totals.

(ii) After the Tabulator has compiled the block totals, the Checker will check the block totals for each of the items concerned for arithmetical accuracy and will also cross-check these totals with the Enumerator's Abstract for the block. Discrepancies will be reconciled by the Checker and the block totals will be finalised by him. Having done so, he will post these in the Urban or Rural Master PCA forms and in some cases also in the final PCA forms.

(iii) The Supervisor will be in overall charge of the work and will be responsible for record management, applying sample checks and ensuring that the work proceeds according to schedule.

The instructions for the three levels of Supervisor, Checker and Tabulator are necessarily inter-related and training should be given to each of these levels so that each one understands his specific function. Apart from the training for each level, it would be necessary to briefly explain the entire system to these levels together so that their inter-connected roles may be understood.

This manual must be read together with Tabulation Circular No. 9 which has been issued separately and has been reproduced here as Appendix 7. Directors of Census Operations would have to devise intermediate control forms and may also establish such checks which would add to quality of supervision.

SECTION I—INSTRUCTIONS TO THE SUPERVISOR, CHECKER AND TABULATOR

SUPERVISOR

You will normally be responsible for supervising the work of three teams consisting of one Checker and six Tabulators each. You will have to arrange for issue of records and perform other duties assigned to you.

When the records are received by you from the record room, you should normally take delivery of only one charge at a time. The records in respect of one charge, which are issued to you, should contain the following:

1. Urban/Rural Master Primary Census Abstract, first three columns already filled.
2. Urban/Village Primary Census Abstract, first three columns already filled.
3. Compilation Sheets for Appendix 3 to Table A-1, first column already filled.
4. Filled-in Household Schedule Books (Parts I & II) of the charge.
5. Filled-in Individual Slip pads of the charge.
6. Enumerator's Working Sheets prepared by the Enumerator in the field, for all the blocks in the charge.
7. Enumerator's Abstracts of all the blocks in the charge.
8. Charge Abstract.
9. Sufficient copies of this manual (only first time).
10. Sufficient number of blank Block Compilation Sheets.
11. Sufficient number of stamps and pads for identification of Scheduled Castes/Tribes slips.

You should hand over the Urban/Rural Master Primary Census Abstract, Urban/Village Primary Census Abstract and Compilation Sheets for Appendix 3 to Table A-1 to one of your Checkers. This Checker, as will be explained later, will fill up the figures in the Urban/Rural Master Primary Census Abstract and Compilation Sheets for Appendix 3 to Table A-1 when the Block Compilation Sheets in respect of a block are finalised. He should enter the figures against the relevant enumeration block number already listed in the Urban/Rural Master PCA as well as Compilation Sheets for Appendix 3 to Table A-1. It may happen that a village may have more than one enumeration block. In such a case the Checker should make the entry against the enumeration block for which the compilation has been finalised and leave the rest blank till he gets the Compilation Sheets for the rest of the blocks in this village. If it is a single enumeration block village, then the Checker should enter the figures in the Urban/Rural Master PCA and Urban/Village PCA simultaneously.

In the case of urban areas, the Checker would have to complete the Urban Master PCA for each ward or division or other area which forms a separate charge of a city or town and then build up the Urban Primary Census Abstract.

When you issue records in respect of an enumeration block to the Tabulator, please ensure that the Household Schedule books and Individual Slip pads are issued for the same block. Another important point which you have to keep in mind while issuing the records is that *you should not part with the Enumerator's Abstracts and the Working Sheets prepared by the Enumerator in the field and should keep them with you.* You and your Checker will need these for applying certain checks, as will be explained later. In any case the Tabulator should not have access to Enumerator's Abstract of the block allotted to him.

When the Tabulators and Checkers start their work you have the responsibility to carry out sample checking of the work while it is in progress. You should see that the sequence in which the Tabulator is required to process the schedules is strictly followed and no shortcuts are adopted. This is very essential, keeping in view the quality level desired.

When the records are issued to you for one charge, you will notice that the records for all the enumeration blocks in the charge have not been issued. In the begining, you will be issued the records relating to only 5 per cent of the enumeration blocks within a charge. In the second stage you may be issued the records for 15 per cent of the enumeration blocks within a charge. In the third stage you will receive the records for another 20 per cent of the blocks and finally, in the fourth stage, you will receive the records relating to balance 60 per cent of the blocks in a charge. It may happen that you and your team may not deal with charge fully and that sometimes you get the 5 per cent blocks relating to one charge, the 15 or 20 per cent of the blocks relating to another charge *etc.* In such cases, care should be taken to see that the correct Urban/Rural Master PCA, Urban/Village PCA forms and Compilation Sheets for Appendix 3 to Table A-1 are used relating to the charge concerned. In all cases, before entries are made, the location code and other identification particulars must be tallied. Similar care must be exercised by the Checker and the Tabulator also and for this purpose your supervision must be good and effective.

Before the Checker makes entries in the Urban/Rural Master PCA and if need be in the Urban/Village PCA as well as in Compilation Sheets for Appendix 3 to Table A-1, he should first obtain the Enumerator's Abstract of the block from you and tally the totals arrived at by the Tabulator with the help of Block Compilation Sheets with the Enumerator's Abstract and Working Sheets. The Checker is required to tally the totals for Normal, Institutional and Houseless households separately and if there is any discrepancy he must reconcile this. In other words the Enumerator's Abstract will serve as a control. It is very essential to make sure that before any entry is made in the Urban/Rural Master PCA and if need be in the Urban/Village PCA and in the Compilation Sheets for Appendix 3 to Table A-1, the figures of both the documents tally.

When the records for 5 per cent enumeration blocks are issued to you, you will aiso be provided, as mentioned earlier, with the Urban/Rural Master PCA, Urban/Village PCA with the first three columns already filled and the Compilation Sheets for Appendix 3 to Table A-1 in which the first column is already filled. When the processing of all the blocks issued to you is over and entries have been made in the Urban/Rural Master PCA and if need be in the Urban/Village PCA and Compilation Sheets for Appendix 3 to Table A-1, you must obtain these three documents from the Checker. You should then check for each enumeration block in the Urban/Rural Master PCA whether number of occupied residential houses in col. 4 is less than or equal to the number of households in col. 5. If not, *i.e.*, if the occupied residential houses are more than the number of households for any enumeration block you will have to refer to the Abridged Houselist and check whether the entry for occupied residential houses in Section 1 (B) tallies with the entry in the Urban/Rural Master PCA. If these do not tally, correct the entry in col. 4 of the Urban/Rural Master PCA. After this correction the occupied residential houses should be less than or equal to the number of households (col. 5 of Urban/Rural Master PCA). In case the occupied residential houses are still more than the number of households check the entry for number of households in col. 5 with the Block Compilation Sheets if necessary by counting the number of honseholds and in case of error correct this entry. After this correction the occupied residential houses should be less than or equal to the number of households. In the extreme case where the inconsistency still persists check whether in the Abridged Houselist the occupied residential houses in Section 1 (B) are less than or equal to the number of households in Section 1 (C). If this is not the case in the Abridged Houselist you will have to count the number of occupied residential houses and the number of households in cols. 3 and 7 of Sections 2 and 3 of the Abridged Houselist and correct the entries in Section 1. In this last case, before you make corrections you will have to bring this matter to the notice of your officer incharge.

The entries in the Urban/Rural Master PCA should be corrected accordingly, and correspondingly, also the entries in the Urban/Village PCA. In case the enumeration block is a part of a village the totals for the village in the Urban/Rural Master PCA should be corrected and carried over to the Urban/Village PCA.

After this checking and corrections, where necessary, are completed you should return all these records relating to the charge to the Record Keeper. Please make sure that you intimate the Record Keeper well in advance that you will be handing over the records of the charge soon and will require further records so that he is in a position to provide you the same well in time. Preferably, to avoid any dislocation of work, before handing over the records of the charge nearing completion you should obtain the records of the new charge so that your Tabulators do not have to remain without work. Please make sure that the records of the two charges, one being processed and the other got issued for processing, are kept carefully so that they do not get mixed up.

You will also have to maintain a record about the issue and receipt of the records to the Tabulators and ensure that they complete the work relating to one block within the prescribed time limit.

Please read the instructions to the Checker and Tabulator also, so that you are clear about the functions you have to perform.

You will see that you have a great responsibility in the execution of this job. Please make sure that the edit checks prescribed are applied, desk match is made with great care and totals are checked for each household in the Population Record. Any mistake which remains undetected during the processing of the block will create complications in the subsequent stages and will result in enormous increase in the work-load of reconciliation.

CHECKER

You will have to perform your duties under the supervision of your Supervisor and you are responsible for the checking of the work of the six Tabulators, working under you, while this is under progress.

Your Supervisor will have issued the records on one enumeration block to each of the six Tabulators working under you. They are required to do editing, checking and compilation work as will be explained later. You have, as stated above, to check the work of each Tabulator while it is in progress. Please do not assume that you can check the work at the end when the Tabulator has finished work relating to the enumeration block. This will be disastrous.

Your Supervisor may give you the Urban/Rural Master PCA, Urban/Village PCA and Compilation

Sheets for Appendix 3 to Table A-1 relating to the charge for which the block records have been issued to the Tabulators under his overall control. In such cases, you will have to carry out the compilation on the basis of the Block Compilation Sheets of all the Tabulators who may be working under other Checkers.

