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VOLUME VII

KERALA

PART VIII A
ADMINISTRATION REPORT
ENUMERATION

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and
the Union Territory of Laccadive, Minicoy and Amindivi Islands

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PREFACE

The pattern prescribed for the Administration Report of the 1961 Census is that the report should be published in two parts, the first part dealing with the census operations up to and including enumeration and the second part dealing with tabulation. In accordance with this, the first part of the report is being released now. I owe the order of presentation of the topics dealt with in this report to the Registrar General of India, Shri A. Mitra who had circulated a list of topics to all the Superintendents of Census Operations. The valuable and exhaustive notes prepared by my Head Assistant, Shri K. V. Joseph in consultation with the different sections of my office have been of immense use to me in writing this report. The City Press, Trivandrum has spared no pains in executing the printing of this book neatly and well.

M. K. DEVASSY

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CHAPTER I

GENERAL

This part of the Administration Report deals with the period of census operations up to and including enumeration. It has been the tradition of the Indian census to leave a report on the administrative problems of every census for the benefit of the future. The two decades covered by the inter-census periods of 1941 to 1951 and 1951 to 1961 represent an era of momentous changes in the administrative set up as well as the territorial jurisdiction of the states included in the present Kerala resulting in the integration of the princely states of Travancore and Cochin during the first decade and the formation of the Kerala state during the second decade. The census of 1961 thus happens to be the first decennial census since the formation of the Kerala state.

The Census Legislation

2. The statute governing the conduct of the census operations in India is the Census Act, 1948, (Central Act XXXVII of 1948) as amended by Act XL of 1949, Act LI of 1950, the Adaptation of Laws Order, 1950 and Act XXII of 1959. Although no difficulty was experienced in the conduct of the census operations for want of adequate provision in the Census Act, it does not for a moment mean that the Act is perfect. Under section 3 of the Census Act the Central Government may, by notification in the official Gazette, declare its intention of taking a census for the whole or any part of the territories to which the Act extends. The obvious meaning of this section is that a notification is necessary for taking census every time. The census contemplated by the notification issued for the 1961 census is only the final count which cannot be interpreted to include either the pretest operations or the sample censuses held in connection with this census. Again, in the conduct of surveys like the village survey, the rural and the tribal craft survey and the fertility survey, several questions had to be put by the investigators for collecting the necessary information. If the persons who are questioned decline to respond they cannot be prosecuted under the Census Act. The only other available statute is the Collection of Statistics Act, 1953, the scope of which is limited to the collection of industrial, commercial and labour statistics. It seems, therefore, essential that adequate provision should be included in the Census Act to give a statutory existence to the enquiries made of a person in the course of any auxiliary operation conducted in connection with census operations and to declare the failure to answer such enquiries an offence under the Census Act. The co-operation which the Census Department received from the general public in the conduct of the various auxiliary operations was more voluntary than one offered under a legal obligation. Again, the provisions ensuring the secrecy of information recorded for purposes of census are not adequate to prohibit their disclosure for Government purposes. In Kerala the particulars of age recorded in the National Register of Citizens were being used by some revising authorities for the electoral rolls during the period between the winding up of the office of the Superintendent of Census Operations of the 1951 census and the starting of the census operations for 1961. Another instance of the State Government authorising the Tahsildars to refer to the age recorded in the National Register of Citizens for purposes of verifying the correctness of the age given in the applications for old age pensions having come to the notice of the Census Department, the question was taken up with the State Government for rectification. Though the above defects have found eloquent expression as early as 1952 in the Administration Report of the Superintendent of Census Operations of West Bengal the position remained much the same even in 1961.

Early Appointment of the Superintendent of Census Operations

3. Under section 4 of the Census Act there should be a Census Commissioner for the whole of India and a Superintendent of Census Operations for each state to supervise the taking of the census. On a communication received from the Ministry of Home Affairs the Government of Kerala proposed to suggest my name for appointment as the Superintendent of Census Operations for Kerala and orally consulted me to ascertain my willingness to accept the assignment. I was happy to be called upon to take up this work of outstanding importance. This was followed by a D. O. letter dated 6th January 1959 from the Chief Secretary to the Government of Kerala informing me that I have been selected to the post of the Superintendent of Census Operations with effect from 1st March

1959 and that I will be entitled to a special pay of Rs. 300/- per mensem besides my usual pay in the senior time scale of I. A. S. Accordingly, I assumed charge of my office on the forenoon of 5th March 1959. Since it was necessary that the State Government should formally place my services at the disposal of the Central Government I addressed the State Government requesting for necessary action in the matter whereupon they issued G. O. Rt. 685/Pub (Spl) Dept. dated 25th March 1959 placing my services at the disposal of the Central Government. The President's Order creating the post of the Superintendent of Census Operations, Kerala, and appointing me to that post was issued as F. No. 2/45/58-Pub-I (II) dated 4th April 1959. The notification was duly published in the Kerala Government Gazette under G. O. Rt. 829 Pub (Spl) Dept. dated 17th April 1959. In the 1951 census the Superintendent of Census Operations was appointed in Travancore-Cochin state only on 24th November 1949 and that too in a part-time capacity till 1st April 1950 when alone the post was made full-time, the interval between the appointment and the date of census count being only one and a quarter years. Compared to this, the appointment of the Superintendent of Census Operations for Kerala two years prior to the reference date should be regarded as a salutary departure from the past facilitating in no small measure the organisation of the census operations with thoroughness.

The First Communication from the Registrar General

4. The moment I reported to the Registrar General of my assumption of office the first communication of the Registrar General, D. O. letter No. 3/9/59-RG dated 12th March 1959 subsequently described as the 'longish letter' containing the scheme of the census operations was addressed to me. It not only enabled me to acquaint myself with the different aspects involved in the organisation of the census operations but also led me as a 'kindly light' throughout my work in the Census Department.

First Letter of the State Government to all Departmental Heads introducing Census and the Superintendent of Census Operations

5. As early as 24th March 1959 the Government of Kerala issued a circular to all Heads of Departments introducing the Superintendent of Census Operations and directing them to render necessary co-operation to him. A few days later a memorandum was also issued in which Government impressed upon all officers the importance of the census and the necessity to bestow personal attention on all references received from the Superintendent of Census Operations. The Government also sanctioned the administration reports being supplied to the Superintendent of Census Operations free of cost. All the above orders were issued on my request.

Organisation of Office

(a) Appointment of Office Staff

6. My first task was to organise my office. Even before I assumed charge of my office, the Registrar General had requested the State Government to spare a nucleus staff for me from the Government Secretariat. I had, therefore, contacted the State Government prior to my assumption of office for the deputation of a stenographer for me which was sanctioned on the eve of my leaving the Collectorate to take charge of my new office. Thus, I started my office with my stenographer as the only member of the staff. The State Government was then addressed to depute a peon to my office which was sanctioned. The first batch of staff sanctioned by the Registrar General consisted of a Head Assistant on Rs. 250 - 400, an accountant - cashier on Rs. 80 - 220, four clerks on Rs. 60 - 130, two statistical assistants on Rs. 160 - 330, one stenographer on Rs. 80 - 220 and three peons on Rs. 30 - $\frac{1}{2}$ - 35. Before making the appointment of the staff to the above posts except that of the stenographer a circular was issued at my instance by the State Government to all departments enquiring about the availability of hands with previous experience in the Census Department and their willingness to accept posts for the 1961 census. Although some names were received in response to this, in most of the cases either the posts requested for by the persons were not available or the persons concerned were lacking in that type of experience which was necessary for the post. The best possible use was, however, made of the information received in this behalf. Thus, the hands who were appointed to the posts of the Head Assistant, one statistical assistant and one compiler who was subsequently promoted as statistical assistant in my office had previous experience as supervisors in the first two cases and as a sorter in the last one. As the four clerical posts sanctioned were all of the lower division, special sanction had to be taken from the Registrar General to convert two out of them into upper division. Most of the nucleus staff were taken from the State Government Secretariat while the two statistical assistants were taken from the Department of Statistics.

The rest of the nucleus staff except two peons were recruited directly through the Employment Exchange. Thus, with the exception of the accountant-cashier all other posts covered by the order of the Registrar General sanctioning the nucleus staff were filled up by 23rd May 1959. The statistical assistants were sent to the Registrar General's office for a short training in sorting and tabulation work. In the case of the accountant-cashier some delay was occasioned as the Accountant General was reluctant to depute a person from his office for the post before the quantum of special pay was finalised. However, on my discussing the matter with the Accountant General, he agreed to depute a hand pending fixation of the special pay. The accountant-cashier was accordingly posted on 12th December 1959. The question of deputation allowance and the special pay for handling cash in the case of the accountant-cashier was finally decided by the Ministry of Home Affairs only on 27th June 1960 granting a deputation allowance of 20% of the basic pay and a sum of Rs. 10/- as special pay for handling cash. The latter was subsequently revised as Rs. 15/- per mensem. The post of the accountant-cashier was bifurcated under instructions from the Registrar General from 9th May 1961 into posts of accountant and cashier. The accountant was to be on the upper division scale drawing his deputation allowance as before and the cashier on the lower division scale with a special pay for handling cash at Rs. 15/- per mensem. It is, no doubt, better to have the posts of accountant and cashier separate instead of amalgamating the two into one. The staff of my office was gradually strengthened according to necessity. A statement giving the posts which existed in the office of the Superintendent of Census Operations and the names of the incumbents is given in Appendix I.

(b) Appointment of Officers

7. The post of a Deputy Superintendent of Census Operations having been sanctioned for my office, Shri C. M. Jacob, Financial Assistant to the Board of Revenue was appointed to that post from 22nd April 1960. This was followed by the appointment of Sarvashri K. Parameswaran Pillai, Administrative Assistant to the Director of Animal Husbandry, K. K. Krishnan, Special Deputy Collector for Income Tax, Ernakulam and M. Joseph, Assistant Secretary, Board of Revenue, as Deputy Superintendents of Census Operations (Tabulation) for Trivandrum, Kozhikode and Ernakulam respectively. The Deputy Superintendents of Census Operations (Tabulation) for Trivandrum and Ernakulam were appointed on 1st November 1960 and for Kozhikode on 3rd November 1960. In the instructions given to me by the Registrar General for the selection of the candidates from the State Government for the posts of Deputy Superintendents of Census Operations it was stated that they should belong either to the Junior I. A. S. cadre or the State Civil Service. All the above officers belong to the State Civil Service.

(c) Terms of Deputation

8. In the enclosure to the longish letter from the Registrar General the terms on which hands could be taken from the State Government on deputation to the non-gazetted posts of the Census Department were given as follows :-

I. (a) Scale of pay in the parent grade ;
   (b) Deputation special pay at 20 per cent of the grade pay subject to a maximum of Rs. 300/- per mensem ;
   (c) Special pay, if any, attached to the grade pay (if it is certified by the State Government that it would have been admissible but for deputation) which is treated as personal pay not to be absorbed in future increments ;
   (d) Dearness allowance at the State Government rates ; and
   (e) Local compensatory allowance like compensatory (City) and house rent allowance at Central Government rates

or

II. Pay and all allowances, including dearness allowance at Central Government rates.

Orders of the State Government sanctioning the deputation of the State Government employees to the Census Department conformed to the above terms for some time. Subsequently, the State Government added one after another a few conditions to those mentioned by the Central Government. These were :-

(1) The employee will be provided all the medical and other concessions which he would be entitled to had he remained in the service under the State Government ;

(2) The Central Government will be liable for the payment of the leave salary in respect of disability sustained during the period of temporary transfer even though such disability manifests itself only after the termination of that period.

The first condition includes educational concessions to the children of the employee.

9. The fixing of the deputation terms from the very beginning considerably facilitated the procedure of taking hands from the State Government. But, from 4th May 1961 the Central Government revised the terms of deputation, the most important modification being that the deputation allowance at the rate of 20 per cent of the basic pay will be reduced not to exceed the maximum of the Central scale of pay of the post and where the minimum of the Central scale of pay is substantially higher than the basic pay of the employee in the parent department plus the deputation allowance of 20 per cent, the pay in the Central scale will be fixed below the minimum of the Central scale of pay. This order caused considerable difficulty in the procedure of taking hands on deputation from the State Government. Apart from the fact that it rendered the deputation to the Census Department less attractive to the State Government employees, the question of taking separate orders of the Ministry in every new case caused a good deal of delay and difficulty. It was not necessary previously to take the orders of the Ministry for taking hands on deputation except in the case of officers on the gazetted cadre. These difficulties were reported by me to the Registrar General and orders awaited at the time of writing this report.

10. In the case of deputation of officers to the gazetted cadre they were entitled to the grade pay and dearness allowance admissible under the rules of the State Government and other allowances at the Government of India rates plus a special pay of Rs. 150/- or 33⅓ per cent of the basic pay per mensem, whichever is less.

(d) Accommodation

11. Although the Registrar General had requested the State Government to place a room in the Secretariat at my disposal for housing my office, the State Government expressed their inability to do so for want of space. In his Administration Report of the 1951 census the Superintendent of Census Operations of Travancore-Cochin has given an account of his bitter experiences in finding out suitable accommodation for his office. The problem was not less thorny in 1961. Pending selection of a suitable building to accommodate my office I requested the State Government to allow me to hold my office in one of the halls of the Kanakakunnu Palace till I am able to secure a suitable building. The Government sanctioned this request for a week from 20th March 1959 which period was, from time to time, extended on my request till 20th April 1959. This precarious existence in the Kanakakunnu Palace with short instalments of extension and the possibility of being asked to vacate at any time proved highly uncomfortable. The Registrar General on getting the information from the State Government that they cannot accommodate me in the Secretariat addressed a letter to the Superintending Engineer, Central Public Works Department, Madras Circle, requesting him to secure a suitable building of about 4000 sq. ft. for my office. But the Superintending Engineer wrote back to the Registrar General that according to the austerity standards prescribed by the Government of India only 832 sq. ft. can be allotted to me. On receipt of a copy of this communication I took up the matter with the Registrar General. Meanwhile, a portion of a private building occupied by the Department of Public Instruction became vacant. On getting this information I contacted the Director of Public Instruction who unhesitatingly agreed to place the vacant portion of the building at my disposal subject to Government sanction. The State Government on being addressed in the matter sanctioned the request subject to the payment of the proportionate rent by the Census Department. Accordingly my office was shifted to 'Blenheim', Vazhuthacaud, Trivandrum on 20th April 1959. The Registrar General on being informed of the position approved of my action in having occupied 'Blenheim' and asked me to secure a certificate of reasonableness of rent from the Central Public Works Department for the portion of 'Blenheim' occupied by me. But the Executive Engineer of the Madras Circle stuck to his original view that the area exceeds the austerity standards and unless he gets the approval of the Ministry he is not in a position to issue the rent certificate. On my reporting the situation to the Registrar General, he personally discussed the matter with the Secretary of the Ministry of Works, Housing and Supply and instructed me to address the Section Officer of the Central Public Works Department, Trivandrum, with a copy of his letter to make a reference to the Ministry of Works, Housing and Supply to secure the confirmation of the concerned Ministry having agreed to the proposal. The Central Public Works Department accordingly took action and addressed the Ministry of Works, Housing and Supply. But, on 22nd September 1959 the Ministry of Works, Housing and Supply issued a communication to the effect that the accommodation available in rooms 1 and 2 in the ground floor of the building in question is

sufficient to meet the present requirements of my office and that it has been accordingly decided that the above mentioned rooms only should be hired for the time being. The implication was that I had to surrender three rooms in the first floor of the building. This communication which came as a bolt from the blue was both surprising and disappointing to me. I, thereupon, addressed the Registrar General giving further details to justify my request for the allotment of the entire portion of the building 'Blenheim' taken by me. Final orders on the subject were received on 15th January 1960 sanctioning my proposals and the rent was certified by the Central Public Works Department. On 6th November 1959 my office was shifted to a private building 'Narayana Vilas' with a floor area of 2210 sq. ft. on a rent of Rs. 225/- per mensem. This time I did not have so much difficulty as I had on the previous occasion to get the required sanction. The requirements of the department were still on the increase. The difficulties experienced in the matter of accommodation were represented to the Registrar General in the conference of the Superintendents of Census Operations whereupon the Registrar General took up the matter with the Ministry of Works, Housing and Supply which, on a proper appreciation of the question, relaxed the procedure of hiring private buildings on the following lines:-

(a) Accommodation in excess of the austerity scales may be hired if it is certified by the Registrar General that the accommodation hired is absolutely necessary and that accommodation on the basis of the austerity scales is not available at a particular place.

(b) Where Executive Engineers and Assistant Engineers of the Central Public Works Department are not functioning but only Section Officers are posted, the certificate of reasonableness of rent may be obtained from the Section Officer or the Collector of the district.

12. These orders issued on 14th March 1960 as No. EE-26 (6) / 59 considerably eased the position in the matter of securing accommodation. In view of the increasing requirements of space my office was shifted to 'Sthanu Vilas' from 6th August 1960 on a rent of Rs. 600/-p. m. retaining a portion of the building to accommodate the tabulation office to be opened later. It was also proposed to put up some temporary additional structures to accommodate the tabulation office. But this proposal was given up subsequently as the owner did not find it economical and some new buildings were available in the locality by that time. Hence, from 5th February 1961 a twin building called 'Casket' consisting of T. C. 1846 A and T. C. 1846 B was hired on a rent of Rs. 300/- for each and my office was shifted to T. C. 1846 A, retaining both T. C. 1846 B and 'Sthanu Vilas' for the tabulation office, Trivandrum. The retention of the buildings for tabulation offices was done in advance of the starting of the tabulation offices as it was apprehended that suitable buildings may not be available at the appropriate time when the tabulation work had to be started. At Ernakulam and Kozhikode also there was dearth of buildings. Three buildings were hired for the tabulation office at Ernakulam and three at Kozhikode. The particulars of the accommodation for the tabulation offices are given in greater detail in Part B of the report.

13. The problem of accommodation for the Census Department is peculiar in its nature in that the department starts with an extremely small nucleus staff and expands within a short period to its maximum capacity whereafter it is reduced again to a small one. Though as per the delegation of powers issued on 13th November 1959 the Superintendents of Census Operations have the powers to hire a private building the rent of which does not exceed Rs. 500/- per mensem, the exercise of this power is subject to the condition that the floor area of the building should not exceed 10 per cent of the admissible area under the austerity rules. While it will be uneconomical for the Government to hire private accommodation to meet the entire requirements of the department from the very inception of the census operations, it is equally difficult for the Superintendent of Census Operations to shift from place to place as and when his office expands. I venture to suggest in this connection the possible remedies to solve this vexed problem. One is to reach an understanding between the Central Government and the State Governments that the State Governments will provide suitable accommodation to the Census Department according to requirements from time to time on the rent being met by the Central Government. This accommodation may be provided either in the State Government buildings wherever possible or in private buildings if State Government buildings are not available. The other alternative is to relax the austerity scales from the very beginning and to authorise the Superintendents of Census Operations to take up suitable buildings according to their requirements. Here again, the difficulty of getting the certificate of reasonableness of rent from the officers of the Central Public Works Department should also

be reduced. It is not always that there are Executive Engineers of the Central Public Works Department in the headquarters of the Superintendents of Census Operations or in other places where sub-offices may have to be started. In such cases a subordinate officer of the Executive Engineer should be authorised to issue the certificate of reasonableness of rent whenever required by the Superintendent of Census Operations.

(e) Furniture

14. There were only four wooden almirahs left over as furniture by the census organisation of 1951. For the period the census office functioned in the 'Kanakakunnu Palace' the furniture of the palace was made use of. As the building 'Blenheim' to which my office was shifted from 'Kanakakunnu Palace' was formerly used as an office of the Department of Public Instruction, the articles of furniture used by that office were available with the kind consent of the Director of Public Instruction till the receipt of the furniture of the Census Department. The requirements of furniture were met by placing orders with private contractors after inviting quotations according to rules. A few items were obtained from the workshop of the Public Works Department of the State Government. Some steel racks were ordered through the Registrar General for my office as early as 29th January 1960. In spite of repeated reminders they have not yet been received. The contractor company being addressed by the Registrar General about the delay in supply has replied on 10th August 1961 that the articles cannot be moved for want of railway booking. Thereupon, the matter was taken up by the Registrar General with the Railway Board which, in turn, addressed the General Manager, South Eastern Railway on 30th August 1961 to give priority to the movement of the racks from Calcutta to Trivandrum. It is superfluous to add that such delays are highly detrimental to the conduct of a time scheduled work like the census operations.

(f) Stationery

15. The supply of the articles of stationery by the Controller of Stationery, Calcutta, had caused so much difficulty to the Superintendent of Census Operations of Travancore-Cochin in 1951 that he has observed in the Administration Report that if the Superintendent of Census Operations is permitted to purchase the articles of stationery from the State Government it will avoid payment of large sums of railway freight as well as the delay in transport. The Registrar General had taken early steps to advise an initial supply of the articles of stationery to the various Superintendents of Census Operations. Since, however, the requirements of the office in respect of stationery had to be met till these articles were received, on my request, the State Government were pleased to instruct the Controller of Stationery of the State Government to supply the necessary items of stationery to me on payment. This order of the State Government proved extremely useful on several subsequent occasions when the articles indented for with the Controller of Stationery, Calcutta, failed to arrive in time. Among the instances where the supply made by the Controller of Stationery of the State Government has enabled me to extricate myself from difficult situations may be mentioned one where casing paper required for supply to the enumeration staff to bundle the census records and submit them to the Charge Officers before the evening of 6th March 1961 failed to reach me in time and the contingency was tided over by the supply received from the Controller of Stationery of the State Government. In another case red ink for taking copies of urgent circulars on the duplicator required from Ist March 1960 was received long after when circulars in red ink had mostly become out of place.

16. The freight involved in the transport of the articles of stationery from Calcutta was very high in some cases. A typical instance is where a consignment worth Rs. 281.38 carried a freight of Rs. 111.66. The delay in the supply of printed forms was also inordinate. Some items were never received at all. These have resulted in driving me to the petty necessity of approaching various other offices for printed forms. The difficulties experienced in this behalf were duly reported by me to the Registrar General as early as 11th July 1959. It seems essential that the Superintendents of Census Operations should not be put to the necessity of approaching other offices for items of stationery and printed forms. I would suggest the following steps to avoid the difficulties under reference:-

(1) The best arrangement for the supply of the articles of office stationery for census operations will be to arrive at an agreement with the State Government that they should supply the same on payment by the Census Department. For this purpose the State Government will have to be informed sufficiently early of the probable requirements of the Census Department. If an account of the articles of stationery used in the 1961 census is taken it would be possible to form this estimate in respect of each state. This arrangement is not only likely to avoid the

delay experienced in the supply of stationery by the Stationery Department of the Central Government but also save a considerable portion of the cost of transport.

(2) The Controller of Stationery of the State Government should make the supply on indents presented by the Superintendents of Census Operations in the respective states.

(3) The Superintendents of Census Operations should be allowed to present the indents up to a limit which should be prescribed having regard to the quantum of stationery used in the census of 1961. Indents exceeding this scale should be got sanctioned by the Registrar General who may do so, if necessary, in consultation with the Chief Controller of Stationery.

(4) Advance arrangement should be made with the Government of India Forms Store to make an initial supply of all printed forms to the Superintendents of Census Operations by the time they assume charge.

