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CENSUS OF INDIA 1981

SERIES—21

TRIPURA

PART—I A

ADMINISTRATION REPORT ENUMERATION—TRIPURA

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ADMINISTRATION REPORT ON ENUMERATION—TRIPURA

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CHAPTER—I

Introduction

Appointment of Director of Census Operations, initial reaction and first communication to State Government.

I was working as Deputy Secretary, Government of Tripura and that also in the second time after rendering services in executive capacities for a pretty long time. It would not be incorrect to say that there was a feeling of isolation as I was away from the administrative line. During this psychological moment on a certain day, i. e., on 3-1-1979 I really felt elated when I heard that Shri T. S. Murty, Chief Secretary was searching me out frantically to see the Registrar General, India just on the eve of his departure from Agartala. On my reaching the chamber of Chief Secretary where Shri Padmanabha was seated he was kind enough to inform me that I have been selected for the post of Director of Census Operations, Tripura. The immediate reaction was mixed one as on the one hand I was feeling that I would be no longer in the main stream of the administration and on the other hand there was an air of independence which I could gather from my discussion with ever-smiling Registrar General, India. Census was a dry bone comprising of statistics and as such it was a challenging task to me. The assurance of his constant guidance encouraged me to take up the task which was of arduous nature. I took over charge on 7-4-1979 as Director of Census Operations, Tripura just on the eve of the second pre-test of the census schedules. The first pre-test of census schedules in connection with 1981 Census was conducted in Tripura from 22nd September to 6th October, 1978 in some selected rural and urban blocks exclusively with the help of the staff of this Directorate.

I approached Shri S. R. Sankaran, Addl. Chief Secretary, now Chief Secretary to the Government of Tripura with my first communication under No. 12-28 (T)/ 78-79 dated 31-5-1979 (Annexure-1) to request the District Magistrates and Collectors to render their whole-hearted co-operation to make the second pre-test due to be held from 4th June to 24th June, 1979 a success. The second pre-test was conducted in selected blocks with the assistance of Teachers/ Social Education Workers besides the staff of this Directorate as it was the idea to involve the field staff also during the second pre-test. As the services of Teachers/Social Education Workers had to be utilised the Director of School Education/Social Education were requested under this office letter No. 12-28 (T) 78-79 dated 4-5-1979 (Annexure-2) to allow us to utilise their services to undergo the training as well as field work. The training of the said staff was held on the 16th May, 1979. The minutes of the said training as circulated are mentioned at Annexure–3.

Description of the office:

While I joined this Directorate one Assistant Director was in charge of this office and it was a regular s t up, though skeleton one, with the staff at Annexure—4. Against the sanctioned strength of 68 only 19 posts under different categories were lying vacant. The atmosphere was surcharged with emotion and it appeared to me that the staff of this Directorate were not happy as according to them they had no future and there were some cases of stagnation too. The growing up of frog in the well mentality, if not inferiority complex might not be ruled out. The situation may perhaps be attributed to the fact of dichotomy in the sense that two seniority lists were being maintained—one Directorate-wise seniority list and another All India seniority list and some of them were feeling that they were victims of circumstances even though they are Central Government employees. They have been suffering only for the fact that Directorate-wise seniority lists are being maintained. It is also fact that maintenance of All India seniority list would definitely imply the question of transferability to any place in India which also may not suit all concerned.

The mode of appointment in case of direct recruitment for this Organisation was through the Staff Selection Commission which resulted in inordinate delay in filling up certain posts inspite of the fact that Organisation like Staff Selection Commission was meant for expeditious disposal. The work had to be managed with the help of the existing staff and attempts were made to fill up the vacant posts. The sanctioned strength of staff and the staff in position on the date of my joining and its subsequent picture including the posts created after my joining are at Annexure 4 and Annexure 5 respectively.

Backlog of 1971 Census:

The back-log of 1971 Census was however a bit heavier than expected, which may be summarised hereunder :

1. Publication of Part-II B—Economic Tables

2. Publication of District Census Handbook, Part-XC, analytical report, administratives statistics and District Census Tables

3. Publication of Part-VI—Special Survey Report on selected Towns and Villages—Village re-study on Rudijala

4. Publication of Part-IX—Census Atlas.

As regards Part-IIB-Economic Tables, the manuscript copy was handed over to the Government of India Press, Calcutta as back as on 9-9-1976. After a considerable lapse of time on 20-5-1978 the Government of India Press intimated their inability to print out the same and

returned the manuscript. Since then, the matter was taken up with the State Government Press of Bihar and West Bengal as advised by the Registrar General, India vide letter No. D. 290612/18/77-CO(PTG) dated 7-3-1979, but both the State Government Presses expressed their inability on 10-12-1979 and 28-11-1979 respectively. The matter was referred to the Tripura Government Press vide this Directorate letter No. F. 28 (13)-A/73 dated 31-3-1980. After the issuance of series of reminders and making personal contacts time to time after my joining, the Superintendent of Government Press, Tripura intimated under his letter No. F. 12 (54) - PTG/BP/67-68/Vol. II/1066 dated 23-5-1981 that the printing of District Census Handbook, Part-C had been taken up and after the printing of District Census Handbook, Part-C, which was expected to be completed by September, 1981 the printing of Part-II B-Economic Tables of 1971 Census could be taken up at the earliest, if it would be possible for us to wait till then. There was no categorical commitment from the end of the Tripura Government Press that they would be undertaking the job from September, 1981 and no specific time for completion of the job was also indicated. Meanwhile, pending decision by the Government Press, tenders were called for and the position was intimated to the Registrar General, India under this office letter No. F. 28 (13)-A/73 dated 18-9-1979 for a decision to the effect that if Government Press expressed their inability even after September, 1981, the printing job by the private presses, for which tenders had been called, could be immediately taken up. It was however apprehended that even if the Government Press took up the job of printing the actual date of completion was an uncertainty as we should be sure about the exact period the Government Press would take to complete the work.

The same episode is perhaps going to be repeated in the case of printing of District Census Handbook, Part-C as the manuscript for the same was handed over to the Government Press of Tripura as back as on 6-12-1978. The Tripura Government Press only intimated us of their commitment to complete the printing by September, 1981, but the District Census Handbook, Part-C containing valuable data for the State Government could not be published till the end of 1981.

At the time of my joining the manuscript of Part-VI - Special Survey Report on selected Towns and Villages, Village re-study on Rudijala was at the stage of initial draft only. A doubt arose as to whether the report on re-study of a village made on the basis of 1961 Census would at all be relevant and useful for the data users at this point of time when the data of 1931 Census were going to be released.

The Part-IX—Census Atlas which is of course a very helpful document in the census tradition could not be made ready mainly due to

want of requisite and experienced staff. There was almost a void in the Map Section of this Directorate due to non-posting of Cartographer and Draftsman. A hectic attempt was taken to draft out the volume containing about 125 maps. Charts some of which are multi-coloured ones also posed a difficult problem for us because the quality Printing presses and the block making agencies are available only in Calcutta. The same point arose as to the relevance of Publication of the Atlas at this point of time involving a considerable financial implication while the same Atlas with the data of 1981 Census would also have to be published without loss of time and the matter was referred to the Registrar General, India, forwarding therewith the draft copies of the maps suggesting that the printing might be arranged for from the end of the Registrar General, India in the event of which the only staff, i. e., Senior Artist available in the Map Section might be deputed at Delhi.

So far the appointment of Director of Census Operations is concerned the appropriate time would perhaps be the period before conducting the first pre-test as the Director of Census Operations would be in a position to appreciate the schedules to be canvassed and suggest alterations at appropriate places besides additions suiting local conditions which might leave scope for contribution to the interest of the State.

CHAPTER—II

Preparatory Steps

Circulars issued by the Registrar General, India and Director of Census Operations :

My main concern was as to the goods to be delivered by me on assumption of my charge as Director of Census Operations, Tripura. The obligations I am to discharge have been clearly spelt out in the guide lines issued from the end of Registrar General, India enclosing therewith a copy of D. O. letter of Registrar General, India of 1971 Census.

The Notification of Government of India that census would be taken during the year 1981 taking the sunrise of 1st March, 1981 as the reference date was republished in the Tripura Gazette dated 14-7-1979 as reproduced in Annexure—6. The schedules to be canvassed during 1981 Census were also published in the Tripura Gazette dated 6th September, 1980 as reproduced in Annexure—7.

The Government of Tripura was requested by me to issue Notification regarding appointment of Census Officers under the Census Act, 1948 on 19th July, 1979 including Notification for legal sanction under the statute regarding institution of prosecution under Section 12 of the Census Act but all Notifications except that of Section 12 of the Census Act were issued by the Government of Tripura on 23-8-1979 (Annexure—8). The said Notifications were published in the Tripura Gazette on 1-9-1979. It was decided that the economic census will be conducted alongwith the Houselisting operations and for this purpose involvement of the Directorate of Statistics and Evaluation and its officers and staff was considered necessary and on that consideration the District Statistical Officers were proposed to be appointed as Addl. District Census Officers for their respective districts and appointments were issued on 5th November, 1979 (Annexure-9).

In pursuance of the guidelines issued from the end of Registrar General, India under his Circular No. 2 (Annexure—10) I have issued my Circular No. 1 (Annexure —11) comprising all aspects of the census, like necessity of notification of Census Officer, splitting up of revenue villages for formation of enumerators' blocks, location Code, Census calendar, the duties and obligations as per Census Act, classification of rural/urban areas for giving Location Code number, enumerators' blocks, training, charge register etc., that means, the duties to be discharged by all concerned have been clearly spelt out in my Circular No. 1.

During 1971 Census tehsils of Tripura were taken as the lowest units. It would not be out of place to mention here that the tehsils in Tripura are small revenue units like 'Patwaris' in other big States and not co-terminous with the sub-divisions as prevalent in some big States. There were 45 tehsils during 1971 Census Operations and there has been 177 tehsils during 1981 Census. But so many tehsils cannot be taken as the lowest units for obvious reasons and as such we took the revenue villages as the lowest units and the Development Blocks as the Charge as the Government is more interested to know the impact of planning which could be appreciated only when we can supply Development Block-wise data. Accordingly Block Development Officers were appointed as Charge Officers. But Sub-divisional Officers are the persons who play main role, rather effective role, in looking after development activities besides other activities. Virtually the Block Development Officers work under the

direct control of the Sub-divisional Officers. So we had to bring in the Sub-divisional Officers also in the picture and as such they were appointed as Sub-divisional Census Officers besides the District Collectors as District Census Officers. That means there was an intermediary between the District Census Officer and the Charge Officer in order to get the work done as Sub-divisional Officers are supposed to play the key role in the administration of the lowest units. The main difficulties confronted by us were in relation to the collection of data in connection with revenue villages and the areas included with the urban areas.

As an initial step to be taken for the 1981 Census a list of areas such as districts/tehsils/development blocks/police stations/villages etc. and all towns and cities was a prerequisite. Besides this, towns and cities also had to be identified. In doing so up-to-date maps and changes in jurisdiction along with the relevant Government Notifications and Orders were also necessary for going ahead with the preliminary works in connection with 1981 Census. The Resistrar General, India took up the matter with Chief Secretary under his D. O. letter No. 1/24/77-RG (P) dated 11-1-1978. Besides this D. O. letter the Directorates of Census Operations were requested to collect the said information by following it up under letter No. 1/24/77-RG(P) dated 11-1-1978. Accordingly steps were taken.

As a preliminary step for the conduct of 1981 Census in Tripura the State Government was requested not to affect any territorial change in respect of boundaries of administrative units till the 1981 Census Operations were over under letter No. 9/17/79-CD (CEN) dated 10-5-1979. The Joint Director of Statistics circulated the copy of the said letter from the end of Registrar General, India addressed to Chief Secretary to all Heads of Departments of the Government of Tripura for taking necessary action.

As it was decided that during 1981 Census revenue mouza would be the primary unit for presentation of data so the sub-division-wise list of revenue villages were prepared and the lists were sent to the respective Sub-divisional Officers in order to get these lists checked and verified so that there may not be any omission of any revenue village and a sub-division-wise certified list of revenue villages was obtained from all the Sub-divisional Officers. During earlier censuses sub-division was considered as the next higher administrative unit in Tripura for the presentation of data but during 1981 Census it was initially thought to present Police Station-wise data but in the long run it was decided to present data Development Block-wise as the Government is more interested to know the impact of planning which could be appreciated only when we can supply Development Block-wise data and accordingly the list of revenue villages under each Development Block was finalised in consultation with the Sub-divisional Officer and Block Development Officer. So, the idea of presenting Police Station-wise data was dropped. Before the first pre-test a Pilot Study of Universal Individual Slip with particular reference to economic questions was undertaken in some selected States only in order to assess the methodology and actual reactions to the questions in the field. This study was not done in Tripura.

The schedules to be canvassed during the first pre-test in draft form were discussed in great details in the First Data Users' Conference of 1981 Census held from 13th to 15th February, 1978 and the schedules so finalised were pre-tested in the field in some selected rural and urban blocks of Tripura exclusively with the help of the staff of this Directorate from 22nd September to 6th October, 1978.

Another conference of the Data Users and the Departmental Officers was held from 20th to 24th December, 1978 to discuss the special reports received on the Pilot and pretest experiences and organisation of the second pre-test.

Though Tripura is a small State she has got varigated problems particularly in the economic front and from that consideration to my idea, Director of Census Operations, Tripura should be associated.

First pre-test in Tripura :

A meeting of the Census Officers of eastern region in connection with the first pre-test was held at Calcutta from 4th to 6th September, 1978.

The instructions booklets regarding filling up of the Individual Slip, Houselist, Household Schedule and other forms were received from the office of the Registrar General, India. The forms and schedules to be canvassed were also supplied from the office of the Registrar General, India to us through Director of Census Operations, West Bengal.

The Government of Tripura under letter No. F. 2 (22)/STAT/ESTT/77 dated the 16th September, 1978 of the Secretary, Statistics and Evaluation requested the District Magistrate, West as per D. O. letter No. 9/7/78-CD (CEN) dated 26-8-1978 of the Registrar General, India addressed to Chief Secretary to extend all possible help in connection with the conduct of the first pre-test. The first pre-test was conducted in selected blocks of Sadar and Khowai Sub-divisions only as per schedules at Annexure—12.

The first pretest in Tripura was conducted from 22nd September to 6th October, 1978 exclusively with the staff of this Directorate after imparting necessary training.

Second pre-test :

The second pretest in Tripura was conducted from 4th to 24th June, 1979. The services of the Teachers/Social Education Workers besides the staff of this Directorate were utilised for this purpose.

Training of the Enumerators and Supervisors for the conduct of the second pretest was held on 25th and 26th May, 1979 in this Directorate. First of all three broad categories, viz. (1) Houselisting, (2) Filling up of Household Schedules and (3) actual enumeration were discussed in details. Then item-wise discussion was held. The minutes of the said training class were also circulated to all concerned as reproduced at Annexure—3.

The enumerators raised objection to the honorarium of Rs. 25/- sanctioned for the second pretest. According to them the amount should at least be Rs. 100/- to be commensurate with the workload.

The Schedules canvassed during the second pretest as reproduced at Annexure—13 alongwith the instruction booklets regarding filling up of the schedules were obtained from West Bengal. As the schedules to be canvassed were to be in regional language so we arranged for the supply of the same from the Directorate of Census Operations, West Bengal.

Pretest experience :

After the completion of the second pretest a meeting was held in this Directorate with the staff to analyse the results and to point out the mistakes which

cropped up during the second pretest so that such types of mistakes do not recur in the actual enumeration. The minutes of the said meeting were also circulated to all concerned for their guidance and the same is reproduced at Annexure—14.

Consciousness regarding the Census in the State hierarchy:

Census is a national task and to make it a success Addl. Chief Secretary under his D. O. letter No. 12—44 (T)/79 dated 27-12-1979 (Annexure—15) impressed upon all District Magistrates, Sub-divisional Officers and Heads of Departments the necessity and importance which the Government attached to this important national work and requested all concerned to carry out their respective duties in connection with census promptly, accurately and efficiently with care and deligence.

CHAPTER—III

Preparation for the Census

First Conference of Directors and its decisions :

So far my experience of the First Conference at Delhi is concerned I took the opportunity of giving expression to my thoughts and the experience gathered at the time of the Second Pretest. The forum appeared to be quite congenial one as it gave me scope to spell out my reactions particularly in relation to the format containing the questionnaire. It appeared to me that the format is to be taken for granted even though it was my feeling that there was scope for improvement on the same and that scope could be availed of had the Directors of Census Operations been involved in the Conference for discusssion in the 'Data Users' Conference. There may be some technical ingredients but to my idea the field experience of the Directors would go a long way if the Directors are in position right from the stage of 'Data Users' Conference. The circumstances, obtaining at the time impelled me to ventilate the idea of incorporation of the houselisting operation too within the purview of Census Act so that the houselisting operation can not be taken lightly by the staff appointed for the purpose particularly when the work is to be implemented through the State Government agency. There were situations like refusal of acceptance of appointment letters even and some of the Sub-divisional Officers took serious exception to the same but no action could be contemplated for as there was no legal sanction for the same. If a single action could be taken it would help in creating an atmosphere for strict adherence to the guidelines of the Registrar General, India to make the census a full-proof one. On this point I was very much vocal in the conference and I still maintain that this should be reconsidered for including the stage of houselisting operation too within the purview of the Census Act even by taking resort to amendment of the said Act through the Parliament.

The houselisting operations bereft of enterprise list would be helping us in not only making the houselisting operations a good base work for the actual census but also would help in easing the heavy workload to be undertaken by the enumerators, supervisors and charge officers at the actual census as some part of the houselisting operations had to be taken in the actual census and on top of the same home work also had to be shouldered by the field agency. This was ventilated by me in the conference and a token honorarium of Rs. 10/- was in itself an issue to be discussed. In this connection the honorarium aspect also was spelt out by me as the quantum of honorarium to the field agency was barest minimum if compared with that of 1971 Census and if the price index was taken into account. The aspect of co-ordination and subordination also was hinted at by me for strengthening the hands of the Directors to get the work done according to schedule and if necessary this also may be considered for inclusion in the statute as persuasions sometimes do not bringforth its desired result.

That the staff of the Directorate of Census Operations should be given incentive either in terms of promotion or in forms of Selection Grades at least on zonal basis if not on All India basis was also mentioned in order to see that there are no cases of stagnation at any stage.

Some of the decisions of the First Conference of Directors of Census Operations were as follows:

1. Notifications of census hierarchy be issued. The conference was held from 24th to 29th August, 1979 and the notifications for census hierarchy for Tripura were issued on 23-8-1979;

2. The reference date for the census would be first of March, 1981;

3. The 1971 criteria for urban classification to be retained for 1981 Census also;

4. The notional maps be standardised to maintain uniformity;

5. Steps for houselisting operations, demarcation of enumeration blocks, selection of enumerators and their training be taken;

6. The period of enumeration, the main phase of census would be from 9th February to 28th February, 1981 followed by a revisional round of 5 days from 1st to 5th March, 1981;

7. So far Tripura is concerned, the period of houselisting operations would be from 15-4-1980 to 15-5-1980 and mainly the services of Teachers and Social Education Workers would be utilised. For the conduct of houselisting operations steps be taken for (a) preparation of list of villages; (b) finalisation of military and defence areas, (c) delineation of houselisting blocks (urban and rural), (d) preparation of charge register, (e) selection/appointment training of enumerators/supervisors; (f) arrangement for printing of instructions booklets and schedules; (g) supervision of enumerators/supervisors; (h) definition of building and census house and (i) the integration of the economic census with the houselisting operations to be held in 1980.

8. Some recommendations of Directors of Census Operations in the light of discussions on Second Pretest on schedules to be canvassed were taken care of.

9. Information for Village and Town Directories for publication of District Census Handbooks for the use of the State Government be collected.

10. Rules pertaining to appointments, promotions and confirmations, financial limits etc. be strictly adhered to.

Census Calendar:

The first phase of the 1981 Census, i.e., the Housenumbering and Houselisting was scheduled to be held from mid-April to mid-May, 1980. A Census Calendar was chalked out accordingly as at Annexure-16.

The field work of census is conducted with the help of State Government machinery and during 1981 Census also the maximum staff appointed as enumerators/supervisors were drafted from the Education Department. Considering their convenience the Education Department suggested to defer the date of the housenumbering and houselisting operations from mid-April to mid-May to 21st May to 21st June, 1980 so that the operations are completed within the summer vacation as the schools will not be affected due to the engagement of the Teachers in the census work. The Government of Tripura also issued a firm order that the services of the Teachers would be made

available for census work and on that basis the Registrar General, India also agreed to the proposal of deferment of the period of the housenumbering and houselisting operations. So a revised census calendar was prepared showing the period of housenumbering and houselisting operations from 21st May to 21st June, 1980. Accordingly training to the field agency was completed. The work was started as per revised calendar mentioned at Annexure-17.

But unfortunately there was a communal disturbance in Tripura in the first week of June, 1980 and out of the three districts the South and West Tripura Districts were badly affected and the houselisting operations could not be completed within the scheduled date in those two districts. Out of 10 sub-divisions 4 Sub-divisions were affected seriously. Tripura was divided into 27 Charges. Out of those 27 Charges work of 19 Charges were completed and those of remaining 8 Charges had to be done afresh. So two calendars had to be prepared afresh-one for 19 Charges where there were no disturbances and another for 8 Charges where there were disturbances. The Registrar General, India visited Tripura on 7th September, 1980 and discussed with the Chief Secretary regarding conduct of the operations in Tripura on the basis of those two calendars. The enumeration period was from 9th February to 28th February, 1981 and as adherence to this enumeration period was a must it was impressed upon all concerned that the selection, appointment and training of enumerators/supervisors would have to be made in such a way that there would be no scope for dislocation of the programme as per calendars. Copies of the said two census calendars drawn afresh are enclosed at Annexure-18 and Annexure-19.

Second Conference of Directors and its decisions:

In the second conference held at Mysore from 16th January, 1980 to 19th January, 1980 the Registrar General, India mentioned that the conference would concentrate on the organisation of the census and for finalisation of instructions for filling up of census schedules. He also pointed out that while designing the schedules great care had been taken to fulfil the requirement of the State Government and to provide socio-economic profile of the population. Detailed discussions were held on the instructions for filling up of (1) the abridged houselist, (2) Household Schedule, (3) Individual Slip besides the review of the arrangements of the houselisting operations. So far Tripura is concerned the hierarchy of Sub-divisional Officer to work as Sub-divisional Census Officer had to be taken resort to as they are the main planks for running the administration. So they acted as intermediary between the District Collectors working as District Census officers and Block Development Officers working as Charge Officers. It was thought expedient to utilise the good offices of the Sub-divisional Officers for the preparation of the abridged houselist and clerical assistance was provided for to them and training was imparted to them by our staff. As Sub-divisional Officers were in the picture so we substituted the Sub-divisional Census Officer for Charge Officer in the schedule meant for the abridged houselist. That we had to face difficulties in the preparation of maps of 1981 Census mostly due to shortage of staff came up for discussion. Proposals were also considered for the restudy of certain villages which were already covered during 1961 Census.

State and District level conferences:

In Tripura the State level conference on 1981 Census was held on 19-2-1980 in the Council Room of the Secretariat being presided over by the Addl. Chief Secretary, Shri S. R. Sankaran. All the Heads of Departments, Sub-divisional Officers and Block Development Officers attended the said conference. The Hon'ble Chief Minister of Tripura was kind enough to inaugurate the conference.

In his inaugural speech the Chief Minister emphasised the importance of Census. The speech is reproduced below:

"All of you know that every ten years we have our Census and the next census falls on 1st March, 1981 and the task is a very enormous one. Earlier the census was not so complicated as it is to-day. Earlier it was mostly confined to collection of facts in relation to the population and its socio-cultural factor. But now this census operation has taken up the task of collecting data on the economic activities of the people. Unless this data is very dependable we may not have proper planning in the country. So this is how this census operation also has changed with the change of time. Of course this counting of heads is a very essential work. But the other basic information that we would like to collect is on socio-economic and cultural setting. As usual the field work of census is implemented through the State Government agencies. All employees should, therefore, accept and perform readily the work connected with the census. You have also been authorised to appoint census staff between your jurisdiction under the Census Act. The employees should be specifically instructed that they should give no cause of complaint to you in respect of census duties. I believe you have received the D. O. letter from the Addl. Chief Secretary wherein you have been informed that the population census would be undertaken in 1981. But the Houselisting Operation which would be first phase, *i.e.*, a preparatory step would be conducted from mid-April to mid-May as per census calendar. The first phase will be to number every house and to prepare houselist and listing of enterprise. I do appreciate that due to mid-term parliamentary election you could not give proper attention to this work. Now that the elections are over and there is very little time left before the houselisting and housenumbering operations start, all the necessary steps like formation of enumerators' blocks, appointment and training of staff should be completed well in time on a priority basis. 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. You know this is one of the biggest exercises in the world so far as collection of census data is concerned. In order to ensure this each step towards the ultimate census count would need your careful attention and constant supervision."

The Heads of Departments of Government of Tripura assured full co-operation in all respects to make the 1981 Census a success. The concepts and the procedure for filling up the schedules to be canvassed during the Housenumbering and Houselisting operations were explained in brief by me in order to impress upon all concerned that thorough training is a must for accuracy and complete coverage.

The Addl. Chief Secretary explained the different procedures required to be adopted in connection with the Housenumbering and Houselisting Operations in details and impressed upon the District Magistrates and Sub-divisional Officers about their responsibilities in connection with the operations. A review of the progress so far made by the District Census Officers and Sub-divisional Census Officers was also made. He requested them to see that the operations are completed within the scheduled time as per census calendar.

Besides the State level conference district-level conferences for the three districts were also held. The district-level conference of South District was held on 27th February, 1980 in which Shri K. K. Chakravorty, Deputy Registrar General, India was also present. The District-level conference of West Tripura District was held on 28th February, 1980. The district-level coeference of North Tripura was held on 5th March, 1980. In the said district-level conferences the respective Sub-divisional Census Officers and Charge Officers of the district were present and I held discussions in details regarding the procedure to be followed for completion of the operations. Besides, a review of the work done prior to the date of holding the meeting was also made.

CHAPTER—IV

Building up of the Organisation

Staff strength :

I took over charge of this office on the afternoon of 7th April, 1979. Though there was a regular set up a good number of posts were vacant at that time. The sanctioned strength of staff and staff in position at the time of my joining will be revealed from the statement reproduced at Annexure—4.

The mode of appointment in case of direct recruitment for this Organisation was through the Staff Selection Commission which resulted in inordinate delay in filling up certain posts inspite of the fact that organisation like Staff Selection Commission was meant for expeditious disposal. The work had to be managed with the help of the existing staff and attempts were made to fill up the vacant posts.

Besides the post of Director there was only one post of Assistant Director in this Directorate which was manned by Shri J. C. Bhuyan. But Shri Bhuyan was also transferred on promotion to the post of Deputy Director of Census Operations to Gauhati and he was released on 31-12-1979 and in the resultant vacancy Shri N. C. Sarkar was transferred to Agartala. Shri Sarkar served in this Directorate as Statistical Assistant during 1961 Census and his senior employees of that time were still holding non-gazetted posts and naturally the posting of Shri Sarkar as Assistant Director in this Directorate caused a reaction amongst the staff and I had to take up with the Registrar General, India on this matter so that Shri Sarkar is not transferred to Agartala. As a result of this Shri D. P. Chatterjee, Assistant Director of the Directorate of Census Operations, West Bengal was transferred to Agartala in place of Shri Sarkar. Shri Chatterjee joined this Directorate on 19-3-1980 but due to his family disturbances he was not willing to stay at Agartala. He went to Calcutta and was on leave upto 23-7-1980 and ultimately he was transferred to Calcutta. He joined from leave on 24-7-1980 and was released from this Directorate on 29-7-1980. So it would be evident from the above that I had to run the office without the assistance of any other officer for a pretty long period.

I felt it expedient that filling up of the post of Assistant Director by a staff of this Directorate would be an incentive amongst them and it would be helpful in extracting work also from them. Accordingly I took up with the Registrar General, India the case of Shri D. K. Choudhuri, the senior-most Investigator for promotion to the post of Assistant Director even on ad-hoc basis for waiving of the qualifying service required in the grade of Investigator for promotion to the post of Assistant Director. The Registrar General, India was kind enough to agree to my proposal and appointed Shri Chaudhuri as Assistant Director on ad-hoc basis with effect from 27th September, 1980.

The statement furnished at Annexure 5 would show the position in respect of the sanctioned strength of staff as well as the staff in position as on 1st of August, 1982.

Sanction & appointment of staff in connection with 1981 Census :

Taking into consideration the 1971 pattern of staff, the existing staff strength in various categories of posts and the workload of the 1981 Census itself the additional requirement of staff in addition to the existing ones for this Directorate as arrived at by the office of the Registrar General, India in connection with 1981 Census is as follows:—

1. Investigator — One
2. Statistical Assistant — Three
3. Artist — One
4. Assistant — Two

5.	U. D. Clerk	— One
6.	Computer	— Six
7.	L. D. Clerk	— One
8.	Hand Press Machine Operator	— One
9.	Farash	— One
10.	Sweeper	— One

During 1971 Census two posts of Assistant Director were sanctioned for this Directorate. Taking into consideration the increased workload of 1981 Census it was proposed to create a post of Deputy Director for this Directorate in addition to the existing one post of Assistant Director. But the proposal was not agreed to. Creation of a post of Deputy Director for the Directorate to assist the Director of Census Operations is felt imperative. In the next census this point needs proper consideration.

Clerical assistance to District Census Officers and Sub-divisional Census Officers :

Like 1971 Census during 1981 Census also clerical assistance to the Sub-divisional Census Officers, District Census Officers and Agartala Municipality was provided for. As per decision one post of L. D. Clerk was sanctioned for each Sub-divisional Census Officer and one U. D. Clerk and one Peon for each District Census Officer and one U. D. Clerk for Agartala Municipality. The expenditure involved for this purpose was initially to be borne by the Government of Tripura and subsequently to be reimbursed by the Government of India.

The Government of Tripura created 10 posts of L. D. Clerks under Memorandum No. F.70(51)-REV/79 dated the 31st October, 1979 of the Revenue Department. Subsequently the Government of Tripura created one post of U. D. Clerk/one post of L. D. Clerk/one post of Peon for the three District Census Officers under their Memorandum No. F.70(51)-REV/79 dated the 29th March, 1980 in place of one U. D. Clerk and one Peon for each District Census Officer. When it was detected that 3 posts of L. D. Clerks were created in addition to the prescribed scale of clerical assistance the matter was brought to the notice of the Government of Tripura and the Government under their Memorandum dated the 19th April, 1980 modified the creation order and three posts of U. D. Clerks and three posts of Peons were created.

As the District Statistical Officers were appointed as Addl. District Census Officers the Finance Secretary to the Government of Tripura requested for providing 3 L. D. Clerks for the three Addl. District Census Officers. The District Statistical Officers were involved in the census operations only because the Enterprise List was canvassed during the houselisting operations which was a job to be undertaken by their Organisation and as such it was decided by the Registrar General, India that if necessary Central Statistical Organisation may be approached for creation of such posts.

During the houselisting operations due to the disturbance in June, 1980 the operations in some charges could not be completed according to the schedule. In order to complete the operations in those charges it was decided in the conference held on 3rd November, 1980 in the chamber of Chief Secretary that seven posts of L. D. Clerks should be created to provide clerical assistance to the Charge Officers of the affected charges and the post of U. D. Clerk meant for Agartala Municipality should also be created and diverted to the office of the Sub-divisional Officer, Sadar to complete the houselisting operations so that preparatory work for the second phase can be started immediately after completion of the houselisting operations. The concurrence of the Registrar General, India to the creation of the seven posts of L. D. Clerks was obtained. On receipt of the clearance of Registrar General, India the Statistical Department of the Government of Tripura created those seven posts of L.D. Clerks under their Memorandum No. F.2 (120)/ STAT/ESTT/80 dated 19-1-1981.

CHAPTER—V

Touring and Training Programmes

A. Tour of Director of Census Operations:

On my assumption of charge as Director of Census Operations, Tripura I visited all the district and Sub-divisional headquarters and discussed with the District Magistrates and Collectors and Sub-divisional Officers, who were later appointed as District Census Officers and Sub-Divisional Census Officers. During discussion they were given the idea in respect of the various stages of census operations and the preliminary steps required to be initiated for this purpose. The discussions also gave them the scope to remove any doubt on the issue.

Besides State level conference and district level conferences, meetings at the sub-divisional level with the Charge Officers were also held. In those meetings either Director of Census Operations or any other officer of the Organisation remained present so that doubts on any point could be clarified on the spot.

Accuracy of data collected during the operations depends upon the imparting of training to the field agency. Good training to the field agency will no doubt pay good dividends and on this consideration three rounds of training for each phase was arranged for as per instructions of the Registrar General, India. It was thought expedient that the services of an expert of this Directorate be utilised for the purpose of imparting training to the field staff although it was the responsibility of the Charge Officer. The services of Investigators, Statistical Assistants and Computors were utilised for the purpose of imparting training to the field staff. Besides them the training classes were also conducted by the Deputy Director/Assistant Director. As Director of Census Operations, Tripura I attended all the training centres in any of the rounds and held the training class and explained the different schedules to be canvassed during the operations in details in addition to the training already imparted by the staff of this Directorate.

To make the census a success intensive training to the field staff and touring by the Director himself would go a long way and on this consideration I covered even three to four training classes a day. But inadequate number of vehicles of this Organisation created dislocation of programmes in many cases. Had there been more vehicles the Deputy Director and Assistant Director also could attend the other training classes. But with one vehicle at the disposal of this Organisation this could not be done.

B. Arrangement made for enhancement of travel facilities:

The Government of Tripura was requested to place at least another vehicle at the disposal of this Directorate on POL basis as per decision of the Registrar General, India and Chief Secretary also agreed to the proposal. But due to the disturbance started in June, 1980 the Government itself had to hire private vehicles for the maintenance of law and order within the State and it was therefore not possible on the part of the Government to place any vehicle under our disposal.

C. Training by Deputy Director and others:

The only vehicle was shared by me, Deputy Director and the staff. That vehicle also was not on road due to troubles which went to the extent of taking patience. The District Magistrate and Collector, West complied with my request of placing a vehicle at the disposal of this Directorate though for a very short period but at the time of mid-term poll that vehicle also was withdrawn. So inadequacy of vehicle stood on the way of effective supervision of the census operations. In order to meet the

immediate need of vehicle we had no other alternative in some cases but to hire private vehicles so that the Deputy Director also could attend some training classes. During the period of census at least two vehicles must be placed at the disposal of the Directorate so that the officers are in a position to undertake intensive tour throughout the State.

D. Arrangements for touring of Charge Officers:

In maximum cases the Charge Officers were drawn from the Block Development Officers and the Block Development Officers have got their own vehicle at their disposal so no additional vehicle was placed at their disposal. But in some special charges where the operations were disturbed placement of additional vehicle had to be considered and Government of Tripura arranged for the additional vehicle wherever necessary for which Chief Secretary issued instructions upon the concerned District Magistrates.

CHAPTER—VI

Census Schedules—Translation, Printing and Distribution

A. Requirement of instruction booklets & schedules:

The requirement of instruction booklets and schedules in connection with the houselisting and housenumbering operation and actual enumeration was calculated centrally by the Office of the Registrar General, India and communicated with his D. O. letter No. D.—29012/93/79—RG (Ptg.) —19603 dated the 24th September, 1979. The requirements for Tripura with language break-up as calculated by Registrar General, India was as follows :

Name of the Form		No. required	
		Bengali	English
1		2	3
1. Indívidual Slip	A	2,409,684	220,316
	T	458,848	42,952
2. Household Schedule	A	481,937	44,063
	T	91,770	8,390
3. Houselíst	A	86,034	7,866
	T	10,037	918
4. Abrídged Houselist	A	71,695	6,555
5. Houselist Abstract	A	8,604	786
6. Enumerators Abstract	A	8,604	786
7. Notíonal Map/Layout Sketch	A	21,508	1,967
Instruction Booklets for filling up :			
8. Indívidual Slíp) Household Schedule)	A	5,018	459
9. Houselíst	A	4,302	393
10. Training Manual		5,018	459
11. Supervisor Manual	A	1,147	105

A—Actual Census (Schedule in Black Ink)
T—Training (Schedule in Red Ink)

The requirement of each category of forms for the Houselisting operations and actual enumeration was examined in this Directorate and the actual requirement of each type of forms as assessed has been furnished at Annexure—20A.

The districtwise distribution of materials for both the operations are given in Annexure—20B.

A census block having normally a population of 750 or 150 households for rural area and 600 or 120 households in urban area was kept in view while fixing criteria for distribution to each Enumerator. However, discretions were left with the Charge Officers to increase or decrease the number of forms to be supplied to the

Enumerator on the basis of population/census households in his Charge. The requirement of the Enterprise List and Enterprise List Abstract at various level had been determined by the Directorate of Statistics and Evaluation, Government of Tripura. A 10% reserve of schedules etc. at the charge level and 15% at the Sub-divisional level was provided for the unforeseen requirement, wastage and other contingencies. Precautionary measures were taken by keeping reserve with the Supervisors also for meeting contingencies. The blank maps, forms etc. for actual houselisting operations and the scale at which these forms were distributed to the enumerators/supervisors are reproduced below :

Item	No. of forms etc. to be distributed			
	Enumerator		Supervisors (to be kept as reserve)	
	Rural	Urban (Municipal/ Notified area)	Rural	Urban (Municipal/ Notified area)
1	2	3	4	5
1. Sheets for preparation of Notional Map and Lay-out sketch	2	2	2	2
2. Houselist form	20	22	5	5
3. Houselist Abstract	1	2	2	4
4. Enterprise List forms	3	6	6	10
5. Enterprise List Abstract	1	1	2	2
6. S. C. and S. T. List	1	1	1	1
7. Identity Card	1	1	1	1
8. Housenumbering material— Crayon stick	2	2	—	—
9. Supervisor Circle Houselist Abstract	—	—	1*	1*

*For actual use by the Supervisor

The requirement of materials like Individual Slips, Household Schedules etc. was calculated on the basis of blockwise houselisting population. In addition 10% extra forms were also supplied taking into account the increase of population during the intervening period. The actual distribution of forms and schedules to each enumerator and supervisor was as follows :

Distribution of materials to Enumerators for each block

1. Individual Slip Pad (50 pages)	15 per rural block and 12 per urban block
2. Individual Slip Pad (25 pages)	1 per block
3. Household Schedule (25 pages)	6 per rural block and 5 per urban block

4. Household Schedule (10 Pages)	1 per block
5. Degree Holders & Technical Personnel Card	10 per rural block 25 per urban block
6. Statement	2 per block
7. Notional Map and Lay-out Sketch	2 per block
8. Section 3—Abridged Houselist	1 sheet per block along with Sections 1 and 2 duly filled in
9. Working Sheet	7 sheets per block
10. Enumerator's Abstract	2 forms per block
11. Enumerator's Inventory for Appendix I	2 forms per block
12. S. C. and S. T. List	1 per block
12. List of important events	1 per block

Distribution of materials to each Supervisor for his Circle

1. Individual Slip Pad	One pad of 25 slips per block
2. Household Schedule Book	One book of 10 forms per block
3. Enumerators' Working Sheet	One sheet per block
4. Enumerators Abstract	Two sheets per Circle
5. Degree Holders & Technical Personnel Card	3 per block for rural area and 10 per block for urban area
6. Appendix-II	2 per Circle

Except in Jampai Hill area of Tripura in all other places Bengali language is the main medium of communication. As such schedules in Bengali were canvassed in those areas. Only in case of Special Charges and the Jampai Hill area and in two blocks of Chhamanu Charge where the enumerators from Lushai community were engaged, schedules in English were used.

B. Translation of Schedules:

Except the instruction booklet for the Houselisting and Housenumbering operations all other instruction booklets and schedules were supplied to us either by the Registrar General, India or the Director of Census Operations, West Bengal. So we were not required to translate the same into Bengali.

C. Printing of the Schedules :

The instruction booklet for the Houselisting and Housenumbering operations was printed locally from M/S Imprint after observing necessary formalities and there were no difficulties in getting the booklets printed as the printing work was under our direct supervision. As regards other instructions booklets and schedules as the same were supplied from the office of the Registrar General, India or Directorate of Census Operations, West Bengal the question of facing difficulties in respect of printing of the same did not arise.

D. Problems in meeting the requirements, if any.

It was apprehended that there may be a short-fall in the requirement of booklets and schedules and as such attempts were made to collect additional requirement from the Directorate of Census Operations, West Bengal and Assam. The schedules so collected from West Bengal and Assam by sending special messenger were not fully used and as such the quantity received from the Directorate of Census Operations, Assam has been returned to them.

CHAPTER—VII

Procurement of Maps

A. Collection of District, sub-division and other maps:

As stated earlier the 1981 Census in Tripura has been conducted treating the revenue villages as the lowest unit and the Development Blocks as Charge. As a preparatory measure of 1981 Census, the maps of State, District and Sub-divisions showing the boundaries of Development Blocks, Revenue villages, State/District/Sub-division/ Block headquarters etc. were also collected from the Director of Land Records and Settlement on payment basis. There had not been any difficulty in getting the maps.

B. Collection of urban maps:

During 1971 Census there was only one Municipality. Out of 10 Sub-divisional headquarters five sub-divisional headquarters, i. e., Khowai, Kailasahar, Dharmanagar, Udaipur and Belonia were treated as census town. But before 1981 Census the Government of Tripura declared all the remaining 9 sub-divisional headquarters as Notified Areas. One Municipality was already there at Agartala, the headquarters of Sadar subdivision. Thus there were 10 towns in Tripura. So 1981 Census has been conducted taking 10 towns in Tripura. Out of these 10 towns only Agartala may be categorised as a city as it has a population of more than one lakh. Maps of the Municipality and Notified areas were collected from the Municipal Authority and the Notified Area Authority in 1979.

C. Circular regarding preparation of maps:

The circulars regarding preparation of maps as issued from the office of the Registrar General, India as well as those issued from this Directorate are furnised at Annexure—21.

D. Strength of mapping unit:

The Mapping Unit of the Directorate was functioning with the help of one Cartographer and two Draftsman from 1971 Census. One post of Artist was created in connection with the 1981 Census Operations in 1979.

One post of Senior Artist has been created in October, 1981 for attending to the work connected with the implementation of the Plan Scheme "Regional Divisions of India to study and evaluate the Census data 1971". And for the said purpose one post of Research Officer on zonal basis has also been created. Assam, Manipur, Meghalaya, Nagaland, Tripura, Arunachal Pradesh and Mizoram constituted one zone and the headquarter of the Research Officer of this zone has been declared at Gauhati. No assistance has been forthcoming as his headquarters are situated at Gauhati.

The present sanctioned strength of staff of the Mapping Unit is as follows :

1. Research Officer — One (Zonal basis)
2. Cartographer — One
3. Senior Artist — One
4. Artist — One
5. Draftsman — Two
6. Hand Press Machine Operator—One

As already mentioned above the Mapping Unit functioned during 1971 Census with one Cartographer and two draftsman only. The post of Cartographer also remained vacant for a long period and the post could not be filled up through Staff Selection Commission inspite of repeated pursuasion. And out of the two Draftsman one Draftsman left this Directorate on getting appointment on deputation to the Directorate of Census Operations, Chandigarh. The net result was that for the maximum period the Map Section functioned with one Draftsman only. This resulted in the fact that the Census Atlas of 1971 Census of Tripura could not be published.

Out of the sanctioned strength of 1981 Census the post of Artist and a post of Draftsman are still lying vacant. In fact the Mapping Unit at present is continuing with the following staff:

1. Cartographer—One
2. Senior Artist—One
3. Draftsman— One
4. Hand Press Machine Operator—One

The post of Artist and Draftsman could not be filled up as yet although necessary steps in this respect have been initiated long before.

In order to guard the situation during 1981 Census that there is no recurrence in respect of publications of Map Section filling up of the vacant posts is felt imperative. Besides a post of Investigator is to be created for the Map Section for the interpretations of data for the publications of Map Unit so as to facilitate completion and publication in time.

CHAPTER—VIII

Preparation of Rural and Urban frame

A. Finalisation of rural - urban frame:

The purpose of the census is to enumerate as at the census date all individuals in the country without omission or overlapping. In order to ensure complete coverage during census operations it is necessary to prepare a list of all villages and towns of the State and to compare those towns and villages with those of the earlier census so that there is no omission of any portion.

The 1971 Census in Tripura was conducted on the basis of notional census villages without any defined boundary for want of maps of the cadastrally surveyed revenue villages from the Government of Tripura. But the 1981 Census had been conducted taking the revenue villages as the lowest units and the development blocks which were termed as charge as the next higher units. It was therefore necessary to finalise the list of revenue villages comprised within each Development Block keeping an eye on the point as to whether any revenue village crossed block boundary and whether any block boundary crossed the sub-divisional boundary.

Accuracy in coverage of revenue villages:

Accordingly sub-division/development block-wise list of revenue villages was prepared by this Directorate and it was sent to the respective Sub-divisional Officers and Block Development Officers to indicate mistakes, if any, in the list of revenue villages as prepared by us and to indicate the correct position. The lists so received from them were scrutinised and reconciled. The reconciled list of revenue villages collected from Sub-divisional Officers and Block Development Officers were sent to the respective Sub-divisional Census Officers for scrutiny under Circular No. 2. Subsequently at the houselisting stage it was detected that one portion of Agartala and Ramnagar revenue mouzas did not fall either within Agartala Municipality or within Mohapur Block. The matter was taken up with the State Government and it was ultimately decided to include the left out portions of Agartala Revenue Mouza under Bishalgarh Block and that of Ramnagar Revenue Mouza within Mohanpur Block.

As the 1971 Census was conducted on the basis of notional census villages and that of 1981 Census on the basis of revenue villages so there appears to be no scope of comparison of the list of the villages of the two censuses as notional census villages of 1971 had no fixed boundaries and there appears to be no such records as to show that such and such notional census villages conform to revenue villages of 1981 Census with well defined boundaries after cadastral survey.