Make sure that the Tabulator has used three sets of Block Compilation Sheets, one each for Normal, Institutional and Houseless households. When the Tabulator has processed the block completely, at the end he must have arrived at the block totals. When the Tabulator hands over these Compilation Sheets to you, you should request your Supervisor to make available to you the Enumerator's Abstract and Working Sheets of the block. In the Enumerator's Abstract the totals for the entire block are given and similar figures are available in the Block Compilation Sheets which the Tabulator has handed over to you. You must now take the following steps:

(i) First of all you must tally the totals with reference to total population. In other words, you must compare the totals for the block as recorded in the Block Compilation Sheets and in the Enumerator's Abstract. Even if the two sets of totals tally, you should check whether the totals for Normal, Institutional as well as Houseless households tally separately. In case you come across any discrepancy, then you should see whether the discrepancy is in the case of Normal households or Institutional households or Houseless households.

(ii) Repeat the process of tally indicated in (i) above for other items also with the Enumerator's Working Sheets.

(iii) Having located the discrepancy, you should tally the two sets of figures *in respect of each household*. For doing this you should request your Supervisor to provide you the help of another Checker. Whenever, you come across any household in whose case the figures do not tally, then you should see whether the Tabulator has made any changes in Population Record during the course of editing and matching of the records. If he has, then you should change the figures in the Working Sheet prepared by the Enumerator in the field, on the basis of the corrections made by the Tabulator in the Population Record. You have to do this yourself as the Tabulator was not required to correct the Working Sheets as he did not have access to these.

(iv) In case you find that the Tabulator has committed a mistake during the course of compilation, then you should make corrections for that household in the Block Compilation Sheet and change the totals in the Block Compilation Sheets. You should also make subsequent changes in the totals arrived at by the Tabulator.

(v) After you have checked all the totals and are sure that there is no discrepancy then you should take the Urban/Rural Master PCA and Urban/Village PCA and make the entry first in the Urban/Rural Master PCA against the relevant enumeration block number. In case this happens to be a block of a village where no other enumeration block exists, *i.e.*, it is a single enumeration block village, then you should enter the figures in the Urban/Village PCA also simultaneously. But if there are two or more enumeration blocks in a village, then you should make the entry against the relevant block number in the Urban/Rural Master PCA *only* and should *not* make entry in the Urban/Village PCA at this stage. In such cases, entry in the Urban/Village PCA will be made when compilation in respect of all the enumeration blocks in this village is completed and the village totals have been struck in the Urban/Rural Master PCA for this village by you.

(vi) When you make entries in col. 5 onwards of the Urban/Rural Master PCA, you should also fill up col. 4 'Occupied residential houses' by copying from the Enumerator's Abstract. If the village is a single block village, this figure of occupied residential houses should also be copied into the Urban/Village PCA. In the case of villages with multiple blocks, strike the total of number of occupied houses in col. 4 along with the totals of other columns and enter it in col. 4 of Urban/Village PCA.

(vii) Having satisfied yourself about the accuracy of the data compiled and after you have made entries in the Urban/Rural Master PCA and if need be in the Urban/Village PCA, you should repeat this process till all the enumeration blocks of the charge are processed.

(viii) The Tabulator, as stated above, must have given you the Block Compilation Sheets for Normal households, Institutional households and Houseless households which you must have already tallied with the Enumerator's Working Sheets. Now with the help of the Block Compilation Sheets for the Institutional and Houseless households, you have to fill the Compilation Sheets for Appendix 3 to Table A-1. You will have noticed that the enumeration block numbers have already been written for the entire charge in the Compilation Sheet for Appendix 3 to Table A-1. What you have to do at this stage is to enter the number of households and their population with sex break-up, separately for the Institutional and Houseless households under the relevant columns of the Compilation Sheet for Appendix 3 to Table A-1. You will get this information from the totals of the figures entered by the Tabulator in the Block Compilation Sheet which he has used for the Institutional and Houseless households. If there are no

such households or if there are only households of one these types in a block, you should put small dashes (—) in the relevant columns against that block number.

When the work relating to all the blocks is over, then you should handover the Block Compilation Sheets as well as Urban/Rural Master PCA and Urban/Village PCA alongwith the Compilation Sheets for Appendix 3 to Table A-1 as also the Enumerator's Abstracts and Working Sheets to your Supervisor, who in turn after satisfying himself about the accuracy, will deposit these records with the Record Keeper.

The records in respect of a charge will be issued in various phases. At each stage you must take back the relevant Urban/Rural Master PCA, Urban/Village PCA as well as Compilation Sheets for Appendix 3 to Table A-1, from your Supervisor for making entries in the case of the blocks processed in these stages. When the processing of all the blocks in the charge is completed, you should strike the totals for the charge and having satisfied yourself by applying arithmetical checks, should hand over the material to your Supervisor.

TABULATOR

Your main duty as a Tabulator will be the following:

(a) Applying very elementary edit and desk match checks to the Individual Slips and the Household Schedules given to you.

(b) After applying the edit checks and completing desk match referred to above, check the totals in the various columns of Part II of the Household Schedule in the case of each household.

(c) After having completed step (b) completing the Block Compilation Sheets for each block.

The instructions that follow explain how each of the steps will be carried out.

You will be issued the records relating to a block. Before you start the compilation work, you should first fill up the locational details in the Block Compilation Sheet taking care to note whether this is a rural or urban area and also taking care to have with you three separate sets of these sheets for arriving at the block totals in the case of Normal households, Institutional households and Houseless households separately. You must start the work only after filling up the identification particulars. The location code will be available on the records issued to you and these should be copied out carefully on the lines against the units concerned.

Please note that three sets of Block Compilation Sheets will be used for each enumeration block. These will relate to the Normal, Institutional and Houseless households. You will have to indicate in each case whether the Block Compilation Sheet refers to Normal households or Institutional households or Houseless households by scoring out the inappropriate descriptions at the top of the Block Compilation Sheet concerned. For example, if you are dealing with Normal households the words "Institutional" and "Houseless" will have to be scored out. In any case, you must use three separate sets of Block Compilation Sheets for each block. Even if there is no Houseless household or Institutional household in your block, please prepare these three sets, indicating on the sheet concerned that there is no such household in your block.

It may happen that you may have to use more than one Block Compilation Sheet for the block assigned to you. Therefore, please mention the page number of the Block Compilation Sheet in each case. The page number will run continuously for each type of household. For example, there may be five Block Compilation Sheets in the case of Normal households, only two for Institutional households and may be three for Houseless households. These must be numbered separately with a correct indication of the type of the household to which each set relates.

Your work will mainly consist of the following functions :

(i) You will have to edit and match the Individual Slip and the Household Schedules in the case of each household.

(ii) Having carried out the editing and matching, you will then have to check the arithmetical totals of all the columns except cols. 1, 3, 6 and 7 in the case of each household as given in Household Schedule, Part II—Population Record.

(iii) Having checked these arithmetical totals you will have to copy these totals in the Block Compilation Sheets.

The instructions regarding editing and matching of records are given in Section II and you must become fully familiar with these instructions. The edit checks prescribed should be very carefully applied since, if you commit a mistake, this mistake will remain undetected and will create complications later. You will have been trained in these instructions but please make it a point to refer to them frequently.

Before you begin the work of editing and matching *etc.*, please make sure that you have received the right records. In other words, you must make sure that the Individual Slip pads and the Household Schedule books issued to you relate to the same block. If they do not, please inform your Supervisor immediately and he will take necessary action to give you the correct records.

As mentioned earlier, the edit and desk match instructions are given in Section II. As soon as you receive the records of a block, you will have to process both the Individual Slips and the Household

Schedules in the manner specified in the edit and desk match instructions. If you do this correctly, you will arrive at the totals for each household in an accurate manner. These totals which you would arrive at in Part II of the Household Schedule in the case of each household will now have to be entered in the Block Compilation Sheets.

To help you post the correct totals from each of the columns of the Population Record, *i.e.*, Part II of the Household Schedules into the Block Compilation Sheets, the column numbers of the Population Record have been indicated in brackets in each of the relevant columns of the Block Compilation Sheets. Please note that one line in the Block Compilation Sheet will be used for one household. One or more Block Compilation Sheets may have to be used for posting of the totals of all the households in an entire block.

Please note that col. 1 of the Block Compilation Sheet is a serial number. It will, therefore, run continuously for the entire enumeration block with which you are dealing. This serial number in col. 1 will be different for the three types of households since you are using different sets of sheets for Normal Institution and Houseless households.

Column 2 of the Block Compilation Sheet relates to the household numbers. This should be copied from Part I of the Household Schedule. You will notice that at the top of Part I of the Household Schedule the serial number of the household has been given and this should be copied here.

After you have filled a Block Compilation Sheet, totals will have to be struck for cols. 3 to 27 of this sheet. Under col. 2 please count the entires only and record the number at the bottom. This will give the total number of households in the sheet.

The totals so arrived at on each page of a Block Compilation Sheet should be carried forward on to the second and subsequent pages and you should continue to strike the running totals at the bottom of each Block Compilation Sheet so that the last total on the last sheet will give the total figures for that block for that particular type of household. When you carry forward totals from one page to another of the Block Compilation Sheets, please use one line at the top, writing in col. 1 the words "Total carried forward from page No.....".

Separate Block Compilation Sheets will have been used for Normal households, Institutional households and Houseless households. However, it is necessary to have totals including those relating to Institutional households and Houseless households. For this purpose, you should carry over the totals relating to Institutional households and Houseless households to the last sheet relating Normal households below their totals. When you do this, please do not forget to write the words "Institutional" and "Houseless" in col. 1 of this last sheet. Having done so, you must enter the totals relating to these two types of households and strike the grand totals. These grand totals will be the final PCA figures for the block concerned.