(*g*) *Equipment*

(*i*) *Typewriters*

17. On my request the State Government accorded sanction on 7th March 1959 to the Controller of Stationery to supply typewriters to the Superintendent of Census Operations on loan basis. Accordingly, a typewriter was obtained from the Controller of Stationery on 13th March 1959, which was used till 11th July 1959 when the Controller of Stationery, Calcutta, supplied two 'Godrej' typewriters. Hardly had a period of six months elapsed when both the machines began to give trouble. Though these were set right from time to time, the frequency of disorders was found highly inconvenient for work. The fact was reported to the Registrar General and with his sanction two 'Remington Rand' typewriters were purchased. The central supply included one 'Extra Manifest' machine also. Three typewriters were hardly sufficient. One more was taken on hire from the State Government when the central tabulation work commenced. It would be advantageous to have three 'Brief' size typewriters and two 'Extra Manifest' size machines from the very beginning. With the heavy typing work to be attended to it would be better to supply machines of established quality and durability.

(*ii*) *Duplicators*

18. The duplicator is required throughout the period of enumeration and tabulation especially during the early stages when the number of officers connected with the census operations would not have been sufficiently large to justify the printing of letters and circulars. A 'Gestetner' duplicator was supplied to my office on 18th June 1959. Till then all duplicating work was done on the duplicators of the State Government Secretariat or the Department of Public Relations with their kind permission.

(*iii*) *Calculating Machines*

19. Two 'Facit' calculating machines were received in this office on 13th August 1960, one hand-operated and the other electrically operated. They would have been supplied earlier but for the difficulty in securing foreign exchange. Till then, the Department of Statistics of the State Government and the statistics branch of the Kerala University kindly allowed my office staff to use their machines. Much inconvenience for want of a mechanical calculating contrivance was not, therefore, felt till the tabulation offices were opened and the central tabulation work commenced. Further details are furnished in Part B of the report dealing with tabulation.

(*iv*) *Table Fans*

20. Three table fans were taken on hire from the Kerala Electricity Board during the period the office was functioning in 'Blenheim' in which there were no ceiling fans.

21. At the district and charge levels no equipment was supplied. They met their requirements from the equipments available in their offices. The necessary stationery and service postage stamps were, no doubt, supplied to them. A statement of stamps and stationery supplied to the District Census Officers and Charge Officers is given in Appendix XXI.

(*h*) *Despatch and Receipt of Letters*

22. A despatch section was organised in my office from the very beginning. This section attended to the entire despatch work. Though the District Census Officers were responsible for the organisation of the census operations in the respective districts, in view of the fact that they were not full-time officers it was not considered appropriate to saddle them with a heavy work load in connection with the census. All the communications to the Charge Officers were, therefore, sent direct from my office. This resulted in heavy despatch work in my office which reached its peak from October 1960 onwards and continued in that position till the count was over. To facilitate telegraphic communications a telegraphic address 'CENKERLA' was registered for my office from the very start. Large bundles of letters and parcels used to be sent to the Post Office almost every day for registration. Thanks to the whole-hearted co-operation of the Postal authorities the despatch had seldom to suffer delay. There was no need for special arrangements like window delivery or Post Box. To facilitate receipt of letters in my

office the Deputy Superintendent of Census Operations and the Head Assistant were authorised to receive the letters on my behalf.

The First Round of Conferences

23. The reference date for the 1961 Census was 1st March 1961. The preliminary work had to be started with the pre-test operations as early as May 1959. It appeared to me that it was too early to alert the officers concerned with census operations by means of a circular letter and something else was necessary to make them census conscious. A series of conferences at the rate of one in each district were, hence, held to achieve this end. Before proceeding with the conferences I had a discussion with Shri B. V. K. Menon, Retired First Member of the Board of Revenue who was the Census Commissioner, Cochin in 1941 as Dr. U. Sivaraman Nair who was the Superintendent of Census Operations of Travancore-Cochin in 1951 was not available in Kerala for consultation. The conferences were started on 20th April 1959 and ended on 30th May 1959. Besides the Collector of the district, the Personal Assistant to the District Collector, Revenue Divisional Officers, District Educational Officers, Corporation/Municipal Commissioners and Tahsildars were present in these conferences. The programme of census operations was explained by me in the light of the longish letter of the Registrar General in every conference. It was also decided there that the pre-test operations will be conducted in the municipal towns of the district headquarters and in one village of every district and the Tahsildars will furnish for the final census information about the number of villages in each taluk, their names and area, the names of karas, desoms or muries of each village, the number of houses in the village and the number of supervisors and enumerators required along with the names of the personnel suggested, the selection being made from among primary school teachers in the case of enumerators and graduate teachers of high schools or middle schools and Revenue Supervisors in the case of supervisors. Similar information was to be furnished by the Corporation/Municipal Commissioners in respect of the Municipal Corporation or towns and their wards. Necessary proformae were also prescribed for the purpose.

24. A separate conference was held with the Chief Conservator of Forests and the Divisional Forest Officers in which it was decided that each forest division will be treated as a charge and the Divisional Forest Officer will be in charge of the operations, the unit of organisation being a forest range. The Range Officer was to be the supervisor for the range and his subordinates the enumerators. A pro forma was prescribed in which the particulars of forest ranges, supervisors and enumerators had to be furnished by the Divisional Forest Officers.

25. These conferences besides being useful for the conduct of the pre-test operations served as the very corner-stone of the census organisation which was built up in the subsequent months. Some of the persons who were suggested as supervisors and enumerators, however, had undergone transfers before the enumeration date and the list of supervisors and enumerators had to be brought uptodate before the actual appointment of supervisors and enumerators was effected. Even then, the task of appointing the supervisors and enumerators was very much lightened by the preliminary list which was prepared at this stage. The list also helped in assessing the availability of hands for appointment as supervisors and enumerators in each charge sufficiently early.

The Pre-test Operations

26. The first pre-test operations in connection with the 1961 census was conducted by the Department of Statistics of the State Government at the instance of the Registrar General before the Superintendents of Census Operations came into the scene. It was subsequently considered by the Registrar General that there should be a second pre-test by the Superintendents of Census Operations. The object of the pre-test operations was to try out the questionnaire consisting of the household schedule and individual slip which were proposed for the census of 1961 and consider the difficulties and shortcomings before finalising them. Eighteen centres were selected for the pre-test of which 9 were in urban areas and the rest in rural areas. The nine urban centres were the district headquarters towns and the nine villages were selected at the rate of one village in every district. A list of the centres covered by the operations is given in Appendix II. Each centre was divided into three blocks with one enumerator for each block and one supervisor for three blocks. The officers in charge of the operations were the Corporation/Municipal Commissioners in the case of urban areas and the Tahsildars in the case of rural areas. Altogether 4937 buildings covering 6320 census houses and 4450 census households were covered by the operations. The number of households varied from centre to centre ranging between 102 and 303. In respect of rural areas, teachers of primary schools were engaged as enumerators and teachers of high schools or Revenue Supervisors as supervisors.

In the case of urban areas Health Inspectors were appointed as supervisors and their subordinates as enumerators. The minimum qualification of an enumerator was S. S. L. C. while most of the supervisors were graduates with a few exceptions of S. S. L. C.s and Intermediates. The Charge Officers were trained by the Superintendent of Census Operations and the supervisors and enumerators by the Charge Officers. The operations were started on different dates in different centres in order to enable me to check their work. The following was the pattern of the programme:—

Training of the Charge Officers by the Superintendent of Census Operations	1 day
Preliminary training of supervisors and enumerators by the Charge Officers	3 days
House numbering and houselisting operations	3 days
Intensive training of supervisors and enumerators by the Charge Officers for enumeration	3 days
Enumeration	6 days

The instructions for the conduct of the operations were issued both in English and in Malayalam. On my request, the State Government issued orders to the Heads of Departments to direct the officers concerned with the conduct of the operations to undertake the work without prejudice to their normal work. The Government also prohibited their transfer from their place of work till the operations were over. A press release was issued by me informing the public that the information collected in the pre-test operations will be kept strictly confidential and seeking their hearty co-operation for the successful conduct of the operations. I visited all the centres during the operations and inspected the houselists, household schedules and enumeration slips. The Charge Officers, supervisors and the enumerators were also interviewed by me and their doubts cleared. The period of 6 days fixed for enumeration was found insufficient by most of the Charge Officers, the additional time taken being two or three days. The Municipal Commissioners of Alleppey and Palghat and the Tahsildars of Kottarakara and Kozhikode, however, forwarded the papers in time. A few items of the data collected in the pre-test operations were sorted and tabulated as per the instructions of the Registrar General before the first conference of the Superintendents of Census Operations. A small contingent of staff consisting of 4 sorters was borrowed from the Department of Statistics for a week for this tabulation. This was without any charge on the Census Department. Their work was supervised by the statistical assistants of my office who had already been trained in sorting work in the office of the Registrar General, New Delhi. The remaining items were sorted later. A report on the pre-test operations analysing the various aspects like the average time taken for enumeration, qualifications for recruitment of supervisors and enumerators, extent of wastage of schedules and slips involved, results of tabulation, average size of the family etc. was submitted to the Registrar General. The invaluable experience gained in the pre-test operations was found to be extremely useful in offering suitable suggestions for finalising the houselist, the household schedule and the questionnaire.

27. Though at first no honorarium was proposed to be given to the supervisors and enumerators engaged in the pre-test operations, on my taking up the matter with the Registrar General, a sum of Rs. 10/- was sanctioned for each supervisor and enumerator. Regular T. A. was also paid to those Charge Officers who attended the training classes.

The First Conference of the Superintendents of Census Operations

28. Immediately after the second pre-test operations, the first conference of the Superintendents of Census Operations was held in New Delhi from 24th September 1959 to 1st October 1959. The period of over six months which had expired between the appointment of the Superintendents of Census Operations and the conference had given the Superintendents sufficient time to get themselves acquainted with the literature on census operations as well as to gain practical experience by the conduct of the pre-test operations. In the light of the discussions in the conference decisions were taken on the following:—

(1) Finalisation of the houselist, household schedule, census population record, individual slip and instructions for filling up these forms
(2) Printing of the various forms and instructions
(3) Location code and census divisions
(4) Procurement and preparation of maps
(5) House numbering and houselisting
(6) Rural-urban classification
(7) Enumeration staff set-up
(8) Enumeration procedure
(9) Training
(10) Training sample census
(11) Publicity

(12) Publication of provisional totals
(13) Enumeration expenditure including honorarium to enumerators and clerical assistance to District and Charge Officers and other enumeration charges
(14) Recognition of the services of enumerators other than payment of honorarium
(15) Post-enumeration check
(16) Recasting of 1951 census tables
(17) Review of the draft of census tables
(18) Preliminary arrangement for tabulation
(19) Information to be collected for District Census Handbook and Village Surveys

It is not necessary to deal with the decisions at length here as they will have to be referred to in the appropriate places. However, it may be mentioned that the composite household schedule-cum-individual slip which was tried out in the pre-test operations was changed splitting up the same into the household schedule with the population record on the reverse of it and the individual slip. The proposal to number separate structures of a house like garages, bath-rooms etc. was also given up. The decisions in respect of the draft census tables, the information to be collected for the District Census Handbook and village surveys were pursued in greater detail in the second conference of the Superintendents of Census Operations as these could not be dealt with exhaustively in the first conference.

Census Schedules and Their Printing

29. The schedules for the 1961 Census consisted of three items viz., the houselist, the household schedule with the population record on its reverse and the individual slip.

The Houselist

30. In the previous censuses no particulars other than the name of the head of the household and the number of the house were entered in the houselist. In the census of 1872 there was a column in the house register dealing with the roof of the house as to whether it was terraced, tiled or thatched. This was not continued in the subsequent censuses. There was also no uniformity in respect of the contents of the houselist adopted by the various states in India. It was only in 1961 that a uniform pattern for the houselist was prescribed providing for a wealth of details about both residential and non-residential houses. In respect of all houses, whether residential or not, the following particulars were included in the houselist: —

(1) Building number
(2) Building number with sub-numbers for each census house
(3) Purpose for which the census house is used *e.g.*, dwelling, shop etc.
(4) Material of the walls
(5) Material of the roof

In the case of census houses used as a workshop or factory the following additional particulars were entered in the houselist: —

(1) Name of the establishment or the proprietor
(2) Name of the products or repair or servicing undertaken
(3) Average number of persons employed daily during the week prior to the house numbering
(4) Kind of fuel or power, if machinery is used

In respect of residential houses the following particulars were noted in addition to those applicable to all houses: —

(1) The name of the head of the household
(2) Number of rooms in the census household
(3) Whether owned or rented
(4) Number of persons (sex-war) residing in the census household on the house numbering date

A copy of the houselist is given as Appendix III. This elaborate houselist has enabled the collection of a good deal of useful data relating to housing conditions which have been incorporated in Part IV of the Census Report. It has to be mentioned in this connection that the recording of the number of the inmates of the households in the houselist was found to be extremely useful in checking up whether the number of household schedules and individual slips printed for enumeration was sufficient and also to secure efficient and correct distribution of the household schedules and individual slips to the enumerators on the basis of the number of households and population with the result that the confusion which used to prevail in this respect causing unnecessary shortages and surpluses of enumeration schedules in the various blocks and the last minute problem of finding additional forms for the enumerators was completely absent in the census of 1961.

The Household Schedule

31. The household schedule consisted of two parts, the first part dealing with the particulars of household cultivation and household industry along with the workers in household cultivation or household industry or both and the second part giving the name, sex, relationship to head, age, marital status and description of work of the members of the household. The latter part is to be compiled from the individual slips before closing the enumeration of a house-

hold. A copy of the household schedule is given as Appendix IV. The first part of the household schedule giving the particulars of household cultivation, household industry and the workers therein is a new feature of the 1961 Census compared to the previous ones. The household cultivation for the purpose of the schedule has been defined to cover plots or parcels of land which are cultivated by the household itself i. e., lands which lie within the village or in an adjacent village or within such a distance as to enable the household to work on the land or actively supervise its cultivation. If, however, the head of the household insists that he is cultivating the land situated at a distance from his household his statement will be accepted and such land also treated as coming within the scope of household cultivation. For the purpose of the above definition, cultivation involves ploughing, sowing and harvesting and consists of the production of the cereal crops (including Bengal gram) such as rice, wheat, jowar, bajra, maize, roots and tubers like potato, yam, beet, sugarcane etc., production of pulses such as arhar, moong, masur, urd, khesari and other grams, and production of raw jute, raw cotton and kindred fibre crops. The definition of household industry was made simpler and acceptable to all levels of intelligence after the second pre-test operations. Thus, household industry was defined as "an industry not on the scale of a registered factory conducted by the head of the household himself and/or mainly by the members of the household at home or within the village in rural areas and only at home in the urban areas". Participation of the head of the household and/or members of the household was considered an important element of this definition. Industry, for the purposes of the above definition, should relate to production, processing, servicing or repairing. Seven household economic tables along with the subsidiary tables have been prepared from the data collected from the household schedules. The total number of economic tables for 1961 comes to sixteen consisting of nine tables on general population and seven tables on household economy as against seven in 1951 which related to general population only. While the collection of census data in 1951 was confined to individuals, the household schedule of 1961 Census has enabled the collection of additional data in respect of the households as such apart from those relating to individuals.

The Individual Slip

32. The individual slip for the 1961 Census contains thirteen questions some of which have sub-divisions also. These include, besides the usual demographic questions viz. name for identification, relationship to the head of the household, sex, age, marital status, birth-place and other particulars relating to migration, nationality, religion, whether the person belongs to a scheduled caste or scheduled tribe, literacy and education, mother tongue and any other language, five economic questions. The migration statistics were produced in the earlier censuses by the data on birth-place. This being inadequate for a demographic study of the population with reference to internal migration, two new questions were included, one to ascertain from a person who was not born at the place of enumeration whether his birth-place was rural or urban and the other to ascertain the duration of his residence at the place of enumeration. The former is meant to assess the extent of rural-urban migration in view of the growing industrialisation of the country. A departure has been made in the concept for the collection of economic data from that of the earlier Indian censuses which stressed the income or economic independence as a yardstick to measure the economy of a country, as it was felt that this yardstick of income or economic independence does not take adequate cognizance of those who are actually engaged in the family economy but without actual earning of income, like men other than the head of the household and women or children of the house working at cultivation or cottage industries of the household. The economic questions for the 1961 Census have, therefore, been so framed as to bring all people who work including the family workers who are not in receipt of any income or working children who cannot earn enough for their maintenance within the scope of workers and in respect of the persons who are recorded as workers to show how many are working separately as cultivators, agricultural labourers, at household industry, or doing any other work, or working in any combination of the above four, and also whether a person working in the household industry is an employee and a person doing any other work is an employer or an employee or a single worker or a family worker. Those who are not working will be categorised into eight groups and shown against Q. 12 dealing with the activity of a non-worker. These groups are (1) full-time students, (2) housewives and persons engaged in unpaid house duties, (3) infants and other dependants including permanently disabled or old persons, (4) retired persons, rentiers and others who are in receipt of income without doing any work, (5) beggars, vagrants and others of unspecified sources for existence, (6) convicts or inmates of penal, mental or charitable institutions, (7) persons not

employed before but seeking employment for the first time and (8) persons employed before but now out of employment and seeking employment. A copy of the individual slip is given as Appendix V.

Centralisation of Instructions

33. The instructions for house numbering and houselisting and enumeration were uniform throughout India. In the case of instructions for house numbering and for filling up the houselist some modifications were adopted in respect of Kerala. While the four element location code was the uniform pattern for India, in respect of Kerala a five element location code was conceded in view of the large size of the revenue villages. Another exception was considered necessary in regard to column (2) of the houselist. This column carries the heading "Building Number (Municipal or local authority or Census Number, if any)". The instructions under this column were to the effect that where there are municipal or local authority numbers on the houses but there are reasons to believe that the number is incomplete or unsatisfactory, the municipal or local authority number may still be entered in column (2) but at the same time it will be necessary to serially number the buildings afresh for the purposes of census operations and to give the new serial given for the buildings in column (3). It was apprehended that this direction given in the instructions is likely to mislead the enumerators in view of the heading of column (3) which was "Building Number (Column 2) with sub-numbers for each census house". The Registrar General was, therefore, addressed by me pointing out my apprehension and requesting that since I propose to assign fresh numbers to all houses in both municipal and non-municipal areas, I may be permitted to put the census building number in column (2) and that number with the sub-number of the census house in column (3). This was agreed to by the Registrar General as a special case for Kerala State.

34. There can be no doubt that uniform central instructions are essential for the main census operations dealing with house numbering, houselisting and the filling up of the household schedules and individual slips. In adopting the illustrations it would perhaps be more convenient if illustrations applicable to all parts of India are given instead of those which apply to some parts only. The definition of cultivation given in the instructions to enumerators is more in terms of specific items coming under it than by way of enunciating a principle or a class. It was, therefore, difficult for the enumerators to remember all the items at the time of enumeration. This difficulty could be obviated if the definition is given in such a manner as to describe the class of items which come under cultivation. E. g., if the definition of cultivation could be given as restricted to the cultivation of seasonal crops, it will facilitate quicker grasp and better memory on the part of the enumerators. It often happens that after the issue of the central instructions several points of references are made to the Registrar General by the various Superintendents of Census Operations and clarifications are issued by the Registrar General on them. At times such clarifications are omitted to be circulated to all Superintendents of Census Operations, the reply being given only to the Superintendent who raised the question. This omission to circulate the clarifications which are of general application is likely to result in want of uniformity among the Superintendents of Census Operations in the interpretation of the central instructions. A typical instance where a clarification issued to me by the Registrar General on a point raised by me having bearing on the definition of household industry was not circulated to other states resulting in the probability of there being disparity in the figures of this and other states was brought by me to the notice of the Registrar General who appreciated the view point. No difficulty has been caused by the uniform instructions issued by the Registrar General for house numbering and enumeration. Exceptions to central instructions may have to be made in deserving cases according to the local conditions wherever necessary. In the case of special surveys, it would be desirable to prescribe a minimum questionnaire from the centre leaving the rest to be supplemented by the respective Superintendents of Census Operations according to local conditions.

Translation of Schedules and Instructions

35. As per the decision of the first conference of the Superintendents of Census Operations the schedules and instructions had to be translated into regional languages. An experiment at translation of the questionnaire and instructions into Malayalam was made for the pre-test operations. For the final operations, the schedules were translated into Malayalam, Tamil and Kannada. But, only the Malayalam translation of the schedules had to be prepared by me, the Tamil and the Kannada translations being attended to by the Superintendents of Census Operations of Madras and Mysore States respectively. The translations of the houselist, the household schedule and the individual slip

into Malayalam were prepared by me in consultation with the Editor of the Malayalam Lexicon and sent to the Registrar General for approval. The instructions for house numbering and houselisting as also for enumeration were translated into Malayalam, Tamil and Kannada here itself. The Tamil and Kannada translations of the instructions for houselisting had to be got done on payment of an honorarium of Rs. 25/- for each for want of members on the staff of my office who knew these languages. Subsequently two lower division clerks were appointed, one having Tamil as second language and the other Kannada as second language for their degree courses. The instructions both for house numbering and enumeration were translated into Malayalam mostly by me. The translations of the instructions for enumeration into Tamil and Kannada were prepared in my office by the special staff mentioned above. In the case of houselist forms, since the location code for Kerala had five elements instead of four for other states I addressed the Superintendents of Census Operations of Madras and Mysore to add the fifth element of the location code also in the forms so that the necessary forms for this state could also be printed along with those for Madras and Mysore. The Registrar General simplified this by instructing that instead of printing the fifth element of the location code we may use rubber stamps for the houselists in Tamil, Kannada and English used for Kerala to correct the location code. However, there was no occasion to do this since the houselisting could be done in Malayalam forms.

Supply of Printing Paper

36. The Registrar General had made arrangements with the Chief Controller of Stationery and Printing early in 1959 for the initial supply of 100 reams of 46 lbs. Double Royal white printing paper to every Superintendent of Census Operations to meet his immediate requirements. This consignment arrived on 24th November 1959. Before this date it was necessary to get printed certain instructions for the second pre-test operations and a few copies of a sample folder prepared by me for the first conference of the Superintendents of Census Operations. The paper for this printing was taken from the Controller of Stationery of the State Government. The paper requirements except for reporting were estimated at 945 reams including the 100 reams already supplied. The supply was received on 22nd March 1960. The first consignment of 100 reams was supplied by the Titaghur Paper Mills, Calcutta and the second one by the Star Paper Mills, Calcutta, both under advice of the Chief Controller of Stationery and Printing. No colour paper was centrally supplied. Hence, colour paper for the title pages of instructions and identification cards in the Kuttanad area had to be taken from the State Controller of Stationery. It has to be acknowledged with gratitude that the State Controller of Stationery was prompt and helpful throughout our operations by supplying articles of stationery and printing paper referred to above whenever I was in difficulty.