Prior to 1981 Census Agartala was the only municipality and for the purpose of census upto 1971 five more Sub-divisional headquarters were treated as towns as mentioned earlier. But after 1971 Census the Government of Tripura declared the remaining 9 Sub-divisional headquarters as Notified Area and as such the Sub-divisional headquarters of all the 10 Sub-divisions of Tripura were treated as urban area during 1981 Census and the remaining revenue villages as rural areas.

Changes in jurisdiction, if any:

After 1971 Census as per Government of Tripura, Revenue Department's Notification No. F. 39 (64)-REF/75 dated 20-1-1976 Ganganagar Tehsil of Khowai sub-division has been transferred to Kamalpur sub-division. As a result of this transfer the boundaries of Khowai and Kamalpur sub-divisions as well as those of West Tripura District and North Tripura District have undergone change.

Unsurveyed area, if any:

In Tripura there is no unsurveyed area. The forest villages are included within revenue mouzas and as such there was no difficulty in identifying these forest villages or preparing the maps.

Finalisation of urban areas:

On receipt of Circular No. 1 regarding classification of Rural/Urban units under No.2/8/79-SS dated the 5th February, 1979 the work of demarcation of places as rural and urban was attempted for in view of the guidelines containing the following stipulations as mentioned in Circular No. 1 of Registrar General, India :—

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

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

(i) A minimum population of 5,000

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

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

There has not been any change in the concept of urban area since 1961. But at the 1961 and 1971 censuses, the non-agricultural population under criterion (ii) included persons engaged in livestock, forestry, fishing etc. whereas in 1981 census, they were excluded and were treated at par with agricultural workers for the purpose of this criterion.

During 1971 Census there was only one municipality and five other census towns. Subsequently the five census towns were declared as notified areas besides other four subdivisional headquarters. There by four urban units were added in 1981 Census so far Tripura is concerned. That it is so would be evident from the following:

Name of the District	*Names of Towns/Census Towns during 1971 Census within the District*	*Names of places declared as towns for the first time within the district during 1981 Census*
West Tripura District	1. Agartala (Municipality) 2. Khowai	1. Sonamura
North Tripura District	1. Kailasahar 2. Dharmanagar	1. Kamalpur
South Tripura District	1. Udaipur 2. Belonia	1. Amarpur 2. Sabroom

We also examined whether besides those areas any other area like Bishalgarh and Teliamura satisfy the criteria of urban area as laid down by the Registrar General, India. But on field verification and closest scrutiny after consultation with the District Magistrate and Collector concerned it was found that no other area satisfy the urban characteristics as per guideline of Registrar General, India. It would not be out of place to mention here that no industrial development whatsoever in Tripura has been there and the main reason may be attributed to the non-expansion of the railway line which would play a main role in industrial development in Tripura. It is quite interesting to note that there were some areas which neither fell within the block areas, that is, rural area nor within the municipality, *i. e.*, urban area. Of course we have gone ahead by striking a balance after consultation with the State Government.

Urban agglomeration:

During 1971 Census there was urban agglomeration of Agartala town. But after the 1971 Census the Government of Tripura extended the limit of the Municipality to such an extent that the entire urban agglomeration of Agartala town was included within the Agartala Municipality and as such there was no scope for urban agglomeration of Agartala town. The other towns do not qualify to have urban agglomeration till now.

Standard Urban Area:

The Standard Urban Area was first adopted during 1971 Census which was defined as "the projected growth area of a city or town having 50,000 or more population in 1971 as it would be in 1991, taking into account not only the towns and villages which will get merged into it but also the intervening areas which are potentially urban." It is a long-term planning area and is to remain as a statistical reporting unit during the three successive censuses—1971, 1981 and 1991 irrespective of the changes in the boundaries of the local administrative units. In Tripura only Agartala town justified to have a Standard Urban Area and accordingly the area was finalised in consultation with the Town and Country Planning Organisation of Government of Tripura. But after 1971 Census the limit of the Agartala Municipality was extended. This extension of the limit of the municipality did not affect the area of Standard Urban Area. After 1981 Census the Town and Country Planning Organisation, Government of Tripura suggested inclusion of small parts of four revenue mouzas,viz. Charipara, Madhupur, Madhuban and Ishanchandranagar to the list of component units of Agartala Standard Urban Area for 1981 Census. But since there is hardly any scope for the change of the original idea in the Standard Urban Area boundaries already adopted in 1971 Census except in those units where some of the areas are statutorily merged with the core town under any Government Notification the Town and Country Planning Organisation agreed to continue the same delineation of Standard Urban Area of Agartala as was adopted during 1971 Census.

Freezing of boundaries of administrative units:

The preparatory work for the 1981 Census was taken up from the later part of 1978. Shri M. L. Kampani, Addl. Secretary to the Government of India, Ministry of Home Affairs requested the Chief Secretary under his letter No. 9/17/79-CD (CEN) dated 10-5-1979 to ensure that the boundaries of the administrative units are not disturbed after the blocks have been determined and until the census enumeration and tabulation of data are completed. He also requested to effect the change in the jurisdiction of the administrative units, if found necessary, well before the enumerators' blocks are demarcated, *i e.*, before 1st October, 1979. However, the Government of Tripura did not effect any change in the boundaries of administrative units and as such I had to face no problem in this respect.

Location Code :

In order to arrest the situation of under-enumeration or overlapping the most important requirement of census is to ensure that no unit is left out from being covered and all these units are clearly identified. Various schedules are required to be canvassed in all the blocks during the phases of census operations. The crux of the problem would be to identify the area to which the schedules canvassed corelate. For this purpose the minimum details necessary would be the names of the State, District, Development Block, Town and Village. Incorporating of all these details in every schedule would involve a lot of scriptory work. As such an easy method of identification of these details has been evolved and this is termed as 'Location Code'. The Location Code is a simple device by which every area lying within any administrative unit in the State can be identified. Each such area can then be referred to by a combination of such number. Every district, every development block, every town and every village can be identified by allotting it a distinct number. The system of assigning location code is indicated below.

The location code contains five elements. The first element of the location code represented the State Code Number. The Code No. 21 was allotted for the State of Tripura. The State Code was followed by District Code, *i.e.* the District Code No. formed the second element of the location code. As there are three districts in Tripura three different location code numbers were allotted for the districts.

The third element of location code relates to Charge and it would vary in between rural and urban areas. So far rural areas are concerned Development Blocks have been taken as Charge during 1981 Census. The Development blocks in a district were numbered continuously within the district commencing from number 1. So far urban areas are concerned the third element was assigned in Roman figures.

The fourth element of the location code was the number of the revenue village in case of rural areas. The villages under each Development Block, *i.e.*, Charge were numbered in a serpentine manner starting from north-west point and ending down to the south-east or south-west point maintaining geographical contiguity of the villages while assigning the code numbers.

In case of urban area the Ward or any of the administrative unit formed the fourth element and for other Notified Area Towns the administrative divisions, if any, formed this number. If no such division existed, then '1' was shown in that place. In case of urban areas the fourth element of the location code represented the Circle number.

The fifth element of the location code indicated the block number shown within bracket. The instructions regarding assigning of location code numbers were issued under my Circular No. 3 and Circular No. 3 (Revised) which are furnished at Annexure-22.

The location code number upto village or town was assigned by this Directorate and the Charge Officers assigned the location code number of enumerator's blocks in rural areas and Ward number/Circle number and enumerator's block number in case of urban areas. Arrangement for rubber stamping of the location code upto the Charge level (both rural and urban) had to be taken resort to centrally by this Directorate.

The code numbers of districts, development blocks and towns of Tripura as allotted during 1981 Census are reproduced below :

District/Development Block/Town	Code No.
West Tripura District	1
Khowai Development Block	1
Teliamura Development Block	2
Jirania Development Block	3
Mohanpur Development Block	4
Bishalghar Development Block	5
Melaghar Development Block	6
Khowai Town	I
Agartala Town	II
Sonamura Town	III
North Tripura District	2
Kanchanpur Development Block	1
Panisagar Development Block	2
Chhamanu Development Block	3
Kumarghat Development Block	4
Salema Development Block	5
Dharmanagar Town	I
Kailasahar Town	II
Kamalpur Town	III
South Tripura District	3
Matabari Development Block	1
Amarpur Development Block	2
Dumburnagar Development Block	3
Bagafa Development Block	4
Rajnagar Development Block	5
Satchand Development Block	6
Udaipur Town	I
Amarpur Town	II
Belonia Town	III
Sabroom Town	IV

An example indicating how the villages would be depicted in the District Census Handbook by their location codes is given below :

21/1/5/3

The first element of the location code indicates the State Code number, the second element shows the District code number, the third element depicts the code number of Development Block and the fourth is the code number of the Village in case of rural area.

Charge Register :

Charge Register is a register which indicates the division of the area comprising within the charge into circles, villages, towns, census blocks and the names of enumerators and supervisors concerned. The main idea in preparing this register is to ensure that all areas both rural and urban are covered during the census operation. From the operational point of view this register is an important document and it is the basic control document of the Charge Officer as it defines the blocks and specifies the assignment of work to enumerators.

Detailed instructions in respect of preparation of Charge Register were issued under my Circular No. 4 (Annexure-23) alongwith the specimen of from for preparation of the Charge Register.

From Col. No. 1 of the Charge Register the number of revenue villages within the Charge is available. On scrutiny of that number of villages of the Charge Register with that of the records of revenue villages as per office records it was made sure that no area either in rural or urban areas was left out and all rural and urban areas were included within the census frame.

CHAPTER—IX

Enumeration Agency

Composition of Enumeration Agency :

The number of Enumerators and Supervisors would have to be determind on the basis of the number of census blocks and circles under each Charge. Normally one block should be put under the charge of one Enumerator. But more than one block might be entrusted to one Enumerator provided the workload in one census block was light and it was also feasible from the operational point of view. In such case care was taken to ensure that individual identity of each block was maintained.

During 1971 Census the services of Primary School Teachers, Panchayat Secretaries, Village Level Workers were utilised as Enumerators and High School Teachers, Extension Officers, Revenue Inspectors were utilised as Circle Supervisors. So far 1981 Census is concerned the District Collectors and the Sub-divisional Officers were requested in my Circular No. 1 to examine the possibilities of utilising the services of same types of personnel for the 1981 Census also in the light of our experience of 1971 Census. This time the services of the Teachers both primary and secondary, Social Education Department, Panchayat Secretaries and Panchayat Extension Officers, Village Level Workers, Agricultural Inspectors and Agricultural Assistants, Tribal Supervisors, Tehsildars, Extension Officers of Industries Department and Progress Assistants of Statistical and Evaluation Department were utilised as Enumerators and Supervisors for both the phases of Houselisting and Enumeration periods in rural and urban areas.

The distribution of Enumerators/Supervisors including the reserve by sex for each district engaged in the (a) Houselisting operations and (b) in actual enumeration was as follows :

State/District	Supervisor				Enumerator			
	Total		Reserve		Total		Reserve	
	Male	Female	Male	Female	Male	Female	Male	Female
1	2	3	4	5	6	7	8	9
(a) HOUSELISTING								
Tripura	**609**	**4**	60	—	**2846**	**195**	**247**	**1**
West Tripura	263	4	26	—	1251	160	125	—
North Tripura	172	—	17	—	777	35	70	—
South Tripura	174	—	17	—	818	—	52	1
(b) ENUMERATION								
Tripura	**705**	**2**	**57**	**7**	**3515**	**187**	**282**	**29**
West Tripura	340	2	24	7	1712	118	111	16
North Tripura	174	—	17	—	867	38	66	13
South Tripura	191	—	16	—	936	31	105	—

Difficulties in utilising the services of the enumeration agency, if any :

During 1971 Census the expenditure in connection with T.A. and D.A. was borne by the State Government. The field agency submitted their T.A. claims to their respective Departments and in very few cases their claims were not settled till 1981 Census. Naturally there was resentment amongst the field agency in taking up the work of 1981 Census and in the training classes they were very much vocal on this issue. In the training classes some of them went to the extent that in case their dues of 1971 Census were not cleared up immediately they would boycott the training classes. The situation had to be tackled by assuring them that the matter of payment of T.A./D.A. for the 1971 Census would be taken up with the Government of Tripura and accordingly Chief Secretary to the Government of Tripura was moved on this issue.

During 1981 Census the expenditure in connection with payment of T.A. and D.A. was to be initially incurred by the Government of Tripura and the expenditure so incurred was to be reimbursed by the Government of India. In many cases the field agency prayed for advance T.A. The Sub-divisional Census Officers were declared as the Controlling Officer for this purpose. But difficulties had to be faced in some cases for want of timely placement of fund at the disposal of the Sub-divisional Census Officers by the Government of Tripura. If payment could be made timely we could avoid resentment amongst the field staff and keep them in good humour for better performance.

As per normal rules the enumerators/supervisors engaged at places within a radius of 8 Kms. were not entitled to any financial benefit and those engaged beyond 8 Kms. though entitled to have the benefit of T.A. but that benefit was on sliding rate. In view of the special circumstances obtaining in Tripura during 1981 Census the Government of Tripura under Memorandum No. F.I (1)-STAT/ESTT/80 dated 17-2-1981 of the Statistical Department, which is reproduced below, granted certain concessions to the enumerators and supervisors in respect of payment of T.A./D.A. only to keep the field agency in good humour so that the work could be completed according to the schedule.

No. F. 1(1)-STAT/ESTT/80
Government of Tripura
Statistical Department

Dated, Agartala the 17th Feb., 1981.

MEMORANDUM

Sub : Payment of allowance and full D.A. for performing Census work within the radius of 8 Kms. and beyond 8 Kms.—sanction thereof.

The undersigned is directed to convey the sanction of the Governor of Tripura to have the following benefits in respect of categories of staff engaged for both Ist phase of Houselisting Operation and 2nd Phase of population census work in relaxation of S.R. 71 and S.R. 73 as adopted in Tripura as a special case :—

1. A sum of Rs. 5/- (Rupees five) only per day as allowance for those enumerators/circle supervisors engaged for census work within radius of 8 Kms. both for Houselisting operation and actual enumeration work.

2. Full D.A. for the entire period for those Enumerators/Circle Supervisors engaged for census work beyond 8 Kms. both for Houselisting operation and actual enumeration work.

The benefits as enunciated above will remain valid upto 31-3-1981.

The expenditure involved is debitable to the Major Head-265-A-other Administrative Services-7-Census Establishment-1981-7(4)-Travel Expenses.

This sanction has been issued on the strength of concurrence given by the Finance Department vide their U.O. No. 444-FIN(G)/81 dated 31-1-1981.

Sd/- B. B. DEB ROY
Secretary to the Government
of Tripura.

Assessment of field agency :

The agency engaged for the conduct of the Census Operations was given thorough training in connection with the works of both the phases. The training also included practical training in the field. Refresher training also was arranged for in appropriate cases. Besides the training, at the time of actual operations in both the phases the staff of this Directorate posted in all the Charges supervised their work in the field in addition to the general supervision conducted by the Sub-divisional Census Officers and Charges Officers. Naturally the quality of work of the field except in few cases was most satisfactory. During the Houselisting and Housenumbering operation the disturbance in Tripura started as a result of which works of some of the Charges could not be completed within the scheduled date. The disturbance did not spread all over the State but the panic was there. Even in such a state of affairs the operations in the interior was also completed. In some areas police escorts had to be provided to complete the operation more or less in a war footing. To be more categorical impossibilities had been made possibilities. I shall fail to my duties if I do not convey my heartfelt thanks to those agency who undertook this national task in such a situation.

CHAPTER—X

Houselisting Operations

A. Houselisting Operations :

The census operation is divided into two phases. The first phase is called 'Housenumbering and Houselisting Operation' and the second phase is the actual enumeration of the population. The purpose of conducting the operation of the first phase, i.e., housenumbering and houselisting operation is to locate and identify all places which are occupied or used or which are likely to be occupied or used by people. So housenumbering and houselisting operation, though a primary step for the actual enumeration but its importance towards the second stage cannot be denied. During housenumbering and houselisting operation apart from listing of houses some essential data on the physically handicapped needed for the purpose of planning for this class of people have also been collected. As such the success of this operation is very much dependent on a thorough understanding of the concepts, definitions and instructions and on a faithful application of these concepts and definitions at the time of actual houselisting operation by the enumerators.

The Houselisting operations included the following basic steps :

1. Preparation of a notional map and a lay-out sketch of the area assigned to an enumerator
2. Numbering of buildings and census houses
3. Filling up of the Houselist
4. Preparation of the houselist abstract
5. Filling up of the Enterprise List
6. Preparation of the abstract of the Enterprise List

For the purpose of conducting the housenumbering and Houselisting operations as an initial step towards the actual count first of all list of Development Block-wise revenue villages were collected from the Sub-divisional Officers and Block Development Officers of Tripura so that no village was left out. For the purpose of conducting the operations Development Blocks were treated as Charges so far rural area is concerned and the 10 towns were treated as Charge so far urban areas are concerned and the lowest unit was the revenue village. In Tripura there are 17 Development Blocks and 10 towns. So the total number of Charges in Tripura during 1981 Census was 27. Each Charge was divided into a number of Circles and each Circle was formed with 4-5 enumerator's blocks. Each block was carved out on the basis of the number of houses or the number of households which are considered as an appropriate workload for an enumerator. It was considered that in the rural areas a workload of about 750 persons or 150 households and in urban areas a workload of about 650 persons or 130 households would be appropriate for an enumerator. The total number of Blocks formed in Tripura as per above instructions is 3038. The statement at Annexure—24 would indicate the charge-wise number of enumartors' blocks formed during the houselisting operation in Tripura.

The detailed instructions for delineation of enumerator's block for housenumbering and houselisting operation were issued upon all District Census Officers and Sub-divisional Census Officers under my Circular No. 2 which is at Annexure—25.

B. Enterprise List:

During 1971 Census the establishment schedules were also canvassed alongwith houselisting operations. In 1977 the Central Statistical Organisation had conducted an economic census and collected information almost similar to those obtained through Establishment Schedule during the 1971 Census. The next economic census was scheduled to be done by the Central Statistical Organisation in 1982. As holding of economic census would seriously cut into the census programmes so it was decided that the economic census, i.e., the enterprise list would also be canvassed along with the Houselisting operations. During 1981 Census the Enterprise List was canvassed along with the Houslisting Operations. The canvassing of this Enterprise List was scheduled to be done by the Central Statistical Organisation for collection of economic data but as the period of canvassing of this Enterprise List coincided with that of Houselisting Operation it was decided that the Enterprise List would also be canvassed along with the schedules of houselisting operation. The role of the Director of Census Operation was to organise and coordinate the canvassing of this schedule with the basic responsibility of getting the 'economic census' as part of the houselisting operation by involving the State Bureau of Economics and Statistics. For this purpose it was decided that the district level officers of Statistical Department of the State Government and Statistical officials below that level to the extent available will be considered as census staff for all practical purposes and will be trained both in the houselisting operation and the canvassing of the enterprise list. They will share the training load and supervise work on this basis. For this purpose it was necessary to notify the District Statistical Officers as Additional District Census Officers. The staff so appointed from the Statistical Department of the State Government were also trained in respect of canvassing schedules for houselisting operation as well as those of the Enterprise List.

The instruction booklets and schedules for the canvassing of the Enterprise List were supplied by the Statistical Department and the material so received were distributed along with the materials of houselisting operation and difficulties were experienced in getting in time the required quantity of instruction booklet on Enterprise List and some more booklets had to be printed afresh by the Statistical Department for causing distribution of the same along with other census materials. Instruction of the Enterprise List within the houselisting operation led to the fact of over burdening the Enumerators/Supervisors for the actual census. Moreover, no question of quality of work for enterprise list we were not in a position to do justice to the job of houselisting operation as required of us.

C. Publicity measures:

The success of a gigantic national task like Census depends not only upon the efficiency of the field agency but also on the active co-operation of the people as a whole for which the aims and objectives of the census should be known to all. In order to do so the best media is publicity. So publicity through all available media play a very important role in the conduct of the Census. During 1981 Census the publicity items were posters, folders, press advertisements, cinema slides, talks on the Radio besides production of documentary film on the 1981 Census.

The publicity programme in Tripura during 1981 Census started from the commencement of the 2nd pretest from 4th to 24th June, 1979 through a Press Note issued by the Assistant Press Information Officer, Agartala which was published in the local dailies on 3-6-1979.

The requirement of poster and folder in Bengali for Tripura was estimated as ten thousand each and that of cinema slides as nine only besides 35 mm and 16 mm documentary films.

The All India Radio, Agartala Station and the Press Information Bureau rendered valuable assistance and co-operation in the matter of publicity in respect of the census operations in both the phases, i.e., housenumbering and houselisting operations and the actual enumeration. Radio talks by the Director of Census Operations was also broadcast by the All India Radio and all possible help was extended in the matter of publicity for the census operation. The media of publicity available to us was sufficient enough for the purpose of educating the people regarding the usefulness and importance of census.

D. Training :

The Census operation is conducted in the field by drafting staff from the State Government and the maximum number of staff appointed for the field work during 1981 Census was drawn from the Education Directorate and Panchayet Department. As the nature of work of the field agency is different from that of their normal duty so adequate training is no doubt an important factor for collection of correct and accurate data and as such the importance of proper training cannot be denied.

It was incumbent upon the Charge Officers to impart training to the Supervisors and Enumerators. However, it was decided that the services of the staff of this Directorate would also be utilised in the matter of assisting the Charge Officers in conducting the training classes and in fact the training classes were conducted by the staff of this Organisation. For this purpose the staff of this Directorate were properly trained first so that they are capable of conducting the training class efficiently.

The training sessions of the District Census Officers/Sub-divisional Census Officers/ Charge Officers were organised by me in the district headquarters and then they were requested to fix up the training programme of Supervisors and Enumerators including those kept as reserve at the charge level both for rural and urban areas. The detailed instructions regarding organisation of the training classes were communicated under my Circular No. 8 which is furnished at Annexure—26. Besides the Sub-divisional Census Officers and Charge Officers myself also attended the second round of the training class in all the centres only to ensure that the training imparted to the Supervisors and Enumerators were adequate to undertake the field work.

As the houselisting and housenumbering operation had to be deferred from 21st April to 21st May to 21st May to 21st June, 1980 at the instance of Director of Education and the training session for this operation was completed by the 1st week of April, 1980 one round of refresher training class was held before taking up the houselisting operation on 21st May, 1980.

E. Difficulties in conducting the houselisting operation and steps taken :

Due to disturbances in Tripura the following special steps had to be taken for the works of 8 Charges like, Jirania Development Block, Mohanpur Development Block, Bishalgarh Development Block, Khowai Development Block, Teliamura Development Block, Matabari Development Block, Amarpur Development Block and Dumburnagar Development Block out of 19 charges which were badly affected :

(a) the records in case of the blocks where the work has been completed will be collected by the Charge Officers without waiting for completion of entire circle for safe custody.

(b) in the case of the blocks where work has not been completed, the enumerators will be allowed to retain the records and will be asked to finish the work as soon as possible.

(c) may be, there are cases where work has been completed but the records have been damaged. There may be cases where no information are available. After a block by block review of this hard core, the blocks which may present particular difficulties may be sorted out and special arrangement for completion of work may be done. In some cases, it may so happen that the enumerators are reluctant to proceed with the work. In such cases, it may be considered whether local tribal/non-tribal persons can be associated with the enumerator or whether the enumerators can be substituted by a local person who would have to be trained. On the other hand in the difficult blocks the Sub-divisional Officers may call the local leaders for a discussion and attempt to get the work done through the existing enumerators. In getting the work done, possibility of associating tribal/non-tribal Government employees with the work may be explored so that local liaison is established.

As an alternative, wherever enumerators are not available in such areas or in other areas for that matter, the possibility of assigning more than one block to one enumerator with due compensation per block could also be considered.

F. Typical mistakes found :

Houselist and Enterprise List :

Against Col. No. 1, Sl. No. of the Houselist form houselist form-wise serial number was given though it ought to be enumerator's block-wise serial number.

Against Col. No. 2 'Building No.' the same building number has been repeated though dash '—' ought to be given in the subsequent serial number of the same building having more than one census house.

In case of Col. No. 3 'Census House No.' the same census house number has been repeated in case of more than one household in the same census house.

In case of Col. No. 4, 'Purpose for which census house is used' purpose has been repeated even though '—' was to be inserted in subsequent cases.

Against Col. No. 7, 'Is the household engaged in an Enterprise outside the Census House and without premises, the enumerator's block-wise serial number did not tally with those mentioned in the Enterprise List as independent serial numbers were given whereby difficulties were experienced in establishing correlation.

Against Col. Nos. 12, 15 and 17 of the Enterprise List totallying was not done correctly. The number of entries of enterprise have not been counted correctly with the result that total number of persons engaged have been shown whereas total number of enterprises ought to be shown.

All these situations have been taken care of and corrective measures also were ensured.

G. Collection of forms etc.:

Detailed instructions regarding collection of forms and schedules etc. after completion of the operation were issued under my Circular No. 15 (Annexure—27). According to the procedure on completion of the houselisting operation the enumerator would hand over the relevant records and blank forms, if any, to the Supervisor who in his turn would submit the records complete in all respects to the respective Charge Officer. The Charge Officers would submit the same to the Sub-divisional Census Officers and the Sub-Divisio-

nal Census Officers would furnish the same to the District Census Officers and they in their turn submit the same to the Director of Census Operations by special messenger as per calendar drawn for this purpose. In Tripura the operation was scheduled to be held from 21st May to 21st June, 1980 and accordingly the calendar was prepared. But as the communal disturbance broke out in the month of June, 1980 the operation could not be completed throughout Tripura according to the schedule and naturally the calendar prepared for this purpose could not strictly be adhered to. However this did not affect the actual enumeration as the works related with the actual count after the completion of the houselisting operation were organised in such a way that the preparatory works for the actual count could be completed within the scheduled time.

So far the collection of forms regarding the Enterprise List is concernd the Charge Officers were directed to hand over all the filled in schedules and other records to the District Statistical Officers.

After collection of the records of Housenumbering and Houselisting operations from the District Census Officers the State/District Houselist Abstract was compiled in this Directorate and tne Houselist Abstracts along with district-wise break-up were forwarded to the Registrar General, India in order to facilitate district-wise review of Houselist population.

CHAPTER—XI

Enumeration

A. Preparation of Abridged Houselist:

The Housenumbering and Houselisting Operations are conducted to have the basic frame for the formation of the enumerator's block for the actual census. This operation precedes the actual count by a few months to ensure that the coverage of the census house and households at the time of the census is complete. In order to achieve the objective an intermediate form is adopted and it is called Abridged Houselist which contains certain essential details from the Houselist and is updated by the Enumerator at the time of actual census.

After the Housenumbering and Houselisting Operations the most important steps towards the preparation for the actual census are—(i) formation of enumeration blocks and completion of the charge registers and (ii) preparation of the Abridged Houselist on the basis of the redelineated blocks. The Abridged Houselist contains the following three different Sections:

1. Section 1: This Section contains information about the population of the enumerator's block, number of occupied residential houses and number of households and is required to be filled up after the completion of enumeration with the help of enumerator's abstract and Sections 2 and 3 of the Abridged Houselist after these have been updated.

2. Section 2: This Section contains essentially a list of all census houses and households in an enumeration block copied from the houselist. This is required to be updated by the enumerator during enumeration because some of the census houses which existed at the time of houselisting might have been demolished and new houses might have come up. Also, some of the households might have moved out and some new households, might have moved in.

3. Section 3: This is addenda to Section 2. The new census houses and households found during enumeration in the block are to be listed in this Section. In addition to this, the houseless households are also to be listed in this Section during enumeration.

   The serial number of the household has to be given in Col. 7 of both Sections 2 and 3 of the Abridged Houselist in one sequence starting from serial number '1' in Section 2.

The detailed instructions regarding preparation of Abridged Houselist were issued under my Circular No. 16 furnished at Annexure—28.

The responsibilities for preparation of Abridged Houselist rest with the Sub-divisional Census Officers so as to maintain a link in between the houselisting operations and the population count as this Abridged Houselist is the main basis for undertaking the task of population census. An honorarium to the staff to be actually entrusted with the job of preparation of Abridged Houselist was sanctioned. For this purpose a norm was also prescribed according to which an amount of Rs. 10/- was paid for preparation of Abridged Houselist for a unit of population of 6,000 or part thereof in a Charge.

The Abridged Houselist was prepared at the sub-divisional level under the supervision of Sub-divisional Census Officers who managed to get the work done with the assistance of the Census Clerk and normal staff of the Sub-divisional Officer with technical guidance of the staff of this Directorate posted at the sub-divisional level to assist the Subdivisional Census Officers in the conduct of the 1981 Census Operations and the expenditure incurred for this purpose was initially borne by the State Government which has subsequently been reimbursed by the Government of India.

The Registrar General, India under his Circular No. 14 (Annexure-29) issued instructions for selection of 20% sample of enumeration blocks. In certain States the Universal and Sample Slips were canvassed in selected blocks on sample basis and in some other States the Universal and Sample Slips were together convassed. As Tripura was in the later group the Universal and Sample Slips were canvassed together.

B. Training :

The training classes for the enumeration were to be organised in 3 sessions—first session for 3 days, 2nd session for 2 days and 3rd session for 2 days. Thus in total 7 days, training was supposed to be imparted to the enumerators and supervisors including those who were kept as reserve as per instructions of Registrar General, India. But in Tripura three rounds of training with two days' duration was held as the majority of the burden of training lay upon the staff of this Directorate who had to cover all the training classes throughout the State that also well ahead of actual census taking. In order to ensure quality of training batches for each training class were constituted of manageable number of trainees.

In Tripura no Post-Enumeration Check nor the Census Evaluation Study was undertaken. As such it was not possible to adjudge the quality of work after the census operation was over. So the training aspect was the most important one for the entire operation and this quality could be expected only when intensive training was imparted to the enumerators and supervisors. With this aim in view the need of proper training was emphasised to all concerned. The detailed instructions regarding training of enumerators and supervisors were issued under my Circular No. 17 (Annexure-30).

The training programmes of the three districts were finalised in consultation with the District Census Officers, Sub-divisional Census Officers and Charge Officers. The census staff of this Directorate and those from Statistical Department who were quite capable of delivering the goods assisted the Sub-divisional Census Officers/ Charge Officers in the matter of imparting training to the enumerators and supervisors. The Assistant Director and Deputy Director of this Organisation also attended the training classes and as Director of Census Operations myself also conducted the training classes in all the centres in any of the rounds only to ensure the quality of training imparted to the field agency. The materials for the conduct of the enumeration were also handed over to the enumerators/supervisors during the third round of the training.

C. Aids used in training classes :

Although instruction booklets in connection with filling up of the schedules to be canvassed during the actual count were distributed to the trainees in the training class which contained the printed schedules also, all the schedules written in the form of a role up black board were displayed in the training class so that the training can be imparted by explaining all the columns of the schedules with full concentration of the trainees. Conducting the training class with the help of these role up black board and microphone facilitated proper imparting of training to the field agency.

D. Arrangements made for enumeration:

The actual enumeration was held between 9th to 28th February, 1981. On the third round of training the forms and schedules to be canvassed were handed over to the enumerators and supervisors. The actual count was started after enumerating the Chief Minister. As usual the enumeration in all the Charges of Tripura started on 9th February, 1981. The enumerators and supervisors were also issued identity cards by the respective Sub-divisional Census Officers. The duties to be discharged by the Supervisors in the census operations were cyclostyled and distributed to them in the training classes. To have a proper watch oven the performance of the enumerators and supervisors in the field the technical staff of this Directorate were detailed in all the Charges who continued there upto the date of collection of the records from the field and compilation of the provisional totals. Within the enumeration period intensive tour was also undertaken by the Deputy Director, Assistant Director and myself to see the actual position in the field.

E. Publicity measures for census itself :

Radio broadcast, News items, cinema slides and films, posters and folders, radio slogans etc. were the items of publicity in connection with the population count. Chief Minister, Tripura was kind enough to broadcast a speech on the eve of the enumeration for eliciting the co-operation of the public in this operation and the said speech was also circulated as a Hand Bill to the people. The said speech was also flashed in all important local dailies (Annexure-31). As Director of Census Operations I also took the opportunity of broadcasting through All India Radio a speech for co-operation of the public in respect of successful completion of the operation. And the response from the public was quite encouraging. The said radio speech is furnished at Annexure-32. Exhibition of Cinema films in the interior places like Tirthamukh mainly (where tribals from different corners of Tripura assemble) by Publicity Department and the publicity as adopted made the people of interior places also of Tripura of census-minded and this helped in the actual operation to a great extent.

An essay competition was organised by the Census Organisation amongst the students on the impact of Census as a measure of publicity to make them directly and the guardians indirectly also census-oriented. The competition was organised at the following three levels:

1. College level
2. Higher Secondary (+ 2) level
3. Secondary students (Class IX and X)

A committee of Judges was constituted with the following :

1. Dr. J. B. Ganguly, Professor & In-Charge, Department of Economics, Calcutta University Post Graduate Centre, Agartala. — Chairman
2. Shri Amalendu De, Head of the Department of Statistics, M. B. B. College, Agartala. — Member
3. Shri Arun Kumar Gangopadhyay, Lecturer, Department of Economics, Calcutta Universtty Post-Graduate Centre, Agartala. — Member

The students who stood first, second and third in the said competition in each group were paid honorarium of Rs. 100/-, Rs. 75/- and Rs.50/- respectively. The following are the students who secured the first three positions in each group:

A. College level

1. Shri Pradip Majumdar—First
2. Shri Apurba Chakraborty—Second
3. Shri Subhasis Talapatra—Third

B. Higher Secondary Level

1. Shri Dilip Kumar Das—First
2. Shri Gautam Acharjee—Second
3. Shri Santosh Kumar Dhar—Third

C. High School level

1. Srimati Sudipa Bhattacharjee—First
2. Sri Debajyoti Bhattacharjee—Second
3. Shrimati Sanchali Roy—Third

F. Supervision on enumeration :

The success of the census depends upon the quality of data collected from the field by the enumeration agency. In order to ensure this quality the technical staff of this Directorate were detailed in all the Charges for effective supervision of the field work so that the data collected by the agency are accurate as far as practicable. In order to do so the staff of the Directorate had to undertake intensive tour within the Charge in all the blocks to supervise the work of the enumerators. The duties and obligations of the Supervisors were spelt out categorically in our written instructions (Annexure-33) a copy of which was also handed over to them in the training class.

In some cases there were communication gap between enumerators and supervisors. Two opposite instances would be relevant. One instance was in relation to one Supervisor who complained to me that inspite of his asking his enumerators none reported to him even though he mentioned in his letter to them date, time and place of his meeting. He perhaps harboured the idea that the enumerators are subordinates to him. He had to be convinced that coordination and not subordination is the cardinal principle in all walks of life no question of national task like census. Enquiry could be conducted and the enumerators could be found guilty and punished but the period of census taking would be over in the meantime. Perhaps the disciplinarian in him took the upper hand so much so that he forgot his duties to be discharged by him. Legally it would be difficult to take action against the Supervisor but in practice census would not be completed. The Charge Officer had to move about to make them meet together and to ensure the conduct of census. Another instance rather opposite one was that some enumerators under one Supervisor went away just after attending training classes whereby the scope of imparting intensive training to them became limited. The Supervisor contacted the enumerators personally, moved with them from house to house and did justice to the job of enumerators though he was Supervisor. In this case goodness prevailed upon the duties to be discharged by the Supervisors.

The idea of spelling out these two instances is that the hierarchy of Supervisor could be an ornament if they do not themselves work with the enumerators. Perhaps we can do away with the echelon of Supervisor if the size of the enumerator's block is readjusted in the form of 100 households (in place of 120 households) comprising of 500 population in case of urban areas and 120 households (in place of 150 households) comprising of 600 population so far rural areas are concerned. The question of involvement of extra expenditure would not be there.

G. Reluctance to answer, if any;

No instance of reluctance to answer to the questionnaire came to our notice. On the other hand the people in general became very much interested for the census which can be appreciated from the fact that any omission on the part of Enumerator was timely reported by the people at the appropriate level and as such steps could be taken to do justice to the same instantaneously. As complete co-operation was received from the public so we need not take recourse to the provision of the Census Act during 1981 Census. But in this connection it may be mentioned that the Government of Tripura did not delegate statutory powers to the lower echelon for prosecution as provided for in the Census Act. We were fortunate enough that we did not face any such situation. But as Director of Census Operations I feel that the power should at least be vested with the District Census Officer so that in case of necessity we can take recourse to the provision of the Census Act.

H. Assessment on concept :

The Enumerators were trained properly and the probable difficulties that may arise in getting the replies at the time of enumeration were also discussed in great details in the training classes. This helped the Enumerators to have the correct replies from the respondents. Still in the rural areas difficulties were faced in a few cases in respect of having the reply of age of the person enumerated. In order to have accurate reply as far as practicable a list of important events as prepared by this office (Annexure-34) was given to all Enumerators so that they were in a position to help the person to recollect the year of birth. The list of important events contained the year of birth of Maharajas of Tripura, marriage of Maharajas, floods etc. This list served a very useful purpose in recollecting the year of birth of the person enumerated. No difficulties however were faced in respect of the question on social status except in a few cases of backward communities. Some people belonging to backward community other than Scheduled Castes and Scheduled Tribes came forward with a plea that they belong to Schedule Caste/ Schedule Tribe. And they had to be shown the list of Presidential Order and persuaded like anything as they thought that they would be getting the benefits of Scheduled Castes/Scheduled Tribes if they could enrol themselves as such in the census records. The situation went to the extent of taxation of patience of enumerators/supervisors and thrust at the fringe of law and order which could be avoided due to the tactfulness of the staff of this Directorate who were associated with the Charge Officers. The enumerators were vigilant on the issue as intensive training was imparted to them.

In respect of economic questions difficulties were experienced by enumerators/ supervisors when they went to the field for canvassing. In some cases they felt so helpless that they had to come to the office of Charge Officer to contact the technical staff of our Directorate posted under them to help them in recording the response correctly. Of course these things happened in cases of those persons who suffered from superiority complex and thought that instruction booklets would suffice and did not pay due attention to the training classes. That age, sex, literacy has got bearing upon economic questions was mentioned in the training classes by our technical staff even though these did not find place in the instruction booklets. To my idea, cross references should find place in the instruction booklet in the next census. Even though difficulties were experienced the enumerators had to deliver the goods after appreciation of the seriousness of the issue.

I. Arrangement made for total coverage :

After the Houselisting and Housenumbering operations the blocks had to be redelineated according to the norm and the Abridged Houselist for each block was prepared. The blocks so prepared for the actual count was checked in the office with that of the houselisting blocks so that there is no omission of any portion.

As in the houselisting operation the areas covered under the Sample Registration Scheme had been constituted as separate blocks for the actual enumeration also. These blocks were retained in tact and their identity maintained. If any SRS block was too large it was divided into two or more blocks as per norm laid down in my Circular No. 16. In any case SRS blocks were not added to any non-SRS block. Detailed instructions in this respect were issued under my Circular No. 17 as enclosed as Annexure-30.

During actual enumeration some of the enumerators' blocks of the affected areas had to be readjusted as in some cases the population decreased due to the fleeing away for disturbances and in some cases increased due to panic and taking of shelter by the temporary refugees. This readjustment posed a serious problem to us. Coupled with this problem another problem of no less importance was the indistinct housenumbering given by Crayon stick particularly on the thatched constructions, particularly when the enumerators were provided with the copies of the Abridged Houselist. The enumerators/supervisors faced difficulties in identifying the census houses and they had to undergo strenuous effort to do justice to their jobs.

In pursuance of the directives from the Registrar General, India to ensure coverage we have requested our staff and the staff of the Government of Tripura to check whether they alongwith the members of their family have been enumerated. Besides the District Magistrates and Sub-divisional Officers have been requested both in writing and verbally to check up whether Ministers, M.Ps., M.L.As, Gaon Pradhans, Sar Panchayet, Journalists and other important persons have been enumerated. They have also been requested to open a monitoring cell at all convenient places to ensure coverage. We also maintained from our Directorate as far as praticable. The idea of involving Gaon Pradhans and Sar Panchayets was that they would be taking care of the coverage of the respective areas. Actually it helped us a lot.

J. Enumeration of Houseless Population :

The persons who have no residence are termed as houseless population and they are also enumerated during census.

In Tripura except the houseless population there is no boat population or sea population. For the purpose of counting the houseless population it was impressed upon all concerned to see that in each block the enumerator would go round his block at mid-night of 28th February/1st March, 1981 to see whether any such persons were available and if so they were also counted against houseless population.

The actual enumeration was conducted from 9th to 29th February, 1981 and during this period there was no fair in Tripura.

K. Non-synchronous area :

In Tripura there is no non-synchronous area.

L. Special arrangement for enumeration in big cities :

During 1971 Census only six sub-divisional headquarters including Agartala municipal area, *i.e.* Agartala, Khowai, Kailasahar, Dharmanagar, Udaipur and Belonia were treated as towns. Out of these six towns only Agartala town had a population of more than 50.000. After 1971 Census the municipal limit of Agartala was extended as a result of which the urban agglomeration of Agartala was also included within the Municipal area and as such there was no city in Tripura for the purpose of 1981 Census and so no special arrangement had to be made for enumeration as required in case of large cities like Calcutta, Bombay, etc.

M. Reporting on Provisional Totals :

As per instructions the enumerators were to prepare the enumerator's abstract just after the completion of revisional round and hand over the records to Supervisor who in his turn would hand over the records of his Circle to the Charge Officer. On receipt of the records from the Supervisors of his Charge the Charge Officer would forward all the records to the Sub-divisional Census Office for working out the provisional result of his sub-division. As per instructions the Charge Officers were to work out the Charge provisional totals. There were slight deviation from these instructions as no clerical assistance was provided for witn the Charge Officers. Only the Sub-divisional Census Officers were provided with one L.D. Clerk for census work and as such the Sub-divisional Census Officers were to work out the sub-divisional population totals after making charge-wise totals and communicate the same to the District Census Officer and this Directorate as per prescribed format. On receipt of the sub-divisional totals the District Census Officers were to communicate the consolidated district total to the Registrar General, India as well as this Directorate as per prescribed run-on-message.

The State provisional results were to be communicated to the Registrar General, India on 12-3-1981 as per all India schedule. Accordingly a calendar for submission of records by the enumerators, supervisors and Charge Officers to the Sub-divsional Census Officers and communication of provisional totals by the Sub-divisional Census Officers and District Census Officers was prepared and circulated to all concerned under my Circular No. 29 (Annexure-35) mentioning therein detailed instructions regarding provisional population Totals of 1981 Census. Although as per schedule this Directorate was to communicate the State Provisional figure by 12-3-1981 we however managed to communicate the figure by the prescribed run-on-message on 10-3-1981. The Provisional results as communicated to the Registrar General, India through the prescribed message is as follows :

1981 Census Provisional Totals

State-	**Tripura**	District—	X
Males –	1,057,714	Females—	1,002,475
Total population—2,060,189		Literate males—539,932	
Literate females— 316,756		Total literates—856,688	

On receipt of the provisional population totals from the District Census Officers the Provisional population Totals of 1981 Census was published. In the meantime the records from the District Cen us Officer were received in this Directorate and on scrutiny a mistake in the total of the population of South Tripura District was detected and it was found that the provisional population total of Tripura during 1981 Census would be 2,047,351 in place of 2,060,189 as published in Paper I of the Provisional Population Totals. This mistake was corrected and accordingly the Supplement to Paper I was brought out. The final population figure of Tripura in respect of 1981 Census is 2,053,058 as communicated to Registrar General, India under this Office letter No 12-113(T)/82 dated 15-5-1982.