SECTION II—INSTRUCTION FOR EDIT AND MATCHING

Introduction

In compiling the PCA two requirements have to be met. These are accuracy of PCA and comparability of PCA with the Individual Slip tabulations which will be made later on the computer. For accuracy of PCA, it is necessary to edit the entries of the Population Record. To meet the second requirement the entries in the Population Record and Individual Slip have to be matched to ensure that they are identical, as they should be. This step is necessary to ensure that the PCA figures at district level do not differ from the figures for the same characteristics derived from the Individual Slip tabulations. Even where the Individual Slip tabulations will be on sample basis it is necessary to ensure that the PCA does not differ from the Individual Slip tabulations except due to sampling variation.

In order to match the entries in the two schedules, these should be edited first. However, a complete edit of the Individual Slip before compilation of PCA is not necessary as it will take considerable time and will delay the compilation of PCA and the release of the Individual Slips for computer data entry. Therefore, a partial edit of the Individual Slip restricted only to the items appearing in the Population Record will be made at this stage.

The edit and matching will be done as a combined operation. In matching, the entries in cols. 2 to 7 of the Population Record will be taken as authentic and the corresponding entries of the Individual Slip will be corrected accordingly, whereas the entries of cols. 8 to 35 of Population Record will be corrected taking the entries in the Individual Slip as correct. This is because at the time of enumeration, cols. 1 to 7 of the Population Record would have been filled first keeping the composite picture of the household in view and the entries would have been tallied with the Individual Slip, whereas, the entries in cols. 8 to 35 of Population Record would have been recorded from the corresponding entries of the Individual Slip.

The various steps in this matching operation will, therefore, be in the following order:

(1) Edit of Population Record—cols. 1 to 7.

(2) Matching of Population Record—cols. 2 to 7 with Individual Slip—Q. 1 to Q. 5.

(3) Matching and edit of entries relating to religion, Scheduled Caste and Scheduled Tribe in Individual Slip (Qs. 8, 9 & 10); Qs. 2, 3 & 4 of Part I Household Schedule and Population Record (cols. 8, 9, 22 & 23).

(4) Edit of Individual Slip—Q. 11 and Qs. 14A to 16.

(5) Matching of Individual Slip—Q. 11 and Qs. 14A to 16 and Population Record—cols. 10 to 21 and 24 to 35.

(6) Checking of column totals of Population Record.

Preliminary Checks

Before starting with Step 1, some preliminary checks of the Individual Slip pads and Household Schedule books have to be made. It should be first checked that the two records are of the same block. On the cover page of these pads and books the number of pads and books used for the block is mentioned. It should be checked whether all the pads and books for the blocks have been given by the Supervisor. If not, these have to be obtained and assembled.

When you receive the Household Schedule books you should arrange these in the serial order starting with the first household. In the case of the Individual Slip pads, these should be arranged in the order of pad numbers. You will have been given 3 sets of Block compilation sheets, ie. sheets for normal households institutional households and houseless households. You will now have to take up the Household Schedule and the Individual Slips of the first household of your block and proceed one by one to carry out the edit and matching checks indicated herein.

In this preliminary stage, you will have to check that the location code particulars are written in the Household Schedule and in each of the Individual Slips of the members of the household. If these particulars are entered in one of these records and not in the other, then you should enter the same particulars in the record in which they are missing. Please verify that the same location code particulars of the block are written in all the Household Schedules and the Individual Slips of the block that you are dealing with.

As you do this work, you may come across the following cases:

(a) The household number may repeat in two Household Schedules;

(b) A Household Schedule may not contain the Household number because the enumerator may not have written it.

In the first case where the same household number appears on two Household Schedules, you must first check whether the second Household Schedule on which this number appears is a continuation of the

Household Schedule of the household concerned. If so, you will have to write "continued" on the second Household Schedule and also write "continued" in the first Household Schedule. At both these places where you will write "continued", please indicate the relevant book number and form number.

Where the same number appears on two Household Schedules, you must make sure that the second Household Schedule is not really a contiuation of the first household. This can be done by referring to the Individual Slips of the members of the household. Having verified this, if you find that the second one is a separate household, you should inform your Supervisor who will then refer to the Abridged Houselist and will indicate to you the household number for this household if it is available there. If the Supervisor is unable to do so, then you should give the second Household Schedule the next number after the last serial number of the Households in the block. When you do this please inform your Supervisor. In this case also, please make sure to enter this household number in the Household Schedule and in the Individual Slips concerned.

In the case where the household number does not appear in the Household Schedule at all, you will have, as mentioned above, to first find out whether this Household Schedule is a continuation sheet for some other household. You can do this by referring to the Individual Slips for this household. If you find that this is a large household and more than one Household Schedule has been used, it is most likely that the Household Schedule which has no number really refers to this household. In such a case the same serial number as in the Individual Slips may be written in the Household Schedule where the household number has not been entered.

However, where the household number has not been entered, after applying the above check, if you find that this is not a continuation Household Schedule but represents a totally new household then you should give it a continuation number which follows the last serial number of all the households in your block.

Where you are giving a new household number in the circumstances mentioned above, please take care to write this number on each of the Individual Slips of the members of this household in the pad concerned.

In all these cases you must keep your Supervisor informed.

You may come across cases where some of the Individual Slips do not have a corresponding Household Schedule or a Household Schedule may be available without corresponding Individual Slips. In such a case you must inform your Supervisor and check all the Individual Slips and Household Schedules in the block assigned to you to verify whether the Individual Slips or the Household Schedule are available in the series. If you do not find the corresponding Household Schedule or Individual Slips, you will have to build up the records. If you find Individual Slips without a corresponding Household Schedule, you will have to write up a Household Schedule filling in as much of Part I and Part II as possible on the basis of the Individual Slips. On the other hand, if you come across a Household Schedule without the corresponding Individual Slips, you will have to wirte up the Individual Slips on the basis of the information in Part II of the Household Schedule concerned. In such cases, questions which can not be filled up on this basis will necessarily be left blank.

After these preliminary steps are over, you are now in a position to begin the edit and matching of the entries in the Household Schedules and the Individual Slips of the block assigned to you. You must proceed as instructed in each of the steps mentioned hereafter.

STEP 1

EDIT OF POPULATION RECORD ENTRIES IN COLUMNS 1 TO 7

In this step, you will be editing cols. 1 to 7 of the Population Record. You need not, therefore, refer to the Individual Slip pads for this step.

Columns 1 and 2—Serial No. and Name

Check whether serial number has been given in col. 1 for all the entries in col. 2. If serial number is missing record serial number in sequence in col. 1.

Column 3—Relationship to head (Indicate Serial No. of mother within bracket if present in the household for children upto 10 years(.

Check whether there is an entry in this column for each member of the household recorded.

If there is no entry in this column for the first member of the household, *i.e.*, in the first line, check whether "Head" has been written against any other member of the household. If it has not been written against any other member, write "Head" in this column against the first member of the household.

If "Head" has been entered against any other member of the household, you will have to determine the correct relationship of the person against whom col. 3 is blank. In the case of a female you can verify whether the serial number of the female has been shown against any child in the family in col. 3. In such a case the relationship of the female to the head of the household can be derived because this female would be the mother of that child. However, if you cannot derive relationship in cases where col. 3 is blank, write "unrelated".

There may be cases where there is no entry in col. 3 in other lines also. In such cases, please try to establish relationship if possible but if this is not possible write "unrelated".

In all such cases, you must keep your Supervisor informed. The Supervisor will also try to derive the

relationship in such cases or will help you to do so.

Columns 4 and 5—Sex

For each member of the household check whether the sex recorded in these columns is consistent with the relationship in col. 3 (*e.g.* the entry 'female' in col. 5 is not consistent with 'mother's brother'). If it is not consistent, correct or change the entry for sex in cols. 4 and 5. If the consistency or inconsistency cannot be decided, check the sex with name in col. 2. If the name and sex are inconsistent, correct or change the entry for sex in cols. 4 and 5 on the basis of the name. If the name also does not give any clue, you should see cols. 8 to 35 of Part II of the Household Schedule. If entries in this line are in cols. 8 to 21, there should be a tick (√) in col. 4. If the entries are in cols. 22 to 35 there should be a tick (√) in col. 5. Check whether it is so, if not correct the entries in these columns.

If cols. 4 and 5 are blank refer to relationship in col. 3. If relationship does not indicate the sex, check if the serial number of this person is recorded in col. 3 against any other member. If so, record tick (√) in col. 5. Otherwise, refer to name and record the sex as indicated by name in cols. 4 and 5. If the name also does not indicate the sex, check whether entries have been made in cols. 8 to 21 or 22 to 35 and then put a tick (√) in col. 4 or 5 as the case may be.

Column 6—Age

Check whether age is recorded in completed years. If it is recorded in years and months or only in months, correct the entry to completed years. If age recorded in months is less than 12 months, correct it as '0' years. If there is no entry of age write 'Not stated'.

Column 7—Marital status

Check marital status as recorded with relationship. If the marital status and the relationship are consistent you need not do anything further.

If the relationship in col. 3 indicates that the person is "Ever married" but the marital status shown in col. 7 has been recorded as "Never Married", you should correct the entry in col. 7 to "Not stated". If however, a person has been entered as 'wife' or 'husband' (of head of household) correct the entry in col. 7 as 'Married'.

If you find that the marital status in col. 7 has not been entered, you should try to derive the marital status by referring to the relationship entry in col. 3. For example, if a person has been entered as 'wife' or 'husband' (of head of household) the marital status will have to be entered as 'Married'.

In other words, if there is no entry or if the entry is inconsistent with relationship you should record "Married" on col. 7 only in the case where the spouse of this person is also enumerated as part of the household. In all other cases record "Not stated".