Preparation of the Blocks and Printing

37. The decision in the first conference of the Superintendents of Census Operations was that the houselists, household schedules, individual slips and enumerator's abstracts on the cover of the individual slip pad in English as well as regional languages and instructions in English should be centrally printed and distributed to the Superintendents of Census Operations according to their requirements which should be reported sufficiently early. As the required types in all the regional languages were not available at the Government of India Presses where it was proposed to print the forms, the Superintendents were instructed to get the flongs prepared locally in consultation with the local Government of India Press or the State Government Press in respect of the census schedules in regional languages and send the flongs with a special messenger to the Registrar General. The flongs were preferred to blocks as it was considered that blocks may not yield good impressions for such a large number of copies as required for census. The question of preparing the flongs was attended with the difficulty of finding out suitable small types which are not normally available in the State Government Press or private presses. So far as Kerala was concerned, the necessary types for the flongs of the houselist, household schedule and enumerator's abstract were available in the State Government Press, Trivandrum. There is no Central Government Press in Trivandrum. As the small types required for the individual slips were not available either in the Government Press or private presses in Trivandrum, I contacted the Manager of the C. M. S. Press, Kottayam who agreed to make the flongs and send me a proof of the same. At this stage, an experiment was made in Madras by taking a photograph of the matter prepared in large types and reducing it to the appropriate size in preparing the block. The Registrar General, on receipt of this block, in consultation with the Chief Controller of Stationery and Printing, decided to change the earlier instructions to

supply the flongs and preferred to have the blocks. The centres for the preparation of these blocks were fixed by the Registrar General grouping a number of states for each centre. Accordingly, the blocks for Kerala were to be prepared in the Government Press, Madras, the matter for the blocks being supplied to the Superintendent of Census Operations, Madras. This was done. However, the timely printing of the forms in red ink for the training of the enumeration staff was not ensured with the result that the forms had to be got printed by me in Trivandrum. Even the black ink forms of the houselist could not be received sufficiently early. I had to request for the despatch of a small consignment of the forms by air to reach me in time and but for the fortunate arrival of the first consignment by air arranged by the Superintendent of Census Operations, Maharashtra, the inauguration of the house numbering operations in Kerala would have had to be postponed. The block of the individual slip in Malayalam contained the word 'സാക്ഷരത' while the approved term furnished by me was 'അക്ഷരജ്ഞാനം'. Since both the words mean the same it was not, however, necessary to correct the printed copies. I take this opportunity to express my gratitude to the Superintendents of Census Operations of Madras and Maharashtra for the trouble taken in the preparation of the blocks for Kerala by the former and for facilitating the despatch of forms by the latter. I should add that so far as the preparation of the blocks is concerned it is not quite necessary in future to get the work done in Madras when necessary facilities are available in Kerala itself. It may also be mentioned here that even before the revised instructions preferring blocks to flongs were received from the Registrar General the Superintendent of Government Presses, Kerala with whom I discussed the question of preparing the flongs suggested the idea of preparing the blocks by reduction process from large types to tide over the difficulty of the non-availability of suitable small types for the flongs. This proposal was rejected by me only in the light of the expert opinion expressed in the first conference of the Superintendents of Census Operations by the Chief Controller of Stationery and Printing that blocks will not yield good impressions for printing copies on a large scale.

Estimate of the Number of Copies

38. Before the actual printing was taken up the number of copies of the various forms had to be determined. In the first conference of the Superintendents of Census Operations the Registrar General had already fixed a formula for estimating the number of forms. According to this, the number of individual slips was to be estimated by taking the population of 1951 plus 25% to cover the increase in population up to 1961, 15% of the above estimated number for reserve with each Charge Officer, 5% with the District Census Officer and 5% with the Superintendent of Census Operations. In the case of household schedules and houselist forms the number was estimated at one fifth of the slips and one tenth of the household schedules respectively. The question of the languages in which the schedules had to be printed and the number required in each language had also to be decided in addition to the above. This problem was not without its difficulties. A vast majority of the villages in Kerala contain people speaking several languages other than Malayalam though their proportion to Malayalam-speaking population is insignificant in several cases. It was considered impracticable to furnish the schedules in all these languages, the only possible course being to restrict the supply of schedules in languages other than Malayalam to those areas where such languages dominated. The Election Department had taken notice of only Tamil and Kannada languages other than Malayalam. The areas in which both Tamil and Malayalam were recognized consisted of the original Devicolam and Peermade taluks subsequently split up into 3 taluks, the additional one being Udumbanchola taluk. Kannada and Malayalam were recognized in the Kasaragod and Hosdrug taluks. There was some difficulty in apportioning the number of Tamil and Malayalam-speaking population in the taluks of Devicolam, Peermade and Udumbanchola and also in apportioning the number of Kannada and Malayalam-speaking population of the Kasaragod and Hosdrug taluks. There was also a possibility of an influx of the Tamil-speaking population in the Tamil and Malayalam-speaking taluks referred to above, they being plantation areas. To tide over this difficulty certain deviations were made from the formula mentioned above in respect of these bilingual areas by providing an additional percentage of forms. It was also decided to supply only Malayalam forms in all other areas. A few English forms were, however, found necessary in the special areas. The total number of schedules estimated in the various languages is given below :—

Individual slips in	Malayalam	20,962,400
,,	Tamil	242,500
,,	Kannada	199,800

Household schedules in		
	Malayalam	4,192,500
,,	Tamil	48,500
,,	Kannada	40,000
Houselist forms in	Malayalam	428,100

Details of calculation are given in Appendix VI and also in Letter No. Cl-118/59 dated 30th October 1959 addressed to the Registrar General.

39. To leave this portion of my report without a word about the adoption of regional languages for the census schedules will be rendering it incomplete. It is by no means possible to correctly assess the number of people who speak different languages in each charge and much less in each block. As such even if the schedules are supplied in more than one language to a particular charge it is extremely difficult to ensure that a Malayalam-knowing person is enumerated in a Malayalam schedule or a Tamil-knowing person in a Tamil schedule. If this is to be ensured cent per cent, an equal number of schedules should be printed in all the languages, which would mean a costly duplication and wastage. Apart from this, the order of continuity in using the census schedules in one pad will also be disturbed. What really happens is that in spite of the supply of forms in different languages in bilingual areas a person who knows Malayalam will be enumerated in a Tamil form and a person who knows Tamil in a Malayalam form. This is true of Kannada and Malayalam also. The only purpose served by printing the questionnaire in regional languages is to help an enumerator who does not know English. So far as Kerala is concerned it seems unnecessary to have the schedules printed in regional languages. The enumeration forms contain only short questions or captions. These could be followed in English by one having but an elementary knowledge of English which every enumerator in Kerala possesses. It is for the first time that in Kerala the enumeration schedules have been supplied in different languages in bilingual areas. Experience leads me to think that it will be quite sufficient if the enumeration schedules are printed in English for the whole state. This would save a lot of unnecessary trouble and ensure better accuracy. This observation does not apply to instructions. The instructions should be printed in Malayalam as well as the main regional languages like Tamil and Kannada as they cannot be followed in English by some of the enumerators.

40. The estimate of forms proved quite satisfactory. However, the following minor difficulties were experienced. No black ink schedule in English was indented for this state as it was considered that it will be unnecessary. Subsequently, the Charge Officers of the Naval Base and Military units requested for some English forms. A supplementary indent had, therefore, to be placed for English forms and the supply was received in time. Again, it was not originally intended to have a ' training sample census ' for supervisors. But, later it was decided to have one for them. The number of reserve enumerators was also enhanced consequent on the central instructions received at a later stage. The quantity of red ink forms in Malayalam indented for was not fully received from the press. These resulted in a shortage of red ink forms for the training sample census. This was tided over by using some English and Malayalam black ink forms with the seal T. S. C. representing training sample census affixed on them. To guard against the possible shortage of black ink forms in English and Malayalam by the above diversion the Superintendent of Census Operations, Madras was requested to spare a few black ink English forms which he kindly and promptly did and the Government of India Press, Nasik was addressed through the Registrar General to make good the red ink forms in Malayalam which were not supplied according to our indent by sending black ink forms instead. These forms were also received in time. A shortage in red ink forms in Kannada for training sample census was tided over with the kind help rendered by the Superintendent of Census Operations, Mysore on my request by supplying a few forms in time. A consignment of black ink forms intended for Kerala was wrongly addressed to the Superintendent of Census Operations, Pondicherry which, however, was redirected by the latter and received here in time.

The Printing of Schedules

41. The household schedules, individual slips and the enumerator's abstract on the pad of the individual slips in English, Malayalam, Tamil and Kannada, the houselist forms in English and Malayalam and the instructions for house numbering and houselisting and instructions for enumeration in English were printed in the Government of India Press, Nasik, under the advice of the Registrar General. Most of these were received by lorry with the exception of a very small consignment of houselist forms which was received by air and a few sent by train and stored in my office for distribution at the proper time. It has to be mentioned that the hiring of lorries for this purpose has considerably expedited the transit of forms. If on

the other hand, they were sent by train there would have been considerable delay and uncertainty about the date of receipt of these forms. While some of the schedules were received safely packed in gunny bags the rest were sent in unpacked bundles. Needless to say that the gunny bundles are better for safety in transit and storage. Suitable labelling will also be helpful.

Difficulties in Local Printing

42. All the items with the exception of those mentioned above were locally printed. These consisted of forms, registers, instructions in regional languages, circulars, banners etc. The Superintendents of Census Operations were authorised to get locally the above items of printing done either in the Government of India Press or in the State Government Press or in the private presses, if printing in the Government presses was not possible. There was no Central Government Press in Kerala when the census operations commenced. As such, the choice lay between the State Government Press and the private presses. The Superintendent of Government Presses, Trivandrum, on being addressed about the taking up of the printing for census operations expressed his inability to cope with the work in view of the increasing volume of work of the State Government. However, he has obliged by taking up the urgent items of printing work which it was not possible to entrust to private presses. On occasions when the Government Press, Trivandrum, could not take up the work, the Central Prison Press was asked to take up some items of work, the most important one being the printing of forms for tabulation. The Director of Survey and Land Records also obliged by taking up the printing of tabulation forms of very large size in his litho press. Barring the few items of work referred to above which were accepted by the Superintendent of Government Presses, Trivandrum and the Director of Survey and Land Records, the rest of the items were entrusted to private presses. The rules for the entrustment of the work to private presses required inviting of quotations and acceptance of the lowest. Even then, the bill could be passed only for the amount certified by the Chief Controller of Stationery and Printing. There were other rules also regulating the rates and wastage of paper. It was considered unworkable to send every bill to the Chief Controller of Stationery and Printing for his certification for payment in view of the inevitable delay involved in the procedure. I, therefore, requested the Registrar General to move the Chief Controller of Stationery and Printing to relax this procedure by authorising me to pass the bills in cases where I have no doubt and in doubtful cases to get the bills certified by the Superintendent of Government Presses, Trivandrum. This proposal was approved by the Ministry subject to certain conditions, the most important of them being that the rates to be sanctioned should not exceed the rates prescribed by the Chief Controller of Stationery and Printing and the percentages of wastage to be allowed should also be in accordance with those prescribed by him. There was some difficulty in conforming to the percentages of wastage prescribed by the rules issued by the Chief Controller of Stationery and Printing as the local presses were accustomed to get one per cent wastage in most cases and more than one per cent in others. When this condition regarding the wastage was put across to the presses, some which were taking up the printing of the Census Department declined to do so. One of the presses insisted on getting the charges as per the rates quoted instead of the amount certified by the Superintendent of Government Presses, Trivandrum. As it was not possible according to the conditions mentioned above to pay the press anything more than what was certified by the Superintendent of Government Presses the demand made by the press for the amount at the quoted rate was rejected, eventually leading to the filing of a suit by that press for the claim which is still pending. In one instance it was found that the press which was entrusted with an item of work according to the lowest quotation was not in a position to complete the work in scheduled time. I had, therefore, to contact the other presses and get the work done with their co-operation at the same rate which was offered to the first press. In spite of the severe restrictions imposed upon the entrustment of printing work to private presses and the somewhat protracted procedure of passing their bills, the private presses in the state had extended their co-operation to this department with a laudable measure of patience and accommodation.

43. Printing is a problem which is likely to confront the Superintendents of Census Operations in future also. By far the most important factor is that the State Government Presses should be in a position to take up the maximum quantity of work of the Census Department which they can possibly afford. With the increasing number of Government Presses going into production in Kerala and a Central Government Press in the offing, it should be possible to get a larger measure of printing done in Government

presses in future than now. Yet, it may not be possible to get every item of work done in the Government presses. It would be necessary then to entrust to competent private presses the remaining items of work. But a decision will have to be taken centrally about the relaxation to be granted to the Superintendents of Census Operations in entrusting the work to private presses. Some of the conditions like the entrustment of work with the press as per the cheapest quotation, the scrutiny of the bills by the Chief Controller of Stationery and Printing, the payment of the bills only as certified by him and that too subject to the rates allowed by the rules framed by him and the fixation of the percentage of wastage below one per cent in some cases render the orders of the Census Department unattractive to private presses. It is, therefore, necessary that these conditions should be suitably relaxed. I would suggest the following relaxations for consideration in future :—

(1) The rule that the work can be entrusted only as per the cheapest quotation should be relaxed. The press which quotes the lowest rate might not always be a competent press. The Superintendent of Census Operations should, therefore, have the freedom to choose the presses according to competence and in doing so, if the rate quoted by such a press happens to be higher than the cheapest quotation, the Superintendent of Census Operations should be free to accept it subject to only one condition that the rate should not exceed the rate prescribed by the Central Government.

(2) When once the cheapest quotation has been accepted there is no point in reducing the amount which the party can claim according to the quotation on the ground that it is more than the rate prescribed by the Chief Controller of Stationery and Printing. In all cases where the cheapest quotation has been accepted it is only fair that the payment is made accordingly.

(3) The percentage of wastage should be allowed according to the rates admitted by the State Government presses.

If the above relaxations are made, the Superintendents of Census Operations will find it easier to handle the problem of printing.

Distribution of Schedules

(*a*) *Principle of Distribution*

44. All the census schedules were stocked centrally in my office and distributed to the Charge Officers from there. The number of schedules due to each Charge Officer was calculated beforehand. In the case of individual slips the number was calculated according to the population revealed by the houselist plus 3 per cent to cover the increase of population between the date of houselisting and the enumeration date. In the case of district headquarters towns ½ per cent of the houselist population was also added in addition to the above in view of the possibility of there being a large number of the houseless population in the area. Fifteen per cent of the slips calculated on the above basis was sent to every Charge Officer as reserve. The household schedules were calculated at the rate of one-fifth of the individual slips. The number of other forms was calculated according to the nature of each case. The District Census Officers were given a reserve of 5 per cent A similar reserve was kept in my office also. Instructions in this behalf are covered by Circular Letter No. XX dated 15th September 1960 given as Appendix XIV. The Charge Officers were instructed to distribute the schedules to each enumerator on the basis of the above calculation for the block. This mode of distribution was found to be extremely helpful in avoiding unexpected shortages and unnecessary locking up of surplus schedules in any block. The forms were sent in lorries and wherever possible in the office van. A clerk of the office of the District Census Officer was sent in the lorry meant for each district to see to the correct distribution of the forms to each Charge Officer.

(*b*) *A Mishap*

45. It so happened that in the course of the shifting of the office from one building to another a few bundles containing pads of 100 slips were placed along with the bundles containing pads of 25 slips and bundles containing pads of 25 slips with bundles of 100 slip pads. As these bundles were in gunny bags this mistake in stocking the forms was not detected at the time of sending the forms. This incident created a lot of anxiety subsequent to the initial distribution as reports began to be received from Charge Officers alleging shortages in the supply. Reference had, therefore, to be made to all charges to verify the actual number received by them when it was found that some charges got surplus number of slips. Since the office van had to go to all the charges to take some forms, instructions were left with the clerk who accompanied in the van to take back the surplus forms and distribute the same to the charges where there were shortages. In some charges this was done without the van having to go there as other adjustments were possible. However, shortages and surpluses were rectified before January 1961.

(c) *Expenditure for Distribution by the Charge Officers*

46. The Charge Officers were informed that no expenditure should be incurred in sending messengers for distribution of forms to the supervisors and enumerators. The instructions to supervisors were to be sent by post. But the instructions and red ink forms for enumerators as well as the red ink forms for the supervisors were to be distributed in the first training class held for supervisors who, in their turn, were to arrange the distribution of forms to the enumerators in the training classes held for them. The black ink forms were to be sent to the supervisors for distribution to the enumerators with the Village Officers who come to the taluk office every week to remit kists. In the case of the Divisional Forest Officers and Corporation / Municipal Commissioners similar arrangements were to be made through their subordinates. In spite of these instructions a few Charge Officers had claimed T. A. for some messengers sent by them and in some other cases transport charges were claimed. These were paid. However, the instructions given as above had considerable effect in reducing the expenditure on this account.

Preparation of Maps

47. The importance of correct maps for the state, districts, taluks, towns, forest divisions, villages, wards of towns and ranges of forest divisions in the conduct of the census operations need not be emphasised. A state map in the scale of 1 inch = 4 miles was supplied to the Registrar General and one copy kept in my office. With the help of the Chief Conservator of Forests, the forest divisions were also got marked in the state map kept in my office. The Registrar General had suggested that five copies each of the maps of taluks in the scale of 1 inch = 1 mile should be procured and one copy should be retained by the Superintendent of Census Operations, one copy should be sent to the District Census Officer, one copy to the Tahsildar and the remaining two to the Registrar General. Of these, one copy had to be sent immediately to the Registrar General and the second copy was to be sent after demarcating the blocks and circles towards the end of 1960. My discussions with the Director of Survey and Land Records revealed that subsequent to the reorganisation of taluks and villages no up to date maps of taluks had been prepared in the State. The State Government was, therefore, addressed to instruct the Director of Survey and Land Records to furnish the necessary copies of the maps to me. Though this was done, due to the paucity of hands the Director of Survey and Land Records expressed his inability to do this work within the scheduled time unless he was given the necessary staff. At this stage it was considered too risky to leave the implementation of the orders of the State Government to a prolonged schedule of time which alone the staff position of the office of the Director of Survey and Land Records would permit. I, therefore, addressed the Registrar General pointing out the circumstances and recommending the appointment of two draughtsmen by me to work under the instructions of the Director of Survey and Land Records and prepare the taluk maps. The draughtsmen prepared the original of the taluk maps in the course of three months. These had then to be transferred to zinc plates and the necessary copies taken which meant another laborious stage of work. My discussion with the Director of Survey and Land Records revealed that appointment of full-time staff for this purpose would entail huge expenditure besides longer time. We, therefore, considered that all available hands in the office of the Director of Survey and Land Records should be put on this work on overtime duty and the work got done in time paying suitable honorarium to the staff. The proposal was agreed to by the Registrar General who was pleased to sanction a sum of Rs. 1,431.74 as honorarium to the staff which was distributed among the concerned staff. Accordingly, the taluk maps were got ready in time and one copy sent to the Registrar General, one copy each of the concerned taluks to the District Census Officers and Tahsildars and two copies kept in this office. The Registrar General subsequently informed me that the blocks and circles may be marked in the copy sent to him and he does not require a second copy. Thus the blocks and circles were marked in the copy of the map sent to the Registrar General and one copy kept in my office. In regard to the municipal and non-municipal towns as well as the forest divisions also similar maps were got prepared by the respective Charge Officers and supplied to the Registrar General keeping one copy in my office. It has to be mentioned in this behalf that some of the Municipal Commissioners claimed the expenditure for the preparation of these maps. This, however, was not paid as it was obligatory for every municipality to prepare a map for its own use and copying of the same could not have involved much expenditure. The item was not pressed by the municipalities. Coming to the lowest unit of villages, wards of towns and

ranges of forest divisions, in the very first circular letter issued by me setting out the general features of the census operations, instructions were given to prepare six copies of the maps of each ward, village and forest range showing the boundaries of each ward in the case of a town, of each kara, desom or muri in the case of a village and of each forest range in the case of a forest division and other important landmarks which would facilitate house numbering in specific directions and their physical verification at a subsequent stage. After marking the above particulars at the preliminary stage the house numbers, blocks and circles were also marked in them subsequently. In the case of karas, desoms or muris the survey boundaries were not available. Hence directions were given to define them by natural boundaries and wherever such natural boundaries were not available, by indicating survey numbers along the boundary lines. Such clear demarcation of boundaries was helpful in eliminating chances of overlapping of units. The maps were prepared accordingly. All the maps of taluks and towns sent to the Registrar General as well as one set of copies kept here were bound in suitable volumes. The second set kept in this office were mounted as wall maps. It is a matter for gratification to say that the territorial divisions up to the last unit have been fully covered by the maps prepared as above and preserved for future reference.

Contribution of Census Mapping to the Archives of the State Government and the Directorate of Survey and Land Records

48. It would be found from the above that the taluk maps of the Kerala State after the reorganisation of the taluks were not available and they were prepared for the first time at the instance and cost of the Census Department. While the enthusiastic co-operation lent by the Director of Survey and Land Records has helped the completion of this work within the scheduled time it has also to be mentioned that this work is a distinct contribution made by the Census Department to the archives of the State Government. In the case of municipal towns, several of them had no maps. It is for the first time that they prepared maps of these towns and that too at the instance of the Census Department. Besides the above, quite a good number of useful maps are given in the Census Report, 1961, one part of which is an atlas entirely devoted to maps.

Rural-Urban Classification

49. In the previous censuses, municipalities, civil lines and cantonments not falling within the municipal limits were invariably treated as towns for the purposes of census. But, in respect of other areas, it was left to the Superintendents of Census Operations to select such of the places of continuous collection of houses possessing urban characteristics as towns. In the 1951 Census, however, so far as the Travancore-Cochin area was concerned, besides municipal towns, civil lines and cantonments, areas for which conservancy arrangements were made by the Public Health Department which were called conservancy towns were recognized as census towns. In the Malabar area, instead of the conservancy towns, certain panchayat areas were treated as towns besides the municipalities, cantonments and civil lines. In view of the growing importance of urbanisation, the 1961 Census laid down a threefold criterion for classification of an area as a town besides the corporations, municipalities, civil lines and cantonment boards which were automatically included in the category of towns. According to the above criterion, it was only places with a minimum population of 5000 persons and a density of not less than 1000 persons per sq. mile with at least 75 per cent of the male population following non-agricultural pursuits that could be recognized as towns. Exceptional cases were to be included only in consultation with the Registrar General and the State Government. Barring a few exceptions numbering 23 the rest of the non-municipal towns fulfilled the criterion mentioned above. The exceptions were either towns according to the 1951 Census which do not satisfy the criterion for 1961 or places of growing importance having urban characteristics. On the whole, there were one municipal corporation, 28 municipal towns, one cantonment area and 62 non-municipal towns. A list showing the number of new towns which were not towns according to 1951 Census, along with towns according to 1951 Census which continue as such in 1961 and another list showing places which were towns according to 1951 Census but have ceased to be so in 1961 are given in Appendices VII and VIII respectively.

Organisation of Census in Urban Areas

50. In the Corporation of Trivandrum and the municipal towns, the commissioners were in charge of the census operations while in the case of non-municipal towns the tahsildars of the taluks in which the towns were situated conducted the operations. In the case of Cannanore Cantonment the officer in charge of the Cantonment conducted the operations. The supervisors and enumerators were appointed for these areas as usual. In the nine district head-

quarters towns and in the town of Mattancherry special enumerators were appointed from among the municipal field staff for the enumeration of houseless persons. In the case of other towns the houseless persons were enumerated by the enumerator of the normal block.