N. Provisional and final population figures :

The statement below shows the provisional and final figures of 1981 Census :—

State/District/Development Blocks/Towns.	Total Population					
	Provisional			Final		
	Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7
TRIPURA	2,047,351	1,051,240	996,111	2,053,058	1,054,846	998,212
I West Tripura District	971,623	496,815	474,808	976,252	499,605	476,647
1. Khowai Development Block	74,556	37,968	36,588	74,550	37,550	37,966
2. Teliamura Development Block	126,542	64,826	61,716	126,596	64,859	61,737
I Khowai Town	10,722	5,469	5,253	10,722	5,469	5,253
3. Jirania Development Block	110,968	56,736	54,232	114,135	58,370	55,765
4. Mohanpur Dev. Block	134,569	69,382	65,187	135,202	69,863	65,339
5. Bishalgarh Dev. Block	249,387	127,703	121,684	249,435	127,720	121,715
II Agartala Town	131,513	66,526	64,987	132,186	67,120	65,066
6. Melaghar Dev. Block	126,987	64,860	62,127	127,046	64,893	62,153
III Sonamura Town	6,379	3,345	3,034	6,380	3,345	3,035
II North Tripura District	540,552	279,321	261,231	541,248	279,838	261,410
1. Kanchanpur Dev. Block	77,035	40,119	36,916	77,149	40,188	36,961
2. Panisagar Dev. Block	131,005	68,099	62,906	131,528	68,528	63,000
I Dharmanagar Town	20,802	10,703	10,099	20,806	10,706	10,100
3. Chhamanu Dev. Block	63,293	32,899	30,394	63,298	32,903	30,395
4. Kumarghat Dev. Block	114,513	58,820	55,693	114,551	58,817	55,734
II Kailashar Town	12,936	6,610	6,326	12,938	6,610	6,328
5. Salema Dev. Block	117,281	60,145	57,136	117,290	60,159	57,131
III Kamalpur Town	3,687	1,926	1,761	3,688	1,927	1,761
III South Tripura District	535,176	275,104	260,072	535,558	275,403	260,155
1. Matarbari Dev. Block	143,405	72,951	70,454	143,669	73,165	70,504
I Udaipur Town	16,301	8,399	7,902	16,304	8,399	7,905
2. Amarpur Dev. Block	80,823	41,592	39,231	80,809	41,583	39,226
3. Dumburnagar Dev. Block	25,473	13,259	12,214	27,472	13,254	12,218
II Amarpur Town	7,150	3,798	3,352	7,150	3,799	3,351
4. Bagafa Dev. Block	91,454	47,240	44,214	91,578	47,349	44,229
5. Rajnagar Dev. Block	79,209	40,679	38,530	79,204	40,658	38,546
III Belonia Town	12,052	6,149	5,903	12,054	6,149	5,905
6. Satchand Dev. Block	75,970	39,275	36,695	75,978	39,283	36,695
IV Sabroom Town	3,339	1,762	1,577	3,340	1,764	1,576

Literates					
Provisional			Final		
Persons	Males	Females	Persons	Males	Females
8	9	10	11	12	13
855,398	538,958	316,440	864,799	545,401	319,398
444,416	276,095	168,321	451,140	280,516	170,624
30,871	19,376	11,495	30,951	19,397	11,554
51,664	33,348	18,316	52,170	33,170	33,665
7,366	4,071	3,295	7,374	4,073	3,301
46,749	30,400	16,349	48,472	31,404	17,068
54,360	35,127	19,233	55,362	35,914	19,448
101,128	69,211	38,917	109,745	70,027	39,718
99,239	54,218	45,021	100,348	55,219	45,129
42,286	28,110	14,176	42,911	28,554	14,357
3,753	2,234	1,519	3,807	2,263	1,544
226,618	141,503	85,115	227,133	142,090	85,043
25,163	16,943	8,220	25,455	17,145	8,310
64,810	39,744	25,066	64,596	39,877	24,719
15,770	8,526	7,244	15,845	8,576	7,269
16,449	11,566	4,883	16,629	11,664	4,965
46,444	29,242	17,202	46,836	29,412	17,424
9,327	5,102	4,225	9,321	5,109	4,212
46,082	28,926	17,156	45,839	28,832	17,007
2,573	1,454	1,119	2,612	1,475	1,137
184,364	121,360	63,004	186,526	122,795	63,731
54,198	35,041	19,157	55,102	35,628	19,474
11,597	6,603	4,994	11,546	6,571	4,975
21,354	15,472	5,882	21,432	15,526	5,906
3,092	2,480	612	3,182	2,544	638
4,388	2,649	1,739	4,395	2,658	1,737
30,321	20,214	10,107	30,581	20,432	10,149
28,503	18,747	9,756	28,840	18,945	9,895
8,666	4,884	3,782	8,666	4,881	3,785
20,005	13,927	6,078	20,540	14,266	6,274
2,240	1,343	897	2,242	1,344	898

CHAPTER—XII

Directives issued by the State Government

A. Instructions issued by the Government of India :

Besides the general instructions issued by the Registrar General, India for the conduct of 1981 Census Operations, Shri Zail Singh, Home Minister, India in his D. O. letter No. 9/11/79—CD (CEN) dated 10-3-1980 addressed to the Chief Minister requested holding back of transfers, to the extend possible, of officers and teachers involved in census work till March-April, 1981. The D. O. letter is reproduced below :

"As you are aware, the next census of India is being taken in February, 1981. In effect, the census operations must be considered as already having commenced because the houselisting operations are being held this year. From now on the tempo of census work will increase enormously culminating in the enumeration in February, 1981 and the entire work is being conducted through the State hierarchy. The Census Operations are a highly controlled exercise where attention to detail and complete familiarity with jurisdictions of the officers concerned is essential. All officers including the Collectors and Deputy Commissioners, 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."

The Union Home Minister in his D. O. letters No. 9/48/80-CD (CEN) dated 18th August, 1980 and No. 9/11/79-CD (CEN) dated 18th August, 1980 requested the Chief Minister in respect of putting off of any general election as well as by-elections of local bodies such as Corporations, Municipalities, Municipal Councils, Panchayats etc. till the middle of March, 1981 and reiteration of the request that all transfers be put off till after the census is over as the census operations are conducted totally through State Government hierarchies in order to ensure that there was least disturbance in the hierarchies at that stage.

Instructions issued by State Government.:

The Government of India under its various Ministries issued instructions to all subordinate offices to tender all reasonable facilities to the Directors of Census Operations in the States and Union Territories by deputing available staff for conducting the census operations and to allow concessions in respect of office attendance etc. so as to make the census a success.

In reply to the D. O. letters No. 9/11/79-CD (CEN) and No. 9/49/80-CD (CEN) dated the 18th August, 1980 of the Union Home Minister, the Chief Minister, Tripura appreciated the need to give utmost importance to the Census work till the middle of March, 1981 in his D. O. letter No. F. 2/22-STAT/ESTT/77 dated 9th October, 1980.

The Chief Secretary under his Circular No. F. 2(22) /STAT/ESTT/77 dated 16-4-1980 requested all Secretaries, Heads of Departments and Heads of Offices to issue instructions for postponement till March-April, 1981 of large-scale transfers, if any, of officers and others, particularly teachers, involved in census work.

Similarly the Government of Tripura under its Education Department allowed the services of the Teachers to be utilised as enumerator/supervisor during 1981 Census under Note No. 1 (3)-SECY/80 dated 19-2-1980 of the Secretary, Department of Education, Government of Tripura. The major portion of the field agency was drawn from the Education Department.

The Government of Tripura under Note No. 1 (3)-SECY/80 dated 19-2-1980 of the Secretary, Education issued instructions to submit list of names of teachers to the Sub-divisional Officers for utilisation of their services during the census operations as enumerator/supervisor. The maximum number of the field agency was drawn from the Education Department besides few from other Departments.

B. Participation of Ministers and senior Officers :

Participation of Minister and senior officers in training classes go a long way in the conduct of the operation. The Chief Minister was kind enough to inaugurate the State level training class and the Chief Secretary presided over the said meeting. I conducted the training class with the folded black board containing the schedules. The presence of Chief Minister and Chief Secretary was a moral booster which helped us in impressing upon the officers concerned the seriousness of the issue so as to make census a success.

In the district level training classes the District Magistrate and Collectors appointed as District Census Officer took active part wherein Supervisors and Enumerators were present. Presence of senior officers in such training classes had its impact.

CHAPTER—XIII

General

A. Brief description of the Census Circulars :

Series of Circulars are required to be issued in connection with the conduct of the census operation covering all the aspects of census and the procedure to be followed for the same. The circulars so issued have been reproduced at the appropriate point.

In the Circular No. 1 dated 25-9-1979 the broad aspects of the census as a whole and the various steps to be taken for the conduct of the operation were mentioned. The Circular No. 2 dated 15-11-1979 dealt with delineation of enumerator's block for housenumbering and houselisting operations of 1981 Census. The instructions regarding allocation of Location Code Number to administrative units for 1981 Census were issued under No. 12-39 (T) / 79 dated 3-12-1979 and 19-12-1979 which were numbered as Circular No. 3 and Circular No. 3 (Revised) respectively. Circular No. 4 issued under No. 12-48 (T) / 79 dated 19-12-1979 contained the instructions regarding Charge Register / Circle Register for houselisting operations. The instructions regarding storage, accounting and distribution of Census forms, schedules, booklets, circulars etc. contained in Circular No. 5 were issued under No. 12-51 (T) /79 dated 8-1-1980 and that for preparation of maps in connection with houselisting operations was circulated by Circular No. 6 under my letter No. 12-44 (T)/79 dated 14-1-1980. The data for compilation of Village Directory were also collected during Houselisting and Housenumbering operations and the instructions in respect of collection of the data were issued by my letter No. 12-38 (T) 79 dated 14-1-1980 under Circular No. 7. Circular No. 8 issued under letter No. 12-50 (T)/79 dated 11-3-1980 contained the detailed instructions regarding training programme for Supervisors and Enumerator for houselisting operations of 1981 Census. Distribution of materials for training as well as for Houselisting operations were explained in my Circular No. 9 issued under No. 12—50 (T)/79 dated 27-3-1980. The Circular No. 10 issued under No. 12-35 (T)/79 dated 1-4-1980. was in relation to appointment of Census personnel. Instructions regarding preparation of village list were issued by Circular No. 11 under letter No. 12-25 (T)/78 dated 2-4-1980. An additional clarification on instruction to Enumerators for filling up Houselist form was issued under my letter No. 12-44 (T)/79 dated 25-3-1980. Circular No. 12 issued under letter No. 12-50 (T)/79 dated 14.4.1980 contained instructions regarding supply of maps showing the area of jurisdiction to be covered during houselisting operation by an enumerator and supervisor, imparting of refresher training to the field agency due to postponement of houselisting operation till 21st May, 1980 and size of training classes etc. The instructions regarding distribution of materials to the Enumerators Supervisors for Houselisting Operation in May-June, 1980 were issued by Circular No. 13 under letter No. 12-51 (T)/ 80 dated 2-5-1980. The Housenumbering and Houselisting operations started from 21-5-1980. So under Circular No. 14 issued vide letter No. 12-44 (T)/ 79 it was emphasised that in case any omission is detected during the Housenumbering and Houselisting operation such cases are to be covered in the Houselisting operations with assignment of ad-hoc block numbers and in those cases appointments of enumerators for those ad-hoc blocks are to be made. The instructions regarding collection of forms of Houselisting Operations were communicated by Circular No. 15 issued under letter No. 12-44 (T)/79 dated 5-6-1980 and with the issuance of this circular the need of instructions for the conduct of Housenumbering and Houselisting operations came to an end.

Then the work of the second phase, i.e., actual enumeration was taken up and for this purpose Circular No. 16 containing instructions for formation of enumeration blocks for the second phase and preparation of the Abridged Houselist was issued under letter No. 12-53 (T)/80 dated the 7th June, 1980. The steps required to be taken for the conduct of second phase, i. e., population count were elaborately discussed in Circular No. 17 issued under letter No. 12-64 (T)/ 80 dated 9-12-1980. The items of discussion in Circular No. 17 were (1) formation of enumerator's block, (2) preparation of Abridged Houselist, (3) Selection and appointment of Enumerators and Supervisors, (4) preparation of Charge Register, (5) preparation of Charge Map and (6) Training of enumerators and Supervisors. The instructions regarding distribution of census forms and schedules for enumeration of 1981 Census were issued in Circular No. 18 under my letter No. 12-51 (T)/ 80 dated 10-1-1981. Circular No. 19 issued under letter No. 12-87 (T)/80 dated 18-1-1981 was in relation to management of records relating to Individual Slip and Household Schedules etc. at various levels of the enumeration of 1981 Census. The procedure as to how the Provisional Population Totals would be arrived at and communicated by the different agency, i. e., Enumerator, Supervisor, Charge Officer, Sub-divisional Census Officer and District Census Officer, to this Directorate were communicated by Circular No. 20 issued under letter No. 12-76 (T)/ 80 dated 21-1-1981 and Circular No. 21 issued under letter No. 12-81 (T)/80 dated 4-2-1981 was in respect of the preparation of statement showing Degree Holder and Technical Personnel Schedules received, issued and returned.

An index of the Circulars issued in connection with both the phases of 1981 Census showing the subject which have been reproduced in this publication also and the page number where reproduced is given below :

Circular No.	*Subject*	*Page No.*
1	Broad aspects of the Census as a whole and steps to be taken	101
2	Delineation of enumerator's block	155
3 and 3 (Revised)	Allocation of Location Code Numbers to administrative units.	144 & 147
4	Instructions regarding Charge Register/Circle Register for houselisting operation	150
6	Preparation of maps in connection with Houselisting operations	143
8	Instructions regarding organisation of training classes	159
15	Collection of forms of Houselisting operation ..	161
16	Formation of enumeration block for enumeration purpose and preparation of Abridged Houselist	169
17	Steps to be taken for conduct of population count..	189
20	Instructions for communicating Provisional Totals.	209

The summary of all circulars issued by Registrar General, India in connection with 1981 Census is given at Annexure—37.

B. Publicity :

As already discussed against Chapter—X Publicity has a very important role in the successful conduct of the census operations. The best media of publicity in this regard is the All India Radio and then mention may be made of documentary films and cinema slides. Though all these sources were utilised during 1981 Census for the purpose of publicity it deserves consideration as to whether the sources can be effectively utilised during the next censuses. As regards documentary films and cinema slides arrangements for supply of the same before commencement of the housenumbering and houselisting operations may be made as supply of the same at such a period during 1981 Census could not produce the required result.

Arrangement for honorarium :

During 1981 Census the honorarium required for the field staff was paid in advance by the Government of India through Pay and Accounts Officer (Census) and Director General of Statistics to the Accountant General, Tripura. It as the idea of this Organisation to make payment of the honorarium to the field agency just on receipt of the relevant papers from each. But due to some difficulties the funds were not placed at the disposal of the Sub-divisional Census Officers at the appropriate time by the State Government and as such payment of the honorarium could not be made in time. In order to ascertain the actual quantum incurred in connection with payment of honorarium. Expenditure statement is yet to be received.

It may be considered whether the Directors of Census Operations may be allowed to place the fund at the disposal of Sub-divisional Census Officer/Charge Officer so that the delay towards payment of honorarium can be avoided. Delay in payment of the dues to the field agency causes unnecessary disincentive to the field staff.

According to the scale of honorarium sanctioned by the President and conveyed by the Registrar General, India from time to time under the following letters, the field staff are entitled to the honorarium as detailed below in connection with 1981 Census :

1. Registrar General, India's letter No. G. 18020/2/79 dated 12-2-1980.
2. Registrar General, India's letter No. G. 18020/3/79—Budget Cell dated 8-9-1980.
3. Department of Statistics letter No. N-11012/10/80-ECD dated 31-5-1980.
4. Registrar General, India's letter No. G. 18020/5/80-Budget Cell dated 8-8-1980.
5. Registrar General, India's letter No. G. 18020/3/79-Budget dated 21-4-1980.

1. Enumerator

During Houselisting Operation

Rs. 20/- for filling up houselist forms and schedules
Rs. 15/- for canvassing Enterprise list

Total : Rs. 35/-

During Actual Enumeration

Rs. 70/- for filling up Individual Slip etc.
Rs. 10/- for canvassing Degree Holder & Technical Personnel Cards
Rs. 20/- for filling up Individual Slips in Sample Area

Total : Rs. 100/-

2.	**Supervisor :**	**During Houselisting Operations** Rs. 20/- for preparing statements etc. Rs. 15/- for canvassing enterprise list and preparation of statement Total : Rs. 35/- **During Actual Enumeration** Rs. 70/- for supervisory duties Rs. 20/- for working in Sample Area Total : Rs. 90/-
3.	**Charge Officer**	Lump sum of Rs. 200/for entire operation
4.	**Addl. District Census Officer/Deputy/District Census Officer/Sub-Divisional Census Officer**	Lump sum of Rs. 300/for entire operation
5.	**District Census Officer**	Lump sum of Rs. 500/- for entire operation

The field agency felt that the workload of both the phases was on the high side and the quantum of honorarium paid for these phases did not appear to be commensurate to the volume of work required to be done by them. And as such there was a discontentment amongst the staff.

C. Census Medals :

Like other censuses during 1981 Census also it has been decided to award silver medals, bronze medals and commendation certificates in recognition of meritorious services rendered by the field staff. The norm on the basis of which these would be awarded is as follows :

1. One silver medal to best District Census Officer and one bronze medal to next best District Census Officer in each State.

2. One silver medal to the best Charge Officer and one bronze medal to the next best Charge officer in a district.

3. One silver medal to the best Supervisor and one bronze medal to the next best Supervisor in a District.

4. One silver medal to the best enumerator under a Charge and one bronze medal to the next best enumerator in the Charge.

In Tripura the Sub-divisional Officers were appointed as Sub-Divisional Census Officers. The Sub-divisional Census Officers were the intermediary functionary between the District Census Officers and Charge Officers. Besides this, the District Statistical Officers of the Statistical Department were also appointed as Additional District Census Officers.

There were in total 27 Charges in three districts of Tripura. In the norm of awarding the medals prescribed by Registrar General, India as there was no provision for awarding medals to the Sub-divisional Census Officers the matter had to be taken up with Registrar General, India and approval in this regard for awarding one silver and one bronze medals to the Sub-divisional Census Officers for each district was also obtained.

For the Addl. District Census Officer and staff of Regional Tabulation Office and this Directorate 2 silver and 2 bronze medals were also sanctioned. Thus in total the requirement of silver and bronze medals for Tripura was 39 and 35 respectively. Besides awarding of silver and bronze medals Commendation Certificates have also been awarded to 120 census functionaries.

Naturally the awarding of silver and bronze medals and Commendation Certificates implied fixation of some yardsticks so as to differentiate each category.

The yardsticks so fixed for the awarding of medals are as follows :

1. Silver medals would be awarded to those census functionaries who performed their works in outstanding manner.

2. Bronze medals would be awarded to those who performed very good work.

3. Commendation Certificate would be given to those who performed good work.

It was decided that the State Government would decide the awarding of silver and bronze medals and Commendation Certificate so far the District Census Officers are concerned. The District Census Officers would decide the case of Sub-divisional Census Officer. The Sub-divisional Census Officers would finalise the case of Charge Officers besides the case of Supervisors and Enumerators in consultation with the Charge Officers. Accordingly Chief Secretary to the Government of Tripura under his Memorandum No. A. 37015/1/80-Estt. dated 16-4-1981 requested all District Magistrates and Collectors, Sub-divisional Officers and Charge Officers to recommend the names of awardees. The names of the recipients of the medals and certificates have been collected. A ceremonial function was held at Rabindra Satabarshiki Bhawan on 11-7-1982 when Hon'ble Chief Minister distributed the prizes. The gathering was distinguished one.

At that function certificates for essay competition at College level, Higher Secondary level and School level being participated by the students were also distributed.

D. Appointment & retrenchment of staff of R.T.O. :

Recruitment of staff has no doubt posed a problem after the estabtishment of Staff Selection Commission. Prior to that the posts could be filled up by obtaining list of candidates from the local employment exchange and the recruitment could be expedited according to need. But now-a-days recruitment is to be made through the Staff Selection Commission which consumes unlimited time. Even if after a long period candidates are nominated by the Staff Selection Commission it is found that most of them do not turn up for duty. As a result Staff Selection Commission is again required to be requested for nominating candidates and in this way it has become a problem for us to fill up the vacant posts. Actually a good number of posts could not be filled up as yet through the Staff Selection Commission. But in respect of recruitment of staff on consolidated pay no such difficulty had to be faced except the delay made by the local employment exchange in sponsoring the list of candidates. Due to this delay the staff could not be in position at the appropriate time in the Regional Tabulation Office.

In Tripura only one Regional Tabulation Office was set up. The staff sanctioned for the Regional Tabulation Office was not sufficient enough to cope up with the work. As such staff of this Directorate had to be diverted to the Regio-

nal Tabulation Office to complete the time bound work. The following are the staff sanctioned for the Regional Tabulation Office :

1.	Deputy Director	— One
2.	Investigator	— One
3.	Statistical Assistant	— One
4.	Head Clerk	— One
5.	U. D. Clerk	— One
6.	Jr. Stenographer	— One
7.	L. D. Clerk	— Three
8.	Peon	— One
9.	Chowkidar	— One

For generation of Primary Census Abstract 4 posts of Supervisors, 18 posts of Checkers and 74 posts of Tabulators were sanctioned on consolidated pay of Rs. 380 Rs. 330 and Rs. 280 respectively were sanctioned and these posts were filled up locally. As the staff so appointed could not deliver the goods a good number of staff from the Coding Cell had to be diverted to complete the time bound programme. As a result the work of the Coding Cell suffered.

The retrenchment of staff of Regional Tabulation Office posed a problem as we had to retrench fixed pay staff meant for editing and coding cell alongwith the fixed pay staff meant for Regional Tabulation Office.

E. Accounting system :

During 1971 Census the accounts of this Directorate were being maintained by the Accountant General, Tripura. But after the introduction of Departmentalised system of accounts the accounts of this Directorate are being maintained by the Pay and Accounts Officer (Census), Ministry of Home Affairs, New Delhi. During earlier censuses the expenditure incurred in connection with T.A. and D.A. of the field staff was borne by the respective Department of the State Government and that against the clerical assistance and contingency was borne by this organisation.

But on re-examination later, the Accountant General, Central Revenues informed that the procedure evolved and followed at the 1971 Census did not conform to the accounting procedure to be followed in regard to transactions arising in connection with the agency functions entrusted to State Governments under Article 258 of the Constitution as laid down in Government of India, Ministry of Finance O.M.No.F. 4(136)-B/64 dated the 9th January, 1956, the relevant part of which is extracted below :

"The extra cost to the State Government arising mainly in respect of the additional staff employed or contingent and other expenditure as in the case of work devolving on the State Government in connection with the administration of Constitution of the Census Act is reimburseable under Article 258(3) of the Constitution. Expenditure in this regard should be provided in the State Budget in the first instance and adjusted in the accounts. These will be reimbursed in lump to the State Government."

As such it was decided during 1981 Census that the expenditure required to be incurred by the State Government in connection with the Census Operation will be met by the State Government from its budget first and subsequently it will be reimbursed

by the Census Organisation. The detailed instructions in this regard were issued by the Registrar General, India to the State Government under his letter No. 1/34/79-Ad. I dated 26-6-1979 a copy of which is furnished as Annexure-36.

The budget for the years 1978-79 to 1981-82 so far this Directorate is concerned is given below :

	Plan	Non-Plan
	Rs.	Rs.
1978-79	39,400.00	6,67,100.00
1979-80	62,400.00	5,25,100.00
1980-81	68,200.00	19,51,800.00
1981-82	82,000.00	14,05,700.00

The expenditure incurred by the State Government in connection with 1981 Census is yet to be received from the Accountant General, Tripura. Per capita cost calculation is contingent on the figures to be received from the Accountant General, Tripura.

The field agency pressed for payment directly from the Census Organisation as they faced difficulties in getting payment timely. Yet for all the existing system may be allowed to continue.

F. Other organisational aspects :

As regards the other organisational aspects like travelling allowance, telephones, indent for stores etc. it may be mentioned here that no difficulties were faced in respect of travelling allowance so far the staff of this Directorate is concerned. But problems had been there in respect of installation of telephone and obtaining of store etc. Installation of new telephone at the census period did not receive the importance as it deserved. Moreover supply of stores was also not received at the appropriate time as a result of which materials had to be purchased from the local market from time to time.

Printing has got a very serious impact on census. The experience of printing of 1971 publications shows that only for want of printing at the appropriate time the utility of census publications could not be appreciated. It appears from records that it required even 4 years to printing a publication containing 100 or 150 pages in the Government presses. In all cases of printing there was inordinate delay. Attempts should, therefore, be made to bring out the publications from the press within a reasonable time to have the publication the importance it deserves.

Accommodation for the office is a similar problem at Agartala. Proper accommodation is not available and as such it is to be considered as to whether the Census Organisation may have its own accommodation before the next census.

CHAPTER—XIV

Post-Enumeration Check

Just after the completion of the enumeration a special survey is conducted in some selected sample blocks by the staff of the respective Directorate to find out the accuracy in population count, that is, whether there is any omission or overlapping and the accuracy in the recording of particulars of individuals. This survey is called as Post-Enumeration Check. This procedure is being followed in India since 1951 Census.

Another study, viz., Census Evaluation Study is also conducted after the Census Operations in a sub-sample of the Sample Registration System blocks to have an evaluation study of the census age returns in those blocks. The births and deaths are recorded as and when they occurred in the Sample Registration System and it is therefore possible to prepare a list of children as on the date of census by eliminating those who are dead and those who have outmigrated before the census. So from this list it would be possible to have a comparison in between the census returns and the returns of the Sample Registration System and this would help to estimate omission and the extent of age misreporting at younger age-group at the time of census.

But Post-Enumeration Check/Census Evaluation Study is conducted in only few selected States only and during 1981 Census these were conducted in 16 selected States only and Tripura was not included in the said selected States.

CHAPTER—XV

Conclusions and acknowledgements

Census is a very important national task. Proper planning for the welfare of the country depends upon the accuracy of the data collected from the field through the vast army of census functionaries drafted from the various Departments of the State Government. In order to achieve the objective of collection of accurate data from the field it is the obligation of the Census Organisation to train up the agency properly besides effective supervision in the field also.

It would be all the better if the intermediary functionaries like Supervisors are abolished, which according to me should be abolished, as the same appear to be redundant. There may be more enumerators by minimising the size of the blocks to 100 households comprising of 500 population in urban areas and 120 households comprising of 600 population in rural areas. Household Schedule, Part II, that is, home work of the enumerators may be withdrawn and entrusted to separate agency as it would help in accuracy as the mistakes committed by the field agency can be rectified and the chance of percolation of the same mistake at the lower level would be limited.

The Government issued a formal order of postponement of transfer of office till the census is over but in practice the functionary like the District Census Officer, Sub-divisional Census Officer etc. were transferred which resulted in difficulties, if not dislocation, for the smooth conduct of the Census.

Census has been taken as a boon in disguise by some personnel who approached the Charge Officers and Sub-divisional Officers to enrol them as reserve so as to avoid transfer from headquarters to interiors. To my idea every attempt should be made to see that all orders are followed rigidly so as to adhere to the calendar strictly in order to make the census a success.

The machinery for generation of Primary Census Abstract should be staffed by the enumerators awarded bronze and silver medals by utilising their services on deputation as the quality of work can not be expected from the persons appointed on fixed pay who are supposed to adjudge the works of the field agency prior to the start of generation of Primary Census Abstract leaving aside the unfortunate issue of retrenchment. It is not expected that the temporary staff would deliver the goods knowing it fully well that they would be retrenched. All the situation can be arrested by utilising the good offices of the permanent staff of the State Government as such staff would easily be available from the State Government provided they agree. The expenditure may be on the high side as they are to be taken on deputation but the quality of work would definitely be there as there would be scope for fixation of responsibility.

During 1981 Census a good number of posts in this Directorate were vacant and these could not be filled up in spite of all possible steps taken by this Organisa-

tion. So the training classes and field supervision had to be managed with the existing limited number of staff which resulted that the available strength of staff had to be exhorted for successful completion of this gigantic operation. It was no doubt a pressure on them but at that critical juncture there was no way out and the staff also were sincere enough to take up the work in right earnest. I must convey my heartfelt thanks to tne staff but for whose active co-operation the 1981 Census Operations could not be a success.

I owe a deep debt of gratitude to Shri S. R. Sankaran, I. A. S., Chief Secretary to the Government of Tripura who took keen interest in respect of the conduct of 1981 Census Operations and in fact it was due to his personal intervention that the 1981 Census could be completed according to schedule.

I am grateful to the Heads of Departments/Offices of the Government of Tripura for the co-operation extended for the successful conduct of the 1981 Census Operations. The Secretary, Department of Education, Government of Tripura helped me a lot by sparing the services of the school teachers for appointment as enumerators/supervisors. The assistance and co-operation received from the Joint Director of Statistics and Evaluation, Government of Tripura in connection with the conduct of the 1981 Census Operations no doubt require mention.

I would be failing in my duties if I do not express my deep sense of gratitude to Shri P. Padmanabha, I. A. S., Registrar General and Ex-officio Census Commissioner, India who was kind and considerate enough to encourage me with his invaluable advice and inspiration which paved the way of successful completion of the operations.

ANNEXURE—I

No. 12—28 (T) 78-79

Government of India
Ministry of Home Affairs
Directorate of Census Operations,
Tripura.

Dated, 31st May, 1979.

To

The Addl. Chief Secretary,
Government of Tripura,
Agartala.

Sub : Second Pre-test in connection with 1981 Census.

Sir,

I have the honour to inform you that in pursuance of the instructions contained in letter No. 9/25/78-CD (Cen) dated the 7th April, 1979 addressed to the Chief Secretary to the Government of Tripura from the Registrar General, India one calendar has been chalked out (copy enclosed) for holding the second pre-test in Tripura. So far the areas are concerned, five rural blocks and five urban blocks are to be selected and accordingly we have selected the following units for the purpose of second pre-test :

Urban

Agartala—2 Units (1 Unit in Ward No. 1 between Ramnagar Road No. 7 and 8 and another in Ward No. 5 detween Chitta Ranjan Road and Tie Road)

Udaipur—2 Units (Block No. I covering upto Radhakishorepur Tehsil office and another by the south side of Jagannath Dighi)

Kailasahar—1 Unit (Panichowkibazar)

Rural

1.	Uttar Rajnagar under Gandhigram Revenue Mouza	under Sadar Sub-Division
2.	Surmalunga under Lankamura Revenue Mouza	
3.	Fulchari under Noagaon revenue mouza	under Kamalpur Sub-division
4.	Bilashchara under Dakshin Bilashchara revenue mouza	

5. Basaola under Paschim Mog Puskarini revenue Mouza of Udaipur Sub-Divison.

We have been asked to go by the Location Code of 1971 Census. The idea of spelling out the same is that during 1971 census we went by sub-division, whereas we intend to take up the basis of C. D. Block provided the left out portion of Ramnagar, Agartala, Sadar for which reference has been made with the Revenue Department under No. 12-25 (T) 72 dated 23-5-79, is either included in C. D. Block or in Agartala Municipality. It is expected that the notification will be issued by the State Government after observing all formalities in no time. In that case the Location Code would undergo change for 1981 Census and we would be in a position to present the census figures on the basis of C. D. Block. So far as the first pre-test is concerned, it was undertaken in September 1978 exclusively with the staff of the Department of Census. The Second pre-test would be conducted partly by the office staff and partly by the staff of Director of Education and Director of Social Education for which concurrence has been obtained from the Director of School Education and Director of Social Education.

I would be grateful if you kindly make it convenient to request all the District Magistrates to render co-operation to make it a success.

Yours faithfully,

Sd/-

(S. R. CHAKRABORTY)

Director of Census Operations,
Tripura.

ANNEXURE—2

No. 12-28 (T) 78-79

Government of India

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS,

TRIPURA.

Dated, 4-5-1979.

To

The Director of School Education,

Government of Tripura,

Agartala.

Sub : Organisation of the second pre-test operation in connection with the 1981 Census.

Sir,

May I inform you that preparatory steps are already afoot in connection with the census operations for 1981. The holding of first pre-test and second pre-test thereafter are pre-requisites of such preparatory steps. The pattern of census operations would be basically the same as was in the past with some variations particularly in the schedules to be canvassed. The first pre-test was conducted with the staff of the Census Organisation without disturbing the normal working of the actual enumerators. The second pre-test is proposed to be held in 5 rural and 5 urban units.

Though the area is very limited, the Registrar General, India felt that the second pre-test should be conducted with the help of enumerators who would be actually playing the role in the next census in order to appreciate the reaction of the enumerators on the one hand and the response of the people to be enumerated on the other. As such the problem would not be much even though all the formalities right from preparation of notional map down to enumeration with revision would have to be observed as would be done in the next census and this why the question of full-dress rehearsal has arisen. The proposed time schedule of conducting the second pre-test falls within the first fortnight of June, 1979 and as such it would pose no problem if the services of concerned primary school teachers are utilised to work as enumerator as it will be within the summer vacation.

Some advance actions have been taken from our end by obtaining the consent of the teachers whose services are proposed to be utilised in anticipation of your kind approval. The enumerators selected will be paid some honorarium for this work. The quantum of honorarium is yet to be communicated from the Government of India.

As the second pre-test is proposed to be conducted from the first fortnight of June, 1979, the training is to be imparted to them by the last week of May for 2-3 days. While attending training classes they would not have to travel a long distance for attending the same and if some amount of travelling is necessary a fixed amount to cover the expenses on account of T. A. and D. A. would be paid from this office. I am enclosing the list of units selected for the proposed second pre-test together with the names of the enumerators and the schools to which attached. I would be grateful if you kindly make it convenient to accord your approval to the said proposal and issue necessary instructions upon the enumerators so that they can undergo the training and then conduct the second pre-test. On receipt of your kind approval to our proposal, appointment letters to the concerned enumerators will be issued from this end.

This has reference to my discussion with you on 2-5-79.

Yours faithfully,

Sd/-

(S. R. CHAKRABORTY)

Director of Census Operations,

Tripura.

No. 12-28 (T) 78-79

Government of India

Ministry of Home Affairs

Directorate of Census Operations,
Tripura.

Dated, Agartala, 4-5-79

To

The Director of Social Education,
Government of Tripura,
Agartala.

Sub: Organisation of the second pre-test operation in connection with the 1981 Census.

Sir.

May I inform you that preparatory steps are already afoot in connection with the census operations for 1981. The holding of first pre-test and second pre-test thereafter are pre-requsites of such preparatory steps. The pattern of census operations would be basically the same as was in the first with some variations particularly in the schedules to be canvassed. The first pre-test was conducted with the staff of the census Organisation without disturbing the normal working of the actual enumerations. The second pre-test is proposed to be held in 5 rural and 5 urban units.

Though the area is very limited, the Registrar General, India felt that the second pre-test should be conducted with the help of enumerators who would be actually playing the role in the next census in order to appreciate the reaction of the enumerators on the one hand and the response of the people to be enumerated on the other. As such the problem would be much even though all the formalities right from preparation of notional map down to enumeration with revision would have to be observed as would be done in the next census and this is why the question of full-dress rehearsal has arisen.

Some advance actions have been taken from our end by obtaining the consent of the Social Education Worker whose services are proposed to utilise in anticipation of your kind approval. The enumerator selected will be paid some honorarium for this work. The quantum of honorarium is yet to be communicated from the Government of India.

As the second pre-test is proposed to be conducted from the first fortnight of June, 1979, the training is to be imparted to the enumerator by the last week of May, for 2-3 days. While attending training classes he would not have to travel a long distance for attending the same and if some amount of travelling is necessary, a fixed amount to cover the expenses on account of T. A. and D.A. would be paid from this office. I propose to utilise the service of Shri Ajit Acharjee, Social Education Worker, Holakhet S. E. Centre, Udaipur for undertaking the operation of Basankhola census village under Paschim Mog Puskarini Revenue Mouza. I would be grateful if you kindly make it convenient to accord your approval to the said proposal and issue necessary instructions upon the enumerator so that he can undergo the training and then conduct the second pre-test. On receipt of your kind approval to our proposal appointment letter to the concerned enumerator will be issued from this end.

This has reference to my discussion with you on 2-5-79.

Yours faithfully,
Sd/-
(S. R. CHAKRABORTY)
Director of Census Operations,
Tripura.

MINUTES OF THE TRAINING PROGRAMME CONDUCTED ON 25th MAY, 1979.

As per programme five enumerators for urban and five enumerators for rural blocks were supposed to attend training class besides the Supervisors to be manned by the office staff. Out of ten enumerators one enumerator meant for Kailasahar block did not attend the class. Another enumerator from Udaipur block No. 7 was also absent, but it was learnt from Shri Bhuyan and Shri Dulal Kanti Choudhuri that he has gone to avail L. T. C. and he is due to come back within the month of May and would undergo training in the office on his way to Udaipur while coming back from Calcutta. In order to avoid such contingencies some reserve has been kept both in the category of enumerators as well as in the category of Supervisor. Shri Manisankar Deb Barma, Librarian was supposed to undergo training but he also would not be in a position to fill up the gap as he would be appearing in the B. A. Part I examination. So another man in place of Shri Deb Barma may be thought of. Shri T. D. Sarkar, Computor is undergoing training as reserve and if the circumstances so warrant, Shri Sarkar may be appointed to work as enumerator and another senior hand may be appointed to work as Supervisor.

First of all three broad categories were discussed, viz (1) houselisting, (2) filling up of household schedules and (3) actual enumeration. It was also emphasised that before starting the houselisting the notional map is to be prepared for which one sample map has been given to each enumerator. Before drawing up of the map they would have to visit the area. It was categorically mentioned that the very purpose of houselisting would be frustrated if the notional map is not prepared carefully as there should not be any scope for either for omission or overlapping. The houselists of 1971 census were shown to them so that they could identify the area. They assured that no difficulties would be there for delineating the area and preparation of the notional map.

Location Code would be conforming to that obtaining in 1971 census no doubt but it was pointed out that their location code contains number of sub-division, whereas we have been contemplating to have C. D. Blocks as the unit and in that case it may undergo some change for 1981 census operations.

Col. No. 6 of the Abridged Houselist was brought to the notice of all concerned as it relates to residential household number which would help in enumeration.

It was also mentioned that the squares should be filled up by the numbers mentioned in schedules, but those with dotted marks should not be filled up by the enumerators or supervisors as those are meant for the office for the purpose of tabulation.

So far household schedule is concerned, particular reference was drawn to Col. No. 1 to 7 of the Individual Slip with the idea that the necessary columns of part II of the Household Schedule are to be filled up first before filling up Columns from 1 to 7 of Individual Slip. It was mentioned that item-wise discussion would be made afterwards as all materials are to be furnished sufficiently in details.

Then the aspect of enmumeration was also discussed and it was mentioned that there should not be any accumulation of work and particular care should be taken regarding the children.

Then Shri Bhuyan started detailed analysis and it was found that the Pad number and Slip number are missing in the pads received from the office of the D. C. O. West Bengal. The enumerators have been requested to mention by their own hand writing on the top right hand corner of each slip. It will, therefore, be the responsibility of the Supervisors also to see that the same are compiled with failing which the entire programme may be upset in the sense that there will be no coherence in the implementation of the programme.

Before starting of the training programme the enumerators raised the plea that the quantum of honorarium to the tune of Rs. 25 is not at all commensurate with the workload they are being entrusted with. They have been told that we should first of all discharge our obligation and then we can move the Government of India for considering our case. Their demand was for Rs. 100 in place of Rs. 25 as sanctioned by the Government of India. Communication may be made immediately for considering their case.

The enumerators were also requested to furnish their views, if there be any, in respect of questions of the schedules which may warrant any change in the ensuing census for taking up the same with the Government of India.

On 26th of May, 1979 attention was drawn to the discussion held on 25th May right from the beginning i.e. visiting the area and drawing up the notional map upto the home work of preparation of Abridged Houselist. It was emphasised that Col. No. 6 of Abridged Houselist would invariably be filled in as it is starting point of actual enumeration. As it is a pre-test the works of houselisting and filling up of Household Schedule and Individual Slip would be done continuously. But at the time of 1981 census the work upto Abridged Houselist would have to be completed one year ahead, i.e. in 1980, whereas actual enumeration would start from 10th of February taking 1st March, 1981 as the reference date. The idea of emphasis on filling up of Col. No. 6 is also based on the fact that new houses may come up in between 1980 and 1981 though it may be happen in the case of second pre-test which involves a continuous process. Yet for all the enumerators and supervisors were requested to keep their eyes open in finding out new houses or new entrants during the time of enumeration and revision.

The Cols. No. 2 to 7 of Part II of the Household Schedule conform to Serial No. 1-5 of Individual Slip. As mentioned earlier before filling up of the columns from Sl. No. 1-5 in the Individual Slip the entries should be first of all recorded in the Part II of the Household Schedule which would help in correct enumeration and avoid omission and duplication. Incidentally it was emphasised that care should be taken regarding infants as there is possibility of their omission. The columns from 8 to 35 of Household Schedule (Part II) would be home work based on filling up of the columns of Individual Slips. Of course columns No. 8 to 21 relate to males and columns No. 22 to 35 relate to females. It was brought to the notice of all concerned that the entries in relation to males should find place against relevant columns and same thing with those relating to females. To be more specific the entries in relation to males should not be made against columns intended for females and vice-versa. This aspect was repeatedly emphasised as wrong tick marking as has been experienced earlier, would land us in unnecessary awkward position, no question of wastage of time and energy. It

will be responsibility of the Supervisors to see that these are upto the mark. The Item No. 6, 7, 8, 9, 10, 11, 12 and 13 in Individual Slip posed no problem. Yet for all it was mentioned that the information should be furnished as accurately as possible and in sufficient details. Of course the closed boxes would not allow the details as those would allow marking of either one or two.

The real problem started from Question No. 14A to Question No. 15B. It was brought to the notice of all concerned that the economic setting is supposed to be presented through these questions and as such due caution is to be taken well ahead so that the real picture can be appreciated from the same. First of all it was explained clearly that question No.14A, 14B, 15A and 15B should not be asked separately and all these questions should be posed in a comprehensive manner first. If the entries are made against those questions on the basis of replies given by the respondents, it might require corrections after corrections and the real purpose of the said questions in the Individual Slips would not be served and there would be unnecessary wastage of time and energy. Rather it might be a taxation on the part of the respondents which is most important factor, because it is incumbent upon us to keep the respondents in good humour. First of all it was emphasised that the meaning of the work 'Workers' and 'Last year' should be clearly explained. Secondly, the broad divisions like C, AI, HHI, OW for the 'Yes' portion and B/ST/D/R/B/I/O so far 'No' portion also are to be clearly appreciated. So far detailed entries against HHI/OW are concerned there are some confusion regarding the description of work and nature of industry, trade or services. Moreover, it was mentioned that the work being done by the respondents may not have bearing upon the nature of industry, trade or service. So there should be clear idea before filling up the entries.

As regards the Questions No. 14A to 15B the purpose of setting the questions could be appreciated if we place ourselves in four situations, e.g.

(1) if 'Yes' against 14A + 'Yes' against 14B — 'Yes' against 15A+ 'Yes' against 15B

(2) 'Yes' against 14A + 'Yes' against 14B + 'Yes' against 15A — 'No' against 15B

(3) 'Yes' against 14A — 'No' against 14B — 'No' against 15A + 'Yes' against 15B

(4) 'No' against 14A.

It was mentioned that if the entry is 'No' against 14A or against 14B then Col. No. 13 read with 16 would give us the picture of educated unemployed. As such due emphasis was given in filling up the entries carefully. Then the Sample Slip was discussed. There are some mistakes in the Bengali vertion of Slip like dotted boxes which should be actually closed boxes against Question 2(b). We should make a reference to the D. C. O, West Bengal to get the same corrected. Before writing to the D. C. O., West Bengal we should mention all such mistakes as found out during the time of training. No problems were posed in the analysis of the Sample Slip. Yet it was mentioned that filed work upto this operation is over but home work for filling up the Cols. 8 to 35 of Household Schedule, Part II Population Record should be done without allowing any accumulation. Then the question of filling up Enumerators Abstract arose which is also a home task. But the programme of enumeration starting from the 4th June to 24th June, 1979 may not pose a problem as the workload does not appear to be on high side as will be evident from the following position as it obtained in 1971:

This is being mentioned as the basic idea for evolving set of questions as discussed earlier is to permit tabulation which would help is comparing 1971 and 1961 results independently with those to be arrived now and in 1981. The Supervisors were requested to give us a report showing the comparative position after completion of enumeration. The enumerators and Supervisors were requested to examine the set of questions to let us know their own reaction and suggest whether the reactions of the respondents can be appreciated in a better way if the mode of question are set in any other way suiting local conditions. They are at liberty to suggest any change of the questions. The Supervisors were requested to get the work done by the Enumerators in such a way that they can collect the papers on 24th June itself and can start for Agartala on 25th.

What I could appreciate from my dicussion with the trainees is that the real problem might be faced from 9th *i.e.* the starting point of actual enumeration in the form of filling up of Cols. No. 14A to 14B of Individual Slip. As such I have requested the Supervisors to remain present with the Enumerators on the spot on these days as setting the ball in motion would help us in overcoming difficulties to be confronted with at the initial stage, *i.e.* from 9th June onwards. So far Udaipur is concerned, Shri P.C. Das, has been given the charge of two areas. As Shri T.D. Sarkar, Computor is quite capable of doing his job Shri Das may keep himself engaged on the other area of Udaipur for the initial starting. Shri Kundu has been given for two areas of Kamalpur and one of two areas of Kamalpur appears to be very large. As it may not be possible on the part of Shri Kundu to work in the two areas at the same time particularly for filling up of columns from 14A to 15B which would start from 9th June as per calendar, Shri D. K. Choudhuri would look after one of the area of Kamalpur and Shri Kundu will remain with the Enumerator of the other area. As regards other areas, no difficulty would be there as is not very big and the Supervisors can be with the Enumerators throughout the time. The Enumerator for Kailasahar and another for Udaipur did not attended training classes and as the time is very short there is no scope for waiting for their joining and training. Shri T.D. Sarkar has agreed to accept the work of enumeration at Udaipur and Shri N.G. Deb has been entrusted with the job at Kailasahar. I believe, they would be position to do justice to their duties after undergoing the training. Shri Ajit Acharjee, S.E.W. has represented that the normal duties would hamper if he is to devote his attention for the census job. Director of Social Education is to be requested to spare the services of Shri Acharjee for utilisation for the census work in connection with the second pretest. (The Director of Social Welfare has kindly agreed to spare the service of Shri Acharjee exclusively for census enumeration purpose for the whole period). All the Schedules and forms have been given to the Enumerators no doubt but the Supervisors would see that proper accounting is there and all the papers supplied to them are returned after completion of the enumeration. Chalks have been given to the enumerators no doubt for housenumbering, but the supervisors would carry with them some more chalks for distribution among the Enumerators so that the work does not suffer for such small things.

Guidelines for the Enumerators and Supervisors for filling up and checking of schedules in the second pre-test of 1981 census have been circulated in cyclostyled form to all the Enumerators and Supervisors. Shri D.K. Choudhuri read out item by item in order to ensure that there are no difficulties in making the necessary entries against the different items of the schedules after field visit and enumeration. I must first of all convey my thanks to Shri Bhuyan for his valuable contribution in explaining the schedules. Equally I am thankful to Shri D.K. Choudhuri for his valuable contribution. The enthusiastic response of the trainees particularly our office staff is really praiseworthy and we do hope that we would have a smooth sailing in our second pre-test.

ANNEXURE—4

Statement showing the sanctioned strength of staff and staff in position as on 7-4-1979.