STEP 2

MATCHING OF ENTRIES IN COLUMNS 1 TO 7 OF POPULATION RECORD WITH ENTRIES AGAINST QUESTIONS 1 TO 5 OF INDIVIDUAL SLIP

In this step, you will have to match the entries in the Population Record with the entries against Qs. 1 to 5 of the Individual Slips in the case of each household by comparing the entries in both these records.

You will have edited the entries in cols. 1 to 7 of the Household Schedule, Part II—Population Record as indicated in Step 1. Only after Step 1 is over, will you go on to Step 2 and take action as indicated hereafter. Please note that references to the entries in cols. 1 to 7 of the Population Record in the instructions that follow refer to the entries as verified and corrected by you, in case such corrections have been carried out.

For each household starting with the first Household Schedule of the first book for the block locate the Individual Slips of members of the household by referring to the serial number of household. Match the names of members starting from Sl. No. 1 of the Population Record with the names recorded on the Individual Slips and identify the slip for each member. When the slip for a member is identified '√' may be marked on the slip against the serial number of the household and also on the Population Record against the serial number of the member. Then the entries 3 in Qs 2 to 5 on the slip should be matched with the entries in cols. 3 to 7 of the Population Record.

Q. 2—Relationship to head

If the relationship record in Q. 2 of Individual Slip does not match with the relationship in col. 3 of Population Record correct the entry on the Individual Slip as in Population Record. If there is no entry against Q. 2, copy the entry from Population Record into the Individual Slip.

Q. 3—Sex [Male (1)/Female (2)]

If the entry in col. 4 or 5 of Population Record does not agree with the entry for Q. 3 of the Individual Slip correct the entry on the Slip as in the Population Record. If there is no entry for Q. 3 in the Slip copy from col. 4 or 5 of Population Record, as the case may be.

Q. 4—Age

If there is no entry against Q. 4 in the Individual Slip, copy the entry in col. 6 of the Population Record. If the age recorded in Q. 4 of the Individual Slip is not the same as that in col. 6 of the Population Record, correct the former on the basis of the latter.

Q. 5—Marital status

If the entry relating to marital status against Q. 5 of Individual Slip does not match with the entry in col. 7 of the Population Record; the entry in the Individual Slip should be corrected as in Population Record.

If there is no entry for Q. 5 in Individual Slip copy the entry from col. 7 of the Population Record.

At this stage before going to Step 3, you have to check up in the Household Schedule, Part II—Population Record for each person whether the entries have been made correctly in the set of cols. 8 to 21 for males and cols. 22 to 35 for females. If the entries have been made incorrectly in the wrong set of columns, necessary corrections should be made by transferring entries into the corresponding columns for male or female as recorded in cols. 4 and 5.

STEP 3

EDIT AND MATCHING OF ENTRIES RELATING TO QUESTIONS 8, 9 AND 10 IN THE INDIVIDUAL SLIP AND HOUSEHOLD SCHEDULE, PARTS I AND II

In Step 2 you will have matched the entries in cols. 2 to 7 of the Population Record with the entries against Qs. 1 to 5 of the Individual Slips in the case of each household. After doing so, you are in a position now to take up Step 3. In this Step you will have to edit and match entries relating to Qs. 8, 9 and 10 in the Individual Slips with the Household Schedule in the case of each household. Therefore, in this Step, you will have to refer to both the documents.

The questions in the Individual Slip which this stage will cover are the following:

Question 8—Religion

Question 9—Whether S.C. (1) or S.T. (2)

Question 10—Name of caste/tribe (*i.e.*, name of S.C. or S.T.)

The matching and edit of the entries against these questions of the Individual Slip will be carried out by comparing these entries with the corresponding entries in the Household Schedule, Parts I and II.

Please note that Q. 8—Religion in the Individual Slip will be compared with the entry against Q. 2 of Part I of the Household Schedule only in the case of the Head of the household.

Q. 8—Religion

Check the entry against this question in the Individual Slip of the head of the household with the entry in Q. 2 of Part I of the Household Schedule. Please note that this check will not be made for Institutional households. Only for non-Institutional household heads check the entry for religion in Q. 2 of Part I of Household Schedule with Q. 8 of Individual Slip. If these are not the same, correct the entry in Q. 2 of Part I of the Household Schedule on the basis of the entry in Q. 8 of the Individual Slip of head of the household. If the entry in either the Individual Slip or Part I of the Household Schedule is missing, copy the entry from the schedule in which it has been written into the schedule in which it has been missed. If by chance, the entry is blank in both the Individual Slip and in Q. 2 of Part I of the Household Schedule, look into the Individual Slips of other related members of the household and write the religion indicated there in the Individual Slip of the head of the household and in Q. 2 of Part I of the Household Schedule.

Q. 9—Whether S.C. (1) or S.T. (2)

Q. 10—Name of caste/tribe

If a member of a household belongs to any Scheduled Caste or Scheduled Tribe, the name of the Scheduled Caste or Scheduled Tribe will have been entered in cols. 8, 9, 22 or 23 of the Population Record, *i.e.*, Part II of the Household Schedule, depending on whether the person is a male or female. The name of SC/ST will also have been written against Q. 10 of the Individual Slip. In the case of the head of the household, in addition to the entries made in the columns of the Population Record referred to and in Q .10 of the Individual Slip, it will have been entered against Q. 4 of Part I of the Household Schedule. Therefore, the edit and match will have to be made, in the case of the head of the household, with respect to his/her Individual Slip. The entries against Q. 4 of Part I of the Household Schedule and the entries in cols. 8, 9, 22 or 23 of Part II of the Household Schedule—Population Record, as the case may be.

In the case of other members of the household, the edit and matching of the entries will only relate to Q. 10 of their Individual Slips and cols. 8. 9, 22 or 23 of the Population Record as the case may be. Please note that in the Population Record cols. 8 and 9 refer to males while cols. 22 and 23 refer to females.

If there is a name recorded against Q. 10, check the entry in the Individual Slip with the list of Scheduled Castes and Scheduled Tribes for the State. If the entry appears in the list of Scheduled Castes or if it is 'Achut' or 'Harijan' check the religion entered against Q. 8. If it is not 'H' (Hindu) or 'S' (Sikh) delete the entries for Qs. 9 and 10 and record '×' for both. If it is 'H' or 'S' correct the entry in Q. 9 as '1', if '1' is not already recorded. If the name recorded against Q. 10 appears in the list of Scheduled Tribes or if it is 'Adivasi' or 'Girijan' check whether entry for Q. 9 is '2', if it is not, correct it as '2'.

If the name against Q. 10 does not appear in either the Scheduled Castes list or Scheduled Tribes list for the State and if it is also not 'Achut', 'Harijan', 'Adivasi' or 'Girijan' delete the entries in Qs. 9 and 10 and record '×' for both.

For the head of the household check the entry in Q. 10 of the Individual Slip with the entries in Question 4 of Part I and cols. 8 and 9 or 22 and 23 of Part II of the Household Schedule—Population Record. If all the three do not agree but only two of them agree correct the third entry on the basis of the entry in the other two. If all the three are different, correct the entries in Q. 4 of Part I and cols. 8 and 9 or 22 and 23 of Part II in the Household Schedule, on the basis of the entry in Q. 10 of the Individual Slip.

If entry for Q. 10 of Individual Slip has been corrected, correct also the entry for Q. 9 accordingly. If the entry of Q. 4 Household Schedule, Part I has been corrected, correct also entry for Q. 3 accordingly.

For other members of the household, check the entry in Q. 10 of Individual Slip with the entry in cols. 8 and 9 or 22 and 23 of Household Schedule, Part II—Population record. If they do not tally, correct the entry in cols. 8 and 9 or 22 and 23 of Population record, on the basis of the entry in Q. 10 of the Individual Slip.

It is necessary to be able to identify the Individual Slips of persons who belong to either Schedule Castes or Scheduled Tribes. For this purpose you will have been supplied a rubber stamp. This stamp must be put at the left hand bottom corner of the Individual Slip of a person who belongs to a Scheduled Caste or a Scheduled Tribe. In other words, this stamp will be put on or about the beginning of Q. 16.

General: Steps 2 and 3 can be gone through together if this is more convenient. After going through Steps 2 and 3 in the case of the first household, you will have to take up the records of the second household and repeat the process indicated in both these Steps for that household. After having completed this, you will have to go further to perform the same tasks with regard to the third household and the households that follow till you complete the last household. At the end of these two Steps, you will have edited and matched the entries in cols. 2 to 7 of the Population record, *i.e.*, Part II of the Household Schedule with the entries in Qs. 1 to 5 of the Individual Slip and you would have also edited and matched the entries against Qs. 8, 9 and 10 of the Individual Slip with the entries against Qs. 2, 3 and 4 of Part I of the Household Schedule in the case of the head of the household and the entries in cols. 8 and 9 or 22 and 23 of Part II of the Household Schedule in the case of all members of the household.

After all the filled-in Household Schedules for the blocks have been completed check whether any Individual Slip remain unmatched (without the √ sign), *i.e.*, whether there are any Individual Slips for which there is no matching Household Schedule form. Similarly, also check if for any filled-in Household Schedule form the corresponding Individual Slips for any member of the Household or for the whole household has not been found in the Slip pads (filled-in Household Schedule forms without a sign). All these unmatched Slips and Household Schedules should be brought to the notice of the Supervisor and matching Household Schedules or Individual Slips should be filled, if necessary, by transcribing from the matching Slip or Household Schedule. Steps 1, 2 and 3 must be completed for all the households in the block as the first stage. After these steps have been gone through for all the households in the block, you are now ready to go to Step 4.