Tours by the Superintendent of Census Operations

51. Up to the completion of enumeration touring plays a vital role in organising the census operations. The Superintendent of Census Operations should get himself familiar with the various parts of the state before he starts organising his work. This calls for some amount of initial touring on the part of the Superintendent. Fortunately for me, this was not necessary to any significant extent as I was already familiar with most parts of the State. In accordance with the directions of the Registrar General to find out the condition of house numbering in the state a tour was undertaken to some of the villages and municipal towns to find out whether the numbering of the houses in the 1951 Census remains intact, whether new houses had since cropped up and if so, whether they bear numbers. A report was sent to the Registrar General based on the observations made in this tour. The next important stage was to discuss with the District and Charge Officers about the census programme and the selection of places for the pre-test operations. This meant a tour to all the district headquarters. Closely following this was the training of the Charge Officers for pre-test operations and the inspection of the operations. Both these required state-wide touring. During the tour for the training of the Charge Officers I had to train all the Charge Officers who were concerned with the conduct of the pre-test operations. The tours for the inspection of the work proved highly useful in that several errors which the enumerators committed could be detected and rectified in time resulting in a satisfactory quality of enumeration. These tours lasted till the end of August 1959 and was followed by the first conference of the Superintendents of Census Operations in which a discussion on the organisation of the census operations up to enumeration was held. The house numbering being the first of the operations to be started after the conference, the state-wide tour for the training of the District Census Officers and Charge Officers commenced in January 1960 and lasted till the end of that month. When the house numbering operations were in full swing it was considered necessary to inspect the work and contact the District Census Officers and Charge Officers and, wherever possible, the supervisors and enumerators also. For this purpose I visited a vast majority of the charges in all the districts. Wherever it was not possible to visit any particular charge the Charge Officer was asked to come with the houselists to the nearest charge where I held the inspection. The tours which commenced in this connection in March 1960 lasted till the end of May 1960. Even thereafter, whenever I got occasion, I inspected several places to find out whether the house numbering was exhaustive. It should be said that the inspection tour in connection with the house numbering operations in which the houselists prepared in the various charges were gone through and the short-comings brought to the notice of the Charge Officers, supervisors and enumerators not only saved the house numbering operations from serious defects but also ensured a high degree of perfection to the houselists. It is an experience worth mentioning that when one conducts a training class he gets an impression that every one goes thorough with the subject but when you go to the field you are at times disappointed to find that some of the enumeration staff to whom your trainees have transmitted the instructions in their training classes have failed to attain that much of thoroughness you expect of them. Whether it is due to the failure of the enumeration staff to grasp what the Charge Officers have taught them or the failure of the Charge Officers to transmit to the enumeration staff the training that has been given to them as faithfully as should be done cannot be precisely judged. But I got sufficient indication in these tours that if the required standard of efficiency should be ensured in the final count the Superintendent himself should train the enumeration staff at least once. I consider this to be a great lesson which I learnt in the course of the inspection tours in connection with the houselisting operations. The penultimate round of my state-wide tours up to the close of the enumeration commenced on 21st September 1960 and ended in October 1960 in the course of which I imparted training for enumeration to the District Census Officers and Charge Officers throughout the State. In a few places, I also inspected the training classes conducted by the Charge Officers. But this could not be done on a state-wide scale. The final round of my state-wide tour started on 8th December 1960, the day on which I started my round of training for the supervisors and enumerators engaged in the 1961 Census. This was a continuous tour extending from 8th December 1960 to 17th January 1961 in the course of which I held fifty-four training classes in all

the taluk headquarters together except that of Udumbanchola taluk. It was not possible to hold a class in the Udumbanchola taluk due to want of facilities. But the Charge Officer, supervisors and enumerators of that taluk attended the training class held in the Peermade taluk at Vandiperiyar. I am not far wrong in thinking that no Superintendent of Census Operations of any of the states except, perhaps, of the centrally administered areas would have found it possible to undertake a work of this magnitude of directly imparting training to the supervisors and enumerators. Though I was doubtful of the possibility of completing such a long tour especially when I found that even my predecessor in 1951 of Travancore-Cochin had occasion to absent himself from the training classes and depute his Personal Assistant for the purpose, I am happy to state that in spite of the arduous nature of the work I completed the tour successfully. This, however, is not without an undercurrent of pathos in that I am not yet sure how long it will take for the after-effects of the strain which had already confined me to bed for about a couple of months to leave me free. The classes held by me lasted for about three to four hours. On most of the days two classes were held a day. The experience gained in the course of this tour was more than rewarding for the troubles undertaken by me. I can never forget the thrilling occasions I had in the course of my training classes and the abundance of courtesy and enthusiasm shown by the District Census Officers, Deputy Superintendents of Census Operations, Charge Officers and the several thousands of supervisors and enumerators whom I had the occasion to directly contact and address. More than the technical side involved in the census count which I had necessarily to deal with, it is the national character of the great work which the supervisors and enumerators are undertaking that was emphasised by me in these classes. This helped in no small measure the mobilisation of the supervisors and enumerators to their task. Besides encouraging questions at the end of my explaining every item in the enumeration schedule, at the close of every training class I used to invite some of the enumerators and supervisors to the platform and make them enumerate me. This practical demonstration of the enumeration technique was highly useful as the errors could be pointed out then and there. The end of this tour left in me a confidence which proved quite real that my colleagues from the District Census Officers and Deputy Superintendents of Census Operations down to the enumerators will make the 1961 Census in Kerala a great success. Considering the discouraging representations which I received from some of the supervisors and enumerators at the early stages when they were appointed to this work, this great change which I was able to note in them should be greatly attributed to their realisation at a subsequent stage that they are active participants in a great work of national importance. In the course of the period under review I had to go to Delhi twice and to Bombay once, the tours to Delhi being for the conferences of the Superintendents of Census Operations and that to Bombay for the regional conference of the Superintendents of Census Operations.

The First Tour of the Registrar General in the State

52. The Registrar General visited the State in December 1960 and toured the districts of Trivandrum, Quilon, Alleppey, Kottayam, Ernakulam and Trichur holding conferences in most of the districts in the course of which he expressed his delight in the progress made in the census operations of the State.

Touring of Other Officers connected with the Census Operations

53. Journeys were undertaken by the District Census Officers, Deputy Superintendents of Census Operations, Charge Officers and the staff of the District Census Officers and Charge Officers in connection with the census operations. So far as Deputy Superintendents, District Census Officers and Charge Officers were concerned, these tours were for the purposes of training and inspection. The tours undertaken by the staff of the District Census Officers or Charge Officers were for purposes like assisting the officers in the conduct of training classes or for taking census forms and the like. The officers were discouraged from taking peons with them when they go on tour. But, in cases where a clerk had been taken when the officer was conducting a training class and similar instances where the purpose was strongly made out justifying the tour of the subordinate T. A. was allowed. The Tahsildars and Municipal Commissioners who were the Charge Officers were receiving either P. T. A. or P. C. A. from the Government or Municipal funds respectively. These officers were given for census work a P. T. A. of Rs. 60/- p. m. in the case of Tahsildars and Rs. 20/- p. m. in the case of Corporation/Municipal Commissioners for five months in addition to their normal P. T. A. or P. C. A. Of this, one month's P. T. A. was paid for the month of March 1960 and the balance for the months of December 1960 and January, February

and March 1961. Wherever the Charge Officer was not continuously in charge of the operations either in one charge or another he was paid P. T. A. only for the proportionate period in the case of P. T. A. for the last four months and proportionate to the work in the case of P. T. A. for the month of March 1960 which was earmarked for the work in connection with the house numbering operations. All the other officers were paid regular T. A. provided the journeys were conducted solely for census purposes. Combined tours for State and census purposes together were encouraged. The Tahsildars and Corporation/Municipal Commissioners were also given regular T. A. for the journeys undertaken outside their jurisdiction. It should be acknowledged that the sanction of the P.T.A. at the above rates to the Charge Officers was accorded as a special case for Kerala in view of the precedent which obtained in the Travancore-Cochin State in 1951. The District Census Officers were given mileage even for the journeys between places connected by rail, relaxing the rule in this regard. Charge Officers were also given the benefit of this relaxation wherever they could claim T. A. for their journeys as in the case of the journeys conducted by Tahsildars outside their jurisdiction and Divisional Forest Officers both within and outside their jurisdiction.

Administrative Difficulties

54. In the foregoing portions of this report I have dealt with the difficulties relating to accommodation, supply of stationery and furniture and printing experienced in the organisation of the Census Department. A few difficulties which have not found a place in them are given below :—

(*a*) *Non-observance of the Orders freezing the Transfers*

One of the prime requirements of the census operations is that for the crucial period of the operations the transfer of officers concerned with the census operations should be freezed. The categories of officers whose transfers should be freezed consist of District Census Officers, Charge Officers, supervisors and enumerators. Transfers by way of promotions and demotions are, however, inevitable. Even these will create difficulties at the final stage of census operations. In respect of the operations of 1961 the Registrar General had already addressed the State Government about the necessity of freezing the transfers of officers concerned with the census operations. This was followed up by me and the State Government issued orders freezing the transfers of the concerned officers in three stages viz. during the pre-test operations, house numbering operations and the enumeration. In spite of this a few transfers were ordered by the State Government themselves as also at subordinate levels. This caused great anxiety and disturbance to the smooth prosecution of the census operations with the result that I had personally to take up the matter with the Chief Minister, concerned Ministers, Chief Secretary to Government and the concerned heads of departments as and when the transfers came to my notice. Orders were also issued by me to all the concerned officers in charge of census operations that whenever they are transferred they should intimate the fact to me. I should gratefully acknowledge that whenever I personally intervened the transfers were stayed wherever possible. Though the difficulties were obviated as stated above, a good deal of precious time at a crucial period of the operations had to be spared to get matters straightened in time. It is quite essential that such occasions are avoided by the State Government adhering strictly to the principle of freezing transfers during the crucial period of census operations and by setting an example at the highest level itself. It is a matter for consideration whether even transfers for the sake of promotion cannot be avoided in the most crucial period viz. the whole of enumeration period and a week preceeding and succeeding it. In doing so the officers should not be made to suffer. It would be necessary to give the officers the benefit of the promotion during this period without their joining duty in the new post till the expiry of the crucial period.

(*b*) *Unhelpful Attitude of Responsible Officers*

55. Any unhelpful attitude of responsible officers towards the conduct of the census operations is likely to hinder the progress of census work. I had experience of only one officer causing difficulties in the way. This case was reported to the Government by me though with great reluctance and necessary action was taken by Government to set right matters.

(*c*) *Delay in sanctioning Deputation*

56. Almost all cases of deputation of the State Government servants to the Census Department have taken a long time to be sanctioned by the State Government. One of the reasons for this delay is that for every case of deputation both the administrative department and the Finance Department of the Secretariat had to agree. This procedure could be simplified by laying down the terms on which the deputation can be granted. This would at least obviate the necessity of con-

sulting the Finance Department in every case. In respect of deputations from outside the Secretariat it would considerably facilitate matters if the powers for sanctioning the deputation are delegated to the heads of departments subject, of course, to the taking of subsequent ratification from Government.

(d) Expenditure on the Staff of District and Charge Officers

57. While sanctioning the staff for the District Census Officers and Charge Officers the Registrar General had informed me that the State Government may be moved to meet their salary from the State Government funds subject to reimbursement by the Central Government. This was at first rejected by the State Government. It so happened that subsequently the Accountant General objected to the meeting of the expenditure from the Central funds on the ground that the posts were sanctioned by the State Government. I had, therefore, to move the State Government once again to agree to the request for meeting the expenditure initially from the State Government funds which at last was agreed to. If there is some prior understanding between the Central Government and the State Governments on these matters unnecessary troubles could be avoided. I would suggest that the procedure detailing the essential directions in which the State Government should co-operate with the Central Government in the conduct of the census operations may be prescribed in clear and unambiguous terms in a conference of the Chief Ministers sufficiently in advance of the appointment of the Superintendents of Census Operations for each census.

(e) Need for a Skeleton Census Office during the Inter-census Period

58. The history of census in India has shown that with the publication of the report of every census the census organisation meets with a natural death and springs into its existence from ashes on the eve of the next census even as the proverbial phoenix. Most of the difficulties in the organisation of the department for every census arise out of this peculiar feature. The Superintendents of Census Operations have to make everything from nothing. The earlier such a state of affairs is mended, the better for the census organisation. The intervening period between the winding up of the organisation for one census and the starting of the work for the next census is so little that the troubles involved in building up the organisation afresh are hardly commensurate with the economy gained by the winding up of the organisation during the interval. The setting up of a permanent office building for the Census Department at the headquarters of every state and the continuance of a nucleus staff during the interval between the close of one census and the starting of the other will greatly facilitate the elimination of most of the difficulties mentioned above.

(f) Dependence on State Government Officers

59. One difficulty of a fundamental character has not found a place in the preceding portions. It is, at the same time, extremely doubtful whether it is capable of solution. This relates to the dependence on the officers of the State Government for the discharge of the functions of the District Census Officers and Charge Officers. In spite of the fact that these officers are appointed under the Census Act with the concurrence of the State Government and almost all of them are alive to their duties there is the unforgettable factor that they are already saddled with heavy work on behalf of the State Government and the census duty cast upon them naturally takes the form of an additional burden. Added to this, there is the handicap of the Superintendent of Census Operations himself not being in a position to take direct disciplinary action against these officers. He can only report the matter to the State Government for necessary action, though, no doubt, his report will have considerable weight with the State Government. Yet, there is the time factor involved in it. With all these, in the words of Cardinal Newman, "a thousand difficulties cannot make a doubt". While the difficulties mentioned here are real, it is well-nigh impossible to change the set-up for the simple reason that it would mean the creation of a number of posts at all levels on a full-time basis for the conduct of the census operations involving heavy financial commitments for the Central Government. Apart from this, there are some advantages also in having the officers of the State Government in charge of the taluks, municipal towns and forest divisions as the Charge Officers and the Additional District Magistrates or Revenue Divisional Officers as District Census Officers in that they can exercise proper control over their subordinates whose co-operation is essential for the conduct of the census operations. I may, however, make one suggestion to improve the situation. The District Census Officers are not given any honorarium for the conduct of the census operations. Similarly the Charge Officers also. The P. T. A. paid to the Tahsildars and Municipal Commissioners is in lieu of their normal T. A.

for the journeys which they undertake. It is only reasonable that the District Census Officers and the Charge Officers are given a suitable honorarium for the conduct of the census work. This should be fixed in advance so that they know what they will get if they do the work properly. This will not only be an incentive to them in turning out proper work in the conduct of the census operations but also enable the Superintendent of Census Operations to pull up the officers whenever required. I hope this suggestion will receive the consideration of those in authority for the next census.

Publication by the State Government of the Census Questionnaire etc. in the State Government Gazette

60. In accordance with the convention of the previous censuses the State Government published all the notifications and other items recommended by the Superintendent of Census Operations in the Government Gazette. These included the following items:—

(1) President's order of appointment of the Superintendent of Census Operations, Kerala
(2) Government of India Notification declaring the reference date for the 1961 Census
(3) Appointment of District Census Officers
(4) Delegation of the powers of appointing the census officers to the District Census Officers and Charge Officers
(5) Appointment of officers under section 7 of the Census Act as the authority who may call upon certain persons to give assistance towards the taking of the census of persons specified in the section
(6) Authorising the District Collectors to sanction prosecutions under the Census Act
(7) Questions to be asked by the Census Officers

Full texts of the notifications are given in Appendix IX.

Accounts

(a) Budget

61. The office of the Superintendent of Census Operations, Kerala started with a lean budget of Rs. 22,500/- for the year 1959—1960. This allotment being highly inadequate, the Registrar General was moved for an additional grant in consequence of which a sum of Rs. 93,450/- was sanctioned under A—Superintendence and Rs. 12,000/- under B—Printing and Stationery. The heads under the budget for 1959—1960 were confined to A1— Pay of Officers, A2— Pay of Establishment, A3— Allowances and honoraria and A4— Other charges under the minor head A—Superintendence and the minor head B—Printing and Stationery.

62. During 1960—1961, when the field work was organised, provision had to be made for meeting the expenditure for the pay and allowances of the staff in the offices of the District Census Officers and Charge Officers, their contingencies and travelling allowance and honorarium for the house numbering operations etc. Provision had also to be made for meeting the expenditure in respect of the tabulation offices opened by the end of 1960. The following reclassification was, hence, adopted in preparing the budget for 1960—1961.

A. Superintendence
  A 1—Pay of Officers
  A 2—Pay of Establishment
  A 3—Allowances and Honoraria
  A 4—Other charges
B. Enumeration
  B 1—Pay of Establishment
  B 2—Allowances and Honoraria
  B 3—Honorarium to enumeration staff
  B 4—Other charges
C. Abstraction and Compilation
  C 1—Pay of Officers
  C 2—Pay of Establishment
  C 3—Allowances and Honoraria
  C 4—Other charges
D. Printing and Stationery

The budget estimates of 1958-1959 to 1961—1962 and the actual expenditure for the years 1958 to 1961 under the various sub-heads are furnished in Appendix XXVII.

63. During 1959—1960 an amount of Rs. 1,26,401.43 had been expended against a budget provision of Rs. 1,05,450.00 and during 1960—1961 an expenditure of Rs. 4,69,956.70 was incurred against an allotment of Rs. 5,74,500.00. It would have been possible to exhaust the entire amount provided in the budget for 1960—1961 but for the non-receipt of certain bills in respect of some articles of furniture supplied at the fag end of the year, the belated supply of tin boxes which were ordered in 1960—1961 and the non-receipt of the reconciled statement of expenditure from certain District Census Officers and Charge Officers in respect of the salaries and allowances initially paid by the State Government for the census staff engaged in the District and Charge Offices for purposes of reimbursement from the census budget.

64. It is fortunate that the Registrar General and the Ministries concerned were always

willing to recognise the elastic character of the census budget in view of the peculiarity involved in the organisation of the census operations and making suitable changes in the budget from time to time according to the recommendation of the Superintendent of Census Operations. This was all the more necessary in the organisation of the census work in a state newly formed after the reorganisation of states in that precedents fully applicable to the new state were not available from the 1951 Census Operations.

(b) Account Rules

65. Census being purely a Central subject the service and account rules governing the Census Department were the Central Government rules. Most of the hands working in the Census Department being those taken on deputation from the State Government and the rest new recruits, a certain amount of ignorance of the Central rules of accounts and procedure was inevitable. To some extent this defect could be remedied by taking suitable hands on deputation from the Accountant General's office to deal with accounts. But to make such deputations really useful persons with long experience in dealing with the account rules and procedure of the Central Government (and not of the State Government) should be spared by the Accountant General. Even if such deputations require the creation of a post on a higher grade it will be rewarding to do so.

66. The rules relating to the deputation of the employees of the State Government to the Census Department are not altogether as happy as should be. As per the rules, an employee taken from the State Government on deputation is entitled to the pay and dearness allowance according to the State Government rules and all other allowances including travelling allowance according to the Central Government rules in addition to the deputation allowance at 20 per cent of the basic pay in the case of non-gazetted staff and 33⅓ per cent in respect of officers of the State Civil Service. So far as Kerala State is concerned, the travelling allowance rules of the State Government are more liberal than those of the Centre. Similarly, while according to the State Government rules house rent allowance is given to all non-gazetted officers the Central Government rules do not allow house rent allowance if the basic pay of a non-gazetted officer exceeds Rs. 156.50. Thus, the non-gazetted employees on deputation whose basic pay is above Rs. 156.50 lose the entire benefit of the house rent allowance by coming on deputation. These factors go to reduce the real benefit of the deputation allowance granted to the employees taken from the State Government. This does not appear to be fair. The employees who are taken on deputation should be enabled to get the deputation allowance in additon to what they were getting under the State Government. The present rules are tantamount to giving something with the right hand and taking away a portion from it with the left hand. The rules in this behalf seem to require revision.

67. The travelling allowance and contingent expenses of all categories of staff including the Deputy Superintendents of Census Operations, District Census Officers and their staff were passed by the Superintendent of Census Operations directly and bills countersigned by him. The amounts were sent either by money orders or Reserve Bank drafts as the case may be. This direct countersignature of the bills by the Superintendent of Census Operations was necessitated by the fact that the Accountant General was not in favour of issuing instructions to the sub-treasuries to honour the bills presented by the concerned officers except with the countersignature of the Superintendent of Census Operations. This involved a good deal of work in the head office. Nevertheless, it had some advantages also in that a better control could be exercised leading to greater economy.

(c) Method of Keeping Accounts

68. The amounts under 'Establishment and Travelling Allowance' relating to the office of the Superintendent of Census Operations are recorded in a Bill Register as and when the bills are prepared. All contingent charges categorised under A-4, B-4, C-4 and D are recorded initially in the Contingent Registers concerned and when there are enough claims for being preferred necessary contingent bills are prepared and presented to the treasury for encashment. Before the bills are sent to the treasury for encashment they are entered in a Bill Book. Cash Book and other subsidiary registers are also maintained in proper order as required by rules.

(d) Periodical Statements of Expenditure

69. Collecting details from the registers specified above, a monthly statement of expenditure in the prescribed pro forma incorporating all the items of expenditure for the month is submitted to the Registrar General before the tenth of every month. On receipt of the monthly statement of expenditure booked by the Accountant General the departmental statement of expenditure is reconciled with the Accountant General's figures. Adjustments found necessary are incorporated in the statement for the subsequent month. The progress of expenditure

in relation to the budget grant is also being reviewed while preparing these statements. Three-monthly, six-monthly and nine-monthly statements are also prepared. Supplementary grants are moved on the basis of the variations recorded in the statements.

(e) Financial Powers

70. The Superintendents of Census Operations enjoyed the following financial powers:—

Creation of Posts

1. To create temporary posts in Class III and Class IV subject to the conditions that the period should not exceed two years, there should be a post of similar character on a scale of pay approved by the President and the funds are available by appropriation or reappropriation.

2. In respect of posts the scales of pay of which have not been approved by the Ministry of Finance, to create temporary posts and to fix the pay of the posts subject to the condition that the pay of the appointment does not exceed Rs. 160/- per mensem and also subject to the existence of budget provision.

Books and Newspapers

3. To purchase for office use books and newspapers subject to the conditions given in the Delegation of Financial Powers Rules, 1958.

Contingent Expenditure

4. To incur contingent expenditure subject to the following conditions:—

(a) In respect of items mentioned in Schedule V of the Delegation of Financial Powers Rules, 1958, the power will be subject to the limit and conditions specified therein.

(b) In respect of other items, up to Rs. 1000/- per annum in each case for the recurring expenditure and Rs. 5000/- per annum in each case for non-recurring expenditure.

(c) In all cases the powers are subject to the conditions mentioned in rule 10 (5) of the Delegation of Financial Powers Rules, 1958.

Miscellaneous Expenditure

5. To incur expenditure on light refreshments up to Rs. 200/- per annum.

Travelling Allowances

6. To exercise powers of the controlling officer for the travelling allowance of the Superintendent of Census Operations and his establishment.

Honoraria

7. To sanction recurring and non-recurring honoraria up to Rs. 100/- in each case to Government officials other than those in the office of the Superintendents of Census Operations and to non-officials.

Though the Superintendent of Census Operations enjoys the powers for the creation of posts and appointment mentioned in items 1 and 2 above, the sanction of the Registrar General had to be taken as there will be no budget provision available to meet the expenditure for the post and the same had to be made. No difficulty has, however, been felt on this account since the Registrar General has invariably approved the proposals sent to him in this behalf. Yet, it would be better if the condition that the exercise of these powers is subject to the availability of funds is deleted. The Deputy Superintendent of Census Operations (Headquarters) as well as the Deputy Superintendents of Census Operations (Tabulation) were invested with the powers of a drawing and disbursing officer in respect of pay and allowances of the establishment and contingency staff.