Name of post	No. of sanctioned post	No. of posts filled in	No. of posts vacant
1	2	3	4
Director of Census Operations	1	1	—
Assistant Director	1	1	—
Head Assistant	1	1	—
Sr. Stenographer	1	1	—
Accountant	1	1	—
U.D. Clerks	3	3	—
Jr. Stenographer	1	—	1
L.D. Clerk	6	5	1
Librarian	1	1	—
Driver	1	1	—
Jr. Gestetner Operator	1	1	—
Duftry	1	1	—
Peon	6	6	—
Chowkidar	2	2	—
Tabulation Officer	3	3	—
Stastistical Assistant	6	4	2
Computor	25	11	14
Cartographer	1	—	1
Investigator	1	1	—
Draftman	2	2	—
Assistant Compiler	3	3	—
TOTAL :	68	49	19

ANNEXURE—5

Statement showing the sanctioned strength of staff and staff in position as on 1-8-1982

Name of post	No. of sanctioned post	No. of posts filled in	No. of posts vacant
1	2	3	4
Deputy Director	1	1	—
Assistant Director	1	1	—
Office Superintendent	1	1	—
Head Assistant	1	1	—
Assistant	2	2	—
Head Clerk	1	1	—
Sr. Stenographer	1	—	1
Hindi Translator	1	1	—
Accountant	1	1	—
U.D. Clerk	6	5	1
Jr. Stenographer	1	1	—
Librarian	1	—	1
L.D. Clerk	7	2	5
Driver	1	1	—
Jr. Gestetner Operator	1	1	—
Hand Press Machine Operator	1	1	—
Duftry	1	1	—
Peon	7	6	1
Chowkidar	3	2	1
Sweeper	1	—	1
Farash	1	1	—
Investigator	6	6	—
Statistical Assistant	11	9	2
Computer	21	10	11
Assistant Compiler	3	1	2
Cartographer	1	1	—
Sr. Artist	1	1	—
Artist	1	—	1
Draftman	2	1	1
TOTAL :—	87	59	28

ANNEXURE—6

Office of the Registrar General, India

16th April, 1979.

NOTIFICATION

S.O.....In exercise of the powers conferred by Section 3 of the Census Act, 1948(37 of 1948), the Central Government hereby declare that a Census of the Population of India shall be taken during the year 1981. The reference date for the Census shall be sunrise on 1st March 1981.

EF. No. 9/11/79-CD(CEN)]

Sd/-
(P. Padmanabha)
Registrar General, India.

Copy forwarded for information to all State Governments, Union Territories.

Sd/-
(P. Padmanabha)
Registrar General, India.

CENSUS OF INDIA 1981

HOUSELIST

Page No.....

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

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

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

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

Name or No. of Ward/Mohalla/Hamlet.....Code No.....

Enumerator's Block No.....

Line No.	Building No. (Municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (if wholly or partly non-residential, fill Enterprise List).	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													
2													
3													
4													
5													
6													
7													
8													
9													
0													
Total	X X	(a)	X X X	(a)	X X X	X X							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.

Annexe-F

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

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.....

Page No. of houselist	Total No. of census houses (from Col. 3 of houselist)	Number of census houses by use						Total No. of households	Total population			Total No. of handicapped persons		
		Occupied residential census houses			Vacant census houses	Total of Cols. 5 & 6	Census houses put to other uses (Col. 2 minus Col. 7)		Males	Females	Total	Totally blind	Totally crippled	Totally dumb
		Wholly residential	Partly residential	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total														

Checked and found correct.

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

CENSUS OF INDIA 1981 **HOUSEHOLD SCHEDULE** Book No..... **CONFIDENTIAL**

Part I : Household Particulars Form No.....

Location Code.....Serial number of household (Col. 7 of abridged houselist).....Type of household, whether Institutional or houseless*.....

1. Name of head of household .....
2. Religion of the head of household..... | | |
**3. Whether head of household belongs to S.C. or S.T. If scheduled caste write (1)/If scheduled tribe write (2)..... |
4. Name of caste/tribe of head of household..... | | |
5. Language mainly spoken in the household..... | | | |
6. Does the household live in owned house ? Yes (1)/No (2)..... |
7. If 'No' in 6, does the household own a house or house site in the village or town of enumeration? Yes (1)/No (2)..... |
8. Predominant construction material of the house occupied by household :
   (a) WALL | Grass, leaves, reeds or bamboo (1) | | Mud (2) | | Unburnt bricks (3) | | Wood (4) | | Burnt bricks (5) |
   | G.I. sheets or other metal sheets (6) | | Stone (7) | | Cement concrete (8) | | Ekra (9) | | Others (0) | ..... |
   (b) ROOF | Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) | | Tiles, slate or 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 only) Yes (1)/No (2)..... |
10. Number of living rooms in occupation of household..... | |
11. Number of married couples usually living in the household..... | |
12. Does the household cultivate land ? Yes (1)/No (2).... | | 13. If 'Yes' in 12, category | Owned (1) | | Rented (2) | | Owned and rented (3) | ... |
14. If Rented, enter local name of tenancy..... | | |
15. Total population of the household (Total of Col. 2 of part II Population Record)..... | |

*For institutional write 'I', for houseless write '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 brakets 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	Illiterate	Literate	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13
Total	(a)	× × ×			×	×	(a)	(a)				

Checked with reference to individual slip

Compiler.....

(a) Enter total after counting number of entries

Record

Confidential

MALE														FEMALE									
Serial No.	Entry in 14B		Entry in 15A				Whether seeking or available for work		Name of Scheduled Caste/Tribe, if any		Literacy		Entry in 14A		Entry in 14B		Entry in 15A				Whether seeking or available for work	
	Yes	No	C	AL	HHI	OW	Yes	No	Caste	Tribe	Illiterate	Literate	Yes	No	Yes	No	C	AL	HHI	OW	Yes	No
1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
									(a)	(a)												

Checked and found correct

Supervisor.....

(a) Enter total after counting number of entries

Signature of Enumerator.....

IMPORTANT INSTRUCTIONS

1 Record location code on each schedule and form, etc.

2 Do not leave any household or person uncovered in your block.

3 Do not forget to enter columns 1 to 7 of the Population Record before starting individual enumeration.

4 Do not forget to make repeated enquiries about young children, newly born babies and visitors not enumerated elsewhere.

5 Enter serial number of mother if present in the household against her son and daughter aged 10 years and below.

6 While making entries for names of Scheduled Castes/ Scheduled Tribes, check names of Scheduled Castes/ Scheduled Tribes with list supplied to you by your supervisor.

7 Write legibly.

8 Do not do overwriting.

9 Do not hesitate to ask your supervisor if you have doubt on any matter.

10 Do not allow your work of filling up of entries in the Population Record to accumulate. It should be completed for enumeration done at the end of each day's work

11 Do not misplace or lose any of your forms or papers while performing duties as census enumerator.

12 During revisional round, fill in fresh slips for newly born babies and 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.

CENSUS OF

WORKING SHEET FOR PREPARING

(To be compiled from Household

Location code.....Name of Enumerator.....

Line No.	Sl. No. of house-hold	Persons (Col. 2)	Males (Col. 4)	Females (Col. 5)	MALE											
					S. C. (Col. 8)	S. T. (Col. 9)	Lite-rates (Col.10)	Illite-rates (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																
10																
Total	(@)															

Checked and found correct

Signature of Circle Supervisor .....

Date ....

@Count number of entries

Column numbers shown within brackets refer to

INDIA 1981 Page No.....

ENUMERATORS ABSTRACT

Schedule Part II Population Record)

Number of households by type* Normal ....
Institutional.....
Houseless..... .....

FEMALE														
'Yes' in 16 (Col.20)	'No.' in 16 (Col.21)	S. C. (Col.22)	S. T. (Col.23)	Literates (Col.24)	Illiterates (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. 15 A				'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

and give total
column numbers of Part II : Population Record.

*Strike out whichever is not applicable.

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

Date.....

CENSUS OF INDIA 1981
ENUMERATOR'S ABSTRACT

(To be compiled from working sheet for Enumerator's Abstract)

Location Code..... No. of normal households.....

Name of Enumerator..... No. of institutional households.....

Total No. of occupied No. of houseless households.....

residential houses..... 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..... Signature of Enumerator.....

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

Note ; Columns mentioned under col. 2 within brackets are columns of working sheet from which data have to be posted.

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 : *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

Dated Signature of

Charge Office Clerk.....

Checked and found correct

Charge Officer.....

Dated Signature of

Enumerator.....

ANNEXE 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 : 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
Supervisor.....

Dated Signature of
Enumerator.....

(For Office Use Only)

I	SC	M	Sex

	Lvl	Subject	Div
1			
	Year	Univ.	
2.	Lvl	Subject	Div
	Year	Univ.	
3.	Lvl	Subject	Div
	Year	Univ.	
4.	Lvl	Subject	Div
	Year	Univ.	

Trg.	Year	Durn.	Inst

Stat	Durn.

	Sect	Orgn.	Work
Pr.			
Pv.			
Fr.			

P	Count	Stay	Year

Census of India-1981
Confidential

Location Code

DEGREE HOLDERS AND TECHNICAL PERSONNEL SURVEY

(Please see instructions overleaf)

1. Name: _____ 2. Date of birth _____
3. Designation & Address: _____
4. Sex* : Male/Female 5. Are you married*: Yes/No 6. Scheduled Caste/Tribe* : Yes/No 7. Home State: _____
8. *All Academic and Professional Qualifications*

Degree/Diploma/ Certificate	Subject	Class or Division	Year of Passing	Course Duration	University/Institution/ Professional Body
			19		
			19.....		
			19.....		
			19.....		
9. Training Undergone		Apprentice/others.*	19.....		Academic/Industrial/ In service*
		Apprentice/others.*	19.....		Academic/Industrial/ In service*

10. Postgraduate Academic Specialisations: _____
11. Professional Specialisations/Technical Skills through experience: _____
12. Present Status*: Employee/Self Employed/Student/Trainee/Apprentice/Retired/Unemployed trying for job/ Unemployed not trying for job/Others. *13. Duration of present unemployment (if any).....months.*

14. Employ-ment	Organisation		Main activity of the organisation	Nature of Your Work	Year of		Total Salary (Rs. p. m.)	
	Name	Sector*	Enter Serial Number as given overleaf		Joining	Leaving	at entry	last drawn
Present		Public/Pvt*			19..			
Previous		Public/Pvt*			19..	19..		
First		Public/Pvt*			19..	19..		

15. Visits abroad for Study, Training, & Employment (Exclude all other types of visits),

	Purpose	Country	Duration (months)	Year of Return
(i)				19...
(ii)				19...
(iii)				19...

Signature with date.....

*Please tick (√) appropriate answers in items 4, 5, 6, 9, 12 & 14. For example if female Male/Female

ANNEXURE—8

Government of Tripura
Statistical Department Agartala

No. F. 2(52)/STAT/E/78 *Dated, the 23rd. August, 1979*

NOTIFICATION

In exercise of the powers conferred by Sub-Section 2 of Section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) as amended in 1974, the Governor of Tripura hereby appoints the officers named below to be Census Officers for the Census, 1981 within the local areas specified against each :

	Officers	Local Area
(i)	The Director of Census Operations, Deputy Director of Census Operations and Assistant Director of Census Operations	The whole of Tripura
(ii)	District Magistrates & Collectors	Respective districts
(iii)	Sub-divisional Officers	Respective Sub-divisions.

2. In exercise of the powers conferred by Sub-Section 3 of Section 4 of the said Act the Governor is pleased to authorise the officers named in paragraph 1 above to sign declarations, under the aforesaid sub-section for any local area within their respective jurisdiction.

3. In exercise of the powers conferred by *Sub-Section 4 of Section* 4 *of* the said Act, the Governor of Tripura hereby delegates to the officers named in paragraph 1 above the power of appointing Census Officers within the local areas specified against their names.

4. In exercise of the powers conferred by Sub-Section 1 of Section 6 of the said Act, the Governor of Tripura hereby appoints the officers mentioned in paragraph 1 as the authorities competent to issue directions by written orders within their respective jurisdiction, as provided in the aforesaid Section, in connection with the Census of 1981.

5. In exercise of the powers conferred by Section 7 of the said Act, the Governor of Tripura hereby appoints the officers mentioned in paragraph 1 as the authorities within their respective jurisdiction to call upon by written order to give assistance, as provided in the aforesaid Section, in connection with the Census of 1981.

(S. R. SANKARAN)
Addl. Chief Secretary, Government of Tripura

To

The Superintendent of Press,

Government of Tripura, Agartala, for publication in the Tripura Gazette.

Copy to :—

1. The Chairman, Agartala Municipality, Agartala.
2. The Secretary to the Govt. of India, Ministry of Home Affairs, New Delhi.
3. The Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-110011.
4. All Heads of Departments.
5. All Departments of Secretariat
6. The Director of Census Operations, Tripura. (with 5 spare copies).
7. All District Magistrates & Collectors.
8. All Sub-divisional Officers.

(J. SAHA)
Senior Statistical Officer
Tripura

ANNEXURE—8

Government of Tripura
Statistical Department Agartala

No. F. 2(52)/STAT/E/78 **NOTIFICATION** *Dated, the 11th February, 1981*

In exercise of the powers conferred by Sub-section 2 of Section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) as amended in 1974, the Governor of Tripura hereby appoints the Officer named below to be Addl. Sub-divisional Census Officer for the Census, 1981 within the local area specified against him :

Officer	Local Area
(i) Shri R. C. Deb Barma, Deputy Collector.	Kailasahar Sub-division

2. In exercise of the powers conferred by Sub-Section 3 of Section 4 of the said Act the Governor is pleased to authorise the officer named in paragraph 1 above to sign declarations, under the aforesaid sub-section for the local area within his jurisdiction.

3. In exercise of the powers conferred by Sub-section 4 of Section 4 of the said Act, the Governor of Tripura hereby delegates to the officer named in Paragraph 1 above the power of appointing Census Officers within the local area specified against his name.

4. In exercise of the powers conferred by Sub-Section 1 of Section 6 of the said Act, the Governor of Tripura hereby appoints the officer mentioned in Paragraph 1 as the authority competent to issue directions by written orders within his jurisdiction, as provided in the aforesaid Section, in connection with the Census of provided in connection with the Census of 1981.

5. In exercise of the powers conferred by Section 7 of the said Act, the Governor of Tripura hereby appoints the officer mentioned in Paragraph 1 as the authority within his jurisdiction to call upon by written order to give assistance, as provided in the aforesaid Section, in connection with the Census of 1981.

(S. R. SANKARAN)
Chief Secretary to the
Government of Tripura.

To
The Superintendent of Press,
Government of Tripura, Agartala for publication in the Tripura Gazette.

Copy to the :

1. Secretary to the Government of India, Ministry of Home Affairs, New Delhi.
2. Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi—110011.
3. District Magistrate & Collector, North Tripura District, Kailasahar.
4. Sub-divisional Officer, Kailasahar.
5. Director of Census Operations, Tripura, Agartala.

(J. Saha)
Joint Director,
Drectorate of Statiistics & Evaluation.

Government of India

Ministry of Home Affairs/Grih Mantralaya
Office of the Director of Census Operations, Tripura.

No. 12-35(T)/79 *Dated, Agartala, the 28th August, 1980.*

NOTIFICATION

In exercise of the powers conferred by section 8(1) of the Census Act, 1948 (Census Act, XXXVII of 1948) as amended in 1974, the Governor of Tripura hereby directs every census officer to ask all persons with the limits of local area for which he is appointed as census officer under the said Act all questions in order to elicit information for correctly filling up to the census schedule for 1981 census, namely, tne Individual Slip, both universal and sample and Household Schedule both Part-I Household particulars and five questions of Part-II Population Record, the form of which are appended to this notification.

Individual Slip
Universal :

1. Name
2. Relationship to head
3. Male/female
4. Age
5. Marital status
6. Mother-tongue
7. Two other languages known
8. Religion
9. Whether Scheduled Caste or Scheduled Tribe
10. Name of Caste/Tribe
11. Literate/Illiterate
12. Educational attainment
13. Attending school/college

14A : Worked any time at all last year ?
14B : If yes in 14 A, did you work for major part of last year ?
15A : Main activity last year.
If houschold industry/other work in 15A
(i) Name of establishment
(ii) description of work
(iii) nature of industry, trade or service
(iv) class of worker

15B : If yes in 14B, any other work any time last year ?
If no in 14B, work done any time last year ?
If household industry/other work 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 ?

Sample

1. Birth place
   (a) place of birth
   (b) rural/urban
   (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 surviving at present
   Male/female/total

2. Last residence
   (a) place of last residence
   (b) rural/urban
   (c) district
   (d) state/country
3. Reasons for migration from place of last residence
   (c) Number of children ever born alive Male/female/total
6. For currently married women only
   Any child born alive during last one year ?

HOUSEHOLD SCHEDULE :

PART I : HOUSEHOLD PARTICULARS

1. Name of head of household.
2. Religion of the head of household.
3. Whether head of household belongs to Scheduled Caste or Scheduled Tribe.
4. Name of caste/tribe of head of household.
5. Language mainly spoken in the household.
6. Does the household live in owned house ?
7. If 'No' in 6, does the household own a house or house site in the village or town of enumeration ?
8. Predominant construction material of the house occupied by household :
   (a) wall.
   (b) roof.
   (c) floor.
9. Facilities available to the household :
   (a) Drinking water supply (i) source
   (ii) within premises/outside premises
   (b) Electricity
   (c) Toilet (for urban areas only).
10. Number of living rooms in occupation of household.
11. Number of married couples usually living in the household.
12. Does the household cultivate land ?
13. If 'Yes' in 12, whether owned/rented/owned and rented.
14. If rented, enter local name of tenancy.
15. Total population of household.

Part II : Population Record.

1. Name
2. Relationship to head (indicate serial number of mother within brackets if present in the household for children up to ten years).
3. Sex
4. Age
5. Marital status.

Sd]- Illegible
Chief Secretary to the
Government of Tripura.

Government of Tripura
Statistical Department

No. F. 2 (25)/STAT/E/78 *Dated, AGARTALA the 28-3-1981*

NOTIFICATION

In exercise of the powers conferred by Sub-section 2 of Section 4 of the Census Act, 1948 (Central Act. XXXVII of 1948) as amended in 1974, the Governor of Tripura hereby appoints the Officers named below to be Deputy District Census Officers for the Census, 1981 within the local area specified against each :—

Officer	Appointed as	Local Area
1. Shri Dibakar Chakraborty, Superintendent of Excise	As Deputy District Census, Officer, w. e. f. 9-1-1980	North Tripura District
2. Shri Lalvohliana Deputy Collector	As Deputy District Census Officer w. e. f. 1-11-1980	North Tripura District

2. In exercise of the power conferred by Sub-Section 3 of Section 4 of the said Act the Governor is pleased to authorise the Officers named in paragraph 1 above to sign declarations, under the aforesaid Sub-Section for the local area within their respective jurisdiction.

3. In exercise of the powers conferred by Sub-Section 4 of the Section 4 of the Act, the Governor of Tripura hereby delegates to the officers named in paragraph 1 above the power of appointing Census Officer within the local area specified against their names.

4. In exercise of the powers conferred by Sub-Section 1 of Section 6 of the said Act, the Governor of Tripura hereby appoint the Officer mentioned in paragraph 1 as the a uthorities competent to issue directions by written orders within their respective jurisdiction, as provided in the aforesaid Section in connection with the Census of 1981.

5. In exercise of the power conferred by Section 7 of the said Act, the Governor of Tripura hereby appoint the officers mentioned in paragraph 1 as the authorities within their respective jurisdiction to call upon by written order to give assistance, as provided in the aforesaid Section, in connection with the Census of 1981.

(S. R. SANKARAN)
Chief Secretary to the
Government of Tripura.

To

The Superintendent of Press,
Government of Tripura, Agartala, for publication in the Tripura Gazette.
2. Registrar General, india, Kotah House, Annexe 2/A, Mansingh Road, New-Delhi-110011.
3. District Magistrate, North Tripura
4. Director of Census Operations, Tripura.
5. All Sub-Divisional Officers of North Tripura.

(J. SAHA)
Joint Director
Tripura.

Government of Tripura
Statistical Department

No. F. 2(25)/STAT/E/78 *Dated, AGARTALA the 11th February, 1981*

NOTIFICATION

In exercise of the powers conferred by Sub-Section 2 of Section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) as amended in 1974, the Governor of Tripura hereby appoints the Officer named below to be Addl. Sub-divisional Census Officer from 12-1-1981 for the Census, 1981 within the local area specified against him :

Officer	Local Area
(i) Shri S. Ghosh, Addl. Sub-divisional Officer.	Dharmanagar Sub-division

2. In exercise of the powers conferred by Sub-Section 3 of Section 4 of the said Act the Governor is pleased to authorise the officer named in paragraph 1 above to sign declarations, under the aforesaid sub-section for the local area within his jurisdiction.

3. In exercise of the powers conferred by Sub-Section 4 of Section 4 of the said Act, the Governor of Tripura hereby delegates to the officer named in Paragraph 1 above the power of appointing Census Officers within the local area specified against his name.

4. In exercise of the powers conferred by Sub-Section 1 of Section 6 of the said Act, the Governor of Tripura hereby appoints the officer mentioned in Paragraph 1 as the authority competent to issue directions by written orders within his jurisdiction, as provided in the aforesaid Section, in connection with the Census of 1981.

5. In exercise of the powers conferred by Section 7 of the said Act, the Governor of Tripura hereby appoints the officer mentioned in Paragraph 1 as the authority within his jurisdiction to call upon by written order to give assistance, as provided in the aforesaid Section, in connection with the Census of 1981.

(S. R. SANKARAN)
Chief Secretary to the
Govt. of Tripura

To
The Superintendent of Press,
Government of Tripura, Agartala for publication in the Tripura Gazette.

ANNEXURE—9

Government of Tripura

Statistical Department

No F. 2(52)/STAT(E)/79 *Dated, Agartala, the 5th November, 1979.*

In exercise of the powers conferred by Sub-section 2 of Section of the Census Act. 1948 (Census Act XXXVII of 1948) as eamended in 1974, the Governor of Tripura hereby appoints the District Statistical Officers to be Additional Census Officers for the Census, 1981 within the respective districts.

Sd/—
(S. R. SANKARAN)
Addl. Chief Secretary.
Government of Tripura.

1981—CENSUS
IMMEDIATE

P. PADMANABHA

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

June, 1979

CENSUS OF INDIA 1981 — Circular No. 2

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

My dear

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

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

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

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

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

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

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

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

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

(a) Houselisting operations in mid-1980.

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

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

(d) The tabulation of the data.

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

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

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

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

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

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

I must share with you our initial thinking regarding the tabulation system. In order to ensure that data are not merely tabulated quickly but that the tabulation permits cross-tabulation as well as easy retrieval stations with direct data entry devices are

being established where we will be able to put the data from the individual slip or the household forms directly on to tape. Our forms and our tabulation system would ultimately depend on the establishment of the direct data entry systems. Therefore, the tabulation plan and now we intend going about is something I shall write to you about only later. To the extent that this will influence the establishment of regional tabulation offices, we hope to be able to cut down the large offices which we had to establish last time for tabulation purposes.

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

(a) The finallisation of the lists of villages for which instructions have been issued earlier.

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

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

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

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

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

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

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

I hope to write to you in detail on each individual aspect of these operations but do trust that this letter gives you a general background. As I mentioned earlier, it would certainly be useful for you to go through the administrative report of your

predecessor and to glance through the volumes already brought out which will give you an idea of not merely the nature of work but also its importance. We have already taken action regarding publicity for the 1981 census but I would certainly not prevent you from giving talks to local institutions, etc., regarding the operations, I would suggest that press interviews as such should be very carefully handled.

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

Please acknowledge receipt of this letter.

Yours sincerely,
(P. Padmanabha)

Encl: Organisational charts.

ANNEXURE—11

CIRCULAR No 1

Government of India
Ministry of Home Affairs
Directorate of Census Operations,
Tripura

No 12 24(T)78 *Date Agartala, the 25th Sept. 1979*

To

1. The District Magistrates & Collectors-cum-District Census Officers
2. The Sub-Divisional Officers-cum-Sub-Divisional Census Officers.

Sir,

It is an undenying fact that you are extremely busy with the mid-term poll besides the most urgent issues of natural calamities like flood/draught leaving aside your normal duties. Yet for all I feel that I will be failing in my duties if I do not bring to your kind notice the broad aspects of the Census as a whole in this first circular containing the various steps to be taken by you. Information in details would be furnished in the circulars to follow.

2. **Introduction** : The population census would be conducted in 1981 no doubt taking the sunrise of 1st March, 1981 as the reference date but as a preparatory step the first phase of housenumbering and houselisting operation would have to be completed in 1980. As the period from mid April to mid May, 1980 would suit us for the said operations taking the previous census into consideration various steps are to be taken well in advance.

(i) Notification of Census Officer—The first task of notification of Census Officers has been issued under Tripura Government Notification No. F.2(52)/STAT/E/78 dated the 23rd August, 1979. The entire territory would have to be delineated into charges, circles and enumerator's area of operation.

(ii) **Splitting up of revenue villages for formation of Enumerator's operation area**—During 1971 Census the 1961 Census villages which were unsurveyed and not well demarcated were taken as the lowest units as the maps of the cadastrally surveyed villages were not available from Survey and Settlement Department and the tehsils were treated as Charges.

Now that the village lists have been finalised and maps are available, the revenue villages may be treated as smallest unit. We are contemplating to treat C.D. Blocks as the Charges for the purpose of 1981 Census. The advantage of treating the blocks as charges would be that there would be scope for comparability of data block-wise in between the different censuses whereby the impact of the implementation of different plan programmes could be easily appreciated. Any comment in this regard will be highly appreciated.

Treatment of revenue villages as smallest unit (for the purpose of 1981 Census) would involve the question of splitting up of the same with well defined boundaries conforming to the yardsticks of 100 to 150 households comprising 600 population so far urban areas are concerned and 700 to 800 population so far rural areas are concerned. One of the yardsticks is that one enumerator is not supposed to walk more than 8 Kms. There would be exception in a very few cases which cannot be avoided in a hilly state like Tripura. The formation of enumerator's block by splitting up of revenue villages and that also with well defined boundaries is the first pre-requisite. The issue of well defined boundaries is being emphasised in order to arrest any such situation which might leave scope either for under enumeration or overlapping. So the formation of enumerator's block would require physical verification before drawing up of maps by the concerned well conversant staff under your control and supervision. This would facilitate the giving of the enumerator's block code number to the said blocks by the Charge Officers appointed by you so that the particular enumerator's block can be identified.

(iii) **Location Code Number of units**—The Location Code Numbers of the revenue villages would be given from the end of the Directorate of Census Operations. Then the question of number of enumerators, circle supervisors and charge superintendents along with reserve can be appreciated and the Government would have to be moved to utilise the services of offices of different Departments for the same. This would facilitate assessment of requirement of honorarium which requires planning well in time. All these works are to be done according to schedule. Besides there is question of printing of handbooks containing instructions to enumerators/supervisors well ahead for the purpose of training to be imparted by you at relevant time.

(iv) **Census Calendar** : In order to see that the works are done according to schedule a calendar has been chalked out. Copy of the same is enclosed herewith (Annexure-A). Comments/suggestions from your end will be highly appreciated.

(v) **The Census Act** : The copy of the same is enclosed herewith (Annexure-B) so that you may go through the provisions according to your convenience and know the duties and responsibilities to be discharged by you. That the Census Act guarantees the confidentiality of census records which will not be open for inspection or admissible in evidence in any judicial proceedings except in the case of any prosecution for offence under the Census Act itself is well known to you.

(vi) **Appointment of Charge Superintendents/Circle Supervisors** : On the strength of the Notification issued by the Government of Tripura vide No. F. 2(52)/STAT/E/78 dated 23-8-1979 charge superintendents, circle supervisors, enumerators would be appointed by you as per model proforma to be supplied by us in due course.

(vii) **Ministerial assistance** : The following staff would be provided at different administrative levels :

Office	Ministerial assistance
1. District Magistrate & Collector	—1 U.D. Clerk & 1 Peon
2. Agartala Municipality	—1 U.D. Clerk
3. Sub-divisional officers	—1 L.D. Clerk

The Government of India will bear the expenditure. The posts are likely to be in existence upto May, 1981.

(viii) **Classification—Rural/Urban** :—Besides the Agartala Municipality all the 9 sub-divisional towns are urban as these have already been declared as notified areas. The idea of mentioning the same is that the location code for rural area will bear one kind of number, *i.e.* arabic and urban areas will bear roman number. The following example will make the position clear :—

A location code number 1/2/35 would refer to the 35th village in the 2nd C.D. Block of the 1st district. Similarly, a location code like 2/III/2 would refer to Ward 2 of the 3rd town of the 2nd district.

(i) **Enumerators and Supervisors** :—During last census the services of following officers were utilised for different jobs mentioned below :—

1. Enumerator— Primary School Teacher, Panchayat Secretary, Village Level Worker etc.
2. Circle Supervisor— High School Teacher, Extension Officer, Revenue Inspector etc.
3. Charge Superintendent—B.D.O., Inspector of Schools, S.D.C., Head Master of High/Higher Secondary School etc.

It may kindly be examined whether the services of same type of officers would be utilised for the purpose of housenumbering and houselisting for 1980 as well as population census for 1981. The services of Panchayat Secretaries may perhaps be profitably utilised. Comments/suggestions in this regard will be highly appreciated as the State Government would have to be moved well in time. The renumeration rates would be communicated shortly just on receipt of the same from the office of the Registrar General, India who has kindly taken up with the Ministry of Finance.

(x) **Training** :—Like that of 1971 Census training of census officers and if possible, Charge Officers will be imparted at headquarters so that the Census Officers and Charge Officers may impart training to Circle Supervisors and Enumerators at the appropriate time which would require advance planning and that is why the approximate time has been mentioned in the census calendar. Comments/suggestions in this regard also will be highly welcome.

We are always at your service and try to do our best to help you but the goods will have to be delivered by the enumerators under the close and active supervision of the circle supervisors and charge superintendents. The training programme would be chalked out in details and would be communicated to you in due course.

(xi) **Charge Registers** :—The close supervision by the Charge Superintendents will be possible if some monitoring system is adopted. So the Charge Registers with appropriate columns has been devised as was done during last census also. The proforma for Charge Register with appropriate columns would be supplied to you in due course.

3. I will be grateful to you if you kindly make it convenient to go through the same and those to follow.

4. I was wondering whether you could designate one important officer in your office to deal with census matters from the very start so that he could assist you in going through the circulars, letters etc. in order to make it a complete success.

5. The conducting of decennial census is a continuous process. It was done successfully all through and it is our firm belief that with your close co-operation we would maintain the tradition as the census is of all India importance.

Yours faithfully,

(S.R. Chakraborty)

Director of Census Operations,
Tripura

Copy to the :—

1. Registrar General, India Kotah House Annexure, 2/A, Mansingh Road, New Delhi-110011.
2. Addl. Chief Secretary, Government of Tripura, Agartala.
3 All Directors of Census Operations.

(S.R. Chakraborty)

Director of Census Operations,
Tripura.

CENSUS OF INDIA 1981
HOUSELIST
1st Pretest

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: Wall / Roof / Floor			Purpose for which census house is used.	Facilities in the house: Electricity (Available — 1, Not-available — 2)	Drinking water supply (Available — 1, Not-available — 2)	Source: Well.....1, Tap.....2, Hand Pump.....3, River.....4, Tank.....5, Others.....6
1	2	3	4	5	6	7	8	9	10

Facilities in the house (urban areas only) Toilet: Available — 1, Not-available — 2	Is this house used wholly or partly as an establishment ? If yes, describe	If household type activity go to Estt. Sch. and note line No. (from col. 1)	If used wholly or partly as a residence: Household No.	Name of the head of household.	If S. C. or S. T., write name of caste/ tribe.	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 disabled..... 3
11	12	13	14	15	16	17

Contd.

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.			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 spouses usually living in the household).	REMARKS
		M	F	T			
18	19	20	21	22	23	24	25

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

CENSUS OF INDIA 1981
HOUSELIST ABSTRACT
1st Pretest

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

1st Pretest

(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.	Line No. in houselist.	Census house No.	Name of the establishment/ head of household.	Average No. of persons working daily last week/ last season. Total	hired	Type of fuel/ power used.	Description of the products, processing, servicing done or goods bought and/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 Co-op. Societies-3 Private——4 Others——5 Not-available—6
1	2	3	4	5	6	7	8	9	10

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

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

FIRST PRETEST

CENSUS OF INDIA 1981
INDIVIDUAL SLIP
(Universal)

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

Location Code.....( ) Household No. [ ]

1 Name.....

2 Relationship to head.....

3 Male (1) Female (2) 4 Age

5 Marital Status.....

6 Mother tongue.....

7 Nationality.....

8 Religion.....

10 Literate (1) Illiterate (2)

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

11 Educational attainment

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

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

If HHI/OW in 13A,

(i) Name of establishment.....

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

(iii) Description of work.....

(iv) Class of worker.....

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

If HHI/OW in 13B,

(i) Name of establishment.....

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

(iii) Description of work.....

(iv) Class of worker.....

13C If no in 12 or 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

FIRST PRETEST

CENSUS OF INDIA 1981
INDIVIDUAL SLIP
(Sample)

CONFIDENTIAL

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 .....

6 **For currently married women only**

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

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

ANNEXURE—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)	Household No.	Name of the head of household	Is the household engaged in an enterprise using the member of the household or hiring out side 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.....

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—B

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

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

Name of Tehsil/Taluka/P. S./Dev. Block/ Island etc.....Code No..... Name or Number of Ward/Mohalla/Hamlet/ Enumerator's Block.....Code No.....

Page No. of House list	Number of Census Houses						Total Number of Households	Total Population		
	Occupied residential Census Houses			Vacant census Houses	Census Houses put to other uses	Total of columns 4,5 and 6		Males	Females	Total
	Wholly resi-dential	Partly resi-dential	Total							
1	2	3	4	5	6	7	8	9	10	11

Checked and found correct

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

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

ANNEXURE—C

CENSUS OF INDIA 1981 Page. No. 1

ABRIDGED HOUSELIST FOR EACH CENSUS ENUMERATOR'S BLOCK

SECTION 1: Identification particulars

Name	Location Code
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 No. of the household	@& Name of the head of household	** REMARKS
1	2	3	4	5	6	7	8

SECTION 4: Addenda to Section 3 (To record census house/ households not covered in Section 3 but found by census enumerator during enumeration).

*To be filled only on completion of census enumeration.

@If any of these characteristics have changed at the time of census enumeration the census enumerator may insert appropriate correction 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 original Houselist, the enumerator may correct this column at the time of enumeration. For Institutional Households and "(I)" after the name of the Head of the household.

** Record Remarks as given in the original houselist.

Signature of Supervisor and date .....

Signature of Enumerator and date.....

CENSUS OF INDIA 1981
(Second Pretest)

HOUSEHOLD SCHEDULE

Part I : Household particulars

CONFIDENTIAL

1 Location Code.....2 Serial number of household (col. 6 of abridged houselist).....
3. Type of household-Normal/Institutional/Houseless.....

4 Name of head of household.....

5 Whether head of household belongs to S.C. or S.T. (Write S.C./S.T., as the case may be).....

6 *If S.C./S.T. in 5, write name of Scheduled Caste / Scheduled Tribe.....

7 Language mainly spoken in the household.....

8 Religion of the head of the household.....

9 Total population (Total of col. 1 of Part II Population Record).....

1 Does the household live in owned house? Yes (1) / No (2).....

2 If 'No' in 1, does the household own a house or house site in the village or town of enumeration? Yes (1)/No (2).....

3 Predominant construction material of the house occupied by household :

(a) WALL | Grass, leaves reeds or bamboo (1) | | Mud (2) | Unburnt bricks (3) | | Wood (4) | | Burnt bricks (5) | G. I. Sheets or other metal sheets (6) | | Stones 7 | | Cement, concrete (8) | | Others (9) .....

(b) ROOF | 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 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 : Yes (1)/No (2)..... ..... ; (c) Toilet (for urban areas only) Yes (1)/No (2).....

5 Number of living rooms in occupation of household.....

6 Number of married couples usually living in the household.....

7 Does the household cultivate land? Yes (1) /No (2).....

8 If 'Yes' in 7, category | Owned (1) | | Rented (2) | | Owned and rented (3) | .....

*Consult list supplied to you. If not belonging to S.C./S.T., put cross (×) in both lines.

CENSUS OF INDIA 1981
(Second Pretest)

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 Seheduled Caste/Tribe if any.		Literacy		Entry in 14A	
			Male	Female			Caste @	Tribe @	Illiterate	Literate	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13
Total												

Checked with reference to individual slip

Compiler.....

@ Enter total after counting number of entries

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 in 14B		Entry in 15A				Whether seeking or available for work	
	Yes	No	C	AL	HHI	OW	Yes	No	Caste @	Tribe @	Illiterate	Literate	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.....

@ Enter total after counting number of entries

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 in 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 type of workers.....
(7) Total of column 13.....	(24) Total of column 27.....	(41) Prestine 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.....	MAIN ACTIVITY (44) Cultivators.....
(11) Total of column 17.....	(28) Total of column 31.....	MAIN ACTIVITY (45) Agricultural labourers.....
(12) Total of column 18.....	(29) Total of column 32.....	MAIN ACTIVITY (46) Workers in HHI.....
(13) Total of column 19.....	(30) Total of column 33.....	MAIN ACTIVITY (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.....

CENSUS OF INDIA 1981 (Second Pretest) | 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/B/I/O)

14B If yes in 14A, did you work for major part of last year ? Yes (1)/ No (2).....

15A Main activity last year? 'Yes' in 14B (C/AL/HHI/OW)..... / 'No' in 14B (H/ST/D/R/B/I/O)

If HHI/OW in 15A

(i) Name of establishment.....

(ii) Description of work.....

(iii) Nature of industry, trade, or service.....

(iv) Class of worker.....

15B Any other Work ('Yes' in 14B) / Any Work ('No' in 14B) any time last year ? Yes(C/AL/HHI/OW..... / No

If HHI/OW in 15B

(i) Name of establishment.....

(ii) Description of work.....

(iii) Nature of industry, trade, or service.....

(iv) Class of worker.....

16 If No in 14A or 14B seeking or available for work? Yes(1)/No(2).....

ANNEXURE – 14

INUSES OF THE MEETING HOLD ON IN CONNECTION WITH THE SECOND PRETEST

First of all I am conveying my heartfelt thanks to all concerned for the duties discharged by them in connection with the second pretest. Some errors might have cropped up somewhere, but it ought be avoided. Anyway all possible efforts were made to make the second pretest a success and as such the errors, here and there, are to be overlooked. Yet for all I must record my observations as the duties to be discharged by the staff particularly of this directorate are supposed to be discharged in a way befitting the organisation as it should not be a precedent to the Assistant Teachers who are supposed to be working as enumerators in the next census to be conducted in 1981.

The conference of today is being held from two points of view, viz. (1) to allow the Computors in particular for finding out the common difficulties so as to equip themselves thoroughly for discharging their duties as and when deputed to the sub-division for imparting training to the enumerators/circle supervisors as the case may be and (2) suggest any improvement in the schedules which have been canvassed during the second pretest.

So far item No. (1) is concerned the broad points which are common to all and are supposed to be committed by Assistant Teachers at the time of enumeration are listed below in order to arrest those errors as all the Computors should be on their guard right from now.

They were requested to draw up list off difficulties and interesting things so as to take up with the Registrar General, India. I was wondering whether comparative position of 1961, 1971, that of first and second pretest so far the regular workers and seasonal workers are concerned were kept in view so as to think in terms of making improvement upon the schedules particularly from question 14A to 15B so far the economic table is concerned. The comparative position is mentioned below :—

Comparative position of 1961, 1971, 1st and 2nd Pretest.

	1961	1971	1st pretest	2nd pretest
For regular workers	Atleast one day in the last fortnight	Atleast one day in the last week	Last one year Last one week	Last one year
For seasonal workers	Atleast one hour a day during the major part of last working season	Atleast half a normal day's work during major part of last working season	1. Last one year 2. Last one week	Last one year

Some cases have been detected that a student had some tuition throughout the year. But actually he seeks job. But in Col. 16 there is no scope for writing anything as there would be 'Yes' against 14A and 'Yes' against 14B. Another interesting case cropped up in Udaipur where one military personnel has been shown as worker during the second pretest. But now he is seeking job as he is unemployed. As per the schedule it would appear that the man is engaged whereas the man is unemployed and seeks job and he cannot be shown against Col. 16. Thereby the real picture would not be clear. Another interesting question

also come up in in the scene that one person worked for three months during the last year and he did some job during the rest nine months. The work done for nine months would be shown against any other work no doubt, but in practice the man has done the work throughout the year where as the schedule as it stands would reflect that both the works were done by the person simultaneously. Secondary work which is reflected through the item "any other work" against Col. 15B relates to secondary work which means participation in work that goes to augment the income of the household. This means income is taken into account for "any other work". During 1951 income was the criterian and in 1961 labour force approach was introduced. Of course rentier and pensioner were included in workers in 1951. It was quite liberal in 1961 and left scope for increase of the workers. According to the definition of 1961 census in the case of single worker any person who had some regular work of more than one hour a day throughout the greater part of the working season was to be treated as worker. In 1971 census the approach remained the same. Of course a significant change was made in the definition of worker which has almost eliminated the possibilities of inclusion of persons who render casual assistance under the category of workers. Perhaps the basic idea of 1981 census is to net all kinds of workers as the number of secondary workers was not upto the mark which might be attributed to various foctors and one of the factors might be that of under enumeration of secondary workers. It is a fact that the schedules chalked out by the experts would be finalised after consulting the Planning Commission. Yet for all these would be discussed in the conference to be held in no time and as such suggestions were called for. I was wondering whether the order of the questions like question 14A might be posed after 14B when it was seen that the person concerned does not have any work for the major part of the last year and it should have bearing upon "any work", as "any other work" would imply the question of any major work which is included within question 14B. My idea is that the definition between worker and non-worker should be done first of all like that of 1971 census and then only it should be found out as to how many non-workers are engaged in "any work". It was also suggested whether we should propose for some age restriction for the persons seeking employment against question No. 16 as it would have to be posed to all.

The yardstick of 750 for rural areas and 600 for urban areas appear to be alright in case of final enumeration also. But in some cases there would be some exception as Basankhola area was so big an area that it would be really difficult for an enumerator to cover within the time as generally one enumerator is supposed to work within 8 km. So there should be some exception here and there.

In this contest the Circular No. 2 of Registrar General, India which has been received yesterday was discu sed. The census villages were clubbed together for formation of blocks during 1971 census whereas the revenue villages would have to be devided now into blocks, which means reverse would have to be done for the purpose of 1981 census. I had discussed with the District Magistrate, West Tripura to allow me scope to attend the co-ordination meeting to be held on 5th where all District Magistrates would be present for taking advantage of the meeting to let them feel the urgency of the issue so as to give a final shape in the matter of formation of blocks within the revenue mouza. It appears that the maps of revenue mouza have been made available with us, but it would be next to impossible to form blocks from the office itself on the basis of the maps available with us as the population of 600 or 750 for urban-rural areas may not be available from the same nor the natural boundaries for delimitation of the blocks would be available from the map itself. It was suggested that the work is to be done by the SDOs. Now that Registrar General, India has requested us for taking the steps for the same I was wondering whether I would request the D.Ms. in the meeting to be held on 5th for giving direc-

tions to the SDOs to form the blocks as the question of training of the enumerators and circle supervisors would of paramount importance in order to make the houselisting and housenumbering in 1980 and census of 1981 a success. Of course real work starts from 1980 and preliminary works for 1981 would start right from October as the main question is in relation to delimitation of blocks, circles and charges which would in their turn depend upon the close co-operation of the D.Ms. and SDOs. Shri D. K. Chaudhuri would please help me in furnishing the relevant data so that I can discuss the matter on 5th with the D.Ms.

So far sample census is concerned, 20% of the area is to be covered in general terms. But in Tripura it might be higher. 100% sample might have to be done here. Anyway the three aspects like (1) Place of Birth, (2) Migration and (3) Fertility have been included in sample slips. The very purpose would be frustrated if there is anything wrong in conception regarding which discussions were held. The Computors would make it a point to see that all doubts and confusions are wiped out in order to see that the sample slips are filled in properly keeping in view the difficulties experienced by us. It has got special importance so far Tripura is concerned as it is a border State surrounded on three sides by Bangladesh leaving scope for migration through unauthorised routes and which might help in appreciating the figure, if inflated on all a sudden, due to the migration from Bangladesh whereby the Government would be in a position to appreciate whether any such incident occured in Bangladesh which led to such migration. It is one aspect. Another aspect is to appreciate whether there is tendency of migration from rural area to urban area for finding scopes for sustenance whereby the impact of the plans and schemes of different five year plans would be appreciated. This discussion in general terms was made with the idea of impressing upon the computors who would be imparting training to appreciate the seriousness of the issue. Of course these should not be discussed by them with the enumerators at the time of training as there is scope for confusion if such stray discussions are held which might lead to debate and unnecessary embarrassing situation which should be avoided at all costs as mentioned earlier.

Location Code and Code No.

It was found in case of Udaipur that the Location Code number and Pad numbers were not given in the Pads and the work was left to to be done afterwards. This is not desirable and the Computors are requested to take a particular note on this point while they would be imparting training to the enumerators.

Notional map :

First of all the drawing up of the notional map by Shri P. K. De was taken up for discussion as the same was not prepared in the way as directed by the office of the Registrar General, India. Some such cases also have happened in case of Kailasahar, but Kailasahar has got its peculiarity in a sense that the area is more or less straight one which does not allow adjustment within the map as designed by the office of the Registrar General, India. Perhaps this leaves scope for taking up of readjustment of design by the office of the Registrar General, India.

Census House :

Number of census houses have been recorded, as it appears, in conformity with the directions, but in some cases some errors have cropped up. As for example, the area of Shri T. D. Sarkar, Computor, the last No. 140, ought to be by-numbered of the continuous census house number. Otherwise there is scope for misunderstanding as seriality of

census houses would not tally with those mentioned in the notional map. Some cases have happened in some other areas also and ultimately these have been rectified. The addition or cancellation of census house during the revisional round have not, as it appears, affected the serial number and this has been truely presented while filling up Col. No. 6 of the Abridged List which is the main basis of enumeration of residential census houses. Of course there have been some errors here and there which should be taken care of while the Computors in particular would be sent for imparting training in the field.

Population Record :

Upto Col. 7 of the Population Record which tallies upto Col. 5 of Individual Slip are to be recorded in the field in the sense that filling up the Individual Slips, the columns upto marital status (Col. No. 5 of the Individual Slip) are first of all to be recorded in the Population Record in order to see that all the inmates of the household are enumerated. As regards Cols. 8 to 21 of the Population Record the same relates to male sex whereas Col. No. 22 to 43 relate to female sex and as such there appears to be scope for ticking the male as female and female as male while doing so as home work. This has been mentioned here as due care was not taken while doing the home work and it had a bearing upon all the relevant records which had to be rectified afterwards.