STEP 4

EDIT OF INDIVIDUAL SLIPS—QUESTION 11 AND QUESTIONS 14A To 16.

This Step relates only to the editing of the entries made against the following questions in the Individual Slip:

Q. 11 : Literate (1)/Illiterate (2)

Q. 14A : Worked any time at all last year?

Yes
No (H/ST/D/R/B/I/O)

Q. 14B: If yes in 14A, did you work for major part of last year?

Yes (1)/No (2).

Q. 15A: Main activity last year?

Yes in 14B (C/AL/HHI/OW)
No in 14B (H/ST/D/R/B/I/O)

If HHI/OW in 15A

(i) Name of establishment

(ii) Description of work

(iii) Nature of industry, trade or service

(iv) Class of worker

Q. 15B: 14B Yes—Any other work any time last year?
14B No—Work done any time last year?

Yes (C/AL/HHI/OW)
No (C/AL/HHI/OW)

If HHI/OW in 15B

(i) Name of establishment

(ii) Description of work

(iii) Nature of industry, trade or service

(iv) Class of worker

Q. 16: If No in 14A or 14B seeking/available for work?

Yes (1)/No (2)

For this Step, you need not refer to the Household Schedules. The editing will be done only in the Individual Slips. This edit will be carried out according to the instructions that follow for each of the question. After this edit is over for all the Slips in the block you will have to go on to Step 5.

Q. 11—Literate (1)/Illiterate (2)

If the entry in Q. 11 is '1', check age in Q. 4. If age is 4 years or less, correct entry in Q. 11 as '2'.

If the entry in Q. 11 is '2', check educational level in Q. 12. If some level is recorded and age in Q. 4 is 5 years and above correct the entry against Q. 11 as '1'.

If there is no entry in Q. 11, check age in Q. 4. If it is 4 years or less, record '2' in Q. 11. If age in Q. 4 is 5 years and above check educational level in Q. 12. If some level is recorded or if the entry shows that the person is literate record '1' for Q. 11. Otherwise, record '2'.

Edit of Questions 14A to 16 of the Individual Slip

The main purpose of the edit operations which you will now carry out with reference to Q. 14A to Q. 16 of the Individual Slip is to ensure that the entries are consistent with the Instructions to the enumerator and that the answers to the questions are consistent among themselves. The chart which follows indicates the types of entires that will be found against each of these questions. The types of entries which have been indicated in the chart are only those which you must edit if they do appear. If against these these questions you find entries which are not found in the chart we are assuming that these entries are correct and therefore you need not do any edit in such cases.

Please note that you must begin with Q. 14A and proceed with the edit of Q. 14A on the basis of the chart and only after you have finished the edit of this question must you go on to Q. 14B. Similarly, it is only after finishing Q. 14B that you will go on to Qs. 15A and 15B and thereafter to Q. 16. The chart indicates for each Question the type of entries which, if present you must edit. The type of edit you must carry out under these circumstances is indicated in the last column as Edit Instructions. Please refer to this chart every time you have any doubt.

These are certain general instructions regarding this process of editing which you must keep in mind. These are indicated in the paragraphs that follow.

In the case of a person whose age is entered below 5, please check the entry in 14A. If the entry is 'No'—(H/ST/D/R/B/I/O) nothing need be further done regarding this entry. If the entry is 'Yes' this must be scored out and 'No' written below the line. If there is no entry at all, then you should write 'No' below the line. However, if there are entries against 14B to 15B there must be scored out neatly and '×' recorded in their place. In Q. 16 you must enter No (2).

There is a reference in the chart to the sub-parts to Qs. 15A and 15B. These sub-parts are the following:

If HHI/OW

(i) Name of establishment

(ii) Description of work

(iii) Nature of industry, trade or service

(iv) Class of worker.

These sub-parts are the same under both Q. 15A and Q. 15B.

There is a dash(—) in some of the columns in the chart, against certain checks. This means that for that particular check, the entries in the Individual Slip for those questions are not relevant. In other words, nothing need be done with regard to these entries at that stage.

If you have any doubt about these instructions or about what you should do by way of edit do not hesitate to cousult your Supervisor.

There is also a rereference in the chart to valid and and invalid entries to the Qs. 14A to 16. These are given below:

Valid Entries for Q. 14A to Q. 16

Q. 14A	Worked any time at all last year?	Valid entries are 'Yes' or 'No'—H/S/T/D/R/B/I/O. Any other entry is invalid.
Q. 14B	If 'Yes' in Q. 14A, did you work for major part of last year?	Valid entries are 'Yes (1)' or 'No (2)' or '×'. Any other entry is invalid.
Q. 15A	Main activity last year?	Valid entries are 'Yes'—C/AL/HHI/OW, or 'No'—H/ST/D/R/B/I/O or '×'. Any other entry is invalid.
Q. 15B	Any other work or work done any time last year?	C/AL/HHI/OW, or '×' and in case of 'Yes' in 14B, also 'Yes' or 'No' are valid entries. Any other entry is invalid.

Sub-parts of 15A and 15B

(i) Name of establishment	Name of any shop, workshop, firm, business house, companys office, restaurant, school, nursing home *etc.*, *e.g.* "Janata Stores" "Ramjas Boys School", "Delhi Publishing House", *etc.* or entries indicating the name of proprietor and the type of business conducted, *e.g.* "Ramchand's Tailoring Shop" are valid entries. All other entries are invalid.
(ii) Description of work	Entries giving the description of actual work, *i.e.*, occupation of person, *e.g.*, bank manager, accounts clerk, radio salesman, motor-mechanic, Assistant Director (Health) are valid. Any entry that adequately describes the work done is valid. All other entries are invalid.
(iii) Nature of industry, trade or service	Entries giving the details of the nature of industry, trade, profession or service, *e.g.*, poultry farm, textile printing, fishing, watch repair, ship building, *etc.* are valid. All other entries are invalid.

(iv) Class of work	The entries 'Employer (ER)', 'Employee (EE)', 'Single Worker (SW)' or 'Family Worker (FW)' are valid. All other entries are invalid.
Q. 16 If No in 14A or 14B seeking/available for work?	Valid entries are Yes (1) or No (2) or 'x'. Any other entry is invalid.

CHART OF EDIT CHECKS

QUESTIONS 14A TO 16 OF THE INDIVIDUAL SLIP

Q. 14A Worked any time at all last year? Yes

No (H/ST/D/R/B/I/O)

14A	14B	15A	15B	Edit
1. No H/ST/D/R/B/I/O	Yes (1) in 14B or C/AL/HHI/OW in 15A or 15B or any valid entry in any sub-part of Q. 15A or Q. 15B.			Correct 14A as Yes.
2. Yes	x, blank or some invalid entry in all 14B, 15A and 15B.			Correct Q. 14B as No (2) and 15A as No and impute 15B as follows : (i) Check if the answer in Q. 12 of Part I of the Household Schedule is Yes (I). If so, enter C irrespective of whether rural or urban. (ii) If answer in Q. 12 of Part I of the Household Schedule is No (2), write AL in the case of rural areas and OW in the case of urban areas.
3. Blank or in valid entry	Yes or No	—	—	Correct 14A as Yes.
4. Blank or invalid entry	x, blank or invalid entry	C/AL/HHI/OW or H/ST/D/R/B/I/O or valid entry in any sub-part.	—	Correct 14A as Yes.
5. "	"	—	C/AL/HHI/OW or any valid entry in any sub-part.	Correct 14A as Yes.
6. "	"	x, blank or invalid entry in main question and in all sub-parts also.	X, blank or invalid entry in main question and in all sub-parts also.	Correct 14A as No.

Q 14B If yes in 14A, did you work for major part of last year? Yes (1)/No (2)

14B	14A	15A	15B	16	Edit
1. Yes (I)	Yes	x, blank or in-valid entry in main question and in all sub-parts.	C/AL/HHI/OW	—	Transfer entry in 15B to 15A.
2. "	"	"	No	—	Impute 15A as follows : (i) Check if the answer in Q. 12 of Part I of the Household Schedule is Yes (I). If so, enter C irrespective of whether rural or urban. (ii) If answer in Q. 12 of Part I of the Household Schedule is No (2), write AL in the case of rural areas and OW in the case of urban areas.

	14B	14A	15A	15B	16	Edit
3.	Yes (1)	Yes	,,	×, blank or invalid entry in main question and in all sub-parts.	Yes (1) or No (2).	Correct 14B as No (2) and 15A as No.
4.	,,	,,	,,	,,	x, blank or invalid entry.	Impute 15A as follows : (i) Check if the answer in Q. 12 of Part I of the Household Schedule is Yes (1). If so, enter C irrespective of whether rural or urban. (ii) If answer in Q. 12 of Part I of the Household Schedule is No (2), write AL in the case of rural areas and OW in the case of urban areas.