(f) Permanent Advance

71. An amount of Rs. 200/- was sanctioned as permanent advance to the Superintendent of Census Operations and Rs. 50/- to the Deputy Superintendents of Census Operations (Tabulation). Emergent and petty items of expenditure were being met from this advance and recouped as early as possible. The permanent advance was found quite sufficient.

Miscellaneous

(a) The Reference Date a Holiday

72. On the recommendation of the Superintendent of Census Operations, the State Government declared the 1st of March 1961 a government holiday being the reference date for the 1961 Census. The Registrar General was requested by the Superintendent of Census Operations to move the Government of India also to declare a similar holiday. The Government of India ordered that 1st March 1961 will be a closed holiday on account of the Census of 1961 if the government of the state concerned has also declared a closed holiday for the offices on that day. But the memorandum declaring the holiday reached me only on 1st March 1961 at 3-30 p. m. with the result that the full benefit of the holiday could not be availed of by the staff. It seems necessary to have uniformity of procedure throughout India in this respect. To secure this, it is suggested that the Central Government may take the concurrence of the State Governments beforehand to declare the census reference date a holiday throughout India for both Central and State Government offices and issue orders sufficiently early.

(b) Concessions to the Enumeration Staff

73. The following concessions were granted by the State Government on the recommendation of the Superintendent of Census Operations to

the supervisors and enumerators engaged in the census operations:-

(a) Absence on duty was allowed for the afternoons of 3 days on which the training sample census was posted and in full for all the days on which the training classes were held to the respective supervisors and enumerators and for 7 days during the enumeration period and also from 2nd to 4th March 1961 during the revisional round to all supervisors and enumerators. The 5th of March 1961, the last day of the revisional round, was a public holiday on other grounds.

(b) The supervisors and enumerators were allowed to be absent during either the forenoon or the afternoon of the rest of the working days during the enumeration period.

(c) The schools were not allowed to have Saturdays falling during the enumeration period as working days.

The above concessions were a little more liberal than those granted in 1951.

Census Publicity

74. The census publicity in Kerala commenced with a talk on census operations by the Superintendent of Census Operations at a meeting of the Rotary Club at Calicut on 26th August 1959 in which the important features of 1961 Census were explained. This was followed by a series of press releases, the topics dealt with being the reference date, the special features of 1961 Census, the census questionnaire, the socio-economic survey, the conference of the Divisional Forest Officers, the training programme of the Superintendent of Census Operations for house numbering, inauguration of the house numbering operations, the population figures revealed by the houselist, the maintenance of house numbers without tampering till the completion of the census operations, the visit of the Registrar General, the programme for training of supervisors and enumerators by the Superintendent of Census Operations, an appeal to the public to furnish full and correct information to the enumerators issued on the eve of enumeration, inauguration of enumeration, the enumeration of the Governor and the Provisional Totals.

(*a*) *Messages*

75. The Governor of Kerala, Shri V. V. Giri, was pleased to issue a message in connection with enumeration in which he observed,

"The census is a stupendous task involving the work of over 25,000 census supervisors and enumerators and its success would largely depend upon their enthusiastic co-operation and sincere work. The unstinted co-operation of the citizens is also equally indispensable. I would, therefore, call upon one and all, the citizens and census workers, to co-operate wholeheartedly and make the census work a success."

76. The Chief Minister, Shri Pattom A. Thanu Pillai also favoured the census operations with messages both in connection with the inauguration of the house numbering operations and the inauguration of the enumeration. In these messages the Chief Minister emphasised the national importance of the census operations and exhorted the public as well as the officers engaged in the conduct of the census operations to offer their best for the success of the 1961 Census. In his message issued on the occasion of the inauguration of enumeration the Chief Minister observed,

"The 1961 Census enumeration which commences today is one in which every citizen of India should be deeply interested. Apart from the population count which is done in every census, a good deal of useful data for national planning is being collected this time. In this respect this census is one of outstanding national importance. I have no doubt that every citizen of this State will deem it his sacred duty to co-operate in the census operations by furnishing full and correct information to the census enumerators. The success of the census depends to a large extent on the enthusiastic and sincere work put forth by the several thousands of enumerators, supervisors and other officers engaged in the great national service of census count. I am confident that they will discharge their duty with a full sense of responsibility. I wish the 1961 Census count every success."

(*b*) *Posters*

77. The following posters were received from the Centre for distribution in the State:-

(1) 'Census is essential'
(2) 'Census helps planned consumption'
(3) 'Census textual poster'
(4) 'Census helps them all'

These were received in five languages viz. English, Malayalam, Kannada, Tamil and a few in Urdu. The total number of posters received came to 1,17,102. Details under each head are given in Appendix XIX. The distribution of the posters to the various heads of departments, District Census Officers, Charge Officers, libraries, panchayats, Block Development Officers, Executive Engineers, tourist homes, State Government Transport Department, State Transport Authority, Water Transport Corporation and all Government and private colleges was done directly from the office of the Superintendent of

Census Operations. The display of these posters in public offices and other places of public resort was arranged through the various Charge Officers. Although the time between the receipt of the posters and the commencement of the count was too short it did not affect their timely display.

(*c*) *Press Conferences*

78. A press conference was held by me on 24th November 1960 in which I dealt with the history of the census operations, the special features of 1961 Census, the census questionnaire, the importance of 1961 Census in national planning, the organisation of census enumeration, the safeguards provided by the Census Act to ensure the secrecy of the information collected in the course of census and other important matters pertaining to the 1961 Census. The conference was attended by the representatives of almost every paper in the State and most of the papers from outside having accreditation in Kerala.

Prompt and prominent publicity was given by the press to every item connected with the census operations.

(*d*) *Conferences by the Registrar General*

79. During the first tour of the Registrar General in December 1960 conferences of officers were held in Trivandrum, Kottayam, and Ernakulam in which the Registrar General explained the various aspects of the census operations to the officers and discussed with them the problems connected with the census operations. During the press interview at Ernakulam the Registrar General expressed gratification at the progress of the census operations achieved in Kerala so far.

(*e*) *The Census Film*

A census documentary 'The National Roll Call' was prepared by the Ministry of Information and Broadcasting at the instance of the Registrar General. Ten copies of the film, two each in English, Malayalam, Hindi, Kannada and Tamil, were supplied to the State. They were screened throughout the State by the Department of Public Relations which had taken a lively interest in this and other items of publicity work of the Census Department.

(*f*) *Pamphleteering*

80. The following pamphlets were issued by the Ministry of Information :-

(1) 'What is census and why should we have one'
(2) 'How a census is taken'
(3) 'Growing importance of population censuses'

The first one was issued in Malayalam, Kannada and Tamil and the other two in English, Malayalam, Kannada and Tamil. The total number of these pamphlets came to 2,42,695. A detailed statement is given in Appendix XX. The distribution of these pamphlets was done through the District Educational Officers, Charge Officers, Block Development Officers, libraries, panchayats, colleges and schools and the All India Radio.

(*g*) *Lantern Slides*

81. Two lantern slides 'Get Yourself Counted' in English, Malayalam, Telugu and Tamil and 'Census 1961' in English and Malayalam which were supplied by the Registrar General were exhibited in the cinema theatres from 10th February 1961 onwards. The distribution of slides to the theatres was arranged through the District Collectors free of charge. The total number of slides came to 862 of which 436 were 'Get Yourself Counted'.

(*h*) *Census Advertisements*

82. All census advertisements were issued from the Centre.

(*i*) *The All India Radio Programmes*

83. The All India Radio arranged a programme in connection with the 1961 Census. This programme was inaugurated by the Chief Minister Shri Pattom Thanu Pillai by a talk on '1961 Census'. This was followed by a discussion in the form of questions and answers in the rural forum of the radio. The talk of the Chief Minister and the questions and answers were published in a special booklet issued by the Department of Public Relations. A full text of the programme is given below :-

1. 3rd January 1961— '1961 Census' - Talk by Shri Pattom Thanu Pillai, Chief Minister, Kerala
2. 5th January 1961— '1961 Census' - Discussion
3. 10th January 1961— 'Census Operations'- Questions and Answers programme
4. 17th January 1961— Do.
5. 2nd February 1961— 'Census Pravarthanangal'—Talk by Shri K. Parameswaran Pillai, Deputy Superintendent of Census Operations, Trivandrum.
6. 4th February 1961— 'The Coming Census'—Talk in English by Shri A. Mitra, Census Commissioner, India (Relayed from Delhi)

CHAPTER II

ENUMERATION

Introduction

84. The reference date for the 1961 Census was the sunrise of 1st March 1961. Up to 1931 the enumeration was done in one day. But it was apprehended that this is likely to be imperfect with the result that from 1941 onwards the enumeration was spread over a certain period. This procedure was followed in the 1961 Census also. The enumeration commenced on 10th February 1961 and ended with 28th February 1961. With a view to bring the count made during these days up to date as on the sunrise of 1st March 1961 a revisional round was conducted from 2nd March 1961 to 5th March 1961 during which the enumerators visited every household, cancelled the enumeration of any person who died between the date of enumeration and the sunrise of 1st March 1961 and enumerated every child born during this period. If the enumerator came across a visitor in any household who had come to stay during the above period and had not been enumerated elsewhere he was also enumerated. But no notice was taken of any birth or death or visit occurring after the sunrise of 1st March 1961. In this way the enumeration, though spread over a period of days, was brought up to date as on the sunrise of 1st March 1961. There are two well-known types of counts, the *de jure* and *de facto*. The former comprises all persons normally resident in any locality including temporary absentees but excluding temporary arrivals or visitors while the latter consists of all persons enumerated as being alive and present in that locality at a particular point of time. The 1961 Census is a *de facto* census. But, a person is counted in his house if he was present on any day during the period of enumeration. Otherwise he is counted wherever he is found during the period of enumeration. In this respect, this may be called an extended *de facto* census.

85. The most important and at the same time the most difficult part of the census operations is enumeration. Its success depends on a number of factors of which but a small percentage lay in the hands of the Superintendents of Census Operations, the rest depending to a large measure on others. Apart from the changes in the jurisdiction of the State a host of internal changes consisting of the formation of new districts. taluks and villages had taken place. These contributed in no small measure to the difficulties in shaping the groundwork for the enumeration. Added to this, there was the problem of finding the manpower for carrying out a work of no small magnitude. The census tradition has it that enumeration is done on an honorary basis and whatever that is given to the enumerator is meant only just to meet the out-of-pocket expenditure. The ever increasing trend of organisation for collective bargaining which has found expression in almost every field of activity had given some forebodings of what might probably happen to the census organisation in the very first reaction from certain quarters to the appointment of census supervisors and enumerators and the demand for advance payments. The work of mobilising about 30,000 persons for the great task of enumeration was, hence, by no means easy. There was also the absence of full-time officers except three Deputy Superintendents of Census Operations who came to the scene at a very late stage in organising the work. The District Census Officers and the Charge Officers were but additional designations to an already overworked set of officers like the Additional District Magistrates or Revenue Divisional Officers, Divisional Forest Officers or Tahsildars or Corporation/Municipal Commissioners or officers of the Navy or the Army. The story of the census of 1961 like that of the preceding censuses is, therefore, one of steering a way through hurdles.

The Census Programme

86. The first conference of the Superintendents of Census Operations was over on 1st October 1959. Soon after my return from the conference it was considered expedient to issue my first general circular on census operations. This was done after securing the concurrence of the State Government on certain important issues concerning the building up of the census organisation. The circular letter which was thus issued on 4th December 1959 besides giving the general features of the 1961 Census and the outlines of the plan of operations gave also the detailed programme of the census operations. The programme is extracted below:—

Stages of the Operations	*Provisional Dates*
(1) Preparation of preliminary maps of the wards of towns, villages and forest ranges for house numbering	... 1st January 1960
(2) Training for house numbering and preparation of houselists of:—	
(a) District Census Officers and Charge Officers	... 1st January 1960 to 26th January 1960
(b) House numbering staff	... 1st February 1960 to 25th February 1960
(3) House numbering and preparation of houselists	... 1st March 1960 to 30th April 1960
(4) Delimitation of enumeration blocks and circles	... 1st June 1960
(5) Finalisation of maps under item 1 with house numbers shown therein	... 15th June 1960
(6) Appointment of census supervisors and enumerators	... 30th June 1960 to 30th July 1960
(7) Training for enumeration of:—	
(a) District Census Officers (b) Charge Officers	} 1st September 1960 to 30th September 1960
(c) Circle supervisors and enumerators 1st round	... 10th October 1960 to 10th November 1960
Do. 2nd round	... 10th November 1960 to 10th December 1960
(8) Training Sample Census	... 10th December 1960 to 25th December 1960
Intensive training of circle supervisors and enumerators — 3rd round	... 1st January 1961 to 31st January 1961
(9) Enumeration	... 10th February 1961 to 28th February 1961
(10) Check-round	... 2nd March 1961 to 5th March 1961
(11) Furnishing provisional population figures and their publication:—	
(a) Submission of records, forms and abstracts by enumerators to the circle supervisors	... 5th March 1961
(b) Do. by circle supervisors to the Charge Officers	... 6th March 1961
(c) Provisional totals to be given by Charge Officers to District Census Officers by telegram	... 8th March 1961
(d) Do. District Census Officers to Registrar General and Superintendent of Census Operations by telegram	... 9th March 1961
(12) Post-enumeration check	... 1st week of April 1961
(13) Delivery of census records at the tabulation offices (14) Tabulation (15) Reporting	} Dates to be fixed later

Except in respect of very few items the dates mentioned in the programme were strictly adhered to.

Preparation of Registers

(a) The Census Village Register

87. The most important item of groundwork for the organisation of census enumeration is the preparation of the list of census villages and charges. As already mentioned in the previous chapter, during the first round of my conferences with the District Collectors, concerned District Officers, Corporation/Municipal Commissioners and Tahsildars I had already done the field work for securing the names and areas of the villages within a taluk, karas / desoms / muris within each village in respect of rural areas other than reserve forests, municipal and non-municipal towns in each taluk along with the number or name of their wards and their areas and forest divisions along with the forest ranges in reserve forest areas. These items of information were received in the

pro formae prescribed by me soon after the first round of conferences. The information furnished in these pro formae virtually constituted the register of census villages. It has to be mentioned in this connection that in 1951 karas of the Travancore area were recognized as census villages for the purposes of the census. But in the census of 1961 although the kara of the former Travancore State, the desom of the former Malabar District and the muri of the former Cochin State were recognized as the lowest territorial unit of the census organisation above the circles and blocks, they have not been recognized as the census villages. It was only the revenue villages that were considered as census villages.

(b) Census Charge Register

88. The census charges consisted of taluks, corporation/municipal towns, forest divisions and special areas. The special areas were the Military Lines, Pangode, 505 Coast Battery (T. A.), Cochin Port, the Naval Base, Naval Armament Depot, the Cantonment, Cannanore and two Lok Sahayak Sena Camps.

Formation of Census Divisions

89. The canvasser method of enumeration which is in vogue in India involves a clear delimitation of territories by which the meanest household will be accounted for. The census divisions for Kerala were based on district, taluk, village and kara/desom/muri for rural portions, district, taluk, town and ward for urban portions and district, taluk, forest division, and forest range for reserve forests. There was a proposal from certain State Governments to adopt the Community Development Blocks in the place of taluks for purposes of census. Although there was the attraction in this of making a departure from the conservative pattern followed in previous censuses and also of being in line with modern trends of development, this was outweighed by considerations of comparability of the census data in relation to previous censuses and the fact that even the formation of the Community Development Blocks had not been completed throughout the State at the time of the formation of the census divisions. The proposal was, hence, given up and the pattern mentioned above was followed.

The Census Location Code

90. Closely allied to the formation of census divisions is the allocation of the location code numbers. The purpose of the location code is to identify by means of code numbers the district, taluk, village, kara, desom or muri or the district, taluk, town, or ward or again the district, taluk, forest division or the forest range within which a house in which a person is enumerated is located. While in the case of other states a four element location code including the number of the census house was allotted, in the case of Kerala a five element location code was allowed in view of the large size of the revenue villages of Kerala which have been subdivided into karas, desoms or muris. The five elements of the location code are (1) District (2) Taluk (3) Town or Village or forest division (4) Ward or kara/desom/muri or forest range and (5) the house number. In terms of rural, urban, forest and special areas the above mentioned location code is split up as shown below:-

(1) RURAL: District / Taluk / Village / Kara, desom or muri / House number

(2) URBAN: District / Taluk / Town / Ward / House number

(3) RESERVE FORESTS: District / Taluk/Forest division / Forest range / House number

(4) SPECIAL AREAS: District / Taluk / Special area / Ward / House number

91. The uniform five element location code adopted in 1961 is an improvement upon the 1951 Census which had five elements only in the Travancore area and four elements in the Cochin area and hence lacked in uniformity. The allotment of code numbers to the districts and lower units had to be done in a regular order to avoid confusion. For this purpose the districts were allotted code numbers in the direction starting from north-west and ending with south-east of the State. In the case of taluks the code numbers were allotted to the taluks of each district commencing from the first taluk in the north-west of the district and ending with the last taluk lying on the south-east of the district. After the taluks in one district the number of the taluk in the next district will start afresh. The villages within each taluk and the karas/desoms/muris within each village were also allotted code numbers in like manner. In respect of urban areas the towns within each taluk were allotted code numbers in the same order as mentioned above. So far as the wards of non-municipal towns were concerned, the wards within each town were also allotted code numbers in the same order. The same procedure was followed in the case of forest ranges within each forest division, special areas within each taluk and wards within each special area. But in respect of the Trivandrum Corporation and the municipal towns, the wards were allotted the existing numbers. A code number book was printed, one for each district, covering all the census units down to

the fourth element of the location code in the district.

92. The location code being the *sine qua non* for the organisation of the census operations it was quite necessary to devote great care and attention in its allotment. Unlike in some other states where this work was done at the district or charge level, in Kerala the entire work was done in the office of the Superintendent of Census Operations. This was by no means simple. It was not seldom that even after sending the draft of the proposed code numbers to the Charge Officers for reporting any modification found necessary and the confirmation of the same, corrections began to pour in from some of them, after the issue of the final code numbers. Evidently those Charge Officers seem to have opened their eyes only at that late stage. The greatest difficulty was noticed in the case of those villages, parts of which lay in towns and the remaining parts in the rural areas. These details were collected from the Charge Officers sufficiently early in anticipation of the requirements. The information received through the various pro formae which were filled up by the Charge Officers soon after the conferences held by me was of invaluable service in the context of the preparation of the location code. The maps giving the various territorial units within each village or town or forest division which were prepared by the Charge Officers were also found to be of immense use in verifying the completeness of the code numbers.

93. After the formation of the Kerala State this is the first time that the area of the various villages in the State along with their names have been thoroughly checked and reconciled with the total area of the districts and the State. In this work of gigantic magnitude the Director of Survey and Land Records had lent his wholehearted co-operation and it should be said to the credit of both the Census Department and the Survey Department that this has been settled once for all for the benefit of the future.

Verification of the Local Jurisdiction with Reference to Maps and Gazette Notifications

94. In the delimitation of census divisions the maps are of supreme importance. The details of the preparation of maps and the types of maps prepared have already been dealt with in the previous chapter. These maps were of great help in verifying the completeness of the census divisions. Wherever possible the jurisdiction was verified with reference to gazette notifications as well. But in the case of several municipal towns such notifications were not available.

Appointment of District Census Officers and Charge Officers

95. In the census of 1951 in the Travancore-Cochin State almost all heads of departments including members of the Board of Revenue were appointed 'Census Officers' with state-wide jurisdiction and district officers such as District Collectors, Deputy Collectors etc. as 'District Census Officers' with jurisdiction over the respective districts. This was done in accordance with the precedent in this behalf obtaining prior to 1951. The idea behind this arrangement was that the officers can exercise greater disciplinary control over their subordinates appointed as census workers than would otherwise be possible. This set-up was hardly consistent with the pattern of the district and state administration obtaining now. The District Collector as the head of the district administration is the one person in the district who has to be in charge of the census operations. In the State level, unless the administration was centralised in one person there was bound to be lack of co-ordination. Hence the pattern of the 1951 Census in Travancore-Cochin was not suitable to the conditions in 1961. The census hierarchy for 1961 was, therefore, constituted with the Superintendent of Census Operations at the State level, the District Census Officers at the district level and the Charge Officers at the charge level. Under the Charge Officers were the supervisors and under them the enumerators. The District Collector was the officer responsible for the proper conduct of the census in the district. But in view of his multifarious duties an officer under him was appointed as the District Census Officer. This was the Additional District Magistrate (Personal Assistant to the District Collector) in all the districts except Trivandrum and Trichur and the Revenue Divisional Officer in the Trivandrum and Trichur districts. They were to act on the authority and on behalf of the District Collectors in all matters connected with census. The Charge Officers were Tahsildars in the case of taluks, except municipal towns, Corporation/ Municipal Commissioners in the Trivandrum Municipal Corporation and municipalities and Divisional Forest Officers in the forest divisions. The Charge Officers for the special areas were nominated by the officers in charge of the units occupying the special areas and in the case of Cochin Port by the Administrative Officer. All the Charge Officers were appointed by the District Census Officers. In all there were 106 Charge Officers consisting of 55 Tahsildars, 14 Divisional Forest Officers,

1 Commissioner of Corporation, 28 Municipal Commissioners and 8 Officers in charge of special areas.

96. On the recommendation of the Superintendent of Census Operations the State Government accepted the proposals regarding census divisions, hierarchy of census officers and their functions as early as 26th November 1959. In this order the State Government had mentioned the officers who are charged with the duties of the District Census Officers and Charge Officers. But the formal issue of the notification of the appointment of the District Census Officers was done only on 20th February 1960. The District Census officers were appointed by Government themselves while the powers for the appointment of the census officers under them was delegated by Government under sub-section (4) of section 4 of the Census Act to the District Census Officers and the Charge Officers. By virtue of this notification the District Census Officers issued the orders of appointment of the Charge Officers and the Charge Officers issued the orders of appointment of supervisors and enumerators. While the notification appointing District Census Officers in Travancore-Cochin in 1951 was issued only three months before the reference date, in Kerala it was done one year in advance for 1961 Census. A chart giving the hierarchy of census officers is given below :-

SUPERINTENDENT OF CENSUS OPERATIONS

DISTRICT CENSUS OFFICERS

Urban	Rural	Forest
Charge Officer (The Corporation Commissioner for the Trivandrum Corporation, the Municipal Commissioners for municipal towns and Tahsildars for non-municipal towns)	Charge Officer (Tahsildars for taluks excluding reserve forests and municipal towns)	Charge Officer (Divisional Forest Officers for reserve forest divisions)
Circle Supervisor	Circle Supervisor	Circle Supervisor
Enumerator	Enumerator	Enumerator