Enumerators Abstract :

In most of the cases it appears to be in order whereas in some cases mistakes have cropped up and perhaps due to the fact that the same were not compared with the working sheet.

Enumerators Abstsact perhaps been prepared in such a way that some cris-cross check would leave scope for seeing whether the figures are correct. As for example, literate and illiterate combined together will tally with the total population. So this point is to be looked into very carefully by the computors particularly as they would have to lay emphasis on this point very very seriously upon the enumerators as the provisional figures shall have to be sent to the office of the Registrar General, India just on completion of the enumeration. This point is being herped upon very very serious as serious difficulties were confronted with by the Director during the 1971 census. This would not only pave the way for furnishing information to the office of the Registrar General, India as mentioned earlier but also help us in appreciating the work done by the enumerators.

Sample Slip :

Almost all the Sample Slips of all Computors excepting that of Shri P. K. De appears to be in order. That of Shri P. K. De has led us to think that the Computors should make the same very clear to the trainees at the time of training in order to see that the entire energy does not go waste for wrong conception by the enumerators.

Housenumbering and houselisting

Somebody suggested whether we could think of readjustment of the notional map in such a way that it covers the broad aspects like institutions, building etc. It was emphatically stated that no questions of thinking of the liberalisation of the procedure of the houselisting. It should be rather more strict to make it as accurate and as precise possible as it is the only way to find out whether all the houses particularly residential houses have been enumerated. Of course post-enumeration check would definitely go a long way in helping us to satisfy ourselves whether the census was done up to

the mark. But in Tripura post-enumeration check was not done during 1971 census. Now that Tripura has attained statehood meanwhile we would press our demand for post-enumeration check in Tripura if it is not done as usual like other States.

The matter of utmost importance is the time consumed for filling up of Individual Slip and Sample Slip and as such the incumbent concerned were requested to list out the full particulars within three days.

So far the No. 2 point, *i.e.*, suggestions for improvement in the schedules are concerned, the following points came up :—

Map :

As the area in Kailasahar was straight one and there was no scope for adjustment within the design of sample map sent by the office of the Registrar General, India we should either make a reference to the Registrar General, India or take up the matter in the conference or both. It is better if we make a reference mentioning all the salient points.

Census Household :

It was found at Udaipur during enumeration that one census house housed one household though there were three constructions and one room already existing at the time of enumeration was rented out to a new family which was found at the time of revisional round. The question arose whether sign oblique would be there or within bracket. It was the consensus of opinion that the number to be allotted to the household should be within bracket after the main number already given as it was an existing construction and not a new one. However, a reference may be made to the office of the Registrar General, India or it may be taken up in the conference as mentioned earlier.

Population Record :

As regards Population Records it appears that the workload becomes on the high side as the enumerators had to work from morning 6 to evening 6 and after that it was really troublesome for carrying out home work after day's labour from 6 A.M. to 6 P.M. of course housenumbering and houselisting would be done in 1980 and enumeration on the basis of Abridged list would be conducted in 1981. Yet for all there is scope for discussion during conference so that the long sheet containing so many columns which are mostly meant for tabulation can be discarded for the enumerators and it can be done in the office during tabulation. This would perhaps have to be taken into consideration if the economic census schedule which has not been canvassed during second pre-test also is to be canvassed during 1980 or 1981 as the case may be.

Individual Slip :

So far the Individual Slip is concerned, upto Col. 13 no difficulties were experienced except in a few cases so far the S.C. or S.T. are concerned. So far S.C. is concerned one person at Kailasahar responded as S.C. first of all and on showing him the list containing the Presidential Order he could not mention any such name which covers the item of 'Sabdakar'. As such he was not recorded as S.C. and it was rightly done. As regards Rajnagar area one person responded as 'Das' and the

Supervisor made queries as to how he was doing some duties of the 'Goala' by selling out 'Chira and Dahi'. Then he told that he belongs to 'Halla Das' and he has managed to obtain one certificate of S.C. of Namasudra community. This kind of questions shall have to be avoided in all cases as first of all it is a sensible point and secondly leaves scope for controversy which would lead to chaos and which in its turn is infectious one. So from all points of view we should not land ourselves in such kind of controversy as the instructions are that we should record as per the reply of the respondent. So far the S.T. is concerned the return was upto the mark. Yet for all it was felt that the sub-tribes of some tribes like 'Halam' and 'Noatia' should find place in the Pesidential Order. The mother tongue also came up for discussion and it was clearly mentioned that the language used by the mother with the children should always be taken into account and the instructions are to be clearly followed. As regards the educational attainment no such case of a boy reading in nursery upto the age of 4 years has been found. Yet for all the Computers have been requested to emphasize on this point to the enumerators to be trained by them to see that the children upto the age of 4 even though appear to be literate should not be recorded as literate. Educational attainment also came up for discussion and it was found that some of the enumerators mentioned clearly as M. A. Pol. which is quite in conformity with the instructions. So upto the Col. 13 no difficulties were there so to say. Real difficulties started from Question No. 14A to 15B which relates to economic aspects. The main question discussed was that the basic idea of the census is to appreciate persons enumerated in their social, cultural and economic setting. Items upto Col. 13 of Individual Slip relate to Social and cultural aspects and from 14A to 15B relate to economic aspect. Now the question arises whether the actual picture of economic aspect is being presented from question No. 14A upto question No 15B. The instructions, as it appears, have been strictly complied with by the enumerators and supervisors as they have not gone by question by question. They have posed questions in such a way that there is no scope for entering 'Yes' against Col. 14A and say that it should be 'No' after getting the reply against remaining columns. The 'Yes' should be 'No'. They have not done so whereby the mistakes are very rare. The advantages so far Tripura is concerned what that lion share of the work was done by the census staff as some Assistant Teachers either fell sick or went out on L.T.C. The persons working in the Census Directorate were engaged in the job. The idea in general was that the persons who would be working in the second pre-test would be engaged in the actual census. We also tried our best to do so but circumstances compelled us to engage the census directorate staff who are already in the line. So the Computors will have to deal with the persons who are completely lay man in the line and would have to make them understand particularly these economic tables which have got bearing upon the code numbering. Even though the services of the vast experienced staff have been utilised, it would not be proper if the real picture is not brought out. Hence some sample checking was done and the mistakes as detected were discussed. Some of them are like :—

The description of work which has bearing upon N.C.O. code was not done in sufficient details. As for example, in Kailasahar and Udaipur only Assistant Teacher was written. Now A sistant Teacher of H.S. School would be included within one code whereas Assistant Teacher of Primary School would have to be shown against another code. Another case like 'Sarkar' was mentioned, but the actual work was not clear as details was not there in the sense that whether he is a salesman or an Accountant or a Cashier, could not be detected. If it is salesman it will be one code, if it is Accountant it will be another code. The Same thing lies regarding N.I.C.

code. The extracts were read out to lay emphasis on this point as the Computors would have to take N.I.C. and N.C.O. code in mind while imparting training to the Assistant Teachers and Circle Supervisors as the case may be as this would facilitate correct enumeration and tabulation.

"Occupation" is the description of actual work that a person enumerated was doing at the time of the census irrespective of the type of industry, trade, profession or service in which he might have been working. Nature of industry, trade, profession or service in which a person was engaged enabled his being classified into the precise sector of economy in which he was working. Thus, while the National Industrial Classification of 1971 (N.I.C.) provided a base for distribution of workers to different sectors of economy, the National Classification of Occupations (N.C.O.) afforded a classification of workers by the exact nature of work done by them.

As an illustration, a person engaged in cotton spinning, weaving, shrinking, sanforizing, mercerising and finishing of cotton textiles in mills was accorded a N.I.C. code of 231 and was given N.C.O. code 243 if working as manager, 331 if working as cashier, 755 if working as weaver, 752 if working as spinner and so on".

In the case of block No. 7 of Ramnagar town area one Minister was enumerated. The class of worker could not be decided whether he would be an 'employee' or 'single worker'. So reference is to be made to the Registrar General, India or taken up in the conference or both as mentioned earlier.

Now going back to the second circular of the Registrar General, India as mentioned earlier which is the basis of 1981 census all the steps are to be taken by us and as such Shri Bhuyan would please arrange for replying to the queries of Registrar General, India with the assistance of Sri Dulal Kanti Choudhuri and Sri S. Chakraborty. While replying the queries of R.G. it might so happen that some such steps are required to be taken by us like delimitation, preparation of calendar etc. Perhaps there may be such items which might warrant discussion with the D. Ms to be held on 5th which might help us in replying to the letter of R.G. I was wondering whether we could utilise the good offices of the Computors for the 10 sub-divisions for the delimitation of the blocks which would facilitate for chalking out the programme for training as one Supervisor would be meant for five block and 8-10 circle Supervisors would be meant for one charge. The basic idea was that the programme is to be arranged in such a way that the Computors who have got the experience of this department for long years and also the experience of first pre-test and particularly of second pre-test so far the 1981 census is concerned would be engaged for training of the enumerators as a mobile unit as the very success of the census depends upon the same. It is our experience that the SDOs do not find time nor the charge officers can find time due to some other pre-occupation and naturally it is expected of us to render all possible assistance and co-operation to the respective SDOs and D. Ms for seeing that the schedule or the calendar prapared by us are adhered to as per commitment to be made by us to R.G. in pursuance of the second circular as received by us. So far the map section is concerned I committed the R.G. that also after discussion for more than three or four times but I could not keep my promise. For one time I may be excused but perhaps there will be no excuse if it is sought for second time. This thought impelled me to think that some such steps are to be taken in order to see that the services of each incumbent are utilised properly and it is the system and

not the incumbent who alone would work. During the absence of some incumbent the work should and would go on. This would warrant preparation of duty chart for which Shri P.C. Das has been requested to look after the same. Shri Bhuyan has been requested to consult with Shri D.K. Choudhuri and Shri S. Chakraborty and discuss how best different sections can be arranged for in such a way that the works run smoothly and systematically. If the said arrangement is to be readjusted that also should be done immediately.

Next we discussed regarding backlog particularly of SRS and Infant & Child Mortality and Family Planning survey. It was emphasised that all works shall have to be completed within October without fail as we are supposed to give our full attention for the purpose of houselisting and housenumbering to be conducted in 1980 which are the preparatory steps for 1981 census. It was suggested that the services of almost all the Computors might be required for taking the backlog upto the mark and as such it was requested that the services of all concerned may be utilised in such a way that the works are done smoothly and systematically.

The SRS work is being done in areas other than municipal area by the Assistant Teachers and in some cases may be by SEW and half yearly work is done by our Computors. Of course half yearly works are done independently and there is a gap in between the cup and the lip in the sense that the matching in between the work of field workers and half yearly work done by the Computors is not being done as per schedule as the services of Computors had to be utilised for second pre-test. Now that the officers have returned this work also should be looked into in order to see that the matching work is done according to the instructions. It might so happen that the field verifications would be necessary and such time bound programme is to be chalked out by Shri Bhuyan in consulation witn Shri D.K. Choudhuri and Shri S. Chakraborty. I was wondering whether we can distribute three districts for the purpose of SRS in addition to other duties like Tripura West for Shri Bhuyan, Tripura North for Shri D.K. Choudhuri, Tripura South for Shri S. Chakraborty. This point may be examined so as to find out whether it would be a feasible proposition.

As regards the municipal area I made a query as to whether monthly survey is being conducted or not. I wrote a note in the file to sit with the Asstt. Compilers appointed for the municipal area. I do not know the result of the file. Anyway let us sit one day in order to find out the ways and means. The services of the persons appointed for the posts of Asstt. Compilers should be utilised for the purpose for which they are meant.

The introduction of correspondence in Hindi also came up for discussion though it is a matter to be discussed in the quarterly meeting. The appointment of Hindi Translator and Typist would facilitate no doubt and as such reminders should be issued.

ANNEXURE—15.

CENSUS PRIORITY.

Government of Tripura

Office of the Addl. Chief Secretary

Shri S. R. Sankaran,
Addl. Chief Secretary,
Tripura, Agartala.
D. O. No. 12-44(T)79 *Date 27-12-1979.*

Dear Shri

It needs hardly any emphasis that the decennial census is a national task. It is conducted under the supervision and guidance of the Directorate of Census Operations. But the State Government personnel are the implementing agencies so far the field work and compilation work are concerned. It is not feasible nor desirable to have such large number of staff only for census work. Moreover, it is in the interest of the State Government that the census work is to be carried out and that also according to the schedule as per time bound programme. As the data would indicate the impact of the five year plans, i. e. of the past, the social and cultural and economic setting as it obtains today and would also be pointer to the future in the sense that the presentation of the data would facilitate in formulating different plans and programmes. So it is incumbent upon me to impress upon you the urgency of the issue.

2. It is a fact that more or less the services of the same personnel engaged/to be engaged in connection with the election works are to be utilised for census works also which would in its turn imply the question of planning and observance of formalities lide formation of enumerators' blocks, giving of location code, appointment of enumerators, circle supervisors and charge superintendents etc., training of the census personnel at different levels, printing of census schedules to be canvassed well in time.

3. The population census would be undertaken in 1981 taking the sunrise of 1st March, 1981 as reference data no doubt, but houselisting operation is to be conducted from mid April to mid May, 1980 which is a preparatory step for 1981 population census.

4. By now you would have received circulars from the Director of Census Operations, Tripura, Circular No. 1 broadly detailing the outline of the steps to be taken by you, Circular No. 2 mentioning the procedure for delineation of enumerator's blocks for housenumbering and houselisting operations, Circular No. 3 explaining the Location Code including the procedure thereof and the fourth one in relation to the Charge Register to be maintained by the Charge Superintendent with copy to you so as to monitor the working of the enumerators and circle supervisors in the field.

5. The hierarchy is well known to you and lowest rung would be the enumerators to be supervised by the Circle Supervisor under the control and direction of the Charge Superintendent to be appointed by you. The question of appointment of enumerators and circle supervisors depends upon that of formation of the enumerators' blicks which should be formed in such a way that no person is left out nor any person is counted for more than one time. That means there should not be either by scope for under enumeration or over lapping. In order to arrest such situation the formation of the enumerators' blocks with a clear cut and well defined boundary is a must and that is the basic work to be done by you and this is to be done only after the physical verification as the clear cut and well defined boundary would involve the question of permanent land marks like rivers, cheras, roads, nalas etc. Wherever it is not available some such method is to be evolved so that the boundaries can be defined and it may vary from place to place. As for example, one house may be the point for demarcation by mentioning the name of the head of the family of the house.

6. In order that the enumerators can know the area where he is supposed to work the map of the area would have to be furnished to him and in order to draw up the map physical verification as mentioned earlier seems to be a must. So spade work is to be done and perhaps the services of Panchayat Secretaries of Panchayat Organisation, V. L. Ws. of Agricultural Organisation besides that of Tahasildar would have to be utilised for formation of such blocks. In this regard the Director of Census Operations, Tripura has made references to you whether it would be feasible to go ahead with the task with some such officers whose services have not been utilised for the same purpose of elections as election as to be given the highest priority.

7. The houselisting operations would be conducted from mid April to mid May and the training programme can be conducted will in time after the elections are over and it would be matter of great relief if the enumerators' blocks could be formed in the meantime. I request you to make it a point to see that the work in connection with the formation of enumerators blocks is done in such a way that the training could be imparted well ahead of mid April to mid May by what period the houselisting operation is to be completed as per the census calendar prepared by the Director of Census Operations and supplied to you alongwith the Circular No. 1.

8. Soon after the elections are over, it is proposed to hold a meeting to check up the progress made and the further programmes.

Yours sincerely,
Sd/- S. R. Sankaran.

To
Shri

Copy to the All Departments/Heads of Departments/Officers of the Government with the request to impress upon their officers and staff the necessity and importance which the Government attach to this important national work urging upon them to carry out their respective duties in connection with the census promptly, accurately and efficiently with care and diligence.

Sd/- Addl. Chief Secretary
Government of Tripura.

1981 CENSUS CALENDAR—TRIPURA

July, 1979 to August, 1979	(i) Preliminary discussion with State Government regarding appointment of District Census Officers and Sub-Divisional Census Officers and other lower functionaries.
	(ii) Preparation of General Village Register and Town Register.
	(iii) Collection of area figures from the Survey and Settlement Department.
	(iv) Notification of Census taking in the State Gazette as required under the Census Act.
	(v) Appointment of District Magistrates and Sub-divisional Officers as District Census Officers and Sub-divisional Census Officers respectively.
	(vi) Collection of up-to-date Town/Block/Sub-division/District/State maps.
September, 1979 to October, 1979	(i) Issue of circulars to all District Magistrate and Collectors and Sub-divisional Officers explaining the procedure to be followed in the census and requesting them to complete all preliminary work relating to census as expeditiously as possible.
	(ii) Delimitation of Standard Urban Area in terms of Rural and Urban units.
	(iii) Issue of general circulars with the signature of Chief Secretary explaining the importance of census and requesting all Government officials for rendering full co-operation to the Census Organisation.
	(iv) Assigning of location code No. to all census units.
November, 1979 to December, 1979	(i) Constitution of enumerator's blocks, supervisor's circle and charges of charge superintendents for housenumbering and houselisting.
	(ii) Notification of census questions and instruction in the State Gazette as required under Census Act.
	(iii) Issue of instructions for housenumbering and houselisting operation.
	(iv) Conference of District Magistrates and Sub-divisional Officers and training classes for Sub-divisional Officers and Charge Superintendents in Housenumbering, houselisting and enterprise slips.
	(v) Appointment of enumerators, supervisors and charge superintendents for housenumbering and houselisting operation.
	(vi) First training classes of enumerators and supervisors to be conducted at sub-divisional and charge level.
	(vii) Despatch of houselists, enterprise slips, enumerators' abstracts and instruction booklets to SDOs.
	(viii) Publicity of housenumbering and houselisting operation.
January, 1980 to March,1980	(i) Training classes of enumerators and supervisors for housenumbering and houselisting operation (2nd 3rd round) including practical exercises with the help of schedules meant for training.
	(ii) Publicity for housenumbering and houselisting operation is to be intensified.
	(iii) Collection of data for village and town directory.
Mid April, 1980 to Mid May, 1980	(i) Housenumbering and houselisting and canvassing of enterprise slips and preparation of notional maps.
June, 1980:	(i) Filled in houselists, and enterprise slips to be received by the SDOs.

	(ii) These schedules will be despatched to the DCO's office. (One copy of houselists is to be retained by the SDO)
	(iii) Preliminary checking of houselists and enterprise slips for completeness in DCO's office.
July, 1980 to August, 1980	(i) Preparation of charge-registers, re-delimitation of enumerator's block and supervisors' circles on the basis of houselisting operation, wherever necessary.
	(ii) Selection of additional enumerators and supervisors in each charge on the basis of re-delimitation.
	(iii) Compilation of Abridged Houselists.
September, 1980 to October, 1980	(i) Detail instruction to be issued formulating the training programme of census officers at all levels.
	(ii) Distribution of instruction booklets, individual slips for training purpose to each sub-divisional office.
	(iii) Conference of District Census Officers, S. D. Os and Charge superintendents regarding enumeration.
	(iv) Training of District Census Officers, Sub-divisional Census Officers and Charge Superintendents for filling up the Individuals slips, household schedules etc.
	(v) Publicity measures to be intensified.
November, 1980 to December, 1980	(i) Training of enumerators and supervisors (1st & 2nd round with the help of training schedules)
	(ii) Distribution of all varieties of forms for enumeration to Sub-divisional officers and amongst Charge Supdts. and Circle Supervisors by SDOs.
January, 1981:	(i) Distribution of forms & schedules to enumerators by the Charge Superindents and Circle Supervisors.
	(ii) Final (3rd) round of training to enumerators and supervisors.
9th Feb, to 28th February, 1981:	Census enumeration.
Night of 28th Feb.	Enumeration of houseless population.
1st March to : 5th March, 1981	Revisional round to every household by every enumerator.
6th March, 1981 :	Compilation and reporting of provisional totals by charge Superintendents to Sub-divisional Census Officers.
7th March, 1981 :	Compilation and reporting of provisional total to the Director of Census Operations by Sub-divisional Census Officers.
8th March, 1981 :	Communication of Provisional total to Registrar General, India.
9th March to 16th March,1981,	Collection of enumeration pads and other census papers from all Charge Superintendents by Sub-divisional Census Officers and despatch of the same to the Director of Census Operations through special massenger.

1981 CENSUS CALENDAR—TRIPURA. (REVISED)

July, 1979 to August, 1979	(i) Preliminary discussion with State Government regarding appointment of District Census Officers and Sub-divisional Census Officers and other lower functionaries.
	(ii) Preparation of General Village Register and Town Register.
	(iii) Collection of arear figures from the Survey and Settlement Department.
	(iv) Notification of Census taking in the State Gazette as required under the Census Act.
	(v) Appointment of District Magistrates and Sub-divisional Officers as District Census Officers and Sub-divisional Census Officers respectively.
	(vi) Collection of up-to-date Town/Block/Sub-division/District/State maps.
September, 1979 to October, 1979	(i) Issue of Circulars to all District Magistrate and Collectors and Sub-divisional Officers explaining the procedure to be followed in the census and requesting them to complete all preliminary work relating to census as expeditiously as possible.
	(ii) Delimitation of Standard Urban Area in terms of Rural and Urban units.
	(iii) Issue of general Circulars with the signature of Chief Secretary explaining the importance of census and requesting all Government officials for rendering full co-operation to the Census Organisation.
	(iv) Assigning of location code No. to all census Units.
November, 1979 to December, 1979	(i) Constitution of enumerators blocks, supervisor's circles and Charges of charge Officers for housenumbering and houselisting.
	(ii) Issue of instructions for housenumbering and houselisting operation.
	(iii) Conference of District Magistrates and Sub-divisional Officers and training classes for Sub-divisional Officers and Charge Officers in Housenumbering, Houselisting and enterprise lists.
	(iv) Appointment of enumerators, supervisors and Charge Officers for Housenumbering and Houselisting Operation.
	(v) First training classes of enumerators and supervisors to be conducted at sub-divisional and charge level.
	(vi) Despatch of houselists, enterprise lists, enumerators' abstracts and instruction booklets to SDOs.
	(vii) Publicity of housenumbering and houselisting operation.
January, 1980 to April, 1980	(i) Training classes of enumerators and supervisors for housenumbering and houselisting operation (2nd and 3rd round) including practical exercises with the help of schedules meant for training.
	(ii) Publicity for housenumbering and houselisting operation is to be intensified.
	(iii) Collection of data for village and town directory.
1st May, 1980 to 20th May, 1980	(i) Distribution of forms and schedules for actual Houselisting Operations.
	(ii) Refresher's training including practical on Houselisting operations.
21st May to 21st June, 1980	(i) Housenumbering and houselisting and canvassing of enterprise lists and preparation of notional maps,

22nd June to 14th July, 1980	(i) Filled in houselists, and enterprise lists as to be received by the S.D.Os.
	(ii) These schedules (excluding Enterprise list) will be despatched to the DCO's office. (ONE COPY OF HOUSELISTS IS TO BE RETAINED BY THE SDO.)
	(iii) Preliminary checking of houselists for completeness in DCO's office.
15th July to August, 1980	(i) Preparation of charge-registers, redelimitation of enumerators' block and supervisors' circles on the basis of houselisting operation, wherever necessary.
	(ii) Selection of additional enumerators and supervisors in each charge on the basis of redelimitation.
	(iii) Training and practical work on Abridged Houselist.
	(iv) Compilation of Abridged Houselists.
September, 1980 to October, '80	(i) Detail instruction to be issued formulating the training programme of census officers at all levels.
	(ii) Distribution of instruction booklets, Household Schedules and individual slips for training purpose to each Sub-divisional office.
	(iii) Conference of District Census Officers, SDOs and Charge Officers regarding enumeration.
	(iv) Training of District Census Officers, Sub-divisional Census Officers and Charge Officers for filling up the Individual Slips, Household Schedules etc.
	(v) Publicity measures to be intensified.
	(vi) Notification of census questions and instruction in the State Gazette as require under Census Act.
November, 1980 to December, '80	(i) Training of enumerators and supervisors (1st & 2nd round with the help of training schedules)
	(ii) Distribution of all varieties of forms for enumeration to Sub-divisional Officers and amongst Charge Officers and Circle Supervisors by SDOs.
January, 1981.	(i) Distribution of forms & Schedules to enumerators by the Charge Officers and Circle Supervisors.
9th February, to 28th February, 1981	(ii) Final (3rd) round of training to enumerators and supervisors.
	(i) Census enumeration.
Night of 28th February, 1981	(i) Enumeration of houseless population.
1st March ro 5th March, 1981	(i) Revisional round to every household by every enumerator.
6th March, 1981	(i) Compilation and reporting of provisional totals by Charge Officers to Sub-divisional Census Officers.
7th March, 1981	(i) Compilation and reporting of provisional total to the Director of Census Operations by Sub-divisional Census Officers.
8th March, 1981	(i) Communication of Provisional total to Registrar General, India.
9th March to 16th March, 1981	(i) Collection of enumeration pads and other census papers from all Charge Officers by Sub-divisional Census Officers and forward the same to District Census Officers they in their turn despatch the same to the Director of Census Operation through special messenger.

ANNEXURE—18

REVISED CENSUS CALENDAR FOR 19 CHARGES*

September, 1980	(i) Completion of houselisting and housenumbering operations.
	(ii) Collection of filled-in forms etc. from the Sub-divisional Officers.
	(iii) These schedules (excluding Enterprise list) will be despatched to the Directorate of Census Operations (one copy to be retained by the Sub-divisional Census Officers).
October, 1980	(i) Redelimitation of enumerators' blocks and Supervisors' Circle on the basis of houselisting operation wherever necessary and preparation of Charge registers.
	(ii) Selection of additional enumerators and supervisors in each charge on the basis of re-delimitation.
	(iii) Training and Practical work on Abridged Houselist.
	(iv) Compilation of Abridged Houselists.
1st to 15th November, 1980	(i) Conference of District Census Officers, Sub-divisional Officers and Charge Officers regarding enumeration.
	(ii) Training of District Census Officers, Sub-divisional Census Officers and Charge Officers for filling up the Individual Slips, Household Schedules etc.
	(iii) Appointment of all enumerators and Supervisors.
	(iv) Detail instruction to be issued formulating the training programme of Census Officers at all levels.
	(v) Distribution of Instruction Booklets, Household schedules and Individual Slips for training purpose to each Sub-divisional Officer.
16th November to 31st December, 1980:	(i) Training of enumerators and Supervisors (1st, 2nd & 3rd round with the help of training schedules).
	(ii) Distribution of all varieties of form for enumeration to Sub-divisional Officers and amongst Charge Officers and Circle Supervisors by Sub-divisional Census Officers.
	(iii) Publicity measures to be intensified.
January, 1981	(i) Distribution of forms and schedules to enumerators by the Charge Officers and Circle Supervisors.
	(ii) Final (4th) round of training to enumerators and Supervisors.
9th to 28th February, 1981 :	Census enumeration
Night of 28th February, 1981:	Enumeration of houseless population.
1st March to 5th March, 1981 :	Revisional round to every household by every enumerator.
6th Marh, 1981:	Submission of enumerators' Abstract and all other records by enumerators to supervisors.
7th March, 1981:	Submission of all records pertaining to his circle by the Supervisor to the Charge Officers.
8th March, 1981:	(i) Preparation of Charge Abtract for provisional result by Charge Officer.
	(ii) Communication of charge figures of Sub-divisional Census Officers with simultaneous information to the Director of Census Operations, Tripura in standard message form.

(iii) Communication of Sub-divisional figures to District Census Officers by Sub-divisional Census Officers with simultaneous information to the Director of Census Operations, Tripura in standard message form.

9th March, 1981: Preparation of District Abstract for provisional result by the District Census Officers and communication of the District figures in the standard message form to the Director of Census Operations, Tripura and to the Registrar General, India, New Delhi.

10th March, 1981: Preparation of State Abstract and communication in standard message form to the Registrar General, India by the Director of Census Operations, Tripura.

12th March, 1981: Submission of all records to the Sub-divisional Officer by Charge Officers.

14th March, 1981 Submission of all records to the District Census Officer by Sub-divisional Census Officers.

16th March, 1981: Submission of all records to the Director of Census Operations, Tripura.

**Khowai Sub-division*

1. Khowai Town

Sardar Sub-division

2. Agartala Town

Sonamura Sub-division

3. Sonamura Town
4. Melagarh Block

Dharmanagar Sub-division

5. Dharmanagar Town
6. Kanchanpur Block
7. Panisagar Block

Kailasahar Sub-division

8. Kailasahar Town
9. Chhamanu Block
10. Kumarghat Block

Kamalpur Sub-division

11. Kamalpur Town
12. Salema Block

Udaipur Sub-division

13. Udaipur Town

Amarpur Sub-division

14 Amarpur Town

Belonia Sub-division

15. Belonia Town
16. Bagafa Block
17. Rajnagar Block

Sabroom Sub-division

18. Sabroom Town
19. Satchand Block.

REVISED CENSUS CALENDAR FOR 8 CHARGES

September 1980 :	(i) Collection of all filled-in forms of the blocks where houselisting and housenumbering operations have since been completed.
	(ii) Assessment of the extent of work completed, partly completed and finalisation of report thereof.
October, 1980 :	(i) Selection and appointment of new enumerators and supervisors if required for housenumbering and houselisting operation where the same could not be completed or re-doing of the same is required.
	(ii) Printing and supply of forms if required for housenumbering and houselisting operation.
	(iii) Training of new enumerators and supervisors if required for houselisting & housenumbering operation.
	(iv) Training and Practical work on Abridged Houselist at Sub-divisional level.
1st to 30th : November, 1980	(i) Housenumbering and houselisting operation in the areas where the work was partly done or where the work was not started or where re-doing of operation is required for loss or damage of records.
	(ii) Conference of District Census Officers, Sub-divisional Officers and Charge Officers regarding enumeration.
	(iii) Training of District Census Officers, Sub-divisional Census Officers and charge Officers for filling up the Individual Slips, Household Schedules etc.
	(iv) Detail Instruction to be issued formulating the training programme of Census Officers at all levels.
	(v) Distribution of Instruction Booklets Household Schedules and Individual Slips for training purpose to each Sub-divisional Officer.
1st to 10th : December, 1980	(i) Collection of all records of houselisting and housenumbering operation of all blocks and despatch of one copy of the same to the Director of Census Operations, Tripura.
11th to 31st : December, 1980	(i) Redelimitation of enumerators' 'blocks and supervisors' circles on the basis of houselisting operation and preparation of Charge Registrar.
	(ii) Preparation of Abridged Houselists.
	(iii) Selection of additional enumerators and Circle Supervisors in each charge on the basis of redelimitation.
	(iv) Appointment of all enumerators and Supervisors for enumeration.
1st to 20th : January, 1981	(i) Training of Enumerator & Supervisors (1st, 2nd & 3rd round).
	(ii) Distribution of all varieties of forms for enumeration to Sub-divisional Officers and amongst Charge Officers and Circle Supervisors by Sub-divisional Officers.
21st to 31st : January, 1981 :	(i) Distribution of forms and schedules to enumerators by the Charge Officers and Circle Supervisors.

	(ii)	Final (4th) round of training to enumerators and supervisors.
9th to 28th : February, 1981		Census enumeration.
Night of 28th : February, 1981		Enumeration of houseless population.
1st March to: 5th March, 1981		Revisional round to every household by every enumerator.
6th March, 1981 :		Submission of enumerators' Abstract and all other records by enumerators to Supervisors.
7th March, 1981 :		Submission of all records pertaining to his circle by the Supervisor to the Charge Officer.
8th March, 1981 :	(i)	Preparation of Charge Abstract for Provisional result by Charge Officer.
	(ii)	Communication of Charge figures to Sub-divisional Census Officers with simultaneous information to the Director of Census Operations, Tripura in standard message form.
	(iii)	Communication of Sub-divisional figures to District Census Officers by Sub-divisional Census Officer with simultaneous information to the Director of Census Operations, Tripura in standard message form.
9th March, 1981 :		Preparation of Distrist Abstract for provisional result by the District Census Officer and communication of the District figures in the standard message form to the Director of Census Operations, Tripura and to the Registrar General, India, New Delhi.
10th March, 1981 :		Preparation of State Abstract and communication in standard message form to the Registrar General India by the Director of Census Operations, Tripura.
12th March, 1981 :		Submission of all records to the Sub-divisional Officer by Charge Officers.
14th March 1981 :		Submission of all records to the District Census Officer by Sub-divisional Census Officer.
16th March, 1981 :		Submission of all records to the Director of Census Operations, Tripura.

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* Khowai Sub-division

1. Khowai Block
2. Teliamura Block

Sadar Sub-division

3. Jirania Block
4. Mohanpur Block
5. Bishalgarh Block

Udaipur Sub-division

6. Matabari Block

Amarpur Sub-division

7. Amarpur Block
8. Durburnagar Block.

ANNEXURE—20 A

STATEMENT SHOWING THE REQUIREMENT OF CENSUS FORMS AND SCHEDULES IN CONNECTION WITH 1981—CENSUS.

Notional Map/Lay-out sketch	Indivi-dual Slip Bengali 50	Indivi-dual Slip Bengali 25	Indivi-dual Slip English 50	Indivi-dual Slip English 25	House-hold Schedule Bengali 25	House-hold Schedule Bengali 10	House-hold Schedule English 25	House-hold Schedule English 10	Instruc-tion Booklet Bengali	Intruc-tion Booklet English	Degree holder and technical personnel schedule
1	2	3	4	5	6	7	8	9	10	11	12
23,000	53,520	11,080	4,125	900	19,480	11,500	1,000	898	6,000	1,974	90,000

ANNEXURE—20 B

STATEMENT SHOWING THE DISTRIBUTION OF CENSUS MATERIALS IN CONNECTION WITH 1981—CENSUS

Name of District	Notio-nal Map/ Layout sketch	Indivi-dual Slip Bengali 50	Indivi-dual Slip Bengali 25	Indivi-dual Slip English 50	Indivi-dual Slip English 25	House-hold schedule Bengali 25	House-hold schedule Bengali 10	House-hold schedule English 25	House-hold schedule English 10	Instruc-tion Booklet Bengali	Instruc-tion Booklet English	Degree holder and techni-cal per-sonnel sche-dule
1	2	3	4	5	6	7	8	9	10	11	12	13
WEST TRIPURA	10,208	25,881	5,405	1,884	500	7,959	5,792	541	131	2,495	299	54,955
NORTH TRIPURA	6,792	13,980	2,894	1,441	352	6,102	872	359	556	1,545	1,062	16,040
SOUTH TRIPURA	6,000	13,659	2,781	800	48	5,419	4,836	100	211	1,960	613	19,005
	23,000	53,520	11,080	4,125	900	19,480	11.500	1,000	898	6,000	1,974	90,000

ANNEXURE—21

CIRCULAR No. 6

No. 12-44 (T) 79
Government of India
Ministry of Home Affairs
Directorate of Census Operations,
Tripura.

Dated, Agartala 14-1-80

To

The District Magistrates & Collectors-
cum-District Census Officers
The Sub-divisional Officers-cum-
Sub-divisional Census Officers.

Subject : Preparation of maps in connection with Houselisting operations.

Sir,

Kindly refer to Para 7 of my letter of even number dated the 15th November, 1979 (Circular No. 2) regarding preparation of various maps in connection with Houselisting operations. For all charge both rural and urban, it would be very much necessary to prepare maps in the manner indicated therein to ensure complete coverage of the area. On the map the block numbers should be shown neatly and clearly. *In case of rural area* the enumerators block numbers and the village numbers are to be depicted on the map. In order to keep distinction, different colours may be used. In case of *urban area* the charge maps should be prepared (as indicated in Circular No. 2) with all the enumeration block clearly demarcated. It will be necessary to show the Ward/Administrative division of the town in the map. Similarly, the notional map for each village and Ward/Administrattive divisions of towns should also be prepared. Again, lay-out sketch map should also be prepared for each enumerator's block.

A specimen copy showing the legends to be used in all the three types of maps is enclosed for your guidance.

Kindly acknowledge receipt of this circular.

Yours faithfully,
Sd/-
(S. R. CHAKRABORTY)
Director of Census Operations,
Tripura.

Copy to the :—

1. Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-110011 along with a spare copy for his porsonal section.
2. Addl. Chief Secretary, Govt. of Tripura. Agartala.
3. All Directors of Census Operations.
4. District Statistical Officers, Tripura.

Sd/-
Director of Census Operations,
Tripura.

ANNEXURE—22
CIRCULAR No. 3

No. 12-39 (T) 79
Government of India
Ministry of Home Affairs
Directorate of Census Operations,
TRIPURA

Dated, Agartala the 3-12-79

To

The District Magistrate & Collector
Cum - District Census Officer,
Sub-Divisional Officer-Cum-
Sub - Divisional Census Officer,

Subject : Location code numbers to administrative units for 1981 Census.

Sir,

As you are aware, there should not be scope either for under enumeration or for overlapping. In order to arrest such situation the most important requirement of Census is that no unit is left out from being covered and all these units are clearly identified. There are at present 3 districts, 17 development blocks and 10 towns in Tripura. So far the houselisting operation is concerned, the schedules containing housing particulars and other related matters are to be canvassed no doubt but the crux of the problems would be to identify the area to which those schedules to be canvassed correlate. For this purpose the minimum details necessary would be the names of the district, development block, town and village. It is evident that writing of these details on every sheet would involve a lot of scriptory work. An easy method of identification has, therefore, been evolved, namely, the Location Code. The location code is a simple device by which every area lying within any administrative unit in the State can be identified. Each such area can then be referred to by a combination of such numbers. Every district, every development block, town and every village can be identified by allotting it a distinct number. Similarly, code numbers are also to be given to the forms and schedules of every household. For the present I would like to confine your attention upto Enumerators' blocks. It may kindly be kept in view that Location Code numbers need not be used in case of sub-division in any census schedules. In fine, this Directorate will assign location code number upto village in rural areas and upto town in urban areas. It would be the responsibilities of the Charge Officers to assign the location code numbers to Enumerator's blocks in rural area and ward number/circle number and enumerator's block number in urban areas. The Enumerator will give number for buildings and census houses both in forms and in the houses during houselisting operation.

For the purpose of houselisting operation only the code numbers assigned for district, development block, town, village etc. are to be used. The column number 3 of the enclosed list would be used at the time of actual enumeration during 1981.

The system of assigning location code for Tripura is briefly discussed below :—

DISTRICTS :

The districts of Tripura are given three different location code numbers, *i.e.*

West Tripura	—	1
North Tripura	—	2
South Tripura	—	3

This number will form the first element of the location code.

DEVELOPMENT BLOCKS :

Every development block in a district is serialised in a convenient manner and numbered continuously within the district commencing from number 1. A list of assigning the code numbers is enclosed. This number will form the second element of the location code for rural areas.

VILLAGES :

A revenue village is considered as the smallest administrative unit for rural areas and accordingly every such village will have a code number. The revenue villages within the development blocks are arranged in a serpentine manner as far as practicable starting from the north-west point of the development blocks and ending down to the south-east or south-west point. Geographical contiguity of the villages has been maintained while assigning the code numbers. The location code number thus given for each village is also enclosed. This number will form the third element of the location code for rural areas.

TOWNS :

Since there are 3-4 towns within each district in Tripura, these are numbered in one continuous series without reference to the Development Blocks. However, the towns are given continuous number within the district and a list assigning these numbers is enclosed. In order to distinguish between towns and villages, the code numbers for towns are given in Roman figures. Thus, the Roman number assigned to the town will form the second element of location code in urban areas.

In case of Agartala town, the ward or any of the administrative boundary will form the third element. For other Notified Area Towns, the administrative division, if any, will from this number. If no such division exists, then '1' will be shown in this place.

ENUMERATOR'S BLOCKS :

As mentioned earlier the work of assigning location code numbers to the blocks will have to be done by Charge Officer. After the completion of this work by Charge Officer it will require scrutiny by the Sub-divisional Census Officers. Each village and town will be constituted into one or more enumeration blocks in accordance with the instructions issued in Circular Number 2. All the blocks within a charge are numbered serially in both rural and urban areas. The villages are to be arranged according to the location code and blocks number continuously for the entire development block. This block number will form the fourth element of the location code. The location code number of a village will have three elements, i.e., district, development block, village. Thus a location code number 1/3/49 would refer to the 49th village in the 3rd development block of the 1st district. Similarly, a location code number 1/1/2 would refer to ward or circle 2 of the 1st town of 1st district. The forth element, i.e. Enumerator's block No., would be indicated within bracket after the location code. For example, 1/3/49 (60), 1/I/2(15).

This point is explained below in more details :

Location Code of village/town	Approx. population	Approx. No. of enumerators' block	Location Code No. of blocks
RURAL			
1/3/1	6,000	8	1/3/1 (1) to 1/3/1 (8)
1/3/2	120	1	1/3/2 (9)
1/3/3	1,200	2	1/3/3 (10) & 1/3/3 (11)
1/3/4	30	1	1/3/4 (12)
1/3/5	10,000	13	1/3/5 (13) to 1/3/5 (25)
1/3/6	No population	1	1/3/6 (26)
1/3/7	200	1	1/3/7 (27)
URBAN			
1/I/1	6,000	10	1/I/1 (1) to 1/I/1 (10)
1/I/2	11,000	19	1/I/2 (11) to 1/I/2 (29)
1/I/3	16,000	26	1/I/3 (30) to 1/I/3 (55)

A block number should also be assigned to a 'no population' village so that a further check can be made whether any habitation is there or is not at present.

In the enclosed list of village with code numbers, is will be notice that some villages are shown as part. In such a case the other part of a village has been included within the municipal/notified area limit.

As soon as the delineation of blocks within a village or town is over, Charge Officer should go ahead with the allotment of continuous block number within his charge.

I would be grateful if you kindly acknowledge receipt of the circular.

Yours faithfully,
(S. R. CHAKRABORTY)
Director of Census Operations,
Tripura

Copy forwarded to the :—

1. Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi—110011.
2. Addl. Chief Secretary, Government of Tripura, Agartala.
3. All Directors of Census Operations.
4. District Statistical Officers.

Director of Census Operations,
Tripura.

ANNEXURE—22
CIRCULAR No. 3 (Revised)

Government of India
Ministry of Home Affairs
Directorate of Census Operations,
Tripura

No. 12-39 (T) 79 *Date. 19-12-79.*

To

The District Magistrate & Collector-cum-
District Census Officer

Sub-Divisional Officer-*cum*
Sub-Divisional Census Officer

Subject : Location Code Number to administrative units for 1981 Census.

Sir,

May I draw your kind attention to my Circular No. 3 sent with this office letter of even number dated the 3rd December, 1979 on the above subject.

The Government of India in its Circular No. 9 dated 11-12-1979 has brought an amendment in the Location Code by introducing the State Code as the Ist element of the Location Code. Accordingly, this revised circular is issued in partial modification of my previous Circular No. 3 dated 3-12-1979. Besides, the salient points which were mentioned earlier the same are being mentioned again in this revised circular for avoiding any kind of confusion.

As you are aware, there should not be scope either for under-enumeration or for overlapping. In order to arrest such a situation the most important requirement of census is that no unit is left out from being covered and all these units are clearly identified. There are at present 3 districts, 17 development blocks and 10 towns in Tripura. So far the houseling operation is concerned, the schedules containing housing particulars and other related matters are to be canvassed no doubt but the crux of the problem would be to identify the area to which those schedules to be canvassed correlate. For this purpose the minimum details necessary would be the name of the state, district, development block, town and village. It is evident that writing of these details on every sheet would involve a lot of scriptory work. An easy method of identification has, therefore, been evolved namely, the Location Code. The location code is a simple device by which every area lying within any adiministrative unit in the State can be identified. Each such area can then be referred to by a combination of such numbers. Every district every development block, every town and every village can be identified by allotting it a distinct number. Similarly, code numbers are also to be given to the forms and schedules of every household. For the present I would like to confine your attention up to Enumerator's blocks. It may kindly be kept in view that Location Code numbers need not be used in case of sub-division in any census schedules. In fine, this Directorate will assign location code number upto village in rural areas and upto town in urban areas. It would be the responsibilities of the Charge Officers to assign the location code numbers to enumerator's block in rural areas and Ward number/Circle number and enumerator's block number in urban areas. The Enumerator will give number for buildings and census houses both in forms and in the houses during houselisting operation.

For the purpose of houselisting operation only the code numbers assigned for state, district, development block, town, village etc. are to be used. The column number 3 of the enclosed list would be used at the time of actual enumeration during 1981.

The system of assigning location code for Tripura is briefly discussed below :—

STATE : The Code No. 21 has been assigned for Tripura.
This will form the first element of location Code.

DISTRICTS :

The districts of Tripura are given three different location code numbers, i.e.,

West Tripura—1

North Tripura—2

South Tripura—3

This number will form the second element of the location code.

DEVELOPMENT BLOCKS :

Every development block in a district is serialised in a convenient manner and numbered continuously within the district commencing from number 1. A list of assigning the code numbers is enclosed. This number will form the third element of the location code for rural areas.

VILLAGES :

A revenue village is considered as the smallest administrative unit for rural areas and accordingly every such village will have a code number. The revenue villages within the development blocks are arranged in a serpentine manner as far as practicable starting from the north-west point of the development blocks and ending down to the south-east or south-west point. Geographical contiguity of the villages has been maintained while assigning the code numbers. The location code number thus given for each village is also enclosed. This number will form the fourth element of the location code for rural areas.

TOWNS

Since there are 3-4 towns within each district in Tripura, these are numbered in one continuous series without reference to the Development Blocks. However, the towns are given continuous number within the district and a list assigning these number is enclosed. In order to distinguish between towns and villages, the code numbers for towns are given in Roman figures. Thus, the Roman number assigned to the town will form the third element of location code in urban areas.

In case of Agartala town, the ward or any of the administrative boundary will form the fourth element. For other Notified Area Towns, the administrative division, if any, will form this number. If no such division exists, then 'I' will be shown in this place.