Q. 14B If Yes in 14A, did you work for major part of last year ? Yes (1)/No (2)

5.	Yes (1)	Yes	H/ST/D/R/B/I/O and valid entry in any sub-part	—	—	Correct entry for Q. 15A by scoring out H/ST/D/R/B/I/O and write OW.
6.	,,	,,	H/ST/D/R/B/I/O with no valid entry in any sub-part	—	—	Correct entry in Q. 14B as No (2).
7.	No (2), ×, blank or invalid entry	Yes	C/AL/HHI/OW or valid entry in any sub-part.	—	—	Correct 14B as Yes (1).
8.	,,	,,	×, blank or invalid entry and no valid entry in any sub-part.	—	—	Correct 14B as No (2) and 15A as No.
9.	,,	,,	Yes	—	—	Correct 14B as Yes (1) and impute for 15A as follows : (i) Check if the answer in Q. 1 of Part I of the Household Schedule is Yes (1). If so, enter C irrespective of whether rural or urban. (ii) If answer in Q. 12 of Part I of the Household Schedule is No (2), write AL in the case of rural areas and OW in the case of urban areas.
10.	×, blank or invalid entry	Yes	No and/or H/ST/D/R/B/I/O	—	—	Correct 14B as No (2).
11.	No (2), blank or invalid entry	No or H/ST/D/R/B/I/O	—	—	—	Correct 14B as ×. Also score out entry in 15A and correct as ×.
12.	Yes (1)	Yes	Yes or blank with a valid entry in any sub-part	—	—	Correct 15A as OW.

	14B	14A	15A	15B	16	Edit
13.	Yes(1)	Yas	Yes with no valid entry in any sub-part	—	—	Correct 15A by imputing as follows : (i) Check if the answer in Q. 12 of Part I of the Household Schedule is Yes (1). If so, enter C irrespective of whether rural or urban. (ii) If answer in Q. 12 of Part I of the Household Schedule is No (2), write AL in the case of rural areas and OW in the case of urban areas.

Q. 15A Main activity last year ? **Yes in 14B (C/AL/HHI/OW)**
No in 14B (H/ST/D/R/B/I/O

Q. 15B **14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW/)/No**
14B No—Work done any time last year ? (C/AL/HHI/OW)

	15A	15B	Edit
1.	C or AL and valid entry in any sub-part 15A (i) to (iv)	C, AL or valid entry in any sbu-part 15B (i) to (iv)	Correct C or AL in 15A to OW.
2.	,,	HHI or OW with valid entry in any sub-part 15B (i) to (iv) but not the same entries as in 15A (i) to (iv).	Correct C or AL in 15A to OW.
3.	,,	HHI or OW with same valid entry in any sub-part 15B (i) to (iv) as in 15A (i) to (iv)	Retain C or AL and delete 15A (i) to (iv).
4.	,,	×, No, blank or invalid entries in all sub-parts 15B (i) to (iv)	Correct C or AL in 15A to OW and transfer entry C or AL from 15A to 15B.
5.	,,	HHI or OW but no valid entry in any sub-part 15B (i) to (iv)	In rural areas, leave the entry C or AL in 15A as it is. Transfer entries in 15A (i) to (iv) to 15B (i) to (iv). In urban areas, change 15A to OW.
6.	C and no entries or invalid entries in all sub-parts 15A (i) to (iv)	C with valid entry in any sub-part 15B (i) to (iv)	Change C to OW in 15B.
7.	AL and no entries or invalid entries in all sub-parts 15A (i) to (iv)	AL with valid entry in any sub-part 15B (i) to (iv)	Change AL to OW in 15B.
8.	HHI or OW with blank or invalid entries in all sub-parts 15A (i) to (iv)	C or AL and valid entry in any sub-part 15B (i) to (iv)	Transfer entries in 15B (i) to (iv) to 15A (i) to (iv).
9.	C	C with no valid entry in any sub-part 15B (i) to (iv)	Delete C in 15B.
10.	AL	AL with no valid entry in any sub-part 15B (i) to (iv)	Delete AL in 15B.
11.	HHI or OW and valid entry in any sub-parts 15A (i) to (iv)	Same entries as in 15A and 15A (i) to (iv)	Correct 15B as No. Delete entries in 15B (i) to (iv).

Q. 16 If No in 14A or 14B seeking/available for work ? Yes (1)/No (2)

	16	14A	14B	15A	Edit
1.	×, blank or invalid entry	O	—	—	Correct Q. 16 as '1'.
2.	,,	No and/or H/ST/D/R/B/I	—	—	Correct Q. 16 as '2'.
3.	,,	Yes	No	O	Correct Q. 16 as '1'.
4.	,,	,,	,,	No and/or H/ST/ D/R/B/I	Correct Q. 16 as '2'.
5.	'1', '2', blank or invalid entry	,,	Yes	—	Correct entry in Q. 16 a '×'.

STEP 5

MATCHING OF INDIVIDUAL SLIP– QUESTIONS 11 AND 14A TO 16 WITH COLUMNS 10 TO 21 AND 24 TO 35 OF PART II—HOUSEHOLD SCHEDULE (POPULATION RECORD)

At the end of Step 4, you will have completed the edit of the entries against Qs. 11 and 14A to 16 of each Individual Slip. It will now be necessary for you to compare these entries with the corresponding entries in cols. 10 to 21 and 24 to 35 of the Population Record (Part II of the Household Schedule).

This matching must be carried out starting with the Individual Slips of the members of the first household with the Household Schedule of that household. As and when each household is finished, you should go on to the next household and compare both the sets of records, as described hereafter.

Identify the matching line in Part II of the Household Schedule for each Individual Slip in the household you are dealing with. Start with the first Individual Slip of that household.

Match the entry in Q. 11 of the Individual Slip with cols. 10 and 11 or 24 and 25 as the case may be in the Population Record for this person. If the entries in the Population Record are different from that in the Individual Slip, correct the entries in the Population Record on the basis of the entries in the Individual Slip. This should be done by neatly scoring out the entry in these columns and putting a tick mark neatly in the same line under the relevant column.

Similarly, match the entries in the Individual Slip against Qs. 14A to 16 with the entries in cols. 12 to 21 or 26 to 35 of the Population record question by question and column by column. If any of the entries in these columns in the Population record is different from the entry against the corresponding question in the Individual Slip, correct the entry in the Population Record on the basis of the entry in the Individual Slip. This correction, as mentioned above, must be done neatly.

After you have carried out the matching described above, put a tick mark against the name in the Individual Slip and against the corresponding entry in col. 2 of the Population Record. This is to tell you that you have completed the matching with regard to these questions, so far as this person is concerned.

Repeat the process for all the persons in each household and after completing one household, go on to the next till all the Individual Slips of the block given to you are completed. At this stage, all the Individual Slips will have matching entries in the Population Record and there should be no un-matched Slip or Household Schedule left.

STEP 6

EDIT OF COLUMN TOTALS OF POPULATION RECORD

In this Step, you will have to verify the totals of the various columns in the Household Schedule, Part II (Population record). Before the column totals are verified, please ensure that every line, i.e., that every person in the Population Record has been matched with the corresponding Individual Slip. This can

be done by checking whether every line has the tick mark in col. 2 against each name.

Count the entries in col. 2 and check with the total recorded by the enumerator in this column. If your total is different from that entered by the enumerator, please check the total once again. The correct total must be entered after this checking in the last line in col. 2. The incorrect total must be struck out neatly.

Also, enter this correct total against Q. 15 of Part I of the Household Schedule by neatly scoring out the incorrect entry, if any.

Count the entries, *i.e.*, the tick marks in cols. 4 and 5 and in cols. 8 to 35. Check whether your totals agree with that entered by the enumerator. If the two are different, please check the totals again. If the enumerator's total is wrong in any column, this should be neatly scored out and correct total should be entered in that column on the last line.

After arriving at the correct totals in this manner, these totals will now be entered by you against the household number in the Block Compilation Sheet.

This step must be repeated for all the Household Schedules in the block and the corresponding entries must be made against each household in the Block Compilation Sheet.

APPEN

URBAN/VILLAGE PRIMARY

Location Code Number	Name of Village/ Town/ Ward	Area of village in hectares & of town/ ward in Km²	No. of Occupied Residential Houses	No. of House-holds	Total Population (including Institutional and Houseless Popu-lation)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

DIX 1

CENSUS ABSTRACT

MAIN WORKERS															
Total Main Workers (I-IX)		Cultivators (I)		Agricultural Labourers (II)		Household Industry-Manufacturing, Processing, Servicing and Repairs [V(a)]		Other Workers [III, IV, V(b) & VI to IX]		Marginal Workers		Non-workers		Seeking/ Available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX 2

A-1 AREA, HOUSES AND POPULATION·

Appendix 3

Houseless and Institutional Population

State/ District/ Tehsil/U.A./ City/Town	Total/ Rural/ Urban	Houseless Population				Institutional Population			
		No. of Households	Persons	Males	Females	No. of Households	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10

APPENDIX 3

BLOCK COMPILATION SHEET

APPEN

BLOCK COM

Urban/

Name of State..... Code No.....

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

Name of Tehsil/Taluk/C.D. Block etc.....Code No.....

Type of Household : Normal/

Enumeration Block

Sl. No.	Household Number	Total Population			Scheduled Castes		Scheduled Tribes		Literates	
		P	M	F	M	F	M	F	M	F
		(2)	(4)	(5)	(8)	(22)	(9)	(23)	(10)	(24)
1	2	3	4	5	6	7	8	9	10	11

DIX 3 Page No.....

PILATION SHEET

Rural

Name of City/Town.....Code No .....

Name or No. of Charge.....Code No.....

Ward No. .....

Institutional/Houseless

No. .....

MAIN WORKERS															
Total Main Workers		C		AL		HHI		OW		Marginal Workers		Non-workers		Seeking/ Available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
(14)	(28)	(16)	(30)	(17)	(31)	(18)	(32)	(19)	(33)	(15)	(29)	(13)	(27)	(20)	(34)
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

APPEN

URBAN MASTER PRIMARY

Name of State..... Code No.....

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

Sl. No. of Ward/ Charge	Name of Ward/ Charge	EB No.	No. of Occupied Residential Houses	No. of House-holds	Total Population (including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

DIX 4 Page No.....

CENSUS ABSTRACT

Name of Taluk/Tehsil/C.D. Block etc.....Code No.....