Circulation of Census Instructions

97. The census instructions are divided into two parts. The first consists of instructions to the District Census Officers and Charge Officers dealing with the organisational part of the operations and the second of instructions issued to the supervisors and enumerators dealing with the details of house numbering or enumeration as the case may be. Since the house numbering operations and enumeration were done by separate agencies unlike in some other states where the same agency was employed for both, the instructions relating to the house numbering operations and enumeration were issued separately. As already mentioned, the first general circular letter to all District Census Officers, Charge Officers and heads of departments dealing with the general features of the 1961 Census and outlines of the plan of operations issued on 4th December 1959 gave a general idea of the 1961 Census operations and circulars issued thereafter dealt with specific aspects of the census operations. The first important circular letter in the latter category was Circular Letter No. IV dated 30th December 1959 dealing with house numbering and preparation of houselists. This dwelt *in extenso* on the organisational side of the house numbering operations like the importance of house numbering and houselisting operations, its scope, the territorial units for house numbering and houselisting, the order of numbering houses, mode of numbering houses, house numbering and houselisting units, honorarium to staff, period of house numbering and houselisting operations, training for house numbering, preparation of houselists etc. and follow-up action. This circular also gave a sample chart showing the directions for house numbering. The next important circular was Circular Letter No. XVII dated 25th July 1960 dealing with the follow-up action after the house numbering operations, formation of blocks and circles and appointment of circle supervisors and enumerators for enumeration. This was followed by Circular Letter No. XX dated 15th September 1960 dealing with enumeration in all its aspects. The programme for the training of Charge Officers, supervisors and enumerators was also given *in extenso* in this circular letter. All the above mentioned circular letters had given detailed break-up of the schedules of operations consisting of the subjects dealt with

in them. These circular letters are given in Appendices XI, XII, XIII and XIV respectively. A special handbook was issued to supervisors alone detailing their functions and how they should discharge them. Besides the above, a series of letters and circulars were also issued. The total number of circulars issued up to the close of enumeration is 53. The instructions to enumerators consisted of those issued in connection with house numbering operations and enumeration. The basic instructions to enumerators in both these cases were issued by the Registrar General. These, however, had to be supplemented in details to suit local conditions. They were also translated into Malayalam, Tamil and Kannada. In the case of instructions for house numbering and houselisting the entire instructions were issued in one volume and translated into regional languages as stated above. The number of copies of the instructions printed came to 7220 in English (these were got down from the Registrar General), 7500 in Malayalam, 150 in Tamil and 350 in Kannada. The instructions for enumeration were issued in three volumes in Malayalam, Tamil and Kannada. The first volume contained the translation of the central instructions issued in English by the Registrar General and a few supplementary instructions containing some clarifications and details. The contents of the second volume were mostly appendices to the first volume, the most important of them being lists of local names of rights on land, scheduled castes and scheduled tribes, household industries commonly found, probable errors likely to be committed in filling up the household schedules and individual slips, towns recognized for 1961 Census, synonyms and generic names of scheduled castes and scheduled tribes, and a calendar of events for the last hundred years to help the memory of persons who have not recorded their age to remember the correct age and report the same to the enumerator. It so happened that after the completion of the last round of training of the supervisors and enumerators the Kerala Government received the President's assent for the Kerala Agrarian Relations Act and the Jenmikaram Abolition Act. The actual date on which these statutes will come into force had yet to be notified. In anticipation of the contingency of these legislations coming into force during the period of enumeration a third volume of instructions was issued giving directions as to how the entries relating to that part of the household schedule dealing with land should be filled up in case the statutes came into force before Ist March 1961. The number of copies of instructions for enumeration printed in the various languages is given below:—

Malayalam	38,000
Tamil	1,250
Kannada	1,050

A set of instructions in English were got down from the Registrar General and distributed to the District Census Officers and Charge Officers. But it was found that these instructions had to be supplemented by clarifications issued subsequent to their printing. The instructions were, therefore, brought up to date in a separate volume roneoed for the purpose, copies of which were given to all the District Census Officers and Charge Officers. The procedure adopted for distributing these instructions to supervisors and enumerators has been dealt with in the previous chapter.

Instructions about Scheduled Castes and Scheduled Tribes

Synonyms and Generic Names of Scheduled Castes and Scheduled Tribes

98. Although the list of scheduled castes and scheduled tribes was given in the second volume of the instructions as mentioned above, there was the problem of certain communities which were not known by the names of scheduled castes and scheduled tribes given in the President's list but at the same time were synonymous with or the generic names of a scheduled caste or scheduled tribe. The instructions issued by the Registrar General were to the effect that these synonyms or generic names should also be taken into account and treated as scheduled castes / scheduled tribes, the synonym being shown within brackets against the scheduled caste it represented. The Superintendents of Census Operations were also instructed to issue a list of such synonyms and generic names for the guidance of the enumerators. Certain preliminary enquiries were made in this connection through the District Collectors and the Director of Harijan Welfare. The information received from them was not considered to be fully exhaustive. It was, therefore, apprehended that if a final list of synonyms and generic names is issued prior to enumeration there is a possibility of some communities which might be genuinely synonymous with some scheduled castes and scheduled tribes being not allowed to be recorded as scheduled castes or scheduled tribes on the ground that the list is final and it did not include the synonym or generic name of that particular community. This possibility was reported to the Registrar General along with a suggestion from me that anybody who claims

that the name of his community is a synonym or a generic name of a scheduled caste or scheduled tribe may be recorded as such in the enumeration and before finally accepting the return local enquiries may be made about such communities. The Registrar General while approving this proposal suggested that a preliminary list of synonyms and generic names may also be issued though it is not to be treated as exhaustive. Necessary instructions were given to the enumerators accordingly, and a preliminary list was published in volume II of the instructions to enumerators. The procedure, therefore, reduced itself to one of recording any person who claimed that his community was a synonym or generic name of a scheduled caste / scheduled tribe as such along with the name of the scheduled caste or scheduled tribe represented by the synonym or generic name. The question was finally disposed of after enumeration in the light of the instructions issued by the Registrar General with reference to the published literature available on each such caste and tribe and local enquiries wherever necessary. It should be said that this safeguard which was adopted in respect of the enumeration of the scheduled castes/scheduled tribes went a long way in giving satisfaction to the various communities who put forward claims for inclusion in the category of scheduled castes and scheduled tribes. A list of synonyms and generic names accepted for 1961 Census in Kerala is given in Appendix XVIII.

Appointment of Enumeration Agency for House Numbering Operations

99. The appointment of enumeration agency for the 1961 Census is dealt under two heads, one dealing with the agency for house numbering and the other for the count. In several states both the house numbering as well as the counting were done by the same agency. This was not possible in Kerala for various reasons. In the first place the house numbering operations in Kerala had to be done much ahead of the enumeration period in view of the pretty long rainy season from June to October of the year. Secondly, while it is possible in most of the states in India to demarcate the census blocks by natural boundaries, it is not possible in Kerala to do so having regard to the pattern of the villages obtaining here. Hence, before appointing the enumerators for the census count it was necessary to delimit the blocks by mentioning the number of houses covered by each block instead of describing the blocks by natural boundaries. As such the appointment of one and the same agency for house numbering operations and the count was out of the question. In the light of this it was decided to appoint the village officers as supervisors and the village assistants as enumerators for house numbering operations in the rural tracts except reserve forests. The enumerators were assisted by the village peons or 'kolkarans' to carry stencils, paint etc. They were designated as assistants to enumerators. Since the villages in Kerala were pretty large, as many units of enumerators and assistants to enumerators as possible were allowed to be formed in each village according to the availability of hands, the village officer, however, remaining as supervisor for the entire village. In the municipal towns, mostly the sanitary inspectors were appointed as superinsors and their subordinates as enumerators and assistants to enumerators. In the forest areas the range officers were appointed as supervisors, foresters and such of the guards as were selected by the rangers having regard to their qualifications and ability as enumerators and forest watchers as assistants to enumerators. The procedure adopted in 1961 varied from that of 1951 in the Travancore-Cochin State in that in 1951 the subordinates of the Public Health Department were appointed as enumerators for house numbering in most of the rural tracts and the house numbering in the plantations was done by the staff employed by the plantations. In respect of municipal areas and the remaining rural tracts the house numbering was done by the municipal staff and the revenue staff respectively even in 1951. By the changes adopted in 1961 there was definitely better control of the house numbering operations in plantations. The pattern of appointment of the enumeration agency for house numbering in 1961 was not without its shortcomings. In most of the revenue villages the number of village assistants did not exceed two, while there were a few villages with only one village assistant. The area to be covered for house numbering operations in a village was so extensive that the limited village staff found it difficult to complete the work within the scheduled time. I had, therefore, to extend the time granted for house numbering in several cases. There was, however, no difficulty in granting this extension as the house numbering operations were started sufficiently early. But there seems to be no escape out of these difficulties. The Revenue Department is best suited for getting the house numbering operations done in the rural tracts. There is hardly any one who is better qualified to supervise the work in a village than the village officer who is expected to have intimate knowledge of every nook and corner of the village. It will

not also be advisable to place the subordinates of other departments under the supervision of the village officers.

Letters of Appointment

100. As already mentioned, the Charge Officers were given the powers of appointment of census officers within their jurisdiction. In exercise of these powers the Charge Officers appointed supervisors and enumerators and issued letters of appointment on their authority.

Training for House Numbering and Houselisting Operations

101. The training for house numbering and houselisting operations was given to the District Census Officers and Charge Officers by the Superintendent of Census Operations, the class being held at the district headquarters. This was followed by the training of supervisors and enumerators by the Charge Officers. The period of this training was fixed as 1st February 1960 to 25th February 1960. This training consisted of three rounds. The first round was devoted to explain the instructions and the second round to practical training in which the supervisors and enumerators were to chalk-number a sufficient number of buildings, census houses and census households and fill up one houselist form. The Charge Officers scrutinised these forms and sent a report to the Superintendent of Census Operations with copy to the District Census Officers along with 5% of the forms to the Superintendent of Census Operations and 15% to the District Census Officers. The District Census Officers scrutinised the forms sent to them and sent their reviews to the Charge Officers pointing out the errors noted. The Superintendent of Census Operations also in his turn scrutinised the forms and forwarded his reviews to the Charge Officers asking them to bring to the notice of the enumeration staff the mistakes committed by them. The final round of classes was held by the Charge Officers after this scrutiny and review. In this final round of classes the District Census Officers were asked to be present. Apart from the reviews which were sent by the Superintendent of Census Operations and the District Census Officers to the Charge Officers who in turn, transmitted the same to the enumeration staff, a consolidated review in Malayalam giving the common mistakes noted in the sample houselists prepared in the practical training and the correct way in which the entries ought to have been made was prepared by the Superintendent of Census Operations which was printed and distributed to the District Census Officers, Charge Officers, supervisors and enumerators.

The House Numbering Operations

(a) Fresh House Numbering on a State-wide Basis

102. An inspection of the numbers painted on the houses in 1951 Census made by me revealed that in several cases the numbers have been obliterated and a number of new houses had cropped up since 1951. In some villages the Panchayats have numbered the houses but the numbering was not on the basis of the village or kara / desom / muri. These factors made it inevitable that there should be a fresh numbering of houses in the rural areas. Coming to the urban areas the numbering in the municipal towns was found to be better. But, even there the system of numbering was not in conformity with what was decided to be followed by the census department. There were also a number of houses which were not numbered in several municipalities. It was hence decided with the concurrence of the Registrar General that there should be fresh numbering for census purposes throughout the State irrespective of the question whether the area is rural or urban.

(b) Period of House Numbering

103. The general decision arrived at in the first conference of the Superintendents of Census Operations was to do the house numbering operations in September—October 1960. But this did not suit the conditions in Kerala as the period September—October was rainy season. As such Kerala was allowed to start the house numbering operations in March 1960. The period of the operations was scheduled as 1st March 1960 to 30th April 1960.

(c) Inauguration of House Numbering Operations

104. The house numbering operations were inaugurated at 10 a. m. on 1st March 1960 simultaneously in all the areas in the State. The District Collectors conducted the inauguration in the district headquarters except in Calicut where the Chairman of the Calicut Municipality conducted the inauguration. The Chief Minister, Shri Pattom A. Thanu Pillai, issued a message exhorting the public to lend their cooperation and the officers to put forth their best for the successful conduct of the census operations.

(d) Progress of House Numbering

105. The month of March being the last month for the collection of taxes in the financial year most of the Charge Officers had requested me that they should be allowed to postpone the house numbering operations from March to April. While I did not agree with this proposal, I allowed them to go slow during the

month of March provided the entire operations are completed during the scheduled time. The progress of house numbering was satisfactory in March and remarkable in April. The monsoon in 1960 was unusually early. However, it was possible to complete the house numbering operations before the end of April in the majority of charges. Having regard to the enormity of the work and the inclement weather I was constrained to grant an extension of period by 15 days. By 15th May 1960 all except 15 charges completed the operations and by 1st June, only one taluk charge had to complete which also came in line in a few days.

(*e*) *House Numbering in Special Areas*

106. In the case of special areas like naval and military stations, although the houselists were got prepared by the officers in charge for these areas, in view of the secret character of the military installations they were returned to the Charge Officers of the respective special areas to be kept by them.

(*f*) *Territorial Units and Mode of House Numbering*

107. The territorial units for house numbering were fixed as karas / desoms / muris in rural tracts other than reserve forests, wards in municipal as well as non-municipal towns and ranges in reserve forests. In such of the villages which were not sub-divided into karas / desoms / muris the villages themselves were territorial units. The order of numbering the houses within the respective territorial units was from north-west to south-east. The numbering of buildings was given in the serial order in the above direction, the numbering of census houses in a building in the serial order of the census houses in that building and of the census households in a census house in the serial order of the census households in that census house. By a building was meant 'the entire structure on the ground'. A census house was 'a building or part of a building with a separate main entrance' and a census household, 'a group of people living together and messing together'. The numbering on the houses was done by painting the number in coal-tar at the entrance of the building either on the wall or on the door, and in the case of huts having only doors and walls of cadjan leaves or like material a small piece of cardboard or plank often supplied by the head of the household was used to paint the number. The same was entrusted to the head of the household for safe preservation. With a view to secure uniformity in the painting of numbers, stencils in tin sheets were supplied by the Census Department to the enumerators. The cost of the stencils was, however, deducted from the honorarium payable to the enumeration staff. To identify the census number from the various types of numbers found on a house, letter 'C' was used to start with. This was followed by the number of the territorial unit as given in the code number like 1, 2, etc. This was again followed by the serial number of the building. Where there were more than one census house in a building the serial order of the census house was given within brackets in Arabic numerals as 1, 2, etc. and where there were more than one census household in a census house, the households were denoted by letters A, B, etc. within brackets after the number of the census house. Further details could be had from Appendix XII.

108. The houselists were simultaneously filled up along with the house numbering. A copy of the houselist is given as Appendix III.

109. Since the house numbering operations in Kerala were completed almost about 10 months before the reference date it was necessary to follow up the house numbering periodically with a view to make the numbering of houses up to date, by covering new houses and by deleting from the houselist the houses which have been demolished. With this object in view Circular Letter No. XVII dated 25th July 1960 was issued giving instructions as to the steps to be taken by way of follow-up action.

Difficulties

(*a*) *Failure to Follow Instructions*

110. As already referred to in the previous chapter under the head 'tours' my inspection of house numbering operations and houselists revealed several mistakes at the initial stages which were corrected in the course of my state-wide tour by scrutinizing the houselists prepared in every charge and instructing the Charge Officers and, wherever possible, the supervisors and enumerators. The procedure adopted by me was to visit the headquarters of the taluk and ask the neighbouring Charge Officers also to be present there along with the houselists. The supervisors and enumerators of the particular taluk which I was visiting were also asked to be present. On going through the houselists I used to point out the mistakes then and there and explain the defects to all. Very often, the enumerators were asked to read out the correct instructions from the instructions issued for house numbering and houselisting. When a few houselists like this were covered, the Charge Officers, supervisors and enumerators got a correct idea. This proved extremely useful and saved the houselists from several possible mistakes to a considerable extent.

It should be pointed out in this connection that the written comments which were sent to the Charge Officers, supervisors and enumerators were not fully made use of by them to the expected degree. The inspection classes I held proved hundred times more useful than the written instructions.

(b) Certain Discrepancies in the Instructions

111. In the instuctions issued by the Registrar General there were a few portions which had to be modified in the light of the special features of Kerala. One of such instructions was that where the municipal or local authority numbers given to the houses were found to be incomplete or unsatisfactory and the houses had to be numbered afresh, the municipal or local authority number also should be given in column 2 of the houselist. In view of the decision taken by me that all the houses in Kerala are to be numbered afresh for the purposes of census this direction was likely to cause difficulties and mislead the enumerators. On my pointing out the difficulty to the Registrar General he agreed with me that only the census building number should be given in column 2 of the houselist in the case of Kerala. Again, at page 3 under column 4 of the instructions for filling up the houselist it was stated that in the case of factory or workshop, 'factory' should be written for a large factory if registered under the Indian Factories Act, and 'workshop' for a small unregistered workshop. The use of words 'large' and 'small' in this instruction was confusing. The real intention was that in the case of registered factories it should be recorded as a 'factory' and in the case of unregistered establishments engaged in 'production, processing, repairing or servicing' the word 'workshop' was to be recorded. This was referred to the Registrar General for clarification and he agreed with my view. Modified instructions had, therefore, to be given in this behalf. Similarly, the word 'processing' was seen omitted in the definition of workshop in the instructions given under column 4 while in the instructions given under columns 5 to 8 the word 'processing' was also included. The Registrar General issued a clarification on my reference that processing should be deemed to be included in the definition of factory or workshop, for the purposes of both columns 5 to 8 as well as column 4. The term 'Establishment' in the main heading of Columns 5 to 8 of the houselist gave scope for a lot of confusion among the enumerators. Although it was clearly stated in the instructions under columns 5 to 8 that these columns apply only in cases where the census house is a 'factory' or 'workshop', some of the enumerators were confused by the main heading to those columns given as 'establishment, workshop or factory' and took it for granted that the term connoted something other than a workshop or factory. This difficulty could be avoided by deleting the word 'establishment' from the main heading. Instructions under column 4 of the houselist to write 'vacant' for places of public worship or congregations or for unoccupied houses also caused a good deal of confusion in the minds of the enumerators. They could not be convinced of the correctness of writing 'vacant' for places of public worship or congregations. The result was that most of them wrote 'church', 'temple' etc. in column 4 instead of 'vacant' and it required repeated instructions to get them out of this habit. Although technically the instruction is correct as a place of public worship or congregation is not occupied all the 24 hours by the same persons, from the practical point of view it would be more convenient if these are described as temples, churches etc. in column 4 and for purposes of tabulation are treated as 'vacant'.

(c) Deviation from Instructions by a Tahsildar

112. One Tahsildar appointed as assistants to enumerators 11 chainmen borne on the contingent establishment on daily wages in a full-time capacity. This created considerable difficulty in subsequent stages as the State Government could not pay these chainmen their wages as they did not do their normal work and according to the decision of the Census Department they could be given from the Census Department only a portion of the honorarium allowed for house numbering operations and not their full wages. Fortunately, when the Registrar General paid his first visit to the State, I represented this problem to him and the hardship caused to the chainmen by the wrong step taken by the Charge Officer without consulting either me or the District Census Officer in having appointed them as assistants to enumerators in a full-time capacity. The Registrar General appreciating the difficulties agreed that the chainmen may be paid their wages from the census funds as a very special case, and the Government be informed of the wrong step taken by the Tahsildar. This was accordingly solved.

(d) Jamabandy in the Way

113. Apart from the difficulties caused by the tax collection in the month of March scheduled for the commencement of the house numbering operations, the Jamabandy also came in the way. The District Collectors promptly reacted to my request to postpone the same till

the completion of the house numbering operations. This problem was thus tided over.

(e) Renumbering in Two Charges

114. Two Charge Officers not having cared to follow the instructions given to them properly, allotted wrong code numbers to certain territorial units. The result was that I had to order the renumbering of the entire area which was done.

Deficiencies and their Rectification

115. Among the errors usually found at the time of the inspection of the houselisting in the field the following deserve mention :—

1. In the location code the inapplicable items were not often scored off.

2. In column 2 where there are more than one census house in a building the number was seen repeated in all the lines while it was only necessary to give the number in the first line and put ditto in the rest of the lines.

3. A handful of enumerators have used letters A, B, etc. in column 3 to denote the sub-number of the house instead of Arabic numerals.

4. The description of the census house given in column 4 was incorrect in several cases where the census house was a workshop or factory. Instead of writing 'workshop' or 'factory' the entry was the description of the workshop or factory. The concept of 'workshop' or 'factory' was not also properly followed. As already mentioned earlier in the case of places of public worship or congregations the instruction to write 'vacant' in column 4 was seldom followed. The invariable tendency was to write church, mosque, temple etc.

5. In several cases columns 5 to 8 were not filled up in the case of 'workshops' or 'factories.' In column 5 some of the enumerators have entered the description of the workshop instead of the name of the establishment or the proprietor.

6. Under columns 9 and 10 also certain mistakes were noticed. Some of the enumerators mentioned under the column 'material of the roof' all the materials used for roofing instead of the main material. Some others failed to recognize the walls of cadjan leaves as walls and have put 'nil' in the column of the material of the wall.

7. In column 11 some of the enumerators had entered non-residential houses. This revealed a lack of knowledge of the fundamentals and such enumerators had to be severely warned.

8. The entries under columns 13 and 14 showed that these columns were filled up even in respect of census houses which are not residential.

9. One Tahsildar presumably with a view to obtaining an authenticated houselist instructed his enumerators to obtain signatures of the heads of households in the houselist. This circular issued by the Charge Officer was detected by me sufficiently early in the course of inspection and he was asked to withdraw the same.

116. Most of the above mistakes were pointed out in my inspection tours and hence they did not find a place in the final houselists received in my office. Yet it was considered necessary by me that the houselists should be completely scrutinized before they are accepted for tabulation. A special staff was engaged for the purpose and the scrutiny was done quickly and efficiently. The errors found were noted down and communicated to the Charge Officers for rectification and report. The houselist was finally accepted only on the rectification of these errors. It is gratifying that although a good deal of effort to correct the errors noted at the various stages of the house numbering and houselisting operations had to be put forth the final results were satisfactory and a high quality of houselists has been ensured.

Where, how and when the House Numbering Operations went wrong or Failed to be Satisfactory.

117. The house numbering operations in Kerala were exhaustive and to a large extent satisfactory. The post-enumeration check revealed only 35 houses throughout the State which were omitted in the census. It is not free from doubt whether these houses were existing prior to the commencement of enumeration. Even if they existed, this number is extremely small and speaks well of the exhaustiveness of the house numbering operations. I was not, however, fully satisfied with the mode of painting the number in some charges. Although the stencils were supplied with a view to achieve uniformity in numbering, it was not in all charges that they were utilised to the perfection of house numbering. From the very beginning I used to get complaints from the Charge Officers that the enumerators were reporting the difficulties to paint the numbers with the use of stencils and brush. I personally tried the stencils and brush and demonstrated in several places how the numbers could be painted better by a brush made out of cocoanut husk than by more refined brushes. Yet, there was a general disinclination on the part of the enumerators to use the stencils. This was mostly due to the fact that painting with the aid of stencils takes a little more time than free hand. But, considering the enormity of work before the enumerators I had to wink at it. The quality of painting

could be improved if paint is supplied instead of coal-tar and disks are given for background painting and the number is painted in a different colour on the background. Such a procedure is likely to entail more cost and time. The number of houses per enumerator should also be less. This is a work which should be taken up leisurely during the post-census period. It will be worthwhile to preserve such numbers properly painted. This aspect has to be considered along with the question of maintaining the house numbers allotted in the census. I propose to take up the question of maintaining the census house numbers on a permanent basis and the follow-up action necessary with the State Government before the termination of my office.