ENUMERATORS' BLOCKS :

As mentioned earlier the work of assigning location code numbers to the blocks will have to be done by Charge Officer. After the completion of this work by Charge Officer it will require scrutiny by the Sub-divisional Census Officers. Each village and town will be constituted into one or more enumeration blocks in accordance with the instructions issued in Circular Number 2. All the blocks within a charge are numbered serially in both rural and urban areas. The villages are to be arranged according to the location code and blocks number continuously for the entire development block. This block number will form the fifth element of the location code.

The location code number of a village will have four elements, *i.e.* state, district, development block, village. Thus a location code number 21/1/4/49 would refer to the 49th village in the 4th development block of the 1st district of State 21, i.e., Tripura. Similarly, a location code number 21/1/I/2 would refer to ward or circle 2 of the 1st town of 1st district of State 21, i.e. Tripura. The fifth element, i.e. Enumerator's block number would be indicated within bracket after the location code. For example, 21/1/4/49 (60), 21/1/I/2(15).

This point is explained below in more details.

Location Code of village/town	Approx. population	Approx. No. of enumerators' block	Location Code No. of blocks
RURAL			
21/1/4/1	6,000	8	21/1/4/1(1) to 21/1/4/1(8)
21/1/4/2	120	1	21/1/4/2(9)
21/1/4/3	1,200	2	21/1/4/3(10) & 21/1/4/3(11)
21/1/4/4	30	1	21/1/4/4(12)
21/1/4/5	10,000	13	21/1/4/5(13) to 21/1/4/5(25)
21/1/4/6	No population	1	21/1/4/6(26)
21/1/4/7	200	1	21/1/4/7(27)
URBAN			21/1/I/1(1) to
21/1/I/1	6,000	10	21/1/I/1(10)
		19	21/1/I/2(11) to
21/1/I/2	11,000		21/1/I/2(29)
		26	21/1/I/3(30) to
21/1/I/3	16,000		21/1/I/3(55)

A block number should also be assigned to a 'no population' village so that a further check can be made whether any habitation is there or is not at present.

In the enclosed list of village with code numbers, it will be noticed that some villages are shown as part. In such a case the other part of a village has been included within the municipal/notified area limit.

As soon as the delineation of blocks within a village or town is over, Charge Officer should go ahead with the allotment of continuous block number within his charge.

I would be grateful if you kindly acknowledge receipt of the circular.

Yours faithfully,

(S. R. CHAKRABORTY)
Director of Census Operations.
Tripura.

Copy forwarded to the :—

1. Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi—110011.
2. Addl. Chief Secretary, Government of Tripura, Agartala.
3. All Directors of Census Operations.
4. District Statistical Officers.

Sd/-

(S. R. CHAKRABORTY)
Director of Census Operations.
Tripura.

ANNEXURE—23

No. 12-48 (T)/79 CIRCULAR No. 4

Government of India
Ministry of Home Affairs
Directorate of Census Operations,
Tripura.

Date Agartala the 19th December, 1979.

To

The District Magistrate & Collector-cum-
District Census officer

The Sub-divisional Officer-cum Sub-
divisional Census Officer.

Subject :—Charge Register/Circle Register for houselisting operations.

Sir,

May I bring to your kind notice the fact that the various phases of conducting of census of 1981 have been explained in my Circular No. 1. So far houselisting operation is concerned the manner of formation of enumerator's blocks upto the village level in rural areas and town level in urban areas have been explained in Circular No. 2. The administrative frame together with the location code numbers upto the village level in case of rural areas and town level in urban areas have been spelt out in Circular No. 3. The procedure for the assignment of code numbers to blocks has also been explained in the said circular.

Next comes the question of maintenance of Charge Register after observance of the following formalities, viz.:

1. Breaking up of charges into houselisting blocks.
2. Development of suitable personnel as enumerators according to the norms indicated in Circular No. 2.
3. Delineation of supervisor's circles, and
4. Appointment of circle supervisors, enumerators.

After the above formalities have been completed, the details are to be filled up in Charge/circle registers. To be more clear, thc charge registers can be written up only after demarcation of houselisting blocks and appointment of enumerators.

The charge/ circle register is a register showing the division of the area comprising within the charge into circles, villages, towns, census blocks and the names of enumcrators and supervisors concerned. The main idea in preparing this register is to ensure that all areas both rural and urban, are covered during both the houselisting operation and the actual enumeration. From the operational point of view this register is an extremely important and useful document. The Charge Officer would have to use the charge register as his basic control document since it defines the blocks and specifies the assignment of work to enumerators.

There will be one charge register/circle register for every charge/ circle for rural and urban areas. That means these registers would have to be maintained for each rural or urban areas separately. The charge/circle register will contain particulars in respect of all the villages both inhabited and uninhabited.

The charge circle register will be prepared in triplicate. One copy will have to be sent to the Sub-divisional Officer. The second copy will have to be sent to this Directorate immediately after completion of the houselisting operations, along with the filled in records. The third copy is to be retained with the Charge Officer to help in delineating, wherever necessary, for the main enumeration in 1981.

The heading for various columns of the charge/ circle register for rural and urban areas separately are given in the Annexure. The instructions explaining the details to be recorded in the various columns of the register are given below :—

Instruction for filling up columns 1 to 9 of the charge/circle register (Rural.) :

Col. 1: This column is meant for writing code number prepared by this Directorate and circulated to you.

Col. 2: The name of the revenue village bearing code number shown in Col. 1 will be entered in this column.

Col. 3: In this column the Enumerator's Block No. will be entered.

Col. 4. It is necessary to show in this column the jurisdictional particulars of the enumerator's block clearly so that the Enumerator may not have any doubt about the area which he would have to cover in the field. This is necessary in order to ensure that the enumerator neither misses nor duplicates any house and population resident therein. The jurisdictional particulars may described either in terms of boundaries or in any other suitable manner.

Col. 5: The estimated population of the Enumerator's block is to be entered here.

Col. 6: The name, designation and address, both officials and residential of the enumerator entrusted with the housenumbering and houselisting work in respect of the block are to be recorded in this column. In the event of any change afterwards, the entries may be revised accordingly, so that the register will show particulars of the persons who actually attended the field work. If more than one consecutive block is assigned to an enumerator, the several blocks may be entered in a charge register and bracketed and the name of the enumerator will be entered only in one line.

Col. 7: & Col. 8 Columns 7 and 8 will have to be filled up after the houselisting operation is over. Col. 7 is to be filled up from Col. 5 of houselist. Similarly, Col. 8 is to be filled up from Col. 10 of houselist. The information of these two columns will be needed for redelineation of blocks and in estimating the requirement of block forms of houselist schedule and individual slip which will be canvassed at the time of actual enumeration during 1981.

Col. 9: This column is to be used for providing any other relevant information relating to the block.

Instruction for filling up columns 1 to 9 of the charge/circle register (Urban) :

Col. 1: This column is meant for writing code number of ward/circle or any administrative division of the town. This number is to be provided by the Charge Officer.

Col. 2: The name of ward/circle/administrative division, if any, is to be entered here.

The instructions for filling up the remaining columns are similar to that of rural charge/circle regitser. The receipt of the Circular may kindly be acknowledged.

Yours faithfully
Sd/-
S. R. CHAKRABORTY
Director of Census operations,
Tripura.

Copy for information to the :—

1. Addl. Chief Secretary, Government of Tripura, Agartala.
2. Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi—110011
3. All Directors of Census Operations.
4. District Statistical Officer.

Sd/- S. R. CHAKRABORTY
Director of Census Operations,
Tripura.

Saha

1981 POPULATION CENSUS

RURAL

Charge/Circle Register (Houselisting stage)

District.....Code No.....

C. D. Block.....Code No.....

Charge.....Code No.....

Circle No. .....

Name of Supervisor with address
(including residential address)

Code No. of Revenue village	Name of Revenue Village	Enumerator's Block No.	Detailed Boundaries of the Blocks	Estimated no. of population of the Block	Name, Designation and address of the Enumerator (including residential address)	Total No. census households in the Enumerators Block as per houselist	Population according to houselist	Remarks
1	2	3	4	5	6	7	8	9

1981 POPULATION CENSUS

URBAN

Charge/Circle Register (Houselisting stage)

District .....Code No.....

Town .....Code No.....

Charge.....Code No.....

Circle No.....

Name of Supervisor with address
(including residential address)

Code No. of ward/circle/ administrative division	Name of ward/ circle/administrative division	Enumerator's Block No.	Detailed Boundaries of the block	Estimated No. of population of the block	Name, Designation and address of the Enumerator (including residential address	Total No. of census households in the Enumerator's block as per houselist	Population according to houselist	Remarks
1	2	3	4	5	6	7	8	9

ANNEXURE—24

STATEMENT SHOWING THE CHARGE-WISE NUMBER BLOCKS FORMED DURING HOUSELISTING OPERATIONS OF 1981 CENSUS

State/District/Dev. Block/Town	Total (T) Rural (R) Urban (U)	Charge	Number of villages in Rural		No. of Blocks
			Uninhabited	Inhabited	
1	2	3	4	5	6
TRIPURA	T	27	4	868	3038
	R	17	4	860	2641
	U	10	—	8	397
West Tripura	T	9	1	282	1398
	R	6	1	280	1150
	U	3	—	2	248
Khowai Dev. Block	R	1	—	35	110
Teliamura Dev. Block	R	1	—	43	181
Jirania Dev. Block	R	1	—	35	168
Mohanpur Dev. Block	R	1	—	39	182
Bishalgarh Dev. Block	R	1	—	67	326
Malagarh Dev. Block	R	1	—	62	184
Agartala Town	U	1	—	—	221
Khowai Town	U	1	—	—	17
Sonamura Town	U	1	—	—	10
North Tripura	T	8	1	282	820
	R	5	1	279	740
	U	3	—	3	80
Kanchanpur Dev. Block	R	1	—	57	118
Panisagar Dev. Block	R	1	—	45	185

1	2	3	4	5	6
Chhamanu Dev. Block	R	1	—	34	97
Kumarghat Dev. Block	R	1	—	62	156
Salema Dev. Block	R	1	—	82	184
Dharmanagar Town	U	1	—	—	55
Kailasahar Town	U	1	—	—	19
Kamalpur Town	U	1	—	—	6
South Tripura	T	10	2	304	820
	R	6	2	301	751
	U	4	—	3	69
Matabari Dev. Block	R	1	—	64	188
Amarpur Dev. Block	R	1	—	55	124
Dumburnagar Dev. Block	R	1	—	40	49
Bagafa Dev. Block	R	1	—	44	144
Rajnagar Dev. Block	R	1	—	42	135
Satchand Dev. Block	R	1	—	58	111
Udaipur Town	U	1	—	—	30
Amarpur Town	U	1	—	—	7
Belonia Town	U	1	—	—	25
Sabroom Town	U	1	—	—	7

ANNEXURE—25
CIRCULAR No.—2

PART I—A

No. 12-44 (T)/79
Government of India
Ministry of Home Affairs
Directorate of Census Operations, Tripura.

Agartala, the 9th November, 1979.

To,

The District Magistrates & Collectors-
cum-District Census Officers.

The Sub-Divisional Officers-cum-Sub-Divisional Census Officers.

Subject: :— Delineation of enumerator's block for housenumbering and houselisting operations—1981 Census

Sir,

Kindly refer to my Circular No. 1 wherein I have mentioned that the housenumbering and houselisting would be done from mid April to mid May, 1980. Alongwith the houselisting schedules, information on enterprises will also be collected for obtaining detailed information on economic activities, similar to that of establishments schedules canvassed during 1971 census.

2. In the census hierarchy the District Magistrates and Collectors and the Sub-divisional Officers have been appointed as District and Sub-divisional Officers for their respective jurisdictions in order to conduct and supervise the census operation in their areas.

2.1 The Charge Officer has to be appointed for each charge, that is, for each Development Block in case of rural areas and for urban areas which include the Notified Areas, that is the remaining 9 Sub-divisional headquarters besides Agartala Municipality.

2.2 Next below the Charge Officer is the Circle Supervisor in charge of a circle to be constituted with about 5 enumerators' blocks. The function of the Supervisor is to oversee the work of the Enumerators, test-checks and ensure that the forms and schedules reach the Enumerators in time.

2.3 The lowest but the most important functional level is the Enumerator. The Enumerator would be in charge of one enumeration block or if the blocks are adjacents and small, he may be kept in charge of more than one block, entirely depending on administrative convenience and the consideration of work-load.

3. The Government of Tripura have already issued notification delegating to you the powers to appoint different categories like Charge Officers, Circle Supervisors and Enumerators. Special charges may have to be formed in case of defence establishment or B.S.F., C.R.P. camps etc. where the census operations will be conducted with the help of the concerned authorities. I have already issued one letter vide No. 12-37 (T)—79 dated 30-8-1979 requesting you to furnish list of such areas under your jurisdication. Replies have been received from some of the Sub-divisional Officers, but some are yet to be received. Furnishing of information by those from whom replies are yet to be received would be highly appreciated.

4. In para 2 (ii) of my first circular, I have mentioned that the big revenue villages may have to be split for formation of enumerator's operation area. The size of the revenue villages are genarally very big and in most cases we may have to split them into more than one enumerator's block. The procedures to be followed for formation of such blocks are detailed below.

4.1 RURAL AREAS : The starting point for the formation of enumerator's block is the preparation of list of revenue villages for each Development Block within the sub-division. The list has been collected from your office as well as from the Block Development Officers. I am enclosing a C. D. Block-wise list of revenue villages of your Jurisdication or further scrutiny. It would not be out of place to mention here that a village is to be taken as the area demarcated as "revenue mouza" by the Settlement Department. In case, only a part of village has been include in the Municipality or Notified Area, the remaining part of the revenue village will be treated as rural. This part has been included in the list of villages with a note that only a part has been included in the rural areas.

4.2 The Charge, i.e. Community Development Block will be divided into enumerator's blocks and circles. Normally the size of a block would be about 150 households or 750 persons. While forming the enumerator's block it may kindly be kept in mind that an enumerator is not supposed to travel more than 8 Kms. The word 'Block' means any specific area which can be clearly demarcated on the ground and this is formed for the purpose of census operation relating to houselisting and actual enumeration. About 5 such blocks would constitute a Circle, which should be in charge of a Supervisor. The revenue villages, the estimated population of which is more than 1000, will have to be divided into enumerator's blocks. There are also villages with very small population. Each such village will have to be constituted into a separate enumerator's block. The most important point to be noted is that villages should not be clubbed for the formation of enumerator's block. Now it is natural that the enumerator's block can be formed only after physical verification of area by village level workers. In cases of hilly terrain the size of the enumerator's block may not conform to the yardstick of coverage of 750 persons and may have to be reduced to suit the local condition if an enumerator is to travel more than 8 Kms. The optimum size of 750 persons per block is considered under ideal condition only. Minor variation according to local condition is always possible. The most important point is that the enumerator's block should have fixed boundaries so that it can be very clearly demarcated on the ground and identified.

4.3 The following points may be kept in view while demarcating enumerator's block:

(i) No. enumerator's block should be formed by joining a part of one village with another village or part of another village. An enumerator's block may be either a whole village or a part of a village.

(ii) An uninhabited village will also be taken into account and form an enumerator's block.

(iii) The present estimated population of the village should be taken into account at the time of delineating the enumerator's block.

4.4. Normally 5 enumerators blocks would constitute a Supervisor's Circle. The important points should be noted that the Supervisor's Circle should either be formed with full village/villages or parts of big revenue village. For example, if the population of a village is 10,000, we may have to constitute 12/13 enumerator's blocks and in that case the revenue village should be divided into 2 Supervisor's Circle taking 6 contiguous enumerator's blocks as one circle, while the remaining 6/7 enumerators blocks would form another Supervisor's Circle. On the other hand, if a village consists of about 3,000 population, 4 enumerator's blocks should be curved out and only one Supervisor's Circle should be formed for the whole village.

4.5. URBAN AREAS : The enumerator's block would generally consist of about 120 households or a population of about 600. It is easier to apply the population criterion for demarcating blocks. In the Municipal town of Agartala, enumerator's blocks should not cut across Municipal division or Ward, i.e. enumerator's blocks would have to be formed independently within each area and no enumerator's block's Jurisdiction can cut across the Ward boundary. In case of other Notified area towns, there may not be any Ward for the present. In such cases, any administrative division within the Notified Area may be taken into account for curving out enumerator's block. If there is no such division, enumerator's block should be demarcated considering the whole Notified Area as one Administrative unit.

4.6 While demarcating blocks it is essential to study the location of roads, streets, lanes, by-lanes and such other landmarks so that blocks can be easily defined in terms of those landmarks. The blocks should as far as possible be formed by grouping houses in a row along a road, street or lane.

4.7 After demarcating the blocks, requirement of number of enumerators and supervisors can be estimated. A list will then have to be drawn up of all available personnel and the blocks may be allocated to the enumerators and the circles to the supervisor. Formal appointment letter in the prescribed form, which will be supplied by this Directorate, will have to be issued to each of them. Further a sufficient number of enumerators and supervisors shall have to be kept in reserve to meet any emergencies in the last moment. The quota of such reservation may be fixed at 10% both for enumerators and circle supervisors.

5. SRS BLOCKS : The census organisation has been conducting a scheme for the registration of births and deaths on a sample basis in rural as well as urban areas in all the States of India. The scheme is known as the Sample Registration System (SRS). In Tripura, there are 65 rural and 10 urban units where this scheme is in operation. After the 1981 census is over, the Registrar General, India has proposed to conduct a special study to be called "Census evaluation study by using SRS records" which envisages matching of data on certain characteristics collected at the census with corresponding data forth coming from the SRS. To enable matching of data, it will be necessary to ensure that while carving out the census blocks the boundaries of SRS blocks are not cut across. If an SRS block is too big in terms of population, it should be broken up into two or more blocks of convenient size. But under no circumstances, should a non-SRS area be tagged on to a SRS block for forming a census block. The necessary precaution of carving out blocks is to be taken in those units where only a part of a revenue village has been taken into consideration for conducting SRS.

5.1 A sub-division-wise list of such SRS blocks, rural as well as urban, together with the name and address of the enumerator, who is working for the scheme as part-time enumerator, enclosed. The services of the Assistant Teachers are being utilised as part time enumerators for the SRS work. Each enumerator has complete record with him in respect of SRS block for which he is appointed. You may kindly take help of the enumerator to identify the block in the field for all such units so that the delineation of blocks for census purposes becomes easier. If you feel necessary, I may depute staff to assist you for demarcating the block boundaries for census purposes in these revenue villages.

6. The constitution of blocks on the lines suggested above and selection of enumerators and supervisors may kindly be completed as early as possible, preferably by the end of November, 1979.

7. PREPARATION OF MAPS :— Maps will be prepared in 3 stages. First, a separate map for each charge will have to be prepared. In urban areas, the charge map will clearly show the Ward/circle and enumerator's block boundaries. In rural areas, also, the enumerators block should be clearly indicated with the Supervisor's Circle being superimposed. Secondly a notional map will be prepared showing the boundaries of the mouzas, important landmarks within the mouza and the inhabited area within the mouza and also enumerator's blocks. This map will serve the purpose of identification. Thirdly, a lay-out sketch map will be prepared showing houses. These maps need not be prepared to a specific scale and therefore, need not require any expertise.

8. Regarding the second and the third catagories of maps a separate circular will be issued shortly.

9. I would be grateful if you kindly arrange for preparation of list of charges, circles and blocks for the entire area of each sub-division (charge wise). I would also request you kindly to arrange for preparation of a list of personnel, both gazetted and non-gazetted, of various departments for appointment as Charge Officers, Circle Supervisors and Enumerators so that they can be appointed for the census purpose.

Receipt of the circular may kindly be acknowledged.

Yours faithfully,
Sd/- S. R. CHAKRABORTY
Director of Census Operations,
Tripura.

Copy to the :—

1. Registrar General, India, Kotah House Annexe 2/A, Mansingh Road, New Delhi—110011.
2. Addl. Chief Secretary, Government of Tripura, Agartala.
3. All Directors of Census Operations.

Sd/— S. R. CHAKRABORTY
Director of Census Operations,
Tripura.

ANNEXURE—26

CIRCULAR No. 8

PART I—A

No. 12-50 (T)/79

Government of India

Ministry of Home Affairs

Directorate of Census Operations, Tripura.

Dated, Agartala, the 11th March, 1980.

To

All District Magistrate & Collectors-
cum-District Census Officers,
All Sub-divisional Officer-cum-
Sub-divisional Census Officer.

Subject : 1981 Census—Training programme for Supervisors and Enumerators for houselisting operations.

Sir,

The need for training of various stages and levels can hardly be over emphasized as the quality of work in the field operations will depend largely on the type of training imparted to the enumerators.

In the first stage, training session of the District Magistrates/Sub-divisional Officers/District Statistical Officers/Charge Officers has been organised by me in South Tripura District and West Tripura District. The training for North Tripura District will be held on 13th March 1980 at Kailasahar.

Immediately after this, the District Magistrate/Sub-divisional Officer would fix up the programme of training of Enumerators and Supervisors at the level of each charge both for rural and urban areas. In this Circular, some broad outlines are given for arrangement of training classes of supervisors and enumerators by the Sub-divisional Officers/Charge Officers. It is to be ensured that the training programme is communicated to the Supervisors and Enumerators well in time.

1. Each Charge Officer will hold at least two rounds of training for a duration of two days each for Supervisors and Enumerators including those kept as reserve. It is necessary to ensure that each Supervisor/ Enumerator (including those kept as reserve) attends the training classes in both the rounds. The programme for the first round is to be arranged in such a way that the first day is utilised for running through the instructions on houselisting in great detail, permitting free discussion and clarification of doubts. The first half of the second day will be taken up for the instructions on the enterprise list. The second half of the second day must be used for field training when participants should be asked to fill up the red forms, undertake writing of the notional map and such aspects of the work followed by a quick discussion back in the office. In the second round the instructions etc. are to be discussed in detail. It would also be desirable that as many local examples as possible should be gone through during training classes so that the instructions are clearly understood by all.

2. The training classes should not comprise more than 40 to 50 people because anything more than these numbers would make training ineffective.

3. It is not desirable to hold training classes for a charge at one place as the trainees will have to cover long distance. So each rural charge is to be divided into number of places. In case of urban areas, there is no objection to hold the training class in one place keeping in view the size of the class as mentioned in para (2) above.

4. The programme of training of each charge stating the date and place may be drawn up. The copy of the programme may be communicated to the District Statistical Officers and the Director of Census Operations so that the above mentioned Officers may also participate in this training classes as far as possible. The programme may be intimated to the Enumerators/Supervisors concerned with a copy to their Head of office in advance so that the trainees concerned may be released in time.

5. The Charge Officer will maintain an Attendance Register in which the names of the persons should be noted and attendance of persons should be marked.

6. In case some trainees are left out and are unable to attend the training class, it will be the responsibility of Charge Officer to hold special classes for such trainees.

7. The training materials to the Supervisors and Enumerators are to be distributed during training classes.

8. Ferro print copies of various schedules to be canvassed in the field will be supplied to the Charge Officer for their use in the training classes.

9. The Supervisors and Enumerators of the same Circle may be put together in one batch so that they may develop personal contact with one another.

All the Charge Officers must ensure that the entire training programme of the Enumerators/Supervisors is completed by the 1st week of April, 1980. Care is to be taken to see that at the end of the training programme every enumerator is supplied with adequate number of forms and schedules and other census materials.

The list and mode of distribution of census materials both for training and actual use will be sent through a separate Circular.

Kindly acknowledge the receipt.

Yours faithfully,

(S. R. CHAKRABORTY)
DIRECTOR OF CENSUS OPERATIONS,
TRIPURA

Copy to the :—

1. Registrar General, India along with a copy for his personal Section.
2. Addl. Chief Secretary, Govt. of Tripura, Agartala.
3. All Directors of Census Operations.
4. Senior Statistical Officer, Agartala, Tripura.
5. District Statistical Officer, West/South/North Tripura.

Sd/-
Director of Census Operations,
TRIPURA

ANNEXURE—27

CIRCULAR No. 15

PART 1—A
No. 12-44 (T)/79
Government of India
Ministry of Home Affairs
Directorate of Census Operations, Tripura

Agartala, the 5th June, 1980

To

All District Magistrate & Collectors-
cum-District Census Offices,
All Sub-divisional Officers-cum-
Sub-divisional Census Officers.

Subject : Houselisting operations—collection of forms.

Sir,

As decided, the field operations on houselisting will continue from 21st May to 21st June, 1980. Just after the completion of the operation there would be question of handing over of relevant papers to the appropriate authorities who are also supposed to arrange for collection of these papers as the enumerators' blocks for population census and the abridged list are to be prepared on the basis of these papers to set up linkage in between houselisting operation and population census to be conducted from 9th February, 1981 to 28th February, 1981. As it is time-bound programme so the mode of handing over and collection with time-frame for each category is spelt out in this circular. At the end of houselisting operations each enumerator will have the following documents :

(a) Lay-out sketch—one copy
(b) Notional Map—one copy
(c) Houselist forms pinned together—two copies.
(d) Houselist Abstract—one set
(e) Enterprise list pinned together—one set
(f) Enterprise list Abstract—one set

On completion of the houselisting operation the enumerator will hand over the relevant records and blank forms, if any, to the Supervisor on 22nd June, 1980. The Supervisor is required to submit the records complete in all respect by 24th June, 1980 to the respective Charge Officer. The Charge Officer will submit the same to the Sub divisional Census Officer on 28th June, 1980 and the Sub-divisional Census Officer will furnish the same to the District Census Officer on 30th June, 1980 and they in their turn will submit to the Director of Census Operations by the 1st week of July, 1980 positively by special messenger.

2. Instruction regarding the handling of these records by the various officers are given below :

AT THE SUPERVISOR'S LEVEL:

3. The instructions containing main function and duties were circulated to all the Supervisors at the time of training. The Supervisors should scrutinise the schedules on the basis of the instructions issued thereunder. After the scrutiny of the schedules the same may please be arranged in the order of the location code numbers and then the Supervisors' Circle Houselist Abstract would have to be filled in. It may please be borne in mind that Supervisors Circle Houselist Abstract was devised with assumption that a Supervisor has been placed in charge of enumerators' block falling with the same village. While filling up this form he must ensure that the location code particulars are entered correctly. The Supervisor should be asked to carry out the following tasks:

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

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

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

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

(e) After this has been done he should fill up the Supervisors Circle Houselist Abstract the printed form of which has already been circulated at the time of distribution of materials at different training classes. In filling up this form, he must ensure that the location code particulars are entered correctly. In the line at the top which related 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 his circle in the Circle Abstract he will have to strike the totals of columns 3 to 16 of the Supervisor Circle Houselist Abstract. Normally, the Supervisor will not be using more than one sheet of the Circle Abstract, but if he does he will necessarily have to carry the totals forward from page to page and mark the final totals on the last sheet of the Circle Abstract.

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

4. After scrutiny of the records and preparation of the Supervisor's Houselist Abstract, the Supervisor will please arrange the records in two bundles separately as noted below:

Ist Bundle:
1. Lay-out sketch
2. Notional map
3. Houselist (2 sets)
4. Houselist Abstract
5. Unused forms of houselist & houselist Abstract.

2nd Bundle:
1. Enterprise List
2. Enterprise 3 sets List Abstract
3. Unused forms of Enterprise List & Enterprise list Abstract.

5. The Supervisor will then hand over these two bundles of schedules to the Charge Officer along with Supervisor's Houselist Abstract.

AT THE CHARGE LEVEL:

The Charge Officer will please arrange for getting the following tasks done:

(a) He will please arrange carrying out a test check of the block totals in the Houselist Abstract and see whether the correct figures have been entered in the Supervisor's Circle Houselist Abstract. If he finds mistakes, he will have to correct these. He may please make it convenient to check a reasonable proportion of the filled in schedules so as to satisfy himself.

(b) He will please arrange for checking the totals in the Supervisors' Circle Houselist Abstract from columns 3 to 16 of each such Abstract.

(c) Having got these totals checked he will please arrange for entering 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 supervisors' circles in the charge, he will please arrange for striking the totals of columns 2 to 16 of this form.

After the checking of these abstracts the Charge Officer should prepare the Charge Houselist Abstract in duplicate as per enclosed copy. The printed copies of Charge Houselist Abstract will be supplied from this Directorate. The Charge Houselist Abstract is generally prepared from the Supervisor's Houselist Abstract.

6. Firstly, the Supervisor's houselist Abstracts are to be kept in the order of the location code and then the actual form is to be filled up. Secondly, grand totals for Cols. 2 to 16 of this Charge Houselist Abstract would have to be worked out. One copy of this form will be required to be forwarded to Sub-divisional Census Officers along with other records. The set of Lay-out sketch and the Notional map received from the Supervisors are to be arrranged block-wise.

7. The Charge Officer will please arrange for forwarding the following documents in separate bundles to the Sub-divisional Census Officers:

Ist Bundle:
1. Lay-out sketch
2. Notional map
3. Houselist (two sets)
4. Houselist Abstract
5. Supervisor's Houselist Abstract
6. Charge Houselist Abstract
7. A complete copy of Charge Register
8. Unused forms.

8. The following documents will have to be handed over to the representative of the District Statistical Officer, Directorate of Statistics & Evaluation, Government of Tripura:

1. Enterprise List
2. Enterprise List Abstract
3. Unused form of Enterprise List and Enterprise List Abstract.

9. Thus the entire schedules relating to Enterprise List and its Abstracts will have to be handed over to the District Statistical Officer, Directorate of Statistics & Evaluation directly by Charge Officer.

AT THE SUB-DIVISION LEVEL:

10 The Sub-divisional Census Officer will please arrange for checking the arithmetical totals of the Charge Houselist Abstract. Then the Sub-divisional Census Officer will please arrange for preparation of the Sub-divisional Houselist Abstract in duplicate (copy enclosed). Form for actual use will be supplied. One copy of the Sub-divisional Houselist Abstract will be forwarded to the District Census Officer along with the following records received from the Charge Officer:

1. Houselist—one set
2. Houselist Abstract
3. Supervisors's Houselist Abstract
4. Charge Houselist Abstract
5. Sub-divisional Houselist Abstract
6. A complete copy of charge register
7. Unused forms

11. Now the Sub-divisional Census Officer will be left with the following documents:

1. Lay-out sketch—one copy
2. Notional map —one copy
3. Houselist—one copy
4. Charge Officers Houselist Abstract
5. Sub-divisional Officers' Houselist Abstract.

AT THE DISTRICT LEVEL:

12. The District Census Officer will please make it convenient to arrange for checking the arithmetical accuracy of the Sub-divisional Houselist Abstract. After that the District Census Officer has to prepare **in duplicate** the District Houselist Abstract (copy enclosed). Form for actual use in Bengali will be supplied. One copy of District Houselist Abstract along with the records for each charge separately should reach this office by the first week of July, 1980 posstively by special messenger so as to enable this office to prepare the State Houselist Abstract.

13. It would be worthwhile to draw the kind attention of all concerned to totals of columns 8 to 13 of the houselist. Columns 10 to 15 of the Houselist Abstract and columns 11 to 16 of the Supervisor's/ Charge/Sub-divisional/District Abstract.

These are basic control figures and are of great importance.

14. It may kindly be considered whether some such instructions might be issued from your end to the officers concerned from your end in pursuance of this Circular persuing that this instruction would facilitate the disposal of the matter in relation to handling and collection of relevant papers. Copies of such instructions if issued may kindly be furnished at your earliest convenience.

15. 6 (six) spare copies are sent herewith for circulation to Charge Officers.

Kindly acknowledge the receipt of the Circular.

Yours faithfully,

(S. R. CHAKRABORTY)
Director of Census Operations,
Tripura

Copy forwarded to the:

1. Registrar General, India, New Delhi along with one spare copy for his personal Section.
2. Chief Secretary to the Govt. of Tripura, Agartala.
3. All Directors of the Census Operations.
4. Senior Statistical Officer, Directorate of Statistics and Evaluation, Govt. of Tripura, Agartala with reference to his letter No. F. 40 (10)/STAT/EC/80 dated 7-5-1980. He is requested kindly to make arrangement for taking delivery of filled in schedules of Enterprise List, Enterprised List Abstract and unused form from the Charge Officer on 28-6-1980.
5. District Statistical Officer, West/South/North Tripura District for information.

Sd/-
Director of Census Operations,
Tripura

CENSUS OF INDIA 1981

CHARGE HOUSELIST ABSTRACT

Rural/Urban* Charge

Page No.....

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

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

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

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

Number of Supervisor circles in the Charge.....

Number of Enumerator blocks in the Charge.....

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

Signature of clerk.....Date.....

Checked and found correct

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

*Strike out whichever is inapplicable

CENSUS OF INDIA 1981

SUB-DIVISION HOUSELIST ABSTRACT

Rural/Urban* Page No.....

Name of State/Union Territory.....Code No.....Name of Sub-division..... Code No.....

Total number of charges.....

Serial No.	Name of Charge	Total No. of census houses	Number of census houses						Total No. of house-holds	Total Population			Total No. of handicapped persons		
			Occoupied residential census houses			Vacant census houses	Total of Cols. 6 & 7	Census houses put to other uses (Col. 3 minus Col. 8)		Males	Females	Total	Totally blind	Totally crippled	Totally dumb
			Wholly residen-tial	Partly residen-tial	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Total															

Signature of Sub-division Clerk.....Date.....

Checked and found correct

Signature of Sub-divisional Census Officer.....Date.....

*Strike out whichever is inapplicable.

CENSUS OF INDIA 1981

DISTRICT HOUSELIST ABSTRACT

Rural/Urban*

Page No.....

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

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

Total number of Sub-division.....

Serial No.	Name of Sub-division	Total No of census houses	Number of census houses						Total No. of house-holds	Total population			No. of handicapped person		
			Occupied residential census houses			Vacant census houses	Total of Cols. 6 & 7	Census houses put to other uses (Col. 3 minus Col. 8)		Males	Females	Total	Totally blind	Totally crippled	Totally dumb
			Wholly residential	Partly residential	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Total															

Signature of District clerk.....Date.....

Checked and found correct

Signature of District Census Officer.....Date

*Strike out whichever is inapplicable.

ANNEXURE—28

CIRCULAR No. 16

No. 12-53(T)/80

Government of India

Ministry of Home Affairs

Directorate of Census Operations

Tripura

Dated, Agartala the 7th June,1980.

To

All District Magistrate & Collectors-
cum-District Census Officers

Subject : Formation of Enumeration Blocks for the second phase and preparation of the Abridged Houselist.

Sir,

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

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

(b) The Abridged Houselist is to be prepared on the basis of the redelineated blocks.

The charge register is to be prepared in duplicate after the formation of enumeration block in the prescribed form enclosed herewith as Annexe—IV. The charge Map showing the redelineated blocks and Supervisors Circles are also to be prepared in the manner indicated for the preparation of Charge Map for Houselisting operations. This circular deals with all these aspects like elineation of the enumeration blocks, the writing up of the new Charge Registers for the enumeration and the preparation and updating of the Abridged Houselist in three separate parts which are as follows :

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

(2) Part II contains the instructions as to how the Abridged Houselist will be prepared.

(3) Part III contains the instructions to the enumerator regarding use and up dating of the Abridged Houselist during enumerations.

6 (six) spare copies are also sent herewith for distribution to the Charge Officers.

Kindly acknowledge receipt of the letter.

Yours faithfully,
(S. R. CHAKRABORTY)
Director of Census Operations,
Tripura

Copy to the :—

1. Registrar General, India along with a copy for his personal Section.
2. The Chief Secretary, Govt. of Tripura, Agartala.
3. All Directors of Census Operations.
4. Senior Statistical Officer, Agartala, Tripura.
5. District Statistical Officer, West/South/North Tripura.

Signature
Director of Census Operations,
Tripura.

PART—I

Instructions for formation of Enumeration Blocks

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

Broadly speaking the same principles which were mentioned in my Circular No. 2 with regard to formation of blocks for the houselisting operations will apply in this case also. It is suggested that in the rural areas a workload of about 750 persons and in urban areas a workload of about 650 persons would be appropriate. These would roughly correspond to 150 households in the rural areas and about 130 households in the urban areas respectively. Census blocks for the enumeration should be formed on the basis of these norms. Normally, the blocks formed for houselisting operations will not have conformed to these norms and it is, therefore, necessary that the houselists are completely and fully reviewed to carve out the new enumeration blocks. Even in cases where some attempt has been made to keep the block size for houselisting operations small.

It will be evident that generally the enumeration blocks will be larger in number than the houselisting blocks. Consequently, the number of the blocks would also change and to that extent the block number would have to be re-serioalised so that the correct number is reflected in the individual slip, the household schedule and other records relating to the actual enumeration. Obviously having formed the enumeration blocks, it would be necessary to re-write the charge registers for the enumeration operations exclusively.

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

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

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

(iii) Each village should be constituted into a separate block or blocks. No block should cover parts of separate villages.

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

(v) Uninhabited villages should also be constituted into separate blocks.

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

(vii) Railway colonies, labour camps in Project Areas etc., may be constituted into separate blocks with well-identified boundaries.

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

Areas designated as "strictly military areas," will be indicated to the Census Officers concerned. In such areas, the Military Census Officers will form the enumeration blocks keeping in view those among the principles indicated above which are relevant.

Civilian and Military Census Officers must coordinate their work so as to ensure that no areas is omitted or included twice-over in any block.

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

After forming the blocks in the manner indicated above, the Sub-divisional Census Officers may also allocate the blocks to enumerators and supervisors. The number of blocks would give an indication of the number of enumerators and supervisors necessary.

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

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

PART—II

Instructions for filling in identification particulars and Section 2 of the Abridged Houselist in the Sub-divisional Offices.

These instructions relate to the filling in of location particulars and Section 2 of the Abridged Houselist under the directions of the Sub-divisional Census Officer in the Sub-divisional Offices. These sections of the abridged houselist will be filled in by such clerks or assistants to whom the work is assigned by the Sub-divisional Census Officer.

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

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

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

4. The form starts with identification particulars of the enumeration block. You should have no difficulty in filling in this section, as you would have been given the complete identification particulars and the location code of the census enumeration blocks assigned to you by the Sub-divisional Census Officer by copying the relevant details directly from the available in the sub-divisional office.

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

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

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

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

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

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

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

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

9. After completing this Section you should hand over the copy of the Abridged Houselist partly filled by you to Sub-divisional Census Officer.

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

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

12. Please ensure that the location code number which includes the State/District/Dev. Block or Town/Village or ward and enumerators block codes, is indicated on each page of Sections 2 and 3.

PART—III

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

INTRODUCTION

As in the 1971 Census, an Abridged Houselist will have to be prepared at the 1981 Census also. The Abridged Houselist establishes an essential link between the Houselist and the population enumeration. It will serve as 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 and you must fill it up carefully after reading these instructions given in the notes to the Abridged Houselist form itself. A copy of the Abridged Houselist form is enclosed. (Annexe I).

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

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

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

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

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

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

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

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

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

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

Instructions for recording changes in Section 2

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

(i) If a household appearing in Section 2 has moved out leaving the census house or part occupied by it vacant then the entries in cols. 5 to 8 relating to the household have to be deleted. In column 8 write in such cases "Household left". Please note that when any census house or household is deleted in Section 2, the serial number is col. 1, house number, household no. or the sl. no. 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 cols. 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 col. 6 will be changed in Section 2. Indicate this reason for the change in Col. 8.

(iv) If the use to which a census house is put has changed the entry in col. 4 for that census house in Section 2 will have to be scored out and the current use entered.

Such a change in use of the house might be coupled with a household leaving or a household moving into the census house. For example where a partly or fully residential house is now used for purely non-residential purposes, not only the entries in col. 4 should be scored out and the current use of the house should be recorded, but the entries from cols. 5 to 8 should also be deleted as the household living in it earlier would have moved out. If more than one household was recorded in that census house, all the entries in subsequent lines relating to such households should also be deleted.

However, in cases where the census house has remained non-residential but only the use has changed, the entry in col. 4 will have to be scored out and a fresh entry made to indicate the new use. Where a non-residential house has become a partly or fully residential house, one or more households might have moved into the census house. In this case, first the entries in Section 2 will be scored out and the current use should be recorded in col. 8 for cross reference since particulars of the new household (s) which might have moved in would be entered in Section 3 in cols. 1 to 8.

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

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

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

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

Instructions for filling Section 3

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

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

11. If you come across a new building which is not listed in Section 2, you must give it an appropriate building number (please see Para 9) and enter this building number in column 2. If there is only one census house in this new building, you must obviously enter the same number again in column 3, because in such a case the building number and the census house

number are the same. If there are two or more census houses in this building, then you will have to give these appropriate census house numbers (please see Para 9) and enter these in different lines in column 3. Having filled columns 1, 2 and 3, you must now record the use or uses to which this new building and the census house or houses in it is or are being put. Obviously if there is more than one census house, you must record the use to which each one of these is being put in column 4 in the appropriate line. If the use is completely non-residential, then no further details need be entered in columns 5, 6 and 7 and you must only write '——' in these columns.

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

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

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

15. In col. 5, the household number will be recorded for each new household. For a new census house listed in section 3, the households residing in it will be listed in each line starting from the first line. If the census house is non-residential, write '—' in this column. Please note that where a new household has moved into a census house already listed in Section 2 with only one household residing in it, the number of the household listed in Section 2 will have to be changed. For example, if census house No. 45 had only one household residing in it and listed as No. 45 in section 2 and you now find more than one household in that census house, than 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 cols. 2, 3 and 4 and record new household in col. 8 for these households.

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

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

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

Instructions for filling section 1.

Section 1 relating to the population of the enumerater's block will have to be filled in by you at the end of the enumeration. After you have completed your enumerator's abstract, you must enter the figures of population, number of occupied residential houses and number of households against A.B.C. in Section 1. The instructions to fill in parts A, B, & C of Section 1 are described below.

Part A of Section 1 (population of enumeration 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 Part B of Section 1 (number of occupied residential houses) you will have to count the entries in col. 3 (census house No.) of both Section 2 and 3 of the Abridged Houselist. It should be noted that in col. 3 of the Abridged Houselist in Section 2 and 3, not only residential houses, but non-residential houses would also have been entered. Therefore, in order to ascertain the number of occupied residential houses, you will have to check the entry in col. 3 of sections 2 and 3 with the corresponding entry in col. 4 of the Abridged Houselist. A census house entered in col. 3 will qualify to be counted as an occupied residential house if there is a corresponding entry of either 'wholly residential' or 'Partly residential' in col. 4. For example, if census house No. 7 (1) in col. 3 is described as 'residence' in col. 4, it will be reckoned as an occupied residential house. Similarly, if census house No. 9 in col. 3 is shown as workshop-cum-residence in the corresponding col. 4, it will also be reckoned as an occupied residential house. On the other hand, if census house No. 7(1) is shown as 'office' in col. 4 and house No. 7(2) is shown as 'factory' in col. 4 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 col. 3 against which the corresponding entries are 'vacant' in col. 4, should not be rockoned as occupied residential houses. Normally, for every occupied residential house, there will be corresponding entries in col. 5 (household number), col. 6 (head of household) and col. 7 (serial number of 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 col. 4 will doubtless be shown as 'residence'. Please note that if a residential census house has been entered more than once in col. 3 through oversight, it should not be counted more than once because it will inflate the number of occupied residential houses.

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

General:

Before you hand over the completed abridged houselist, you must ensure that all the sections have been completed. The copy of the Abridged Houselist, as completed, alongwith the filled in individual slip, household schedule and other forms must be handed over to your Supervisor.

PART I—A

Annexe I

Page No.....

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

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

Name of district..... Code No..... Name or No. of Ward/Mohalla/Hamlet..... Code No.....

Name of Tehsil/Taluka/PS/Dev. Block/ Circle etc..... Code No..... Enumerator's Block No.....

SECTION 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block..... (B) Number of occupied residential houses.....

(C) Number of households.....

SECTION 2 : Houselist particulars (To be initially copied from the original Houselist)

Sl. No.	Building No.	Census house No.	Purpose for which census house is used	Household No.	Name of the head of the household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8

SECTION 3 : Addenda to Section 2 : (To record census house/households not covered in Section 2 but found by census enumerator during enumeration)

Sl. No.	Building No.	Census house No.	Purpose for which census house is used	Household No.	Name of the head of the household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8

PART I—A

Annexe II

CENSUS OF INDIA 1981
ABRIDGED HOUSELIST
Identification particulars

Name of State/Union Territory UTTAR PRADESH Code No. **22** Name of Village/Town BISHANPUR Code No. **136**
Name of District.....RAMPUR Code No. **22** Name of No. of Ward/Mohalla/Hamlet BISHANPUR KHAS Code No———
Name of Tehsil/Taluka/PSDev./Block/Circle etc. RAMPUR Code No. **1** Enumerator's Block No. 148

SECTION 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block..... (B) Number of occupied, residential houses.....

(C) Number of households.....

SECTION 2 : **Houselist particulars** (To be initially copied from the original Houselist)

Sl. No.	Building No.	Census house No.	Purpose for which census house is used	Household No.	Name of the head of the household	Sl. No. of the 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)	Ramesh	3	
6.	—	—	—	3(b)	Gobind	4	
7.	4	4(1)	Workshop-cum-residence	4(1)	Dinanath	5	

Dated signature of
Sub-divisional Office Clerk *Sd/-*

Checked and found correct
Sd/-
Sub-divisional Census Officer

Dated signature of
Enumerator.....

PART I—A

Annexe II

CENSUS OF INDIA 1981 Concld. **Page No. 2**
ABRIDGED HOUSELIST **Location Code 22/22/1/136(148)**

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
8.	—	4(2)	Cattleshed	—	—	—	
9.	5	5(1)	Shop-cum-residence	5(1)	Moolchand	6	
10.	—	5(2)	Vacant	—	—	—	Under repair
11.	6	6(1)	Shop-cum-residence	6(1)(a)	Bhola	7	
12.	—	—	—	6(1)(b)	Bhikaram	8	
13.	—	6(2)	Cattleshed-rearing cattle for sale of milk	—	—	—	
14.	7	7(1)	Residence	7(1)(a)	Jadunath	9	
15.	—	—	—	7(1)(b)	Kailash	10	
16.	—	7(2)	Residence-cum-pig rearing	7(2)	Hemvati	11	

Dated signature of
sub-divisional Office Clerk Sd/-

Checked and found correct
Sd/-
Sub-divisional Census Officer

Dated signature of
Enumerator.....