Name of City/U.A./Town .....Code No.....

MAIN WORKERS															
Total Main Workers		C		AL		HHI		OW		Marginal Workers		Non-workers		Seeking/ Available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPEN

RURAL MASTER PRIMARY

Name of State.....Code No.....

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

Sl. No. of Village	Name of Village	EB No.	No. of Occupied Residential Houses	No. of House-holds	Total Population (including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

DIX 5 Page No.....

CENSUS ABSTRACT

Name of Tehsil/Taluk/C.D. Block etc.....Code No.....

MAIN WORKERS															
Total Main Workers		C		AL		HHI		OW		Marginal Workers		Non-workers		Seeking/Available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX 6 Page No.....

COMPILATION SHEET FOR APPENDIX 3 TO TABLE A-1

Name of State .....Code No..... Name of Charge.....Code No.....

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

Name of Tehsil/Town.....Code No..... Rural/Urban

Enumeration Block No.	Houseless Population				Institutional Population			
	No. of Households	Persons	Males	Females	No. of Households	Persons	Males	Females
1	2	3	4	5	6	7	8	9

APPENDIX—7

1981-CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 9/61/80-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011

October 29, 1980

CENSUS OF INDIA 1981—TABULATION CIRCULAR No 9

Subject:—Compilation of Primary Census Abstract

My dear

This circular deals with the compilation of the Primary Census Abstract and Appendix 3 to Table A-1 (Houseless and Institutional Population). The priority in tabulation is also indicated herein so far as the generation of the Primary Census Abstract is concerned and the manner in which the records would have to be processed for this purpose is also clarified. The formats of the Primary Census Abstract and Appendix 3 to Table A-1, which are the end products of this compilation process, are given as annexures 1 and 2 to this circular.

The Primary Census Abstract and some other tables have, till the 1971 Census, generated by breaking the Individual Slip pads and manual sorting of the Individual Slips. As a distinct departure from this procedure, the tabulation system of 1981 Census will avoid the breaking of the pads and manual sorting of the Individual Slips. This time the pads will not be broken, whether they relate to the Individual Slips or the Household Schedules, and the data for the Primary Census Abstract will be obtained by compilation of data available in Part II of the Household Schedule, namely, the Population Record.

Regional Tabulation Offices

For the purpose of compilation of data for the Primary Census Abstract it is proposed to establish Regional Tabulation Offices in the States and Union Territories. Separate staff on fixed pay will be provided for this compilation work in each of these Regional Tabulation Offices. Instructions have already been issued indicating the scale of such staff and delegating the powers of creation of these posts and appointments to the Directors. The regional offices which have now been established for the operations as such will in effect be converted into Regional Tabulation Offices.

Keeping in view the work involved in compilation of the PCA and taking into consideration the time span within which the PCA has to be generated, the norm for staff would be one post of Tabulation for every 30,000 population, one post of Checker for every 6 Tabulators and one post of Supervisor for every 3 Checkers. One Statistical Assistant will be incharge of 3 Supervisors. Wherever possible, the Directors are requested to investigate the possibility of drawing upon the existing staff for this work. In such cases, the Assistant Compilers will function as Checkers and the Computors as Supervisors.

Posts have already been created for tabulation of the houselisting results. This staff appointed for processing of houselisting results will continue to work in the Regional Tabulation Offices and will get merged with the larger staff created for generation of the PCA. The entire staff should be intensively trained for this purpose at least a fortnight ahead of the date by which the records are expected to reach the Regional Tabulation Offices. The compilation of the Primary Census Abstract and Appendix 3 to Table A-1 in all the States and Union Territories will have to be completed as expeditiously as possible but in no case later than 10 months after the receipt of the records in the Regional Tabulation Offices. This target date is fixed keeping in view the urgency of the data required and is based on the norms fixed after the work-study undertaken in this office.

In states where there is more than one Regional Tabulation Office, the staff can be allocated on the basis of the schedules to be handled by a particular Regional Tabulation Office. No fixed norm with regard to the strength of a Regional Tabulation Office is

therefore, being laid down and the Directors of Census Operations will have to determine the number of Tabulators, Checkers and Supervisors to be allocated to a particular Regional Tabulation Office on the basis of the above norms.

The Regional Tabulation Offices will receive the records from the Charge Offices directly and not through the District Census Officer, as will be seen from the enclosure to this office letter No. 9/16/80—CD(CEN), dated 9th May, 1980 (Circular No. 16).

Handling of Records

The Operational unit for the purpose of compilation of the data for the PCA and Appendix 3 to Table A-I will be an enumeration block. The Tabulator will do the basic editing, totalling, checking and compilation etc. of the Household Schedules as well as Individual Slips, as has been explained in the Manual for the compilation of Primary Census Abtract. The functions of the Checkers and Supervisors have also been adequately described in the Manual.

It is proposed to have an advance tabulation of data at national level on the basis of 5 per cent of the sample blocks. The instructions as to how this sample will be drawn for advance tabulation are contained in this office letter No. 1-780-DD dated 7-6-1980 (Tabulation Circular No. 6).

The Sample Slip is being canvassed universally in all the Union Territories as also in the States of Assam, Himachal Pradesh, Jammu and Kashmir, Maharashtra, Manipur, Meghalaya, Nagaland, Sikkim, Tripura and West Bengal. In the remaining states of Andhra Pradesh, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh, the Sample Slip is being canvassed in 20 per cent of the enumeration blocks. The mode of drawing the 5 per cent sample in these two sets of states will obviously be different as explained in Tabulation Circular No. 6.

The processing of the data for the generation of all tables, except the Primary Census Abstract and the A-series tables, will be on the computer and for this the Direct Data Entry Systems Units will be commissioned soon. The manual and mechanical processing of the schedules will thus have to be so organised *that the records relating to sample block for advance tabulation are dealt with first and released for detailed editing and coding* in the Editing and Coding Cells. This would ensure that none of the operations is delayed.

Sequence in processing schedules

The period specified for generation of the PCA is 10 months as indicated earlier. However, it is necessary to ensure that the flow of records to the Direct Data Entry Systems through the Editing/Coding Cells is so organised as to enable us to generate tables at the national level by way of advance tabulation on the basis of 5 per cent of the sample blocks followed by the processing of records relating to the rest of the area sample, and subsequently by the processing of the balance records. The management of the records on this basis will ensure that the Direct Data Entry Systems are not kept idle but can commence work as soon as possible. The sequence of processing of the Individual Slips and Household Schedules will therefore be as follows:

Stage I

Processing of Individual Slips and Population Records pertaining to 5 per cent of the sample blocks for national level estimates. This 5 per cent of the sample blocks will be in the case of all States and Union Territories, including Assam, Maharashtra and West Bengal. After processing of the records referred to herein for the PCA of these blocks, these pads and schedules will be to the Editing and Coding Cells for advance tabulation of national level estimates on the Direct Data Entry Systems.

Stage II

Processing of the Slips and corresponding Population Records in the following cases:

(a) of the remaining 15 per cent of the sample blocks in respect of states of Andhra Pradesh, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh as also in the states of Assam, Maharashtra and West Bengal;

(b) records of 95 per cent of the blocks in the Union Territories and of Himachal Pradesh, Jammu and Kashmir, Manipur, Meghalaya, Nagaland, Sikkim and Tripura. After processing for PCA the pads and schedules in these cases will be sent to the Editing and Coding Cells for further processing on the Direct Data Entry Systems.

Stage III

(i) In states where Sample Slips have been canvassed in sample areas only, as also in Assam,

Maharashtra and West Bengal, the Slips and the corresponding Population Records in respect of 20 per cent of the blocks in the non-sample areas will be taken up for PCA after stages (I) and (II) stated above are completed. These slips along with other records will then be sent to the Editing and Coding Cells.

(ii) After completion of the PCA relating to this additional 20 per cent sample drawn from the non-sample areas in these states, the balance of 60 per cent records will be processed for generation of the PCA.

Generation of the Primary Census Abstract

In order to be able to arrive at the PCA finally, three basic formats will be used which are explained in detailed in the Manual. These are the following:

(a) Block Compilation Sheet.

(b) Urban/Rural Master PCA.

(c) Urban/Village PCA.

The first form will yield the PCA data for each block. One such form will necessarily have to be used, with or without continuation sheets as the case may be, for each block. The format is at Annexure 3 to this circular.

The Urban/Rural Master PCA, which is the second form, will be used to arrive at the PCA data for each village or urban charge on the basis of the corresponding data for each enumeration block included therein. The formats are different for urban and rural areas and are at Annexes 4 and 5 to this Circular.

The last form is of course the basic PCA format itself which is part of the tabulation plan (Annexe 1).

In addition to these forms, it is proposed to obtain the data for Appendix 3 to Table A-1 simultaneously. For this purpose the form in Annexe 6 to this circular will be adopted.

In the case of the smaller urban areas it may be possible to use the same Urban Master PCA form for the entire urban area since the number of blocks may not be very large. However, in the case of the cities or metropolitan areas or even in the case of large towns which contain many charges within them, it may be more convenient if the Urban Master PCA is developed for each charge or ward within the city etc. In such a case, the PCA for the entire urban area will have to be generated by using fresh Urban Master PCA forms in which the charge or ward totals would be incorporated to arrive at the city total. If this system is adopted, small but necessary changes in the headings of the format would have to be made.

It will be noticed that the Block Compilation Sheet will first give us the PCA information for each block and that this information will be transferred against the appropriate block number in the Urban/Rural Master PCA. After all the entries in the Urban/Rural Master PCA are filled, the PCA for each village or urban charge will be obtained. The Village PCA or the Urban PCA will thereafter be compiled on the basis of the Urban/Rural Master PCA.