118. My experiences in the house numbering and houselisting operations were recorded and sent to the Registrar General who circulated the same to all the Superintendents of Census Operations who had not started this item of work.

Formation of Blocks and Circles

119. As mentioned in the foregoing portions of this report, in the nature of the pattern of the distribution of houses in Kerala it is not possible to demarcate the block and circle boundaries without reference to the house numbers. In accordance with the tradition all along followed in the census operations in Travancore and Cochin, therefore, the blocks were formed on the basis of a certain number of houses to be allotted to an enumerator. To facilitate this, when the house numbering operations were completed the Charge Officers were directed to prepare a map of the karas / desoms / muris and wards of towns and mark the house numbers in them. With the help of these maps blocks were formed allotting the area covered by 150 households to an enumerator in normal rural areas, 140 households in towns and 100 households in hilly or waterlogged areas. Five blocks were allotted to a supervisor which formed his circle. The blocks ended with a village in the case of villages, ward in the case of towns and range in the case of reserve forests. In some the last block in a village or ward of a town may not contain the number of households mentioned above. In such cases the number of households were supplemented by forming the residuary block in the next village or ward and allotting that block also to the same enumerator wherever possible. Yet, there were a few cases where the number of households had to be varied for similar unavoidable reasons. The case of reserve forests had some special features. Some of the forest divisions cut across revenue districts and some forest ranges across taluks and in a large number of cases across a number of villages. The number of revenue villages the boundaries of which pierce into reserve forest is not small, while a large extent of reserve forest is unsurveyed and lies beyond the cadastral survey. Till now no attempt has been made in the census reports to bring in the forest population within the respective revenue villages and to give the total population of such villages which lie partly in reserve forests inclusive of the population in the reserve forest area lying within the boundaries of such villages. This shortcoming has been rectified in this census. But, this task was by no means easy. It meant demarcation of the boundaries of the villages and taluks within the reserve forests. There was no difficulty with regard to the boundaries of districts and taluks. But in the case of villages they had to be actually marked on the ground with the help of maps and in consultation with the revenue authorities. For this purpose maps were supplied to all the Divisional Forest Officers who worked at this new proposal. The house numbers were marked in a map showing the boundaries of villages. The blocks were so formed that no one block cut across two villages. Thus it was possible to get at the blocks of reserve forests which lie in each village. This naturally meant a departure from the number of households covered by a particular block and in some cases even very small number of households had to be allotted to a block.

Avoidance of Conflict of Jurisdiction between Revenue and Forest Authorities

120. There was bound to be some conflict of jurisdiction between the revenue and forest authorities in respect of the areas lying within the reserve forests but under the control of the revenue authorities and *vice versa*. Added to these, there was also the question of certain reserve forest areas which were leased out for food production purposes and subsequently handed over to the Revenue Department but not formally excluded from the reserve forests. To avoid any conflict in this behalf it was decided in consultation with the Chief Conservator of Forests that wherever the Revenue Department was collecting the revenues the Tahsildar had jurisdiction for purposes of census and wherever the Forest Department was collecting the revenues the Divisional Forest Officer had jurisdiction. This practically solved the problem. Thus the food production areas handed over to the Revenue Department were under the Tahsildars. Plantation areas leased out by the Forest Department within the reserve forests the rent of which was being collected by that department were to be dealt with by the Forest Depart-

ment and those plantation areas which are either paddy lands or lands leased by Government the rent of which is being collected by the Revenue Department were to be under the auspices of the Revenue Department. In the case of cardamom hills there was a dual control excercised by the Forest and Revenue Departments, the control of land being exercised by the Revenue Department and of trees by the Forest Department. The census work was, therefore, handled by the Revenue Department. The paddy lands within the reserve forests were also under the control of the Revenue Department.

A Precaution

121. Since the blocks were not formed by natural boundaries but by allotting the area covered by a certain number of houses there was the danger of any new house cropping up after the formation of the blocks in the area between the last house given in the appointment order of the enumerator of one block and the 1st house of the next block being left out without enumeration. To eliminate this risk special instructions were issued in Circular Letter No. XLVI dated 21st February 1961 given in Appendix XV to the effect that the enumerators should check up the area between the last house allotted to them and the succeeding house falling in the next block and enumerate any new residential house which has cropped up between these two houses. But where the block happens to be the last block of a kara, desom or muri in a village, or of a ward in a town or a range in a reserve forest the enumerator of the last block need check up only up to the end of the kara, desom or muri or ward or forest range. At the same time the enumerator of the 1st block in a kara, desom or muri or ward or forest range should check up the area up to the starting boundary of that kara, desom or muri or ward or forest range and enumerate any new house which has cropped up in the area.

Formation of Special Blocks

122. Apart from the general blocks which were formed certain special blocks had also to be formed. The main principle involved in the formation of the special blocks was that it would be inconvenient for the enumerator of a general block to enumerate the special blocks in view of their special character. Thus, the following special blocks were formed :—

(a) Jails including sub-jails, reformatories, borstal schools, rescue homes or after-care homes, mental hospitals or asylums, leprosy hospitals or asylums, armed reserve camps, police training schools, relief settlements, nunneries, mutts and monasteries.

(b) Residential hospitals including T. B. sanatoria, poor-homes, orphanages, nursing homes, hostels, boarding-houses, residential hotels, beggar homes or any other residential quarters *with 25 or more inmates or accommodation for such number*. (The condition in italics applies to all items under category B).

(c) Raj Bhavan, Palace of His Highness the Maharaja of Travancore and Palace of His Highness the Maharaja of Cochin.

Preparation of the Block and Circle Registers

123. The block and circle registers containing particulars of the blocks and circles and the number of households in each block in respect of a charge were prepared in duplicate. A blank copy of the register was sent along with one of the registers to the Charge Officers who were requested to copy the entries in the register in the blank copy and forward the same to the concerned District Census Officer. Since the names of the supervisors and enumerators were not entered in the block and circle register, the Charge Officers were asked to enter the same in their copy of the register and forward a list containing the names of the supervisors and enumerators with the block and circle numbers for each to me and the District Census Officer. Normally the preparation of the block and circle registers is to be done by the Charge Officers. It was, however, considered better to do it in my office and was done accordingly. This ensured a thorough supervision over this work though it involved considerable strain on my staff.

Appointment of Enumeration Agency for the Count

124. The formation of blocks and circles was followed by the appointment of enumerators and supervisors. The tradition of the census operations to appoint as many teachers as possible as enumerators and supervisors and to supplement the deficiency from other departments was followed in this census also. This tradition had the advantage of drawing the maximum number of hands from one department and ensuring better control. The Charge Officers were instructed to appoint the enumerators at the rate of one enumerator per block and one supervisor for every 5 blocks. The Charge Officers had already with them the preliminary list of teachers and other Government employees prepared on the basis of a smaller number of houses per enumerator and 3 blocks per supervisor. The number of hands revealed by the lists was, therefore, more than sufficient on the revised basis on which blocks and circles were formed. These lists were got up to date and appointments were made from this list. In the case of one Charge Officer a number of appoint-

ment orders were returned to him unserved since he had not cared to make the preliminary lists up to date by referring the matter to the headmasters and heads of departments. In the case of municipal towns the Municipal Commissioners and Tahsildars had to act in close liaison in the preparation of lists of the supervisors and enumerators with a view to avoid the same hands being posted in two charges. In respect of special blocks enumerators were appointed at the rate of one enumerator for each institution except residential hospitals where one enumerator had to be appointed for every 100 beds in consultation with the head of the institution. The procedure regarding the appointment of enumerators for armed reserve camps, jails and sub-jails was settled in consultation with the Inspector General of Police and the Inspector General of Prisons. Where the institutions were too small and the enumeration was not undertaken by the institutions themselves as in the case of mutts and nunneries they were allotted to the general enumerator. All the special enumerators within the general block were to function under the supervisor of the circle in which the special block was situated except in the case of the central jails of Trivandrum, Viyyur and Cannanore, District Armed Reserve Camp, Trivandrum, S. A. P. Battalion, Oolampara, M. S. P., Malappuram and M. S. P., Pandikal for which the officers in charge of the institutions were the supervisors. The appointment of the subordinates of the Electricity Board as supervisors and enumerators was sought to be resisted by them. This was effectively controlled by informing them that they are liable to prosecution under the Census Act if they fail to comply with the orders issued. The reserve enumerators were first appointed at the rate of 1%. But, it was decided in the second conference of the Superintendents of Census Operations that this may not be sufficient and hence 10% of the total number of enumerators may be appointed as reserve enumerators.

Qualifications of the Enumeration Agency

125. With regard to the qualifications for the appointment of supervisors and enumerators the instruction given by me was that a circle supervisor should at least be a graduate and be of a status higher than that of the persons appointed as enumerators and graduate teachers of high schools and middle schools should always be preferred. As far as possible the qualification of an enumerator was to be S. S. L. C. or its equivalent. But in areas where teachers from primary schools or hands from other departments except Judicial, Police and Sales Tax who possess these qualifications are not sufficient those with lower qualifications were also allowed to be appointed preference being given to those with higher educational qualifications. From the Forest Department enumerators were appointed only for the reserve forest areas. In recruiting teachers as supervisors and enumerators preference had always been given to teachers from Government schools. As far as possible persons were appointed for enumeration and supervision in places as near the place of residence as possible.

Appointment Letters

126. The letters of appointment of the District Census Officers were issued by the State Government, of the Charge Officers by the District Census Officers and of supervisors and enumerators by the Charge Officers. The forms in which the letters of appointment were issued are given in Appendix X.

Ratio of Charge Officers, Circle Supervisors and Enumerators

127. As already stated, the general principle was to appoint one enumerator for one enumerator's block and one supervisor for every five general enumerators. In the case of Charge Officers no such proportion could be fixed, as the Charge Officers were appointed at the rate of one in every taluk or municipal town or forest division or special area. The total number of Charge Officers, supervisors and enumerators is given below:—

Charge Officers	106
Supervisors	4075
Enumerators	20481
Special supervisors	7
Special enumerators	570
Port enumerators	27
Total No. of supervisors	4082
Total No. of enumerators	21078

These figures will work out in the following proportion:—

Charge Officers 1 : Supervisors 38·5 : Enumerators 198·8.

Help Received from State Government

128. In conformity with the traditions of the past censuses the State Government placed at the disposal of the Census Department the subordinates of all the departments except Judicial, Police, Sales Tax and Community Development Departments for appointment as supervisors and enumerators. In addition, the teachers of aided schools were also appointed as supervisors and enumerators. Government freezed the transfers except on grounds of promotion or demotion or on disciplinary grounds. Necessary orders allowing the enumeration staff to be

absent on duty for census work were issued by the Government. These items of help so liberally extended by the State Government to the Census Department facilitated the conduct of the census operations in an abundant measure.

Training of District Census Officers and Charge Officers

129. Although the questionnaire for the 1961 Census had all the appearance of simplicity it was far from being simple. Under each of the questions a good deal of instructions had to be mastered before the answers could be properly elicited and recorded. It was, therefore, imperative that a thorough training was given to the enumeration staff. The training started with that of the District Census Officers, Deputy Superintendents of Census Operations and Charge Officers by the Superintendent of Census Operations. This training extended over two days. On the first day, the instructions were explained and on the second day the trainees were asked to enumerate a few households. The slips prepared by them were scrutinized by me and errors pointed out in their presence. This part of the training started on 21st September 1960 and was completed on 5th October 1960.

Training of Supervisors

130. The supervisors had two rounds of training at the hands of the Charge Officers and one round of training sample census in between the two. Thereafter the supervisors had also to attend the training classes held by the District Census Officer or the Deputy Superintendent of Census Operations and the Superintendent of Census Operations.

Training of Enumerators

131. The training of the enumerators consisted of two rounds of classes by the Charge Officer, one round by the District Census Officer or by the Deputy Superintendent of Census Operations and one round by the Superintendent of Census Operations. Between the first round of training by the Charge Officer and the District Census Officer a training sample census was held, and again another training sample census was held between the training class held by the District Census Officer or the Deputy Superintendent of Census Operations and the last class held by the Charge Officer. The records of the training sample census of supervisors and enumerators were reviewed by the Charge Officers and copies of the reviews sent to the Superintendent of Census Operations, District Census Officers and the Deputy Superintendents of Census Operations who made use of the points raised in the reviews in the training classes held by them. While in all other states only one training sample census was held, in Kerala two were held. The training of the supervisors and enumerators by the Superintendent of Census Operations has been dealt with at greater length in paragraph 51 supra under the head 'tours' and needs no repetition. All the officers who conducted training classes were supplied with black folding boards of individual slips and household schedules. Loud speaker arrangements were also made for the classes conducted by the Superintendent of Census Operations, District Census Officers and Deputy Superintendents of Census Operations for enumerators. A progress report was prescribed for training, particulars of which are given in Circular Letter No. XX, paragraph 48.

Critical Examination of the Training Course held and Suggestions for Improvement

132. The first round of training classes held by the Charge Officers for supervisors and also for enumerators were inspected by me in some charges. I was unhappy in the case of two charges and I made the Charge Officers conduct classes again in the light of the further instructions I gave in the class. The second class was also inspected by me and considerable improvement was noticed. My impression is that some of the Charge Officers have not done full justice in the first round of training classes, though a large number of the Charge Officers had done well even in the first round of classes. This rendered the work of the District Census Officers and Deputy Superintendents of Census Operations and also mine more arduous. At the same time, the cumulative effect of all the training classes was the imparting of a high degree of thoroughness about the instructions for enumeration to the enumeration staff. What really lacked in the earlier stages was made up at the later stages. It was my invariable experience in all the training classes held by me that the enumeration staff were eager to grasp the fundamental principle underlying the instructions and when once this principle is drilled into their minds they find it easy to remember the instructions themselves. It is here that some of the Charge Officers failed in the first round of training classes.

Training Reserves

133. The reserve enumerators and supervisors were given the same training as other enumerators and supervisors. They were asked to attend all the training classes.

Facilities for Enumeration Staff Regarding Attendance

134. The basic principle in organising the training classes was that the supervisors and

enumerators should get the benefit of the training classes as near their place of work as possible and of as many classes as possible. With this end in view the Charge Officers have held the first round of training classes for enumerators in ten centres and the second in eight centres in the case of each taluk. Municipal and Forest Charge Officers were allowed to hold these classes in a smaller number of centres as the area was limited. In the case of supervisors the Charge Officers conducted one class at their headquarters and the second class in 3 centres in each taluk. The District Census Officers or the Deputy Superintendents of Census Operations held their rounds of training at least in 3 centres in each taluk. The Superintendent of Census Operations held a class in every taluk except in Udumbanchola. The enumeration staff of that taluk were asked to attend the class in the neighbouring taluk, Peermade. Thus, on an average the Superintendent of Census Operations has held a class for every 83 supervisors and 429 enumerators, the District Census Officer or the Deputy Superintendent of Census Operations for every 27 supervisors and 140 enumerators and the Tahsildar for every 18 supervisors and 37 enumerators in the first round and for every 9 supervisors and 46 enumerators in the second round. The above take into account the reserve supervisors and enumerators also. Considering the territorial extent, the Superintendent of Census Operations has held one class for every 278 sq. miles of the State, the Deputy Superintendents of Census Operations and the District Census Officers for every 91 sq. miles and the Tahsildars approximately for every 22 sq. miles in the first round and 28 sq. miles in the second round. It is doubtful whether a better arrangement was possible.

Distribution of Schedules and Maintenance of Reserve

135. On an all-India pattern 25 per cent reserve of enumeration forms was allowed to all states. This consisted of 15% charge reserve, 5% district reserve and 5% headquarters reserve. The Kerala pattern of distribution of schedules also was on this basis. Further details relating to this have been given in paragraph 44 supra. This arrangement was effective and worked well. No case of enumeration being held up for want of schedules was reported.

Enumeration

(a) General

136. The enumeration was inaugurated on the morning of 10th February 1961 by enumerating the Chief Minister and his household. The Superintendent of Census Operations, the District Collector, Trivandrum, the Director of Public Relations, the District Census Officer, Trivandrum and the Commissioner, Trivandrum Corporation were present. The function was photographed. In other district headquarters the District Collectors inaugurated the enumeration by presenting the enumeration pad to the enumerator in front of the first household to be enumerated. The enumerator forthwith enumerated the household. At the charge level the inauguration was done by the respective Charge Officers. The enumeration continued after 10th up to 28th February 1961 according to the schedule which was followed by a revisional round from 2nd March to 5th March 1961. A progress report had been prescribed from the very beginning to enable the Superintendent of Census Operations and the District Census Officers to follow the progress. Wherever it was found that sufficient progress had not been made the Charge Officers were alerted direct by the Superintendent of Census Operations. The District Census Officers were also informed of the position. The arrangements for sending the progress reports are given in paragraph 51 of Circular Letter No. XX given in Appendix XIV.

(b) Arrangement for Special Areas

137. There were altogether 8 special areas details of which have already been given in the foregoing portions. The enumeration in the special areas was attended to by the officers in charge who were nominated for the purpose by the officer commanding the respective units and by the Administrative Officer of the Cochin Port in the case of the Port of Cochin. Except for the purpose of training the Charge Officers the Superintendent of Census Operations did not have much to do with the enumeration in these areas. Out of 8 special areas two were L. S. S. Camps which came into existence on the eve of the enumeration period. Eleventh hour arrangements had, therefore, to be made for the enumeration of these camps.

(c) Census of Houseless and Mobile Population

138. The presumption underlying the possibility of enumerating houseless population is that every houseless person will have a permanent resort, whether it be in the verandah of a house or under the shade of a tree or by the side of a road etc. Based on this presumption the enumerators were asked to prepare a list of such resorts in every block. The enumeration of the houseless population was done on the night of 28th February 1961 with the help of this list in finding out the places which the enumerator should visit. Except in

district headquarters towns and Mattancherry, the enumeration of the houseless people was done by the normal enumerator himself. But in the case of district headquarters and the Mattancherry municipal town special enumerators were appointed for a convenient group of wards. It was suggested by me that in the appointment of special enumerators for this purpose preference should be given to those who knew cycling. These enumerators were appointed from among the sanitary staff of the municipal towns. All enumerators engaged in the count of the houseless population were given police help wherever required. But a warning was given to the enumerators, lest the houseless people might run away at the sight of the police, to keep the police at a distance or to take them in mufty. In the case of lady enumerators it was felt inadvisable that they should go about at night to enumerate houseless population. The Charge Officers were, therefore, instructed to direct the male enumerator for the next block to undertake the enumeration of the houseless population in the block allotted to the lady enumerator along with his own block and for this purpose if the night of 28th February was not found sufficient the enumeration of the houseless population was allowed to be done on the night of 27th February also.

139. The mobile population consisted of two categories viz., those who were in transit and those who were temporarily halting in rest houses, dak bungalows, hotels, hospitals etc. In the category of persons who were in transit those travelling by native boats or steam boats or other inland power vessels except ships were enumerated by the enumerators of the general blocks on the night of 26th February 1961 provided they have not been enumerated elsewhere. A list of landing places in every block was got prepared in advance by the Charge Officers and given to the enumerators through the supervisors to facilitate the work.

140. In respect of the crew and passengers of any ship or other vessel which touches any port or has already been in the port between 10th February 1961 and the sunrise of 1st March 1961 instructions were given to the Port Officers to enumerate such persons provided they have not been enumerated anywhere else in India. If the ship or the vessel belonged to the Navy, enumeration was to be done by the Commander of the ship or the Officer-in-charge of the vessel. He was given the assistance of a trained enumerator by the Port Officer for this purpose. In the case of other ships or vessels not belonging to the Navy the Port Officer was to conduct the enumeration with the assistance of a trained enumerator directed to him by the Charge Officer of each area in which the port is located. No household schedule had to be filled up. Only individual slips were filled up. In respect of the 5th element in the location code viz. house number, the name of the ship or vessel was entered. Each person who was enumerated was given a certificate by the Port Officer to the effect that he has been enumerated for the 1961 Census. Copies of the letters issued by me to the Charge Officers in this connection are given in Appendix XVI. So far as Cochin port was concerned, since the port itself was a special area the officer in charge of the census operations of the Cochin port was the person responsible for the enumeration of the ships or other vessels lying in the Cochin port except the Naval ships. The enumeration of the ships of the Navy was attended to by the officer in charge of the census operations in the Naval Base. But the actual enumeration was done by the officer commanding the ship or other vessel, with the assistance of a trained enumerator directed by the officer in charge of the census operations in the Naval Base. The pads after enumerating the crew and the passengers of the ships were collected by the Port Officers and in the case of Cochin Port and Naval Base, Cochin by the officers in charge of the census operations of these areas.

141. There was no enumeration of persons travelling in any other type of vehicle than mentioned above like trains or buses. The principle underlying the distinction was that in the case of vehicles there is no chance of anybody being in the vehicle throughout the period of enumeration while in the case of ships or inland steam vessels or native boats etc., there is a chance of the passengers being on board throughout the enumeration period and hence the necessity to enumerate.

142. The temporary residents in hotels, dak bungalows and similar institutions of temporary halts were enumerated on the 26th and 27th February 1961, and those in residential hospitals including T. B. sanatoria, leprosy hospitals or asylums, central jails, subjails, mental hospitals, penal institutions, rescue homes, borstal schools, reformatories, lock-ups etc. were enumerated on 26th and 27th February 1961. In all cases where special enumerators were appointed by treating any of the above places as special blocks the enumeration was done by the special enumerators. Otherwise, the enumerators of general blocks had to do this enumeration.

(d) Shifting Population in the Kuttanad Area

143. In the Kuttanad fields the harvest season falls during March-April. It is usual during this period for agricultural labourers from neighbouring areas to camp by the side of the paddy fields throughout the harvest season and engage themselves in harvesting. Since they will not be in their homes during the enumeration period special arrangements were made to number the temporary huts in which they were put up in the Kuttanad area and enumerate the inmates simultaneously and within a limited period. A copy of the proceedings of the discussions held with the Tahsildar, Kuttanad and the decisions arrived at in this behalf is given in Appendix XVII.

(e) Enumeration of Technically Qualified Personnel

144. In addition to the census schedules mentioned in the previous chapter a card of technically qualified personnel was also filled up during the course of enumeration. These cards were postage pre-paid. If it was not possible for the enumerator to get the cards filled up in the course of enumeration he left the card with the head of the household with the instruction to ask the concerned member of the household to fill up the same and post it without affixing any stamp. Since the card was self-addressed it reached the Registrar General. But, most of the cards were collected by the enumerators and sent to the Registrar General through the District Census Officer for tabulation. This is the first time in India that the census of the technically qualified persons is taken.

Preliminary Assessment of the Quality of Enumeration

(a) Coverage

145. The coverage in respect of households and persons was highly satisfactory. The general public of Kerala have been extremely census conscious and highly sensitive to any probable omission to enumerate them. This has resulted in my receiving a number of communications from persons who feared that they may not be enumerated. All such cases were promptly attended to by me. It has to be acknowledged that this public consciousness was highly helpful in the successful conduct of the census operations.

(b) Response

146. The response to enumeration was fully satisfactory. There was no case of any person refusing to give the necessary information sought by an enumerator. After the count a few letters were received stating that some respondents gave false answers to the enumerators regarding the land in their possession. On enquiry with the authors of these letters to give the specific area of the land under cultivation and the land given to others by the person against whom the allegation was made, no further reply was received. This meant that the allegation was made without any *bona fide* inquiry and meant to annoy the concerned persons. The matter was hence dropped.