PART I—A

ANNEXE III

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Territory **BIHAR**	Code No. **4**	Name of Village/Town **HAZARIBAGH**	Code No. **1**
Name of District **HAZARIBAGH**	Code No. **8**	Name or No. of Ward/Mohalla/Hamlet XI	Code No. **11**
Name of Tehsil/Taluka/PS/Dev. Block/Circle etc.....	Code No.	Enumerator's Block No. **120**	

SECTION 1 : (To be filled only on completion of census enumeration)
A) Population of Enumertor'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)	Residenee	182(1)(a)	Bisheshar	1	
2.	—	—	—	—	—	—	Household left
3.	—	182(2)	Residence-cum-workshop	182(2)	Ramsaran	3	
4.	—	—	—	—	—	—	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-Allopathy	—	—	—	

Dated signature of
Sub-divisional Census Office Clerk Sd/-

Checked and found correct
Sd/-
Sub-divisional census officer

Dated signature of
Enumerator Sd/-

PART I—A

Annexe III

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Location Code 4/8/1/11(120)

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
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	
12.	188	188	School-cum-residence	188	Shivcharan	7	
13.	189	189(1)	Community Centre	—	—	—	
14.	—	189(2)	Business house	—	—	—	
15.	190	190(1)	Shop-cum-residence	190(1)	Govind Singh	8	
16.	—	—	—	—	—	—	Use changed See Sl. 29 Sec. 3

Dated signature of
Sub-divisional census Office Clerk Sd/-

Checked and found correct
Sd/-
Sub-divisional Census Officer

Dated signature of
Enumerator Sd/-

PART I—A

Annexe III

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Page No. 3

Location Code 4/8/1/11(120)

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
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	Tea Shop	—	—	—	Use has changed and house-holds left.
22.	—	—	—	—	—	—	
23.	194	194(1)	Residence	194(1)(a)	Hari Ram	13	Use has changed and another household moved in see Sl. 30.
24.	—	194(2)	Workshop	—	—	—	
25.	195	195	Residence (vacant)	195	Dukhiram	14	Household temporarilly gone on pilgrimage

Dated signature of
Sub-divisional office Clerk Sd/-

Checked and found correct
Sd/-
Sub-divisional Census Officer

Dated signature of
Enumerator Sd/-

PART I—A

Annexure III

CENSUS OF INDIA 1981 Concld. Page No. 4

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Territory **BIHAR** Code No. **4**
Name of district **HAZARIBAGH** Code No. **8**
Name of Tehsil/Taluka/PS/Dev. Block/Circle etc..... Code No. —

Name of village/Town **HAZARIBAGH** Code No. **1**
Name or No. of Ward/Mohalla/Hamlet XI Code No. **11**
Enumerator's Block No. **120**

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
26.	183	183	Residence	183(a)	Deosharan	15	New household
27.	—	—	—	183(b)	Shivsharan	16	,, ,,
28.	185/1	185/1	Doctor's clinic—Homeopathic	—	—	—	New house
29.	—	190(2)	Baithak-cum-residence	190(2)	Kishen Singh	17	New household
30.	—	—	—	194(1)(b)	Kishan Ram	18	New household
31.	—	—	—	0	Ramlal	0—19	Houseless household.
32.	—	—	—	0	Lakhmania	0—20	,, ,,
33.	—	—	—	0	Basmatia	0—21	,, ,,
34.	—	—	—	0	Kedar Singh	0—22	,, ,,

Checked and found correct
Supervisor.....

Dated, Signature of
Enumerator Sd/-

PART I—A

Annexure—IV

1981 POPULATION CENSUS

RURAL

Charge/Circle Register (Enumeration Stage)

District.....Code No.....

Charge.....Code No.....

Sub-division.....

Circle No.....

Name of Supervisor with address (including residential address)

Code No. of Revenue Village	Name of Revenue Village	Enumerator's Block No.	Population of Enumerator's block as per Houselist	Jurisdiction of enumerator's block *i.e.* detailed boundaries of the block, No. of first and last household No. and name of the head of the household as per Abridged Houselist	Name, Designation and address of the Enumerator (including residential address)	Remarks
1	2	3	4	5	6	7

PART I—A

Annexure—IV

1981 POPULATION CENSUS URBAN

Charge/Circle Register (Enumeration Stage)

District.....Code No.....

Sub-division.....

Town Charge.....Code No.....

Circle No.....

Name of Supervisor with address (including residential address)

Code No. of Ward/Circle/ administrative division	Name of Ward, Circle/administrative division	Enumerator's Block No.	Population of Enumerator's block as per Houselist	Detailed boundaries of the block	Particulars of Census households to be covered as per Abridged Houselist starting and ending household Nos. with names of heads of households	Name, Designation and address of the Enumerator (including residential address)	Remarks
1	2	3	4	5	6	7	8

ANNEXURE—29

1981—Census
Immediate

P. PADMANABHA

D. O. No. 1/3/79/DD
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A, Mansingh Road,
New Delhi—110011
April 15, 1980

CENSUS OF INDIA 1981—CIRCULAR No. 14

Subject :— Instructions for selection of 20% sample of enumeration blocks

My dear Chakraborty,

As you are aware, at the Census we intend canvassing a universal Individual Slip and a sample Individual Slip. The universal and sample slips will be together canvassed only in certain blocks, which have to be selected by a method of sampling. It is intended to adopt a 20% sample of the enumeration blocks for this purpose. It is now necessary to specify the way in which the sample enumeration blocks will be selected and the instructions contained in the annexure to this circular indicate the manner in which sampling will be carried out and the sample enumeration blocks identified.

2. In certain States, however, it has been decided that the universal and sample slips will together be canvassed and, therefore, in these States sample selection is not necessary. The States are the following :—

1. Assam
2. Himachal Pradesh
3. Jummu & Kashmir
4. Maharashtra
5. Manipur
6. Meghalaya
7. Nagaland
8. Sikkim
9. Tripura
10. West Bengal
11. A & N Islands
12. Arunachal Pradesh
13. Chandigarh
14. D & N Haveli
15. Delhi
16. Goa, Daman & Diu
17. Lakshadweep
18. Mizoram
19. Pondicherry

3. In the States of Assam, West Bengal and Maharashtra it has been mentioned above that sampling will not be adopted at the enumeration stage and that in effect the universal and sample individual slips will be together canvassed in all areas as in the other States mentioned above. However, it is considered desirable to keep our options open for certain tabulations being made in these States on the basis of a sample. Therefore, in the case of the States of Assam, West Bengal and Maharashtra, for the purposes of such tabulation, the selections of sample blocks in the manner indicated in this circular must be made and the sample blocks selected. Since sampling is not being adopted in these there States during the time of enumeration, it is clarified that the sample selection in these three States can be carried out on the basis of the population figures of the enumeration blocks as in the Houselisting Operations in due course and not necessarily as a preliminary step to the enumeration itself. This process must however be completed well before the actual enumeration. Therefore, the Directors of Census Operations, Assam, West Bengal and Maharashtra are requested to please note these instructions in their cases.

4. In all the other States, *i.e.* in the States mentioned below, a 20% sample of the enumeration blocks will be selected after the houselisting operations are over and before the enumeration itself. The instructions regarding sampling are, as mentioned earlier, in the annexure to this letter. These States are as follow :—

1. Andhra Pradesh
2. Bihar
3. Gujrat
4. Haryana
5. Karnataka
6. Kerala
7. Madhya Pradesh
8. Orissa
9. Punjab
10. Rajasthan
11. Tamil Nadu
12. Uttar Pradesh

5. The selection of sample blocks is an important stage in the entire census operations. It is essential therefore, that thorough training is given to the Charge Officers on the procedure to be adopted in the States referred to in para 4. It would be essential that senior officers and other staff of the Directorate with some statistical background are associated with the selection of the sample in the charges. It would be essential also to ensure that the sample selection in all the charges is varified at an adequate level.

6. For each operational unit, namely, city non-city urban area and rural charge, a random number between 1 and 5 has to be supplied by you to each charge officer or other authority concerned. Please note that in the case of charges within the cities and in the case of each rural charge one such random number must be indicated by you while, in the case of non-city urban one random number will have to be indicated by you in the case of each district separately. For your convenience a copy of table giving 7500 two digit random numbers is enclosed.

7. The treatment of blocks with no population has to be noted. It is likely that in the case of rural areas there may be uninhabited revenue villages which have come into the rural frame and have, therefore, appeared in the village list. Such villages will also have been allotted location code number in all probability and in consequence will have acquired an enumeration block number. It must be noted that the sample selection procedure automatically eliminates all such blocks which are uninhabited. This must be brought to the notice of charge officers.

8. In the case of cities and non-city urban areas it has been assumed that enumeration blocks are by and large uniform in size and that no block has zero population. However, in the extremely rare case of block in such an area having no population it must be ensured that these uninhabited blocks are not taken into consideration in counting the total number of blocks in the city/town which is entered in column 2 of Form I and Form II. If numbering of such blocks is essential, they may be given sub-numbers such as 125 (a), 253 (a), etc.

9. It would be convenient if only the part relevant to a particular charge officer is sent to him. You may get the parts reproduced separately so that only the relevant portion need go to the charge officers in charge of cities, non-city urban areas and rural charges separately, along with the general points which are applicable to all charges.

10. When the second copy of the form is received in your office, these should be checked in all cases to ensure that the sample selection is done correctly. In the case of rural charge, the classification of the blocks by population size must also be checked.

11. I would like to again reiterate the need for extremely careful control over the sample selection and necessary methods of supervisions and complete check must be developed.

Please acknowledge receipt of this circular.

Yours sincerely
Sd/-
(P. Padmanabha)

Enclo : *as above*
Shri S. R. Chakraborty
Director of Census Operations, Tripura.

ANNEXURE—30

CIRCULAR No. 17

No. 12-64 (T)/80
Government of India
Ministry of Home Affairs
Directorate of Census Operations,
Tripura

December 9, 1980

To

All District Magistrate & Collectors-cum-
District Census Officers, Tripura.

All Sub-divisional Officers-cum-
Sub-divisional Census Officers.

Subject : Second phase of 1981 Census—count of population.

Sir,

May I convey my gratitude to all concerned for the fact that the first phase of the 1981 Census, viz., Houseunmbering and Houselisting has been co npleted successfully in all Charges. This could be possible only foi the dedication and sincere work of the census functionaries at all levels from village to district. Then the question of taking up of the preparatory steps for the second phase, i.e., population count comes. The steps are as follows

(i) Formation of Enumerator's block
(ii) Preparation of Abridged Houselist
(iii) Selection and appointment of Enumerators and Circle Supervisors
(iv) Preparation of Charge Register
(v) Preparation of Charge maps and
(vi) Training

(*i*) *Formation of Enumerator's block : and* (*ii*) *preparation of Abridged Houselist* :

2. So far (i) formation of blocks and Supervisors' Circles for the population census and (ii) preparation of Abridged Houselist are concerned the manner in which the enumerators' blocks are to be formed and Abridged Houselists are to be prepared have been spelt out in details in my letter No. 12-53 (T)/80 dated the 7th June, 1980 (Circular No. 16).

3. As the Abridged Houselist would be basis for the enumerators to go ahead with their task of actual count of population it needs hardly any emphasis that these are prepared satisfactorily.

4. It may be recalled that the areas covered under the Sample Registration Scheme (SRS) have been constituted as separate blocks for the houselisting operations. These blocks are to be retained in tact and their identity maintained. If however, any SRS block is too large it may be divided into two or more blocks as per norm laid down in my Circular No. 16. In any case the SRS blocks should not be added to any non-SRS block.

(iii) Selection and appointment of enumerators and Circle Supervisors :

5. As the number of enumerators' blocks in the second phase is likely to increase, it may involve requisitioning of services of a large number of personnel to function as enumerators and circle supervisors. The Sub-divisional Census Officers are to appoint enumerators and circle supervisors by drawing upon the officials of various department as was done during houselisting operation. As far as practicable the enumerators and circle supervisors who have completed houselisting operations may be retained in their respective jurisdiction for this second phase also.

6. It is important that 10 per cent of the actual requirement of enumerators and circle supervisors are to be kept in reserve for each Charge to meet any emergent situation.

(iv) Preparation of Charge Register :

7. It is expected that in majority of the cases the area of enumerators' blocks and circle supervisors would remain the same. In some unavoidable situations and in cases of increase of population the recurving of the enumerators' blocks and the areas of Circle Supervisors can not be avoided. In that case the euumerators' blocks also will have to be increased as it is incumbent upon us to see that one enumerator can do justice to his duties in respect of his block keeping in view of the norm of population. Consequently Supervisors' circles also would undergo change. That is why the question of preparation of fresh charge register arises. In this connection Circular No. 16 may kindly be referred to.

8. Four copies of fresh charge registers are to be prepared. Just after preparation of fresh Charge Register one copy of the Register may kindly be sent to this Directorate in order to enable this Directorate to estimate the requirements of census froms and schedules enumerator's block-wise for the population census. Another copy of the fresh Charge Register may kindly be forwarded to the Charge Officer and the third copy may be retained in the office of the Sub-divisional Officer. The fourth copy is meant for sending to this Directorate only after the completion of enumeration along with the filled in schedule etc. as it would be updated one.

(v) Preparation of Charge Map :

9. Due to recurving the enumerators' blocks for the population census the charge map for population census may differ from that of the houelisting operation and as such the question of preparation of fresh charge map also arises.

(vi) Training :

10. In Tripura no post enumeration check nor the census evaluation study is being undertaken. As such the quality of work cannot be adjudged after the census operation. So indirectly the heavy responsibility for the quality of works devolved upon all concerned particularly upon the enumerators who are the key personnel of the entire operation. The quality can only be achieved when an intensive training can be imparted to them. So the training aspect is a most important one for the entire operation as good training would definitely pay good dividend.

11. After the appointment of enumerarors and circle supervisors the training programme is to be chalked out by the Sub-divisional Census Officers/Charge Officers. Then the question of organisation of training classes arises. The census staff of this Directorate and those from Statistical Department who are quite capable of delivering the goods would assist the Sub-divisional Census Officers/Charge Officers in the matter of imparting training but the Charge Officers are to see that the training has been imparted to their satisfaction. The training programe of the charges under North Tripura District has been finalised in the meeting held on 24th November, 1980 at Kailasahar wherein the different aspects of training were discussed in presence of District Magistrate & Collector, Sub-divisional Officers and Charge Officers. The training programme of all the charges under South Tripura District also has been finalised in consultation with the respective Sub-divisional Census Officers. The tentative programme for charges under West Tripura has been chalked out and the same is on the way of finalisation by the respective Sub-divisional Officers. The copies of the training programme already finalised and that of the tentative programme for West Tripura District are enclosed herewith.

12. As per instructions of Registrar General, India the training is to be organised in 3 sessions—first session for 3 days, 2nd session for 2 days and 3rd session for 2 days. That means, in all 7 days would be required. So far Tripura is concerned we have contemplated for 3 rounds with two days for each round. That means we have contemplated for six days in all. In order to ensure quality, batches for each training class should be constituted of manageable number of trainees. It may, therefore, be necessary to conduct each of the 3 rounds of training by grouping the enumerators and supervisors in suitable batches.

13. In the first round of training the broad components of the enumeration phase, namely, filling up of the Abridged Houselist, preparation of Notional map and lay-out sketch, the need for familiarity with the area of the enumeration block and its boundaries, the reference period, the reference date, persons who are eligible for enumeration, revisional round, the order of filling up of the household schedules and Individual Slip, the working sheets and the enumerators abstract and other aspects should be explained.

14. In the second round of training the instructions should be gone through in details and discussed and this would be followed by a round of practical training by filling up the schedules in the field. The training schedules printed in red should be distributed to the trainees on the first day of the second round. On the second day of the second round each enumerator/supervisor should be asked to fill up at least five household of the adjoining areas of the training centres.

15. In the third round the mistakes will be discussed and important aspects of the instructions should be gone through again and it should be ensured that the enumerators and supervisors have clearly understood the instructions and they are fully equipped to carry out the enumeration according to the instructions. At this time the importance of filling the location codes, pad number, slip number and serial number for household of each schedule and form should be emphasised again. It should be ensured that enumerators and supervisors here supplied with the materials for carrying out the enumeration.

16. The reserve enumerators/circle supervisors must also be trained along with those meant for the actual enumeration.

17. It would be highly appreciated if a report of the training in the enclosed form is sent to this office at the close of each training classes.

I would be grateful if you kindly acknowledge receipt of this letter.

Yours faithfully,

(S.R.Chakraborty)
Director of Census Operations,
Tripura.

Copy to the:—

1. Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-110011 along with spare copies for his personal Section.
2. Chief Secretary to the Government of Tripura, Agartala
3. Join Director of Statistics, Government of Tripura, Agartala.
4. District Statistical Officer, West/South/North Tripura District.
5. All Director of Census Operations.

Director of Census Operations, Tripura.

ANNEXURE—31

১৯৮১ সালের জনগণনা সম্পর্কে
মুখ্যমন্ত্রীর আবেদন

প্রিয় বন্ধুগণ !

আপনারা সকলেই জানেন, প্রতি দশ বছর অন্তর অন্তর জনগণনা হয়ে থাকে। ১৯৭১ সালে শেষ জনগণনার কাজ হয়েছিল। এবার ১৯৮১ সালের ১লা মার্চ্চের সূর্যোদয়কে নির্দিষ্ট ক্ষণ ধরে ৯ই ফেব্রুয়ারী থেকে ২৮শে ফেব্রুয়ারী পর্য্যন্ত জনগণনার কাজ হবে। ১লা মার্চ্চ থেকে ৫ই মার্চ্চ পর্য্যন্ত পুনর্গণনার কাজ হবে।

জনগণনার প্রাথমিক পর্যায়ের কাজ অর্থাৎ গৃহতালিকার পূরণের কাজ আপনাদের সহযোগিতায় সম্পন্ন করা হয়েছে। সে জন্য আমার আন্তরিক অভিনন্দন জানাই। তবে এ প্রসঙ্গে একটা কথা বলা দরকার সেটা হলো, নানা কারণে গৃহতালিকা পূরণের কাজ সময়সূচী অনুযায়ী করা সম্ভব হয়নি। তাই বলে এ ধারণা করা নিতান্তই ভুল হবে যে, এখনকার সময়সূচী পেছুলেও কিছু যাবে আসছে না। আমাদের প্রত্যেকের মনে রাখতে হবে যে ১৯৮১ সালের ৯ই ফেব্রুয়ারী থেকে ৫ই মার্চ্চের সময়সূচী সর্বভারত ভিত্তিক। তাই এই সময়সূচী কিছুতেই পেছুবে না। আপনাদের সুবিধে অসুবিধের কথা আমরা সম্পূর্ণ ওয়াকিবহাল। এটুকু বলতে পারি যে সরকার এ সর্ম্পকে সম্পূর্ণ সচেতন। তাছাড়া আপনাদের উত্তরের গোপনীয়তা রক্ষা করতে জনগণনাকারীগণ আইনতঃ বাধ্য। আপনাদের উত্তরের উপর নির্ভর করে যে তথ্য সংগ্রহ করা হবে সেগুলো কোন আদালতে প্রামাণ্য হিসাবে গ্রাহ্য হবেন। তাই নিশ্চিন্ত মনে আপনারা উত্তর দেবেন এ আশা আমি রাখি।

জনগণনা হবে পরিবার ভিত্তিক। তপশীলী জাতি, তপশীলী উপজাতি ভাইবোনদের সহ প্রতিটি পরিবারের লোক সংখ্যা কত, কি ধরনের ঘরে তাঁরা বাস করেন অর্থাৎ কি কি উপকরণ দিয়ে তাঁদের বাড়ীঘর নির্মাণ করা হয়েছে, পানীয় জলের বা বিদ্যুতের কি সুযোগ সুবিধা আছে, কোন পরিবার যদি চাষাবাদ করেন তবে নিজ স্বত্বে বা খাজনা স্বত্বে বা উভয় স্বত্বে তা করেন, ভূমিহীন, গৃহহীন পরিবারের সংখ্যাই বা কত এইসব তথ্যাবলী জণগণনার মাধ্যমে সংগ্রহ করা হবে।

সঙ্গে সঙ্গে পরিবারের প্রতিটি ব্যক্তির ক্ষেত্রে ব্যক্তিগত স্লিপ বা নমুনা স্লিপ পূরণ করা হবে যার দ্বারা জাতি ধর্ম নির্বিশেষে বিভিন্ন সম্প্রদায়ের বিশেষ করে তপশীলী জাতি, তপশীলী উপজাতি ভাইবোনদের জন্ম মৃত্যু সংক্রান্ত তথ্যাবলী, সাংস্কৃতিক ও শিক্ষাগত মান অর্থনৈতিক অবদান আমরা এই জনগণনা থেকে জানতে পারব। জনগণনা মারফত যে তথ্যাবলী সংগ্রহ করা হয় তার ভিত্তিতে সরকার পরিকল্পনা রচনা করে থাকেন। সার্থক পরিকল্পনা রচনা তখনই সম্ভব হবে, যখন আমরা বুঝতে পারব আমাদের মূল সমস্যা কি। মূল সমস্যা বুঝতে গেলে নির্ভুল তথ্যাবলীর প্রয়োজন। নির্ভুল তথ্যাবলী সংগ্রহ করতে গেলে নির্ভুল উত্তর প্রয়োজন। তাই গণনাকারীগণ যখন বাড়ী বাড়ী ঘুরে প্রশ্ন করবেন তখন আপনারা দয়া করে নির্ভুল উত্তর দেবেন। নির্ভুল উত্তরের উপর নির্ভর করে নির্ভুল তথ্যাবলী। আমাদের সামনে যে ভয়াবহ বেকার সমস্যা তার পরিধি কতটা তপশীলী জাতি বা তপশীলী উপজাতি ভাইবোনের সংখ্যাই বা কত, তাঁদের মধ্যে শিক্ষার প্রসার বা কতটুকু হয়েছে, বিভিন্ন পরিকল্পনা অনুযায়ী কে কতটা লাভবান হয়েছেন অর্থাৎ কোন্ কোন্ পরিবার বিভিন্ন পরিকল্পনার কতটা ফসল কুড়িয়েছেন, তার একটা চিত্র জনগণনার মাধ্যমে পাওয়া যাবে আমরা আশা করছি।

তাই একথা বলার অপেক্ষা রাখে না যে, আমাদের নিজেদের স্বার্থে জনগণনা সুষ্ঠুভাবে সম্পন্ন করা প্রয়োজন। আপনাদের সক্রিয় সহযোগিতা ছাড়া এই কাজ সর্বভারত ভিত্তিক সময়সূচী অনুযায়ী নির্ভুল ভাবে করা সম্ভব নয়। তাই আপনাদের কাছে আমার আবেদন, আপনারা জনগণনার কাজে সক্রিয় অংশ গ্রহণ করবেন।

ধন্যবাদ

স্বাঃ—নৃপেন চক্রবর্তী

জনগণনা ১৯৮১ ইং এর প্রাক্কালে জনগণনা অধিকর্ত্তার আগরতলা কেন্দ্র হইতে সম্প্রসারিত বেতার ভাষণের অনুলিপি

সুধীবৃন্দ !

জনগণনার প্রাক্ প্রস্তুতি ও প্রথম পদক্ষেপ হলো গৃহতালিকা পূরণ-এর কাজ। এই গৃহতালিকা পূরণের কাজ আপনাদের সক্রিয় সহযোগিতার ফলেই সুষ্ঠুভাবে সম্পন্ন করা সম্ভব হয়েছে। তাই প্রথম জানাই আমার আন্তরিক অভিনন্দন। মূল জনগণনার কাজ হবে ১৯৮১ সালের ৯ই ফেব্রুয়ারী থেকে ২৮শে ফেব্রুয়ারী পর্য্যন্ত। পূর্ণগণনার কাজ হবে ১লা মার্চ থেকে ৫ই মার্চ পর্য্যন্ত। জনগণনার মূল লক্ষ্য হলো কোন এলাকার কোন একজন ব্যক্তি ও যাতে বাদ না পড়েন বা কোন ব্যক্তি একাধিকবার গণনার আওতায় না আসেন।

জনগণনার কাজ হবে দুই পর্য্যায়ে। প্রথম পর্য্যায়ে গণনাকারী ৯ই ফেব্রুয়ারী থেকে ২৮শে ফেব্রুয়ারী পর্য্যন্ত বাড়ী বাড়ী ঘুরে প্রতিটি পরিবারের প্রতিটি ব্যক্তির ক্ষেত্রে পরিবার তালিকা, ব্যক্তিগত শ্লিপ, নমুনা শ্লিপ পূরণ করবেন।

দ্বিতীয় পর্য্যায়ে ১লা মার্চ থেকে ৫ই মার্চ পর্য্যন্ত পুনর্গণনার কাজ হবে। এমন হতে পারে গণনাকারীগণ ৯ই ফেব্রুয়ারী থেকে ২৮শে ফেব্রুয়ারী পর্য্যন্ত বাড়ী বাড়ী ঘুরে কাজ শেষ করার পর কোন পরিবারে নূতন কোন শিশুর জন্ম বা কারো মৃত্যু হয়েছে বা নূতন কোন অতিথি এসেছেন যাকে অন্য কোথাও গণনা করা হয়নি ফলে যথাযথ স্থানে সংযোজন বা সংশোধন করার প্রয়োজন। সে ক্ষেত্রে ঐ কাজ পুনর্গণনার সময় করতে হবে ঠিকই, তবে নির্দ্দিষ্ট ক্ষণ ধরে। ঐ নির্দ্দিষ্ট ক্ষণ হচ্ছে ১৯৮১ সালের ১লা মার্চের সূর্যোদয়। দশ বছর অন্তর অন্তর তুলনা মূলক চিত্র পেতে গেলে ঐ নির্দ্দিষ্ট ক্ষণের প্রয়োজন। জনগণনা মানে বিভিন্ন জ্ঞাতব্য সহ লোক গণনা। এখন প্রশ্ন জাগে কি কি বিভিন্ন জ্ঞাতব্য। জ্ঞাতবাগুলি হলো জনগণনার সঙ্গে সঙ্গে কোন্ কোন্ পরিবার কি ধরণের ঘরে বসবাস করেন--অর্থাৎ কি কি প্রধান উপকরণ দিয়ে বাড়ীগুলি তৈরী হয়েছে, পরিবারের ব্যবহারের জন্যে পানীয় জল বা বিদ্যুতেরই বা কি সুযোগ সুবিধা, পরিবারের দখলে শয়ন ঘর ও বাস ঘরের সংখ্যাই বা কত, কতজন বিবাহিত দম্পতি সাধারণতঃ পরিবারে বসবাস করেন, পরিবারটি যদি চাষাবাদ করেন তবে নিজ স্বত্বে না খাজনাস্বত্বে বা উভয় স্বত্বে করেন তার একটা সুস্পষ্ট চিত্র পাওয়া যাবে। কয়টি পরিবার গৃহহীন তারও একটা চিত্র জনগণনা থেকেই পাওয়া সম্ভব। তাছাড়া সমাজের বিভিন্ন সম্প্রদায়ের বিশেষ করে, তপশীলী জাতি, তপশীলী উপজাতি ভাই বোনদের অবস্থা বিশ্লেষণ করার জন্যে জন্ম, মৃত্যু প্রভৃতির পরিসংখ্যান, সাংস্কৃতিক, শিক্ষাগত মান, অর্থনৈতিক চিত্রও আমরা এর মাধ্যেমে সংগ্রহ করতে পারি।

শিক্ষাগত মানের ক্ষেত্রে আবার স্নাতক, স্নাতকোত্তর এবং কারিগরী শিক্ষণপ্রাপ্ত কতজন ব্যক্তি কি কি কাজে কর্মরত বা বর্ত্তমানে কতজন বেকার আছেন তারও একটা সুস্পষ্ট চিত্র জনগণনার মাধ্যমে ফুটে উঠবে।

অর্থনৈতিক প্রশ্নাবলীর মাধ্যমে অর্থাৎ কতজন কর্মী, কতজন প্রান্তিক কর্মী এবং কতজন অকর্মী তারও সুস্পষ্ট চিত্র পাওয়া যাবে। জনগণনার সংজ্ঞা অনুসারে কর্মীর কাজ বলতে কোন অর্থনৈতিক উৎপাদন মূলক কাজে নিযুক্তিকে বুঝায়। ঐ নিযুক্তি কায়িক বা মানসিক শ্রম বা কাজের সঙ্গে যুক্ত কার্য্যকরী তত্বাবধান বুঝায়। সমাজকর্মী ও রাজনৈতিক কর্মীরাও কর্মী হিসাবে গণ্য হবেন।

অর্থনৈতিক কাজে আদৌ নিয়োজিত হয়েছেন কিনা, আর যদি হয়ে থাকেন, তবে কতটা সময় নিয়োজিত হয়েছেন সেটাই হবে বিবেচ্য বিষয়।

কর্মীদের চারভাগে ভাগ করা হয়েছে। যেমন---কৃষি, কৃষিমজুর, পারিবারিক শিল্প, অপরকাজ।

অকর্মীদের সাতভাগে ভাগ করা হয়েছে। যেমন---গৃহকর্মী, ছাত্র, পরনির্ভরশীল, অবসরপ্রাপ্ত বা খাজনা প্রাপ্ত, ভিক্ষুক, প্রতিষ্ঠানের বাসিন্দা, অন্যান্য অকর্মী।

এই সাত ভাগের অকর্মীদের যদি কোন স্বল্পকালীন অর্থনৈতিক অবদান থেকেও থাকে তবে উনারা মূলতঃ অকর্মী হলেও প্রান্তিক কর্মী হিসেবে গণ্য হবেন।

প্রতিটি পরিবারের প্রতিটি ব্যক্তির ক্ষেত্রে যেমন ব্যক্তিগত স্লিপ পূরন করতে হবে তেমনি নমুনা স্লিপও পূরন করতে হবে। ঐ নমুনা স্লিপ হতে অন্যান্য তথ্য ছাড়া জনগণ কি গ্রামমুখী না শহরমুখী তাও জানতে পারা যাবে। এ ছাড়া দেশের সর্বত্র গুরুতর বেকার সমস্যার সুস্পষ্ট চিত্র ও ফুটে উঠবে এই জনগণনার মাধ্যমে। সকল শ্রেণীর প্রত্যেকটি ব্যক্তির নির্ভুল চিত্র সংগ্রহ করা খুবই দুরূহ কাজ। তা পেতে হলে উত্তরদানকারীর উত্তর ও নির্ভুল হওয়া চাই। উত্তরদানকারী যাতে নির্ভয়ে ও নিশ্চিন্তে প্রশ্নাবলীর উত্তর দিতে পারেন তার জন্যে সেন্সাস আইনের ধারামতে উত্তরদানকারীর সব উত্তরেরই গোপনীয়তা রক্ষা করা হবে। যদি তা রক্ষা করা না হয়, তবে আইনতঃ দণ্ডনীয় হবেন। তাছাড়া উত্তরদানকারীর উত্তর কোন আদালতে প্রামান্য হিসেবে গ্রাহ্য হবে না, আপনাদের কাছে একান্ত নিবেদন গণনাকারীগণ যখন বাড়ী বাড়ী ঘুরে আপনাদের প্রশ্ন করবেন তখন অনুগ্রহ করে যথা-সম্ভব নির্ভুল উত্তর দেবেন। এই নির্ভুল উত্তর এর উপরই আমাদের বর্ত্তমান, ভবিষ্যৎ বংশধরদের আশা আকাঙ্খা নির্ভরশীল।

এখন ধরা যাক্ জনগণনা যদি না হতো তবে কি হতো ? জনগণনা না হলে আমরা অন্ধকারেই থেকে যেতাম। প্রতি দশ বছর অন্তর অন্তর জনগণনার কাজ যদি না হতো তবে স্ত্রী-পুরুষ মিলে মোট লোক সংখ্যা কত, শতকরা বৃদ্ধির হারই বা কি, কতজন লোকের জন্য স্কুল, হাসপাতালের প্রয়োজন, গৃহহীন পরিবারের সংখ্যাই বা কত, তাছাড়া গৃহনির্মাণের ব্যবস্থার জন্যে কি কি করা দরকার, শিক্ষিত বা অশিক্ষিত কতজন, বেকার ভাই বোনদের সংখ্যাই বা কত, তপশীলী জাতি ও উপজাতি ভাইবোনদের মধ্যে কতটুকু শিক্ষার প্রসার লাভ করেছে, কতজনই বা শিক্ষিত বেকার আছেন বা উনাদের মধ্যে কতজন কি কি ধরনের অর্থনৈতিক কাজে নিয়োজিত আছেন এই সব গুরুত্বপূর্ণ তথ্যাবলী সংগ্রহ করা যেতনা।

জনগণনা সম্পর্কীয় যাবতীয় জ্ঞাতব্য বিষয় জানতে পারলেই মূল সমস্যাগুলো কি তা সরকার জানতে পারবেন এবং ঐ মূল সমস্যাগুলির সমাধানের জন্যে যথাবিহিত ব্যবস্থার কথা ও সরকার ভাবতে পারবেন বিভিন্ন পরিকল্পনা রচনার মাধ্যমে।

তাই বলার অপেক্ষা রাখেনা যে, আমাদেরই স্বার্থে জনগণনা সুষ্ঠু ভাবে সম্পন্ন করা প্রয়োজন। তাই আসুন! সকলে মিলে এই জাতীয় গুরুত্বপূর্ণ কাজে সক্রিয় অংশ গ্রহন করি।

আপনাদের আন্তরিক সহযোগিতা কামনা করে আমি আমার আলোচনা আজ এখানেই শেষ করছি।

নমস্কার

[কয়েকটি বিশেষ স্মরণীয় ঘটনাবলীর তালিকা]

১৯০১ মহারাণী ভিক্টোরিয়ার মৃত্যু।
১৯০৫ প্রথম বঙ্গভঙ্গ আন্দোলন এবং স্বদেশী আন্দোলন।
১৯১০ হ্যালির ধূম কেতুর আবির্ভাব।
১৯১১ রাজা পঞ্চম জর্জ্জের রাজ্যাভিষেক ও দিল্লী দরবার।
১৯১৪ প্রথম মহাযুদ্ধ আরম্ভ।
১৯১৮ প্রথম মহাযুদ্ধ শেষ।
১৯১৯ ইনফ্লুয়েঞ্জা মহামারী।
১৯২১ প্রথন অসহযোগ এবং আইন অমান্য আন্দোলন।
১৯২৯ সর্দ্দা আইন (বাল্য বিবাহ রোধ আইন)।
১৯৩০ দ্বিতীয় অসহযোগ এবং আইন অমান্য আন্দোলন। (লবণ আইন অমান্য)
১৯৩৪ ভূমিকম্প।
১৯৩৫ রাজা পঞ্চম জর্জ্জের রজত জয়ন্তী।
১৯৩৯ দ্বিতীয় মহাযুদ্ধ আরম্ভ।
১৯৪১ যুদ্ধ চলাকালীন লোকগণনা। ঢাকার দাঙ্গার ফলে ত্রিপুরায় আশ্রয়ের জন্য লোক আগমন।
১৯৪২ আগষ্ট আন্দোলন (ভারত ছাড় আন্দোলন)। রিয়াং বিদ্রোহ শুরু।
১৯৪৩ ত্রিপুরার সৈন্যদের আরকানে জাপসৈন্যের বিরুদ্ধে যুদ্ধ---লাম্মাদৌপর্ব্বতে যুদ্ধ করিয়া খ্যাতিলাভ মহাদুর্ভিক্ষ।
১৯৪৬ নোয়াখালীর দাঙ্গা।
১৯৪৭ ভারতের স্বাধীনতা লাভ (১৫ই আগষ্ট)। বীর বিক্রমের মৃত্যু (জুন মাসে)।
১৯৪৯ স্বাধীন ত্রিপুরার ভারতে অন্তর্ভুক্তি।
১৯৫০ ভারত সাধারণতন্ত্রের জন্মলাভ (২৬ শে জানুয়ারী)।
১৯৫৬ আগরতলার বন্যা।
১৯৫৯ ত্রিপুরা টেরিটোরিয়াল কাউন্সিল গঠন।
১৯৬০ কিরীট বিক্রমের বিবাহ।
১৯৬৪ পূর্ব পাকিস্থানে সাম্প্রদায়িক দাঙ্গার ফলে ত্রিপুরায় আশ্রয়ের জন্য জনসাধারণের আগমন।
১৯৭১ শরণার্থীদের আগমন ও বাংলাদেশ স্বাধীন।

গণনাকালের পূর্ববর্ত্তী ১ বৎসর সময়ের মধ্যে ত্রিপুরার বিশেষ কয়েকটি উৎসবের তারিখ

১. শিবরাত্রি---১৪.২.৮০
২. দোলযাত্রা---২.৩.৮০
৩. নববর্ষ---১৪.৪.৮০
৪. গড়িয়াপূজা---২০.৪.৮০
৫. বুদ্ধপূর্নিমা---৩০.৪.৮০
৬. খারচীপূজা---২০.৭.৮০
৭. কেরপূজা---৮.৮.৮০
৮. বিশ্বকর্মাপূজা---১৬.৯.৮০
৯. মহালয়া---৮.১০.৮০
১০. দূর্গাপূজা---১৬.১০.৮০
১১. লক্ষ্মীপূজা---২৩.১০.৮০
১২. কালীপূজা---৭.১১.৮০
১৩. ভ্রাতৃ দ্বিতীয়া---৯.১১.৮০
১৪. পৌষ সংক্রান্তি---১৪.১.৮১

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ANNEXURE—33

SUPERVISOR'S MAIN FUNCTION AND DUTIES

Houselisting forms an important phase of the census as it provides the frame for the population count in 1981. It is therefore, necessary to make every effort to make this frame complete. Supervision of enumerator's work will go a long way to make the coverage complete and to improve the quality of houselist data. Your role is, therefore, of great significance in the ceusus.

As supervisor, your task is to see that the houselisting operations in your circle are carried out by the enumerators smoothly and efficiently. Intensive and close watch over the work of your enumerators alone can yield good quality data. For this, you will yourself have to be thorough with the instructions for the various stages of houselisting operations.

Your work starts immediately after your training and ends only when you have submitted all the completed record to your Charge Officer. During this entire period, you will have to be constantly vigilant and extend to your enumerators the benefit of your superior knowledge, training and experience. The instructions in the following paras will enable you to perform your task effectively and efficiently.

While executing your task, you are advised to observe the following simple but important rules which will make your supervision smooth and easy :—

(i) Know all your enumerators and establish good relationship with them.

(ii) Be polite in answering questions put to you by your enumerators, so that they do not feel embarrassed to ask questions when in doubt.

(iii) Encourage your enumerators to discuss problem cases which may arise in their areas.

(iv) Keep the instruction booklets. manual and other literature handy for consultation whenever necessary.

(v) Do not hesitate to approach your Charge Officer if you have any doubt or if you face any difficulty which you are not able to solve yourself.

(vi) This being a time-bound operation, make sure that the work starts on the day fixed for it and is completed as per scheduled programme.

Before you start your work you will have to make sure that you are thorough with the instructions for all stages of the houselisting operations starting from the preparation of notional maps to filling in the houselist and enterprise list abstracts.

As you know, the following documents and forms have to be prepared or filled in each block by the enumerator :

(a) Notional Map

(b) Layout sketch

(c) Houselist (2 copies)

(d) Enterprise list

(e) Houselist Abstract

(f) Abstract of enterprise list

Your main duties as supervisor will be as follows :

(1) To ensure that each of your enumerators covers the block assigned to him completely and without any overlap with adjoining blocks :

(2) To ensure good quality of enumeration and proper filling up of houselist and enterprise list;

(3) To communicate promptly to your enumerators any clarifications on instructions that you may receive during the houselisting operations;

(4) To ensure adequate and timely supply of houselist, enterprise list and other forms to your enumerators;

(5) To ensure proper filling up of houselist and enterprise list abstracts for each block by the enumerators;

(6) To receive all the completed record duly signed by enumerators;

(7) To fill the supervisors' houselist abstract;
and

(8) To handover all the completed records to your Charge Officer.

Before starting actual operations, please check that all enumerators have received the required stationery and other articles and that you have also received some reserve stock of stationery etc. as specified below :—

(i) Blank Notional map/layout sketch forms and indication of block boundaries to be covered by each enumerator.

(ii) Material for housenumbering.

(iii) Instructions for filling up houselist and enterprise list.

(iv) Badges.

(v) Sufficient number of forms for houselist, enterprise list and one form each of houselist and enterprise list abstract for each block.

(vi) List of Scheduled Castes/Scheduled Tribes.

You should also check that the location codes for states, district, tehsil and villages in case of rural areas and state, district, town and ward in case of urban areas and enumerator's block number are available with each enumerator. In fact, for rural areas, state, district and tehsil codes and for urban areas state, district and town codes should have already been rubber-stamped on each form or document. If not, please make sure that all these entries along with the codes as supplied by the Charge Officer are recorded on each form or document by the enumerator. Also the Community Development block name and code should also be available with each enumerator. Please check that these have been recorded by the enumerator on the enterprise list forms and enterprise list abstract forms.

As a preliminary step, you should go round your circle identifying the boundaries to make sure that no area is left out and no area overlaps with the adjoining circles. In case of doubt, you should discuss this with the supervisor of the adjoining circle and also consult your Charge Officer.

NOTE:

1. If any enumerator has been assigned more than one block, he will have to prepare and fill the documents/forms separately for each enumerator block. You should advise him to complete the houselisting in one block and take up the next block.

2. If on account of illness or for any other genuine reason the enumerator requires leave, or if due to negligence or careless work or misconduct you want to replace an enumerator you must promptly report to your Charge Officer and get the replacement so that work does not suffer.

Your duties during actual operation are:—

(i) *Notional map*:— Check that the Notional map prepared by the enumerator has been drawn properly and gives important land marks and demarcation of the enumerator's block. In case of a village, he should give names of surrounding villages/towns etc. and in case of urban areas, localities/roads/streets/villages etc. surrounding the block.

(ii) *Lay out sketch*:—The layout sketch should clearly give demarcation of the enumerator's block and within the enumerator block show all roads, streets, lanes and some important land marks. All the buildings in the block should be drawn in the lay out sketch as per layout of the ground. Check that the building and houses have been assigned numbers as per instructions contained in the instruction booklet and that the houses have been numbered properly. Where the enumerator has to allot numbers to houses not close to each other the running of numbers should have been indicated by arrows. In other words, the direction in which the numbering has proceeded should be indicated by arrows.

(iii) Go round the blocks and make sure that the house numbers have been painted/affixed by the enumerators.

(iv) *Filling Houselist Form* :— After the housenumbering the enumerators will start the houselisting and in the initial stages you will have to closely supervise and check their work. This will bring to light any gaps in the understanding of the instructions on the part of the enumerator. Such deficiency should be set right early, so that the rest of the enumeration will be carried out properly. For this, you will have to visit a few census houses, make enquiries and check whether the houselist form and enterprise list are being filled correctly. This is the only sure way to check whether the enumerator is filling the forms correctly and there can be no short cut to this. It may be necessary in some cases to watch the enumerator while he fills the form and correct on the spot if he makes any mistakes.

After this initial intensive checking and corrections where necessary by subsequent checking you will have to re-assess the work of the enumerator and satisfy yourself that the enumerator is following the instructions correctly. On the whole, you must visit atleast 10% of the census houses, the intensity being higher in the earlier part of the enumeration and check the entries made by the enumerator.

You may also make a few quick checks of the filled in forms as below :

Houselist :

(i) Full location code and identification particulars are noted by the enumerator on each form of the houselist.

(ii) Page numbers are recorded on the houselist forms used by the enumerator.

(iii) Line number for all the entries are given.

(iv) Building number in col. 2 is not repeated in subsequent lines relating to the same building.

(v) Housenumber in col. 3 is not repeated in subsequent lines for the same house.

(vi) If the purpose for which a census house is used, is wholly or partly residential, there should be entries relating to household (s) residing in the house from cols. 5 to 10.

(vii) Lines in which description of enterprises are entered should have entries only in col. 4, but should have '—' in all other cols. (cols. 2, 3, 5 & 6 to 13).

(viii) The numbers given in brackets after entries of description of enterprise in col. 4 should run serially for the whole block.

(ix) Similarly, the numbers given in brackets after entries of enterprises in col. 7 should also run serially for the whole block.

(x) Every entry in col. 7 must be related to some household.

(xi) The total of cols. 8 and 9 will be equal to col. 10.

(xii) *If there are entries in cols. 5 and 6, there must be entries in cols. 8 to 10 and vice versa.*

(xiii) When there is an entry in any of the cols. 11, 12, 13 there must be entry (s) in cols. 5, 6 and 8 to 10.

(xiv) When the purpose in col. 4 has been stated as vacant, the reason for vacancy must be entered under col. 14.

Enterprise List

(i) Full location code and identification particulars are noted by the enumerator on each form of the enterprise list.

(ii) Every enterprise in col. 4 or col. 7 in the houselist must be entered in col. 4 with serial number in cols. 2 or 3 of Enterprise list.

(iii) If there is entry in col. 2, there cannot be an entry in col. 3, there cannot be an entry in col. 2.

(iv) Line number of houselist and census house number must be entered in cols. 1 and 1 (i) for every enterprise.

(v) The code in col. 5 should agree with the description of activity of enterprise in col. 4.

(vi) Entries in col. 12 must be equal to the total of entries in cols. 10 & 11.

(vii) Similarly entries in col. 15 must be equal to the total of entries in cols. 13 & 14.

(viii) Entries in cols. 13, 14 & 15 must be less than or equal to the entries in cols. 10, 11 & 12 respectively.

(ix) Entries in col. 17 must be less than or equal to the entries in col. 16.

(x) If the entry in col.5 is '2', there must be entries in cols. 10 to 12 and vice versa.

(xi) If there are entries in cols. 13 to 15, there must be entries in cols. 10 to 12.

(xii) If the entry in col.5 is '1', there must be an entry in col. 16 and vice versa.

(xiii) If there is an entry in col.17, there must be an entry in col.16.