In processing the schedules it has already been mentioned that the sequence will first relate to the 5 per cent of the sample blocks followed by 15 per cent of the sample blocks or 95 per cent of the remaining blocks in the case of certain areas and a 20 per cent additional sample. This would mean that the Urban/Rural Master PCA will have to be written up as and when the information is available after processing for a block. It is possible that in a village there are more than one block and one of them becomes the sample block. In an urban charge there are many blocks and one or more of them may be a sample block. According to the sequence of processing, the records for the sample block will be processed first and the records of the non-sample blocks in this village or urban charge will be handled only after the sample blocks of all the charges allocated to a Regional Tabulation Office have been processed. This can happen after a time-lag of a few months depending on the work-load in each such office. It is in this context that the preparation of the Urban/Rural Master PCA requires complete supervision and care. It will be evident that the entries in the Urban/Rural Master PCA will be made for the sample blocks first as and when they are processed and one would have to wait for filling in the PCA details of the non-sample blocks till these are processed later. Similarly, the figures against each block will be entered in the Compilation Sheet for Appendix 3 to Table A-1 by the Checker as and when he gets the results for a block.

The Urban/Village PCA will be written up when the totals for each village or urban charge have been obtained through the Urban/Rural Master PCA.

Both the Urban/Rural Master PCA & Urban/Village PCA as well as Compilation Sheets for Appendix 3 to Table A-1 in respect of each charge must be ready for posting of compiled data, before the processing of the Individual Slips and Population Record in each State and Union Territory starts. In other words, the first three columns of the Urban/Rural Master PCA should be written up before the records

are issued to any team. Simultaneously, first three columns of the Urban/Village PCA should be written in the Regional Tabulation Offices. Similarly, location particulars, i.e., the first (block number) column of the Compilation Sheet for Appendix 3 to Table A-1 should be filled, so that both the Urban/Rural Master PCA and Urban/Village PCA as well as Compilation Sheets for Appendix 3 to Table A-1 can be issued to the team along with other records.

While writing up the three columns of the Rural Master PCA for rural areas it would be necessary to have these details entered in such a manner so that one line is kept free for arriving at the village total in cases where a village contains more than one block. If this is not done, it would be necessary to use a similar format again which would add to the workload. Therefore, in writing up the first three columns of the Rural Master PCA in the rural areas, wherever a village has more than one block the next line should be left blank for arriving at the village totals. The manner in which this can be done is illustrated below only with reference to the first three columns of the form. It will be obvious that the other columns relating to this line will be blank at this preliminary stage but will be written up during the course of the compilation by the Checker.

Sl. No. of village	Name of village	E.B. No.
1	ABC	1
2	DEF	2
		3
3	GHI	4
4	JKL	5
		6
		7
		8
5	MNO	9
		10
6	PQR	11
7	STU	12

In the case of urban areas, as has been indicated earlier, ward-wise totals will be arrived at separately for each ward through the Urban Master PCA. These will later be carried over to a similar format to arrive at the figures for the urban area itself. Normally, therefore, the procedure suggested in the case of rural areas should not be necessary for urban areas.

As suggested earlier, if separate sheets are being used for each charge/ward within large urban area, the preliminary details even in these cases must be written up well before the processing starts.

The preliminary work can start soon after the enumeration blocks for the actual enumeration have been carved out. A team or two in each Regional Tabulation Office should be entrusted with this job. They must complete this work by the end of February 1981 positively.

The PCA and Appendix 3 to Table A-1 are proposed to be obtained on the basis of the Population Record and the Individual Slips after applying very elementary editing and matching procedures. These procedures are described in a Manual wherein the duties and responsibilities of different functionaries are described in detail. The method of compilation to be adopted is also described therein. Copies of the Manual are being printed in English centrally. A cyclostyled copy of the English version will be sent separately.

The basic steps which the Tabulator would have to follow in generating the PCA are indicated below very briefly:

(i) Columns 1 to 7 of Part II of the Household Schedule—Population Record will be edited in detail.

(ii) After the edit referred to above has been carried out, the entries in columns 1 to 7 of the Population Record will be matched with the entries against Questions 2 to 5 of the Individual Slips.

(iii) The entries relating to Questions 8, 9 and 10 in the Individual Slips will be edited and matched with the corresponding entries in the Household Schedule Parts I and II.

(iv) Question 11 and Questions 14A to 16 of the Individual Slips will be edited.

(v) After the edit in item (iv) is over, the entries against Question 11 and Questions 14A to 16 of the Individual Slips will be matched with columns 10 to 21 and 24 to 35 of the Population Record.

(vi) After the above processes are over, the column totals will be verified with regard to

columns 2, 4, 5 and 8 to 35 of the Population Record.

In this system of generation of the PCA, the Supervisor in each Regional Tabulation Office will be responsible for finalising the PCA at each charge level. It must be mentioned here that in the case of a city or other large urban area the word charge refers to a ward or division or other areas within the city or such large urban areas. It would be necessary to ensure that the PCA is aggregated at higher levels, i.e., at Tehsil level, city level, town level etc. This work must be assigned to the Statistical Assistants and the Investigators in each Regional Tabulation Office. Similarly the district totals must also be developed in each Regional Tabulation Office concerned. Having obtained the PAC figures at these higher area levels, these figures must be aggregated again to obtain State level figures. For this purpose the Directors may organise small units at the headquarters itself and use the same fomats with suitable changes.

Supervision

It would be necessary to ensure that the senior officers including the Investigators and Statistical Assistants in each Regional Tabulation Office carry out close supervision at every stage and also apply test checks. This supervision and checks must relate to all stages of PCA tabulation, i.e., to the edit/desk match stage, the work of the Tabulator, the totals computed by the Checker and the charge PCA figures obtained by the Supervisor. It would be necessary that specific instructions are issued with regard to adequacy of supervision and sample checks.

Similar procedure would apply to the generation of Appendix 3 to Table A-1.

Please acknowledge receipt of this circular.

Yours sincerely,

Sd/-

(P. Padmanabha)

To All Directors of Census Operations.

ANNEXES TO

ANNEX

Urban/Village Primary

Location Code Number	Name of Village/ Town/ Ward	Area of village in hectares & of town/ ward in Km	No. of Occupied Residential Houses	No. of House-holds	Total Population including (Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

TABULATION CIRCULAR No. 9

URE 1

Census Abstract

MAIN WORKERS															
Total Main Workers (I—IX)		Cultivators (I)		Agricultural Labourers (II)		Household Industry—Manufacturing, Processing, Servicing and Repairs [V(a)]		Other Workers [III, IV, V(b) & VItoIX]		Marginal Workers		Non-Workers		Seeking/ Available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

ANNEXURE 2

A-1 Area, Houses And Population

Appendix 3

Houseless and Institutional Population

State/ District/ Tehsil/U.A./ City/Town	Total/ Rural/ Urban	Houseless Population				Institutional Population			
		No. of Households	Persons	Males	Females	No. of Households	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10

ANNEXURE 3

BLOCK COMPILATION SHEET

ANNEX

Block Com-

Urban/

Name of State.....Code No.....

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

Name of Tehsil/Taluk/C.D. Block etc.....Code No.....

Type of Household : Normal

Enumeration Block

Sl. No.	Household Number	Total Population			Scheduled Castes		Scheduled Tribes		Literates	
		P	M	F	M	F	M	F	M	F
		(2)	(4)	(5)	(8)	(22)	(9)	(23)	(10)	(24)
1	2	3	4	5	6	7	8	9	10	11

URB 3

Page No.....

pilation Sheet

Rural

Name of City/Town.....Code No.....

Name of No. or Charge... .....Code No.....

Ward No.....

Institutional/Houseless

No.....

MAIN WORKERS

Total Main Workers		C		AL		HHI		OW		Marginal Workers		Non-Workers		Seeking/ Available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
(14)	(28)	(16)	(30)	(17)	(31)	(18)	(32)	(19)	(33)	(15)	(29)	(13)	(27)	(20)	(34)
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

ANNEX

Urban Master Primary

Name of State..... Code No.....

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

Sl. No. of Ward/ Charge	Name of Ward/ Charge	EB No.	No. of Occupied Residential Houses	No. of House-holds	Total Population (including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

URE 4 Page No.. . ...

Census Abstract

Name of Taluk/Tehsil/C.D. Block etc.....Code No.....

Name of City/U.A./Town.....Code No.....

MAIN WORKERS															
Total Main Workers		C		AL		HHI		OW		Marginal Workers		Non-Workers		Seeking/ Available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

ANNEX

Rural Master Primary

Name of State.....Code No.....

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

Sl. No. of Village	Name of Village	EB No.	No. of Occupied Residential Houses	No. of House-holds	Total Population (including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

URE 5 Page No.....

Census Al stract

Name of Tehsil/Taluk/C.D. Block etc.....Code No.....

MAIN WORKERS															
Total Main Workers		C		AL		HHI		OW		Marginal Workers		Non-Workers		Seeking/ Available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

ANNEXURE 6 Page No.....

COMPILATION SHEET FOR APPENDIX 3 TO TABLE A-1

Name of State.....Code No..... Name of Charge.....Code No.....

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

Name of Tehsil/Town.....Code No..... Rural/Urban

Enumeration Block No.	Houseless Population				Institutional Population			
	No. of Households	Persons	Males	Females	No. of Households	Persons	Males	Females
1	2	3	4	5	6	7	8	9

MGIPCBE—S3—1/Census/Nagaland/86—5-7-88—300.