(xiv) If there are entries in cols. 10 to 15, there cannot be entries in cols. 16 and 17 and if there are entries in cols 16 and 17 there cannot be entries in cols. 10 to 15.

After completion of the housenumbering and houselisting operations please check that the enumerato has filled in entries in houselist and enterprise list form completely and he has not left any incomplete entries. Please check totals for each page for houselist and enterprise list and also check houselist abstract and enterprise list abstract. After checking you should get a duplicate copy of the houselist prepared by the enumerator. At the end of the operation you will receive the following documents duly signed from the enumerator:

(a) Layout sketch

(b) Notional Map

(c) Houselist forms pinned together (2 sets)

(d) Houselist Abstract

(e) Enterprise List (Pinned together)

(f) Abstract of enterprise list.

(g) Unused forms.

After receiving these documents from each enumerator you will have to prepare the Supervisor's Houselist Abstract. (Specimen form give in Annexe)

Enter the full location particulars of your circle at the top and the total number of blocks in your circle in the space provided at the right hand too in the Abstract form. Enter one by one in each line, the name and No. of village and Enumerator block No. in cols. 1 & 2 respectively for each block of your circle. Against these copy the totals from the enumerator's abstract for each enumerator block in the respective columns. Then strike the totals of the columns for your circle.

You can now hand over all the records listed above for each enumerator and your abstract to your Charge Officer and also submit to him your report relating to important observations made by you and your enumerator during the course of your housenumbering and houselisting operations in your circle.

PART I—A

(SPECIMEN FORM)

CENSUS OF INDIA 1981

Rural/Urban* charge

SUPERVISOR CIRCLE HOUSELIST ABSTRACT

Page No.....

Name of State/U. T.....Code No.....

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

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

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

Supervisor's Circle No.....

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

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

*Strike out whichever is inapplicable

Checked and found correct

Signature of sepervisor.....Date.....

SUPERVISOR'S DUTIES AT THE TIME OF ENUMERATION

The enumeration period is 9th February to 28th February 1981 and the reference date for the 1981 Population census is the sunrise of 1st March, 1981. During this period the two documents namely household schedule and the individual slip will be filled in respect of each household and the persons living in it. This work will be of great national importance as the data thrown up by these two documents would form the very bases for planning in various socio-economic fields. As a supervisor, your work will be of great importance and your effective supervision on the enumerators work will go a long way to improve the quality of the data. Your role, therefore is of great significance in the census.

As a supervisor your main job is to see that the enumeration in your circle is carried out by the enumerators smoothly and efficiently. Intensive and close watch over the work of your enumerators alone can yield good quality data. For this, you will ourself have to be very thorough with the instructions for filling up the various questions included in the household schedule and individual slip.

Your work starts immediately after your training and ends only when you have submitted all the completed records to your charge officers. During this entire period you will have to be constantly vigilant and extend to your enumerators the benefit of your superior Knowledge, training and experience. The instructions given below will enable you to perform your job effectively and efficiently. While executing your task you have to observe the following simple rules which will go a long way in making your supervision effective and smooth;

(i) Know all your enumerators and establish good relationship with them

(ii) Be polite in answering questions put to your by your enumerators so that they do not feel embarrassed to ask questions when in doubt.

(iii) Encourage your enumerators to discuss problem cases which may arise in their areas.

(vi) Keep the instruction booklets, manual and other literatures handy for consultation whenever necessary.

(v) Do not hesitate to approach your Charge Officer if you have any doubt or if you face any difficulty which you are not able to solve yourself.

(vi) This being a time-bound operation, make sure that the work starts on the day fixed for it and is completed as per scheduled programme.

Before you start your work, you will have to make sure that you are through with the instructions for all schedules namely the household schedule Parts I and II and the individual slip. You have also to be through with the work of compilation of the working sheets and the enumerator's abstract which will form the basis for the provisional totals and later the Primary Census Abstract. The accuracy of the data will depend mainly on the accuracy of these two statements which will be prepared from part II of the filled up household schedule.

Your main duties as supervisor will be as follows :—

PART A : General

1. As already mentioned, you have to meet all the enumerators of the circle allotted to you and ensure that all of them have received thorough training in the various operations.

2. If the enumerator of any particular bloom is absent due to certain reasons you have to ensure that another person from the reserve list is put on the nob so that the work may

not be interrupted. You have to further ensure that the enumerator has got through knowledge of the filling of the various documents. In case of there in some thing lacking you have to train him again emphasising the importance of the operation itself.

3. Please ensure that each enumerator covers the block assigned to him completely and without any overlap with adjoining blocks.

4. Please ensure good quality of enumeration and proper filling of household schedule and individual slip.

5. Please communicate promptly to your enumerators any clarification on instructions that you may receive during the enumeration period.

6. Please ensure adequate and timely supply of forms of household schedule individual slip to your enumerator.

7. Please ensure proper filling up of the enumerators working sheet and the enumerators abstract.

8. Please receive all the completed documents duly signed by the enumerators.

9. Please hand over all the completed records to your charge officer after proper checking.

10. Before starting the actual operations, please check that all the enumerators have received the required stationery and other articles and that you have also received some reserve stock of stationery etc. as noted below :—

(i) Instructions for filling up household schedule and individual slip;

(ii) Copies of supplementary instructions issued from time to time;

(iii) Badges/Appointment letter;

(iv) Pads of households schedules;

(v) Pads of individual slips;

(vi) Sufficient number of forms of enumerators working sheets and enumerators abstracts;

(vii) Degree holder and technical personnel forms;

(viii) Abridged houselist ;

(ix) Notional map sheets;

(x) Layout sketch ;

(xi) List of Scheduled Castes/Scheduled Tribes.

11. As a preliminary step you should go round your circle to make sure that no area under you is left out and no area overlaps with the adjoining circles. In case of doubt, you should discuss this with the supervisor of adjoining circle and also consult your charge officer.

12. You should also check that the location codes for state/district/ tehsil and village in case of rural areas and state, district, town and wards in case of urban areas and enumerator's block number are available with each enumerator. In fact for rural areas, state, district and tehsil codes and for urban areas, state, district and town codes would have already been rubber stamped on each form, or the documents. If not, please make sure that all the entries alongwith the codes as supplied by the charge officer are recorded on each form or document by the enumerator.

13. Please ensure that the enumerators go round their blocks to get themselves aquainted with their blocks and also to ensure that the buildings or houses have all been listed in the Abridged houselist.

14. Please meet all the enumerators in your circle soon after the revisional round in order to ensure that all the above mentioned items of work have been done according to your satisfaction.

Note : (i) If any enumerator has been assigned more than one block he will have to prepare and fill the documents/forms separately for each enumerator's block. You should advise him to complete the enumeration in one block and then take up the next block.

(ii) If on account of illness or for any other genuine reason the enumerator requires leave, or if due to the negligence or careless work or misconduct you want to remove him you have to report this immediately to your charge officer and get the replacement so that the work does not suffer.

PART B : The work to be done during the actual enumeration period (9th February to 28th February 1981).

1. Get the work started from 9th February in all the enumerator's blocks under your charge and send a report to your Charge Officer.

2. Be with your enumerators in their day to day work during the first week of the start of enumeration, to the extent possible. This is a critical period.

3. Please ensure that the enumerator is making enquiries in each building and house and filling the relevant schedules so that porsons living in big buildings or the new households are not left out.

4. Ensure that serial No. of the household has been filled in correctly on each individual slip.

5. Please ensure that each enumerator is doing the work systematically and is not allowing it to fall into arrears. This particularly relates to the copying of entries from Individual Slip into the Population Records from Col. 8 onwards. This work should not be allowed to accumulate.

6. Check that the notional map indicates important land marks and demarcation of the enumerators' block. In case there is anything lacking try to correct it even at this stage by making physical verification of the actual sites.

7. Please ensure that the enumerator has got sufficient forms and if need be arrange for their replenishment in time.

8. Please go round with your enumerators by turn on the evening and night of 28 February 1981 for the enumeration of houseless persons. If you have reasons to relieve that there will be too many houseless persons in a particular block you have to put more than one enumerator for their enumeration so that the work may be completed in time.

9. You have to do complete checking of the entries made in the household schedule as well as in the individual slips, and also to sign on the cover page of the household schedules and individual slips in token of having checked the entries.

10. You have to be vigilant in checking the work of the enumerators when he is filling up the household particulars in the household schedule.

(i) Ensure that the location code has been entered properly and correctly as described earlier.

(ii) You have to see that the entries against Q. 3 and 4 relating to Scheduled Caste/ Scheduled Tribe have been filled in properly according to instructions and the names find place in the list of Scheduled Caste/Scheduled Tribe supplied to the enumerator. The entry relating to Scheduled Caste in these questions should be checked with reference to Q. 2—Religion of the head of household. Scheduled caste can belong to either Hindu or Sikh religion. Scheduled tribes can belong to any religion.

(iii) While the work is going on you have to see the enumerator is filling columns 1 to 7 of the population record first and then going over to fill in the individual slips. If any enumerator avoids this procedure it must be emphasised that he should do so as this has been prescribed with a view to ensure complete coverage so that no person in any household may not be missed. This will also ensure better recording of age.

(iv) Ensure that the enumerator is making repeated enquiries about young children, newly born babies and visitors not enumerated elsewhere.

(v) Verify that the enumerator is entering serial No. of mother if present in the household against her son and daughter aged 10 and below. If not please get it done.

(vi) Further you have to check that proper codes are entered within the box given against various questions in this schedule.

11. **Individual Slip**

(i) Check that the entry against question 4 relating to age has been properly filled in completed years

(ii) Ensure that the name of Scheduled Cast/Scheduled Tribe has been entered in accordance with the list supplied to the enumerator. Further you have to check the entries relating to Scheduled Caste with reference to question to 8 relating to religion. Please note that scheduled castes can belong only to Hindu and Sikh religions. Scheduled tribes can belong to any religion.

(iii) You have further to be vigilant the enumerator is recording the mother tongue correctly in question 6 as given by the respondent. The mother tongue as given by the respondent should be recorded faithfully.

(vi) You have also to be very vigilant and careful in checking the entries relating to economic questions from 14A to 16. You have to impress upon the enumerators that the economic question, i. e. 14A to 16 must be canvassed for every person irrespective of age or sex. Every person must be asked question 14A including the very young or very old and the answer to this question must be filled in correctly. You have to ensure that each enumerator is asking the probing question in case of those who are not regular workers. It is particularly important to

ask such probing question regarding the work done at any time last year or any one of the seasons in the reference period in the case of women and children in the rural areas. You have to invariably tell the enumerators that he should ask question 14A, 14B and 15A and 15B together and then fill up the details. You have also to ensure that the description of work and the nature of industry, trade or service under questions 15A and 15B are filled in sufficient details so that it may facilitate work of coding later on. Giving the description and nature of work in short form will be of no use in the proper classification of industries and occupations. You have also to check the entries in questions 16 relating to seeking/available for work, with reference to answer to question 14A or 14B. The information against this question will be filled only in case there is 'No' in 14A or 14B.

(v) If your enumerator is also filling the sample slip you have to ensure that the enumerator has noted the last place of residence correctly. Similarly there may be some doubts while filling up the codes against question 3 of sample slip which enlists the reasons for migration. You have to emphasise that only the five codes as given below the sample individual slip are used. You will doubtless note that duration of residence at the place of enumeration (Q.4) as recorded is less than the age of the person. The number of children surviving will always be equal or less than the number of children ever born as recorded in Q. 5 (b) and (c).

12. Ensure that the degree holder and technical personnel cards are being distributed according to instructions and also the enumerator is collecting them back from the individuals to whom he had issued earlier. You have also to verify that the enumerator is keeping the record of the total number of cards distributed and the cards received back by him.

13 Abridged houselist

(i) Checking that the location codes have been given correctly. In case of missing codes, get them filled in your presence.

(ii) Ensure that each enumerator is checking properly whether each Census house and household listed in sec. 2 of the Abridged houselist is actually there. Also check that the instructions for deleting or amending entries in sec. 2 or for filling sec. 3 in the various situations are being followed by the enumerators in the manner given the instruction.

(iii) Please ensure that reason for any change made in section 2 is given in col. 8. If any enumerator has not done so, you should get it done.

(iv) If by chance any enumerator has failed to enter the population of enumerator's block and number of household in section I of the abridged houselist you should get it done during checking.

14. Enumerator's working sheet & the Enumerator's Abstract :—

You have to check up carefully whether the totals are being struck correctly in the working sheets. You will please see that all entries have been correctly copied out in the enumerator's abstract from the working sheets. After checking these two documents you have to affix your signatures below these documents separately.

PART B. The work to be done after the enumeration (between 1st and 5th March, 1981)

During this period your duties will be as follows :—

1. Please check that the work of revisional round has started on 1st march in all the enumerator's blocks under your charge. 'A'

2. Please check whether the enumerator has correctly scored the slips relating to any person who has unfortunately died during the enumeration period and has made subsequent correction in the pupulation record, working sheets and enumerator's abstracts.

3. If any new birth has taken place before the sunrise of 1st March, 1981 and the child is alive you have to check whether the individual slip in respect of him or her has been properly filled in and also the relevant entries have been made in the population record along with changes in the totals. You have to check that on such new slips the serial number of household has been properly filled in.

4. There may cases where an enumerator has used two forks of household schedule for recording entries of new birth of visitor. In such cases you have to ensure that the enumerator has properly filled in location code and other particulars in the second schedule form. Check also whether the relevant correction against the entry of the question 6 of sample slip if applicable in his case, has been made. Further you have to ensure that he is writing on the top right hand corner of the fresh household schedule (continued) and noting the book and form number of the connected household number. Similarly you have to note whether on the connected schedule he is noting the word 'Concluded' and giving the book and form number of the additional household form.

Needless to point out that changes in population record like additions for new birth or recording of visitors or deletion of entry in respect of deaths, should be done neatly and should be made. It is this final total that must be entered subsequent changes in the total in Q. 15 of Part — I of the household schedule.

5. Ensure whether the enumerator is filling properly the slips in respect of the persons living in Dak Bangalows, Dharmshalas, Hospitals, Jails or orphanges etc. according to the prescribed instructions.

6. On the evening of 5th March 1981 you have to call a meeting of all the enumerators to check whether they have filled up all the documents correctly. There after you have to take all the filled in documents from the enumerators of each block and arrange them properly in the following manner:

1. Notional map ;
2. Layout sketch map ;
3. Filled in and updated abridged houselist ;
4. Filled in household schedule books ;
5. Filled in individual slips pads;
6. Working sheets for enumerator's abstract; in three sets tagged together ;
7. The Enumerator Abstract form;
8. Filled in degree holder and technical personnel schedule ;

9. Statement showing the number of degree holder and technical personnel schedule received, issued, filled in schedules collected and blank schedules returned ;
10. Blank forms, household schedules books and individual slip pads referred to above;
11. Blank degree holder and technical personnel schedule.

The above documents will be handed over duly tagged in respect of each block of your circle to your charge officer alongwith an inventory.

The charge officer in his turn will give you the necessary receipt of the various documents.

ANNEXURE—35

CIRCULAR No. 20

No. 12-76(T)/80
Government of India
Ministry of Home Affairs
Directorate of Census Operations,
Tripura

Dated, Agartala, the 21st Jan. '81.

To

All District Magistrate & Collectors-cum-District Census Officers

All Sub-divisional Officers-cum-Sub-divisional Census Officers

All Charge Officers.

Subject : Provisional population Totals of 1981 Census.

Sir,

May I bring to your kind notice the fact that just after population count is over the provisional population totals are to be transmitted by the District Magistrate & Collectors (District Census Officers) to the Registrar General, India in the following run on message with a copy of message to the undersigned.

1981 CENSUS PROVISIONAL TOTALS

State.....	District.....
Males.....	Females.....
Total population.....	Literate Males.....
Literate Females.....	Total literates.....

2. On receipt of these I would be compiling the figures of all Districts and transmit the state-wise provisional population totals to the Registrar General, India.

3. District Magistrate & Collectors are to get the data from the Sub-divisional Officers who in their turn would have to compile the figures on the basis of the records received from Charge Officers. The Charge Officers in their turn would have to collect materials from Supervisors who in their turn would have to collect from the Enumerators.

4. Any communication gap at any stage would upset the entire programme.

5. In this connection the observations of Chief Secretary in para IX of the minutes of discussions held on 6-1-1981 as communicated under this Directorate endorsement No. 12-64 (T)/80 dated 9-1-81 are reproduced below :

> "IX. Provisional results :—Chief Secretary observed that the provisional results would have to be communicated to the Registrar General, India by 12th of March 1981 positively in the prescribed run on message form. The attention of all Sub-divisional Officers and Charge Officers was drawn to the fact that this calendar is given its due importance as the all India results would be held up but for the furnishing of information from our side at the appropriate time. Utmost care is to be taken by all and District Magistrates will see that this is done in the desired manner. This tight programme as per the calendar fixed can on no account be flexible. In order to do justice to the same District Magistrate would consider whether a special monitoring cell can be thought of for effective supervision of the same".

6. The calendar to be strictly adhered to for preparation of provisional results after collection of records and their checking and compilation is mentioned below :

(1) Revisional Round	1 to 5 March, 1981
(2) Submission of Enumerator's Abstract and other records by enumerators to supervisors.	6 March, 1981.
(3) Submission of all records pertaining to supervisor's jurisdiction to the Charge Officer.	7 March, 1981
(4) Submission of all records pertaining to Charge to Sub-divisional Census Officer	8 March, 1981
(5) Preparation and communication of Sub-divisional Abstract for provisional results by Sub-divisional Census Officers and communication of Sub-divisional figures to District Census Officer and the Director of Census Operations in standard message form.	10 March, 1981.
(6) Preparation and communication of District Abstract for provisional results by the District Census Officers to the Registrar General of India by signal in the aforementioned run on message form. This message is to be repeated to the Director of Census Operations simultaneously by the District Census Officers.	11 March, 1981
(7) Preparation of State Abstract and submission of provisional results to Registrar General, India by Director of Census Operations.	12 March, 1981.

7. In order to follow the time schedule time to time review would be necessary. In order to do so it would be necessary to call a meeting of all Circle Supervisors as decided upon by the Sub-divisional Officers. It may kindly be considered whether such meetings can be convened between 9th of February, 1981 to 28th of February, 1981 by the Sub-divisional Census Officer in consultation with Charge Officers to assess the progress of work so that there would not be any difficulty on the part of the Enumerator/Supervisor to submit the records in time. Regarding collection of records, a special monitoring system may be evolved so that the enumerators submit the records to the supervisors in a predetermined place. Fixation of date and time and place for collection of records from the supervisors would help the Charge Officers for collection of records and compilation of the same and transmission thereof to the Sub-divisional Census Officer. This would enable the Sub-divisional Census Officer to collect the records and compile the same and transmit the provisional results to the District Magistrate and Collector and Director of Census Operations.

8. After completion of revisional round each enumerator will prepare the enumerator's abstract and hand over all the records to Supervisor on 6th March, 1981. After obtaining all the records from the enumerators including the working sheets and the Enumerator's Abstracts relating to his Circle the Circle Supervisor will submit the records to the Charge Officer on 7th March, 1981. On receipt of these records the Charge Officer would forward all the records pertaining to his Charge with an inventory to the Sub-divisional Census Officer positively on 8th March, 1981.

9. On receipt of the records from the Charge Officers the Sub-divisional Census Officer would please arrange for taking up the working sheets of the enumerators for each block and the corresponding enumerator's abstract and process the same for arriving at the provisional results. In order to do so the Sub-divisional Census Officer can make it convenient to have a register prepared on the basis of the "Enumerator's working Sheet" itself, except that in column-2 "Enumerator's Block number" would be noted in place of "Serial Number of Household". When the records are received on the 8th March, 1981 the concerned clerk in the Sub-divisional Office would have to post in this register the relevant total figures which would be available from the last page of the working sheets of each block in the columns concerned. Since these would be posted blockwise the totals would give the figures for each of characteristics for the entire charge. It would be convenient if the Sub-divisional Census Officer can arrange for writing up of this register in advance so far as the block numbers are concerned in order to ensure the compilation of the provisional totals. The working sheets and the Enumerator's Abstract thus prepared for each Charge are to be forwarded to this Directorate along with other census documents.

10. The Sub-divisional Census Officers are requested kindly to communicate consolidated totals in respect of all the charges in his Sub-division. The Sub-divisional Census Officers will please communicate the figures to the District Census Officer as well as the Director of Census Operations in the format mentioned below :

1981 CENSUS PROVISIONAL TOTALS

Sub-division..... District.....

Males..... Females.....

Total population..... Literate males.....

Literate female..... Total literates.....

11. The District Census Officer would make it convenient to communicate the consolidated totals in respect of all sub-divisions in his districts. The District Census Officer will simultaneously communicate the figures to the Registrar General, India repeating the same to the Director of Census Operations in the format indicated below :

1981 CENSUS PROVISIONAL TOTALS

State..... District.....

Males..... Females.....

Total population..... Literate males.....

Literate females..... Total literates.....

12. The figures should be communicated to the Registrar General, India by express telegram, wireless message or over phone, whichever is deemed quickest. The telegraphic address of the Registrar General, India is **"REGGENLING—NEW DELHI".**

13. Arrangements will be made to receive the message in Registrar General's Office round the clock from the 11th March, 1981 over the following telephone :

New Delhi

383761

383145

383157

386583

Please acknowledge receipt of this circular.

Yours faithfully,

(S. R. CHAKRABORTY)

Director of Census Operations,
Tripura.

Copy to the :—

1. Registrar General, India, New Delhi-110011 along with spare copies for his personal section.
2. Chief Secretary to the Government of Tripura, Agartala.
3. Joint Director, Directorate of Statistics & Evaluation, Government of Tripura, Agartala.
4. District Statistical Officer, West/South/North Tripura district.
5. All Directors of Census Operations.
6. Dr. S. N. Roy, Director, N. S. S. O., 25/A, Shakespear Sarani, Calcutta-700017.

(S. R. CHAKRABORTY)

Director of Census Operations,
Tripura

ANNEXURE—36

No. 1/34 79-Ad. I

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

2/A, Mansingh Road, New Delhi-110011

the 26-6-79.

To

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

Subject : Clerical assistance to District, Sub-division, Tehsil, Taluk, Thana establishments and Urban local Bodies, in connection with the 1981 Census Work.

Sir,

I have the honour to say that the preliminary work to organise the national Census of population, during February-March, 1981, has commenced in full swing in all the States and Union Territories. As a result to the Census count, house-listing operations in which a houselist and, alongwith it an economic census schedule is proposed to be canvassed, will be carried out in 1980, about a year in advance of the actual population count in 1981. Traditionally, tnis country has had the previlege of conducting these operations with the voluntary and close cooperations of the State/UT Authorities since the latter are deeply interested in taking the Census in their respective territories. The State Government/UT Administration will be declaring the Deputy Commissioners/Collectors, Sub-divisional Officers, and Tehsildars, etc. as the Census officers in their respective jurisdictions. These officers will be responsible for the conduct of the Census Operations in their respective areas under the guidance of the Director of Census Operations in the State/UT. The Census officers will be required to attend to the delimitation of Census charges, selection and training of census ennumeration agency, introduction of the system of permanent house-numbering, Census publicity, Receipt and Despatch of Census Enumeration Schedules instructions and other literature of census, and the actual census count, in consultation with the Director of Census operations.

2. As the State/UT officials and their officers, especially those who will be associated with the Census Operations in their areas are heavily worked, it has been considered necessary to provide some clerical assistance to District/Sub-Divisional/Tehsil establishments and Urban local Bodies, such as Corporations, Municipal Bodies, etc. so as to help them in carrying out the Census Operations, in the correct way and according to the time schedule. I may add in this connection that this pattern of providing clerical assistance to these establishments was first introduced in the 1961 Census and continued in the 1971 Census. It is considered necessary to continue this practice in the 1981 Census as well.

3. The scale of clerical assistance provided to the District etc. establishments for 1971 Census Operations in all state/UT was as follows :

District Census Officers in States/UTs.	1 Upper Division Clerk 1 Lower Division Clerk 1 Peon
Sub-divisional Offices in Bihar & Assam	1 Upper Division Clerk
Sub-divisional Offices in Orissa & West Bengal	1 Lower Division Clerk.
Tehsil/Taluk/Thana Offices in other States/ UTs.	1 Lower Division Clerk.
Local Bodies	
(i) Cities with between 1 and 2 lakhs of population	1 Upper Division Clerk
(ii) Cities with over 2 lakhs of population	1 Upper Division Clerk 1 Lower Division Clerk for every additional 1 lakh of population.

The foresaid scale of assistance will be available for the 1981 Census also from 1-8-79 upto the end of May 1981 except in the cases of cities of Greater Bombay, Calcutta and Madras, for the arrangement that was followed by the State Governments for the 1971 Census, may be continued for the 1981 Census we well. For the city of Greater Bombay, clerical assistance of the following scale was provided to the Municipal Corporation, at the 1971 Census. Keeping in view that fact that the Bombay Municipal Corporation bore 50% of the total expenditure incurred on the Census of that city :—

(i)	Section Officers	..	100
(ii)	Instructors	..	125
(iii)	Full time Clerks	..	60
(iv)	Full time labourers	..	30

For the city of Madras, the following staff were appointed under the Deputy Director of Census Operations, (for Madras city) :—

(i)	Assistant Revenue Officer	..	4
(ii)	Manager	..	1
(iii)	Steno-typist	..	3
(iv)	Upper Division Clerk	..	4
(v)	Lower Division Clerk	..	1
(vi)	Typist	..	1
(vii)	Peon	..	10

The staff worked under the administrative control of the Commission of the Corporation of Madras. They were treated as part of the Corporation staff and were paid the local rates of pay. The Madras Corporation incurred the expenditure initially which was reimbursed to them in full by the Census Organisation, later. For the metropolitan city of Calcutta, there will be separate unit under the Director of Census Operations, West Bengal to look to the details of the Census Operations in that city, as in 1971 Census.

4. The staff to be appointed against these posts will have to be treated as part of the district/Sub-divisional, etc. establishments of the State Government/UT. Administration and their pay and allowances will be the same as those of other members of corresponding grades of the respective establishments. That is to say, the required number of posts will be created as additional posts in the district and other establishments, on local scales of pay for the corresponding posts and appointment will be made to these posts by the competent authority of the State Government, UT Administration. The expenditure to be incurred on pay and allowances of this extra staff will be met in full by the Government of India.

5. At the 1971 Census, provision for this expenditure was made in the Census budget in each State/UT. circle of accounts under the sub-head "B-Enumeration". The Director of Census Operations of his part allocated provision under this sub-head to each district officer depending upon the quantum of clerical assistance provide to that district according to the scale of assistance mentioned in paragraph 3 above. The pay and allowances of the staff were drawn by the District Officers concerned and the expenditure debited directly to the Government of India, against the Census budget, under the sub-head "B-Enumeration". The district officers were required to send monthly expenditure figures to the Director of Census Operations concerned for effective financial control and for reconciliation of the expenditure figures with those booked by the Accountant General in the respective State/UT.

But, on re-examination later, the Accountant General, Central Revenues informed this office that the procedure evolved and followed at the 1971 Census did not conform to the accounting procedure to be followed in regard to transaction arising in connection with the agency functions entrusted to State Government, under Articles 258 of the Constitution, as laid down in Government of India, Ministry of Finance O. M. No. F. 4(136)-B/64 dated 9th January, 1956, the relevant part of which is extracted below :

"The extra cost to the State Governments arising mainly in respect of the additional staff employed or contingent and other expenditure, as in the case of work devolving on the State Government in connection

with the administration of Constitution of the Census Act, is reimbursable under Article 258(3) of the Constitution, Expenditure in this regard should be provided in the State Budget in the first instance and adjusted in the accounts. These will be reimbursed in lump to the State Governments".

The Ministry of Finance, Government of India, and the Comptroller and Auditor General of India, who were consulted by this office, about it, advised that the procedure mentioned above was the correct procedure and should be followed in future in such cases of 258(3) of the Constitution. Accordingly, it is proposed to follow this procedure in regard to the District/Sub-division/Taluk, etc. office, for the 1981 Census. In other words, the expenditure on clerical assistance will be incurred by the State Government/ UT. Administration initially, which will be re-imbursed to them in full by Government of India. Incidentally, this was the procedure followed at the 1961 Census. In order that the expenditure incurred by the State Government/UT Administration during a financial year itself, by the Government of India, the expenditure figures as certified by the Accountant General may be communicated to the Director of Census Operation in your State/UT in the month following the month to which the figures relate. The intention is that funds provided for the purpose, by the Government of India, during a particular year, is not allowed to lapse.

6. I am to request that orders of the State Government/UT Administration may kindly be issued :—

(i) For the creation of the requisite No. of posts with effect from 1st August, 1979 according to the scale indicated in paragraph 3 above;

(ii) Requesting the District/Sub-divisional/Tehsil/Taluka or Thana officers, and Urban local Bodies to post the best available staff for Census work as soon as the posts are created in their respective establishments;

(iii) For the provisions of requisite funds in the budgets of the Districts/Sub-divisions/Tehsils or Taluks or Thanas and of the Urban local Bodies concerned, during the current and subsequent financial years, for meeting the expenditure on the clerical assistance to be provided to them for 1981 Census work; and

(iv) For the maintainance of separate accounts in respect of the pay and allowances, etc. of the staff appointed against the posts to be created for Census work and for furnishing a monthly consolidated statement of such expenditure for each district and for the State/UT as whole, duly certified by the Accountant General for your State/UT to the Director of Census Operations in your State/UT for arranging from reimbursement to the State Government UT/of Administration.

7. As the 1981 Census work has gained considerable momentum, it will be very much appreciated if order of the State Government/UT Administration, as requested in the proceeding paragraph, are issued immediately so as to maintain the pace of progress so far achieved and to make the 1981 Census Operations a success.

8. A copy of the orders issued by the State Government/UT. Administration may kindly be endorsed to the Director of Census Operations in your State/Union Territory.

Yours faithfully,
(P. PADMANABHA)
Registrar General, India

No. 1/34/79-Ad. I
Copy forwarded for information to :—

1. All Directors of Census Operations in State/Union Territories.
2. Pay and Accounts Officer (Census), Ministry of Home Affairs.
3. Ad. III Section (Budget Assistant).
4. ARL (1)
5. PA to BRG(1)

(V. P. PANDEY)
Deputy Registrar General, India.

ANNEXURE—37

Summary of the Circulars issued by Registrar General, India in connection with 1981 Census

Circular No. 1 deals with the procedure to be followed for demarcation of places as rural and urban. The same criteria regarding definition of urban tuni as was adopted at the 1971 Census were retained in 1981 Census also. These are as follows :

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

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

(i) a minimum population of 5,000

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

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

The areas which are not treated as urban are to be treated as rural areas.

Circular No. 2 deals with organisation of Census of India 1981. General instructions to fulfill the objective of the 1981 Census in terms of total coverage, accuracy and timeliness have been dealt with in the said circular. The tradition to operate the Census through the State Government Departments would be continued in similar manner in regard to houselisting operations and the population census. The basic phase of the Census would be :

(a) houselisting operations in the mid of 1980.

(b) actual census enumeration during the period from 9th February, 1981 to 1st March, 1981 followed by revisional round on 2nd and 3rd March, 1981 (3rd March has been extended to 5th March in the long run).

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

(d) tabulation of data.

The immediate task to be undertaken would be :

(a) the finalisation of the lists of villages,

(b) finalisation of the lists of towns and cities,

(c) issue of notifications appointing the Census Officers at various levels,

(d) the preparation of Village Directory and Town Directory.

Circular No. 3 deals with appointment of Census Officers. The State Government is to issue notification in appointing Principal Census Officer and delegating to them the authority to appoint other Census Officers by virtue of the power vested in the State Government under clause 4 of section 4 of the Act as well as in issuing orders authorising declarations under clause 3 of section 4 of the Act to be signed by the Census Officers for the local areas concerned. The Director of Census Operations would determine the Census Officers for the areas which fall within the occupation and control of Defence Services, Central Reserve Police, Border Security Force and similar organisations.

Circular No. 4 deals with Village and Town Directory to be published in the District Census Handbook consisting of Town and Village Directories, town and village-wise Primary Census Abstract and district tables on census. The District Census Handbook will be published in two volumes i.e. Part—A—Town and Village Directory and town and village-wise Primary Census Abstract and Part—B—District Census Tables along with special tables on Scheduled Castes and Scheduled Tribes.

Circular No. 5 deals with location code for identification for every area comprised in any administrative unit in the State by assigning specific code number for different levels of administrative unit. The system adopted for allotment of location code number districts/development blocks/towns and villages is as follows :

The district in the State would have to be serialised either in order of contiguity or in alphabetical order of their names, depending on convenience.

Development Block : The serial number of development block/town would have to be limited to each district and would run continuously within the district for the development block/town.

Village : The list of villages for all development block is to be got prepared and approved by the Director of Census Operations for the purpose of 1981 Census. The villages are to be serialised within the development blocks so that serial number would be continuous within such areas.

Town : In order to distinguish between towns and villages the code number of town would be in Roman figures.

Circular No. 6 deals with clarification on Circular No. 1 in regard to classification of rural and urban unit in pursuance of discussion in the conference held in New Delhi from 24th to 29th August, 1979. The following decisions were taken :

(i) Special project on irrigation, power and other industrial project should be treated as census town provided it satisfies demographic characteristics referred to in para 3(b) of the Circular No. 1. In case where a project area has been conferred a municipal or equivalent status, irrespective of its demographic characteristics, it should be treated as a town under criterion (a) of para 3 of Circular No. 1.

(ii) District/Sub-divisional headquarter should not be treated as census town unless it satisfies usual demographic characteristics mentioned in para 3(b) of Circular No. 1.

(iii) Tea garden may now be treated as village.

(iv) The industrial category III comprising the occupation of fishing, livestock, hunting and plantations and orchards etc. may be treated as an allied agricultural activity and may not be treated as non-agricultural occupation.

(v) The places having population 4,000 or thereabout may not be treated as town in a mechanical manner and each such place may be considered for treatment as a census town merits.

Circular No. 7 deals with the formation of Urban Agglomeration. The concept of urban agglomeration as was adopted in 1971 Census would be followed strictly for the 1981 Census and it must form a continuous urban spread constituting a town and its adjoining urban outgrowths or two or more physically contiguous town together with continuous well recognised urban outgrowths, if any, of such town.

Circular No. 8 deals with classification on Village and Town Directory of 1981 Census. In pursuance of discussion in the conference of Directors of Census Operations held in New Delhi from 24th to 29th August, 1979 the following decisions were taken :

If an amenity is not available in the village a dash (—) may be shown against the same in the relevant column. But next to it the distance of the place from the village may be given in broad ranges in brackets.

In view of the constraint of space the particulars of distance by range of the nearest places where educational and medical facilities are available should be given if none of the medical and educational amenities is available in the concerned village.

Other clarifications were as follows :

(i) If there are composite schools like middle school with primary classes or secondary or higher secondary schools with middle classes these may also be included in the number of primary and middle schools as the case may be.

(ii) Day of the village market—the actual day or days of the week on which the market is held may be recorded.

(iii) Remarks—against remarks column (col. No. 21)

Circular No. 9 is also an amendment to Circular No. 5 issued in regard to assignment of location code number. It has been instructed in this circular that the location code number will have five elements instead of four as circulated earlier as the location code number of the State also is to be indicated.

Circular No. 10 deals with formation of enumeration blocks and preparation of the Abridged Houselist. It was communicated under this Circular that two copies of the Abridged Housrlist need be prepared.

Circular No. 11 is an amendment of Circular No. 10 in the sense that only one copy of the Abridged Houselist would be prepared.

Circular No. 12 deals with the manner in which the forms of Houselisting Operations will be managed. After receipt of the forms from the enumerators, the supervisor would have to arrange the various forms according to the circular and hand over to the charge officer in the charge office, each of those will have to be separately arranged in a systematic manner according to block number and will have to be made up into separate bundle with a sheet on top of the bundle indicating the names of the State, District and Charge, Location Code Numbers upto charge level. Two sets of houselisting forms would have to be arranged in order of the block number for entire charge and two separate more bundle are to be prepared. One copy of the completed houselisting form retained in the charge office for preparation of enumerator blocks and writing about the charge register and other copy must be sent to the Director of Census Operations.

Circular No. 13 is supplement to Circular No. 12 in the sense that the village-wise data is to be generated from the enumerator's abstracts and not from the supervisor's abstract in the charge office.

Circular No. 14 deals with instructions for selection of 20% sample of enumerator blocks in certain States like Andhra Pradesh, Gujrat, Haryana, Karnataka, Kerala, Madhaya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh and in other States/UT universal and sample slips will together be canvassed. Circular No. 15 deals with delineation of Standard Urban Areas in connection with 1981 Census. The Standard Urban Areas was defined as the projected growth area of a city or town having 50,000 or more population in 1971, as it would be in 1981. So it was a long term planning area and was to remain as a statistical reporting unit during the three successive censuses 1971, 1981 and 1991. The changes in the boundary of the Standard Urban Area, if any, are to be kept to the minimum. The proposal for changes, where absolutely necessary should be made in consultation with the Town Planning Department of the State concerned.

Circular No. 16 deals with management of records relating to individual slips and household schedules at various level. The various stages were inventories of records have to be prepared and the manner in which the records should be moved have been spelt out in the said circular. Based on these indicative guidelines, suitable instructions would have to be issued.

Circular No. 17 deals with clarification on some points in Circular No. 4 & 8 for bringing about improvements in the quality and presentation of data and related issues. Besides supplementary instructions on few points, further compilation and tabulation of the data have been carried out.

So far educational amenities are concerned it is decided that the matriculation and secondary levels may be grouped in one category, while higher secondary, intermediate/pre-university, junior college level may form another group. This would cover 10+2 classes.

So far medical amenities are concerned clarifications have been given to the effect that all registered medical practitioners are to be covered under the code of 'R.P.'.

Circular No. 18 is the supplement to Circular No. 16 which deals with management of records relating to Individual Slips and Household Schedules at various levels.

Circular No. 19 deals with the instructions of preparation of District and Tehsil/Police Station/ C.D. Block/Circle Maps for District Census Handbooks of 1981 Census. The instructions refer to the preparation of those maps at the district level and the level of the Tehsil/Police Station/C.D. Block/ Circle based on the authentic map received after certification from the appropriate revenue authority of the State Government.

Circular No. 20 is in relation to drafting of the Administration Report of 1981 Census. As the Administration Report is a chronological history of the organisation of the work under the Directorate in connection with the entire census operations so a tentative ordering of the chapters of the report and the points covering all the aspects were circulated therewith.

Circular No. 21 relates to instructions to enumerators for filling up the Household Schedule and Individual Slip. It was clarified that the enumerator will start work on the Enumerator's Working Sheet after the enumeration work is over i.e. after the revisional round.

Circular No. 22 is in relation to calendar for reporting of revisional results and commencement of PEC/ CES.

Circular No. 23 deals with release of provisional population totals immediately after the completion of the enumeration and the procedure to be adopted in this respect. The results contained in Enumerator's Abstract would be released at two stages. At first stage minimum basic information relating to total population and literates are to be communicated in prescribed format. Besides, the circular provides for a calendar for reporting of provisional results.

Circular No. 24 deals with clarification in the matter of instructions for selection of 20% sample of enumeration blocks as communicated to us under Circular No. 14 sent with D.O. letter No. 1/3/79—DD dated 15-4-80. In Circular No. 14 the urban areas which were very close to one lakh population limit, on the basis of 1971 Census, but may cross one lakh population during houselisting operation would doubtless have to be classified as cities i.e. places with population above one lakh. If an urban area, whether it is census town in its own right or an agglomeration, records a population of one lakh or above during the houselisting operation, such places must listed out separately and sent to the office of the Registrar General, India for finalisation in the matter of

drawing of the 20% sample of the enumeration blocks, just on receipt the abstract relating to house-listing operation.

Circular No. 25 deals with management of records relating to Individual Slip and Household Schedule at various levels. The amendment suggested in Circular No. 16 with regard to filling up of Appendix III were reconsidered and instructions regarding certain other issues were clarified in this circular. On pages 4 and 5 of annexe to census Circular No. 16, the sequence of processing of the household schedule and the individual slip has been indicated. It has now been decided that Tables HH XIV SC and HH XIV ST will not be processed manually. These tables will be prepared on the computor along with other household tables. The system of processing has been reviewed and the sequence, even the 80% of the non sample area slips would have to be sent to the coding cell fo coding and preparation for data entry. From the coding cell these coded slips will be sent to the Data Entry Regional Station concerned. It has now also been decided that the processing of DHTP schedules will be the responsibility of the CSIR and as such the filled-in DHTP schedules along with the statement will have to be sent to the CSIR. It has also been decided that the DHTP schedules would be canvassed only in sample area. Besides universal sample slips the DHTP will also be canvassed universally in Assam, Himachal Pradesh, Jammu & Kashmir, Maharashtra, Manipur, Meghalaya, Nagaland, Sikkim, Tripura, West Bengal, A & N Islands, Arunachal Pradesh, Chandigarh, Dadra & Nagar Haveli, Delhi, Goa, Daman & Diu, Lakshadweep, Mizoram, Pondicherry.

Circular No. 26 deals with clarification regarding treatment of urban agglomeration regarding which Circular No. 14 and 24 have been issued. In case of urban agglomeration where population does not exceed one lakh, this urban agglomeration will be included in the non-city stratum of the district concerned. If there are any outgiowths i.e. rural pockets, included in the agglomeration, these will be combined with the towns with which they can be associated.

Circular No. 27 deals with the instruction regarding preparation of Standard Urban Area Maps of 1981 Census. It is clarified therein that on the SUA Maps, village boundaries are to be marked along with the administrative boundary of towns and census boundary of the urban agglomeration. Similarly boundary of the urban areas comprising a town and its outgrowth, if any, is to be marked on SUA map along with code number in Roman numerals. For compilation of SUA maps a scale map of 1 : 50,000 (1 cm=500 m or approximately 1" = 1') was suggested.

Circular No. 28 deals with State level Town Directory of 1981 Census. The detailed instructions incorporating the relevant modifications/amendments communication so far in respect of the town Directory included in the District Census Handbook as well as the explanations for abbreviations or codes used therein have been enclosed with the said circular. The State level Town Directory will also have the following appendices :

(i) The location of town in the State.

(ii) Towns arranged in the order of population size and the alphabetical order shown against each.

(iii) Towns arranged district-wise and within each district in order of population size.

(iv) List of towns having outgrowths with their population figures.

(v) Names of places of tourist interest in different towns and district.

The State Town Directory volume will also present the totals of the Primary Census Abstract for each town as was done in 1971.

Circular No. 29 deals with clarification on Circular No. 4. In order to ensure uniformity and comparability in the presentation of data in Village Directory and PCA (Rural) for 1981 series. Instruction on uniform basis are

(i) **Village wholly or partly treated as 'outgrowths'**—In case a village is treated as an outgrowth of an urban agglomeration, the code number and the name of the village may appear in the Village Directory but no data to be presented with regard amenities and land use particulars:

(ii) **Village wholly merged in Towns**—No data may be presented against the villages which have been wholly merged in the town.

(iii) **Villages treated as Census Towns**—In order to match the Village Directory information with PCA (Rural) the villages treated as census town (urban) may be listed uniformly in the PCA as well as Village Directory without providing any data on amenities.

(iv) **Villages wholly merged with other village pending revisional settlements**—The data in respect of the two villages merged may be presented together against the village with which the other village has merged.

(v) **Un-inhabited/De-populated villages**—The columns relating to amenities land use pattern etc. may be left blank.

Circular No. 30 deals with presentation of Standard Urban Area data of 1981 Census. It has been decided that there would be no separate Part—II A (supplement) relating to Standard Urban Areas tables as was brought out in a few States after the 1971 Census. The necessary data are to be presented in the A—5 table which is one of the component table of Part—II A, General population Tables. It has been decided to discontinue the Primary Census Abstract of the component units of the SUAs as an appendix to table A—5 for 1971 Census. It has also been decided that PCA data of the component units of the SUAs along with table A—5 would not be included for 1981 Census. Adjustment of the population figure to the areal unit of 1981 Census has not been insisted upon. It may be clarified in the flyleaf. For State/UT where the population figure were not adjusted mention may be made that figures in columns 16 and 17 are not adjusted according to 1981 area and relate to the areas as per respective censuses. The manner of presentation of data in Table A-5 will remain the same as in 1971 Census.

Circular No. 31 deals with supplement to Paper 1— provisional population total. The Primary Census Abstract element must be incorporated in the supplement. The information for table—I, II, III, IV & V would be available from the charge working sheet and charge abstract. The enumeration in which data would have to be arranged in the table has been spelt out in the said circular. The PCA has been split into two parts, because, apart from the basic PCA the information in certain ratio etc. have been incorporated within the format. In providing the information in these two forms the following points must be borne in mind :

(i) The first three lines will be the State totals for total, rural and urban.

(ii) This will be followed by information for each district with three lines being taken for each district for total, rural and urban.

(iii) Information on those cities/UAs with a total population of one lakh or more are to be given in the appropriate spaces.

(iv) Part I contains details of S.C. & S.T. and Part II contains of those working available for work. In the supplement to be published this information should not be published at this stage.

(v) In column 4 of PCA (Part I) it is sufficient if the area is indicated against total.

Circular No. 32 deals with coverage and presentation of data in relation to District Census Handbook Part A & B. Part XIII A will now comprise Village and Town Directory besides PCA of the district that means Part A will now comprise only Village and Town Directory & Part B Village and Town-wise PCA of the district. As far as possible both Part A & B may be included in the same book or volume. This circular consolidates instructions/modifications of the instruction already communicated earlier under Circular No. 4, 8 & 17. The heading 'Analytical Note' has been substituted for the section 'Introductory Note' whereby the scope of analysis has been enlarged by devising a number of inset tables based on Village and Town Directory data as well as their PCA. For generation of a few tables on PCA and Village Directory it would necessary to convert the other unit of measures like acre into hectares in the extra copy. Size class of the nearest town in the extra copy that will be prepared may be taken note on. In order to save time so that the conversion of local unit like acre to hectares and noting size-class of the relevant town for column 12 of the Village Directory format is available well in time.

H1Census/Tripura/82—300—24-10-86—GIPG.