(c) Care in Filling up Demographic Questions

147. The demographic questions have been mostly filled up correctly by the enumerators. Yet, there were instances where certain errors were detected. These related to cases of marital status where some males in the age group of 10—14 were recorded as married. The investigation conducted in the field showed the returns to be incorrect in some cases. Necessary corrections were made in the table accordingly. In respect of age, a few cases showing age above 100 viz., 110 to 136 years, were also investigated by the Deputy Superintendent of Census Operations (Tabulation) Ernakulam, under my instructions. His enquiry has proved that the returns are quite correct. This shows that in assessing the age the calendar of events given for the last hundred years and the suggestions which were given in the training classes to help the persons enumerated to recollect their age correctly have proved somewhat fruitful.

(d) Care in filling up Economic Questions

148. The most difficult part of the questionnaire was the one dealing with the economic aspect. But the detailed instructions given in this behalf and emphasised in the training classes have gone a long way in making the enumeration staff follow the instructions correctly in filling up the economic questions. A list showing the extent of want of accuracy in filling up the answers to the questions is given in Appendix XXXVII.

(e) Care in filling up Household Schedules

149. Most of the household schedules have been filled up correctly.

Confusion over Concepts and Definitions

(a) Household Schedule

150. The definition of household industry for purposes of the household schedule was misunderstood in certain quarters. There was a tendency to treat some of the items of cultivation which were not covered by the definition of cultivation as household industries. But the criterion of a household industry that it should not be of the scale of a registered factory cannot be applied in the case of cultivation. The absence of this criterion makes it inevitable that

no kind of cultivation can come in the category of household industries. Although I had taken the confirmation of the Registrar General to exclude all cultivations for the purposes of household schedule from the category of household industries, it was found later on that in some other states this interpretation was not given. This gives a lack of uniformity in the concept which is bound to have its effect on the comparative figures between state and state on household industry. The absence of a heading to the blank column in the centre of Part B of the household schedule has been a source of confusion to many and it had to be explained that this is meant to give the code number by the tabulation office. Either a heading 'Code number' for this column or an explanation in the instructions would have been useful. Item 3 in Part C of the household schedule was also a source of confusion to enumerators, many of them taking it that it is the total of items 1 and 2 that should be entered in these columns instead of the number of persons who were engaged in both household cultivation and household industry.

(b) Individual Slips

151. Coming to the individual slip, the concept of a family worker in question 11(c) was difficult of understanding for most of the enumerators. I remember to have taken a pretty long time to explain this to enable them to understand it and I hope successfully.

There was no other confusion over concepts and definitions.

Arrangement for Filling up last Minute Deflections

152. There were a few cases of deflections in the last minute. One was the failure of certain enumerators or supervisors to continue operations due to unavoidable reasons like sickness. Such cases were tided over by filling up the vacancies from the reserves.

153. In some other cases, complaints were received from the enumerators that they were assaulted in the course of enumeration. One of these cases also alleged robbery of a wrist watch, fountain pen, umbrella, cash amounting to Rs. 16.18 np. and census records. Altogether there were only two cases. These were enquired into at once. In one case the report was that the allegation was unfounded and in the other case it was reported that the enumerator was assaulted by highway robbers and robbed at a place in the Madras State, a few furlongs away from the boundary of Kerala on his way to Gudalur for taking noon-meals and the matter was taken up by the Madras Police who have registered a case.

154. A few cases of non-enumeration in the hilly areas and also in some other areas were brought to my notice after the revisional round. All these cases were enquired into. It was found that most of these allegations were incorrect. But a few cases were true also. In those cases the persons concerned were enumerated as on 1st March 1961. The approval of the Registrar General was taken over phone to adopt this course. One striking case among these was that of a steep valley in the Udumbanchola taluk. The District Census Officer reported that it is highly probable that these houses were not present at the time of house numbering operations as they were recent encroachers.

Relay of Provisional Totals

155. The scheduled date for the relay of provisional totals was 10th March 1961. As the revisional round was over only on 5th March 1961 the time at our disposal for collecting the provisional totals was only 5 days. But it was imperative that the figures had to be collected within the limited time. The basis for collecting these figures was the abstract on the pad of individual slips which gives the total population, the number of males and females, the number of total literates and the number of male and female literates enumerated in that pad. The total of the figures of such pad abstracts for each block was given in a block summary. The enumerators were instructed to give all census records properly bundled along with the block abstract to the concerned supervisor before the evening of 5th March 1961. The supervisors totalled up the figures in the block abstract and prepared a circle summary. This was handed over to the Charge Officers along with the census records before the evening of 6th March 1961. The Charge Officers totalled the figures of circle summaries and intimated the charge figures to the District Census Officers by express telegram before the evening of 8th March 1961. A copy of this was sent to the Superintendent of Census Operations also. The District Census Officers totalled their figures for the respective districts and communicated the same by telegram to the Registrar General and the Superintendent of Census Operations on 9th March 1961. On 10th March 1961, I contacted the Registrar General over phone when it was agreed by the Registrar General that the figures may be released. Accordingly, the figures were released to the press on 10th March 1961 itself as originally scheduled.

Variation between the Provisional Totals and the Final Figures

156. On the completion of tabulation it was found that there was some discrepancy between the figures given in the provisional totals and the final figures revealed in tabulation. Cases of all charges where significant variations were noted were investigated by going into the original block abstracts, circle summaries and charge summaries. It was found from the investigation that the mistakes in totalling have occurred at all levels in some charges viz., at the level of the enumerators in totalling the pad abstracts, at the level of the supervisors in totalling the block abstracts and at the level of the Charge Officers in totalling the circle summaries. In some charges the errors have been committed only at some levels. The percentage of errors noted under each head in some charges is given in Appendix XXXVI. Column 5 of the appendix will show that the difference between the total of the pad abstract and the final figures is negligible. Even this small variation is the difference between the actual total of the individual slips which ought to have been entered by the enumerator in the pad abstract and the figures given in the pad abstract. While this establishes the correctness of the tabulated final figures it is no excuse for the enumerators, supervisors and Charge Officers who had not taken adequate care in furnishing the provisional totals.

Booklet on Provisional Totals

157. After the first relay of the provisional totals a short illustrated publication called 'Provisional Totals of Kerala' giving the provisional population figures including sex, literacy and density was issued.

The Final Census Register

158. Before the census records were taken charge of by the tabulation offices, the Charge Officers were asked to prepare a final census register in triplicate containing block-wise information about the names of supervisors and enumerators, population by sex, literacy by sex, number of occupied houses, number of households, number of used, unused and cancelled slips etc., and send one copy to the Superintendent of Census Operations and one copy to the tabulation office concerned and keep one copy with the Charge Officer. The Tahsildars who had also non-municipal towns within their jurisdiction had to prepare the register separately for urban and rural areas to be sent to the urban and rural tabulation offices.

Post-Enumeration Check

159. The relay of the provisional totals was followed on its heels by the post-enumeration check. The check covered all the charges except those which were inaccessible and special areas. Thus, 55 taluks, one municipal corporation and 28 municipal towns were taken up for the post-enumeration check. Blocks were selected in accordance with the instructions of the Registrar General at the rate of one in every 100 blocks starting with the random number of 48 in rural areas and one in every 50 blocks with a random start of 26 in urban areas. In this process of selection 9 municipal towns and 39 non-municipal towns went without any block falling in them. A list of taluks and towns in which the blocks selected for post-enumeration check were actually located is given in Appendix XXXIX. The post-enumeration check consisted of two types of verification, viz. (1) the verification of the coverage of the houses censused and (2) the verification of the number of inmates censused in the sampled houses. For the purposes of the former, the verification officers were asked to prepare a fresh and independent houselist of the blocks allotted to them. This list was compared with the list of censused houses prepared from the household schedules by the Charge Officers and cases of omission in censusing houses were spotted. The verification of the number of inmates censused in the sampled houses was done by enumerating the inmates of sampled houses in each block. For this purpose 10% of the census houses in rural areas and 5% of the census houses in urban areas were selected marking them in the serial order of one in 10 and one in 20 respectively in the list of censused houses prepared by the Charge Officers starting with the random numbers prescribed by the Registrar General. The verification officers were given a list of the inmates of these houses which contained deliberate deletions and spurious entries. The verification officers were asked to conduct an independent enumeration of the inmates of these houses and find out deletions and spurious entries and also persons who ought to have been enumerated but have not been enumerated. Necessary instructions for the conduct of the verification as envisaged above were given to the verification officers. The verification officers for post-enumeration check were appointed from the best supervisors in the main census enumeration subject to the condition that no supervisor will be appointed as verification officer in the circle which was originally in his charge for the main census count. The post-enumeration check was completed and the report submitted to the Registrar General on 22nd July 1961 along with all the records in the check. A report on the post-enumeration check is being published by

the Registrar General. The results of the post-enumeration check show that the correct population per 1000 enumerated persons in the census is 1003 in Kerala against the all India average of 1007.

Special Features of the Post-Enumeration Check

160. The importance of the post-enumeration check in verifying the correctness of census count has been receiving increasing recognition during the fifties of this century and such checks were instituted by several countries including United States of America, United Kingdom, France, Norway, Japan, Tunisia, Yugoslavia and India. The methods of sample surveys done in this connection, though differ in details, have much in common among them. Generally, the post-enumeration checks are intended to find out the observational errors in 'recording and reporting' and errors in 'coverage'. The former is known as the 'content check' and the latter the 'coverage check'. The post-enumeration checks conducted in India in 1951 and 1961 were directed to serve as 'coverage checks' only. The 'coverage check' itself is divided into two parts, one dealing with the coverage of houses and the other with the coverage of the inmates of the sampled houses. In respect of the former, the check instituted in 1961 differs from that of 1951 in some essential particulars. While in 1951 it was only three houses adjoining the sampled houses that were checked for purposes of verifying the coverage of houses, in 1961 all the houses in the selected blocks were checked for which an independent list of houses was prepared by the verification officer and compared with the list of censused houses prepared separately by the Charge Officer from the household schedules and kept with him. The defects in the coverage of houses in the sampled blocks were thus efficiently and exhaustively spotted out. In 1951, again, a direction was gvein to the verification officers that the number of inmates of missed houses should not be recorded, while in the 1961 check the number of inmates and their sex in each missed house were recorded thereby enabling the assessment of the number of persons missed in the count by omission of houses in the sampled blocks in sex-war order. This procedure has contributed in no small measure to the rendering of the assessment of errors more complete than in 1951. The introduction of ghost entries and deletions in the slips containing the names of the inmates of the houses given to the verification officer for check in the 1961 post-enumeration check is an equally important departure from that of 1951. This has made it incumbent upon the verification officers to detect the ghost entries and deletions in the course of their survey which naturally implies a most careful count of the inmates on the part of the verification officers. Another safeguard was that the censused list of the inmates of the houses was kept secret and the verification officer was made to make his own count. Further, the recording of the particulars of age and sex of the under-enumerated persons in 1961 has enabled the assessment of errors by sex and age groups thereby adding to the completeness of verification.

161. While every possible step has been taken as indicated above to make the 1961 post-enumeration check as efficient as possible, the check was not without a few short-comings which are but natural in an operation timed to be conducted immediately after a major operation as the census count. A reference to these is considered necessary with a view to facilitate their scrutiny for future censuses. The first short-coming is in respect of training. In India the verification officers are picked up from among the supervisors who have just completed the census enumeration. The procedure for the conduct of the post-enumeration check prescribed in 1961 is so intricate that the verification staff including the charge officers require thorough training. The high concentration of attention and energy in the main census operation which is linked to rigid time schedules has naturally pushed the post-enumeration check to the background till the eve of the main operation resulting in the postponement of the issue of detailed instructions from the Centre till February 1961 when all were busy with the preparation for enumeration. The interval between the issue of detailed instructions and the commencement of the post-enumeration check was too short to ensure adequate training of the verification staff. The central training of the officers from the states was also arranged only a few days prior to the commencement of the post-enumeration check. These factors have resulted in some degree of inadequacy of training to the Charge Officers and verification officers which was limited to a single round. With the growing importance of the post-enumeration check it seems essential to give more than one round of training to the verification staff including the Charge Officers as is done for the main census operations which necessarily implies that this training should be started prior to the count itself. In states like Kerala where it has been possible for the Superintendent of Census Operations to give the last round of training to the enumeration staff engaged in the main census

count, such a training could be given to the verification staff engaged in post-enumeration check also if timed sufficiently early. Another equally important short-coming is the engaging of the same set of Charge Officers for the main census operations as well as for the post-enumeration check. By the time the main census operations are over, these Charge Officers who, amidst their multifarious routine duties, have strained every nerve of theirs for the efficient prosecution of the census operations within the scheduled time, would naturally have got themselves completely exhausted. With extremely few exceptions the majority of them, therefore, would have found it difficult to command the energy to secure an efficient prosecution of a second operation like the post-enumeration check. Perhaps, a different set of officers who were not in charge of the main operations can do better justice to the post-enumeration check than the Charge Officers engaged in the main census operations. A third, and by no means the least important short-coming, is the inadequacy of remuneration paid for post-enumeration check. The following observation in the United Nations Handbook of Population Census Methods Volume I, page 109 is relevant in this connection :-

"Since the sample check aims at revealing the errors made in the census enumeration by comparison of the results obtained they have to be particularly accurate. The following characteristics of the post-enumeration survey of the United States (1950) stress the importance of the accuracy factor :—

(1) The re-enumerative check was as close to a 'maximum intensity procedure' as could be designed. About twenty times more money was spent per case in post enumeration survey than in the census enumeration.

(2) The personnel for carrying out the survey was selected from among the best canvassers and crew leaders who worked on the census; they were given more extended and closer supervision than was possible for the census canvassers; they were paid on a daily rate basis instead of on a piece rate basis as were the census canvassers, in order to prevent any incentive to sacrifice quality.

(3) In the original enumeration a single individual could serve as a respondent for all members of the household; in the re-check, the relevant respondent had to be sought out, even at the expense of repeated call backs".

This observation speaks for itself. While in U.S.A. more money is spent on post-enumeration check, in India it is not so. Though the piece-rate system in paying the enumerator in the main operations as well as the verification staff in the post-enumeration check has not been adopted in this country for the 1961 Census for its obvious defects, the time rate offered to the verification officers for the entire work is too inadequate to ensure any degree of satisfaction to the verification officers who have to put in honest, intensive and careful work in this behalf. A more adequate remuneration to the verification staff is sure to secure more efficient field work in the check.

162. The above features have affected, though in a slight degree, the prosecution of the post-enumeration check in this State. Some of the Charge Officers went wrong in selecting the random start numbers and also the houses in the correct order after the random start. In the latter case a re-check had to be ordered and was done accordingly. Again, in recording the summary results some of the Charge Officers have committed mistakes with the result that the forms had either to be corrected or replaced by my office itself. So far as the verification officers are concerned, the cases of non-detection of ghost entries exceed two in 15 blocks. This number, however, is not very large. With the aid of the scrutiny done in my office, the defects have been rectified wherever possible and it could be said that despite the short-comings referred to above, the post-enumeration check in the State has come out satisfactorily. A copy of the instructions and forms issued for the conduct of the post-enumeration check is given in Appendix XXXVIII.

Clerical Assistance to District Census Officers and Charge Officers

163. Compared to 1951 Census in Travancore-Cochin when only a clerical allowance was granted to a clerk in the offices of the Charge Officers, in 1961 much better clerical assistance was provided. Thus, in the case of District Census Officers, one upper division clerk, one lower division clerk and one peon were sanctioned while in the case of Tahsildars and Divisional Forest Officers one lower division clerk was allowed. For municipalities with a population of one lakh and above according to 1951 Census one upper division clerk was sanctioned. The rest of the municipalities were given a clerical allowance of Rs. 10/- per month. The above provision of staff and allowance was with effect from 1st March 1960 up to 31st May 1961. But the work was finished earlier than anticipated, and hence the clerical assistance sanctioned as above was terminated in the case of all charges except 14 forest divisions from the afternoon of 20th April 1961 and in the case of all forest

divisions from the afternoon of 2nd May 1961. There was no special staff for special areas.

Honorarium to Enumeration Staff

164. In the conference of the Superintendents of Census Operations the question of honorarium to the enumeration staff was discussed at great length. It was decided that an honorarium should be given in every state on a basic principle applicable throughout India. In pursuance of this, an honorarium of Rs. 5/- per block including the cost of house numbering materials and carriage, cost of paint, pot and brushes was allowed for house numbering and houselisting operations and a sum of Rs. 15/- per enumerator for a block of 750 persons in rural areas or 600 persons in urban areas was allowed for enumeration including the expenses for attending a minimum of six training classes and equipments like ink, pen etc. A supervison charge of Rs. 4/- was allowed per block. Thus, the total honorarium for a block of an average of 700 persons was fixed at Rs. 24/-. But it was left to the Superintendents of Census Operations to vary the charges within their states from one area to another keeping, however, the state as a whole to an average of 3·5 np per person. The Superintendents of Census Operations were also allowed the discretion to adjust payments between the enumerators and supervisors and among enumerators of different areas and even among enumerators of the same area in the ratios between the house numbering and houselisting charges and enumeration and supervision charges.

165. In this State the house numbering operations and the enumeration were conducted by two different sets of enumerators and in two different stages. It was, however, incumbent on the department to pay the honorarium for house-numbering and houselisting operations immediately on the completion of the work. There was, therefore, no time to wait for the census count and ascertain the population of 1961. Hence it was decided to adopt the houselist population as the basis for the calculation of the honorarium for the house numbering and houselisting operations. The total amount due to be distributed as honorarium for house numbering and houselisting operations was, therefore, worked out at the rate of Rs. 5/- per 700 persons of the houselist population. While the total was so arrived at, there were some difficulties in working out the amount due to each enumerator. In the first place, in urban areas it is easier to cover a block having 700 persons than in rural areas and forest areas where the density of population was considerably less and a large area had to be covered. It was, therefore, considered that a weightage should be given to area also in the distribution of the honorarium. Hence a formula was evolved whereby the total amount allotted for house numbering and houselisting operations for the entire State will be divided in the ratio of 2 : 3 representing area and population of the whole State and the amount so arrived at will be distributed among the villages, towns, reserve forest ranges and special areas according to the area and population. The area of total uninhabited forest ranges was excluded for purposes of this calculation. The amount so distributed to a whole village, town or reserve forest range, or special area after deducting the advance given to the enumerators and the cost of the stencils was first divided in the ratio of 1 : 3 : 2 to arrive at the proportions due to the supervisors and enumerators and assistants to enumerators respectively of that village, town, reserve forest range or special area. The portions so set apart were further divided among the supervisors, enumerators and assistants to enumerators according to the number of census houses and census households supervised, numbered and listed and assisted in the numbering by the supervisors, enumerators and assistants to enumerators respectively. The above scheme of distribution proved quite satisfactory in securing an equitable distribution of honorarium to the supervisors, enumerators and assistants to enumerators in all the areas. The total amount so distributed came to Rs. 117,900/- from which a sum of Rs. 4098·24 was deducted before distribution, being the cost of stencils supplied to the enumeration staff. Coming to the honorarium for enumeration, an amount of Rs. 19/- per 700 persons as per the provisional population figures was set apart for distribution among the enumeration staff. The total amount on this account came to Rs. 458,041/-. This amount was distributed at the following rates :—

Enumerators of the taluks of Devicolam, Peermade, Udumbanchola, South Wynad and North Wynad	Rs. 25/-
Enumerators of all other normal blocks	Rs. 15/-
Enumerators of special blocks and special areas	Rs. 10/-
Supervisors of the taluks of Devicolam, Peermade, Udumbanchola, South Wynad and North Wynad	Rs. 35/-
Supervisors of all other places	Rs. 20/-

Supervisors of special areas and special blocks	Rs. 10/-
Reserve enumerators and supervisors who are not posted for actual enumeration and have attended all the training classes beyond five miles of their normal place of work	Rs. 7·50
Reserve enumerators and supervisors who have attended all the training classes within five miles of their normal place of work	Rs. 2·50
Reserve enumerators and supervisors who have attended some training classes within five miles of their place of work and the remaining classes beyond five miles	... Rs. 2·50 plus Re. 1/ for every class attended beyond five miles of their place of work
Enumerators of the taluks of Devicolam, Peermade, Udumbanchola, South Wynad and North Wynad who have enumerated only less than 50% of the number of households allotted to a normal block	Rs. 16/-
Enumerators who have enumerated only less than 50% of the number of households allotted to a normal block in areas other than the above taluks ...	Rs. 10/-

Where more than one supervisor or enumerator were appointed in a circle or block for unavoidable reasons the amount of honorarium allowed to one circle or block, as the case may be, was divided among the supervisors of that circle or enumerators of that block in proportion to the quantity of work done by each. But a minimum of Rs. 16/- was given to such supervisors or enumerators in the taluks of Devicolam, Peermade, Udumbanchola, North Wynad and South Wynad and Rs. 10/- in all other areas. The balance out of the total amount set apart for honorarium left after distributing the honorarium according to the above rates and meeting the incidental expenses connected with the enumeration was divided equally among the enumerators and supervisors who were posted for enumeration beyond five miles from their place of work in all charges, enumerators and supervisors of the Kuttanad taluk which is a water logged area, and enumerators of general blocks who have enumerated more than 50% of the normal number of households in a block in addition to the normal number of households. This came to Rs. 11.25 per head. Honorarium on the basis of the above formula was calculated and sent to the Charge Officers through the District Census Officers for distribution.

166. The principle underlying the payment of honorarium for census work is that the enumerators and supervisors should not suffer any expenditure out of their pockets. The 1961 Census work was heavy. The number of classes which the enumerators had to attend was also large. Considering these factors the honorarium paid to the enumeration staff was hardly adequate. At the same time it has to be mentioned that the vast majority of the enumerators have accepted the honorarium with pleasure. A few have donated the honorarium for flood relief funds and informed me of the same. Nothing else can be a better expression of the spirit of national service on the part of the several thousands of enumerators and supervisors in Kerala.

Honorarium for Post-Enumeration Check

167. The Registrar General had sanctioned only Rs. 4/- for a verification officer engaged in the post-enumeration check. On my taking up the case again with him the Registrar General was pleased to reconsider the position and as a special case for Kerala sanctioned Rs. 10/- per verification officer. This was also paid.

Recognition of the Services of the Enumeration Staff

168. On the completion of the enumeration I sent a letter to all the supervisors and enumerators appreciating the great piece of national service which they have rendered and thanking them for the same. This was very much appreciated by the enumeration staff. Several of them have acknowledged this letter with gratitude and expressed their happiness in having had the opportunity of being participants in this great work. Sample copies of two letters are given in Appendix No. XLII.

169. In accordance with the tradition of the Indian census 412 bronze and 206 silver medals were allotted to Kerala to be distributed to the various categories of persons who have served in the census operations. Distribution of these medals has been as follows:—

CATEGORY	SILVER	BRONZE
1. Enumerators engaged in house numbering operations.	15	30

2.	Enumerators engaged in actual enumeration	88	259
3.	Supervisors engaged in house numbering operations	10	10
4.	Supervisors engaged in enumeration	41	42
5.	Charge Officers	20	30
6.	District Census Officers and Deputy Superintendents	5	8
7.	Tabulation offices	17	23
8.	Head Office and Sub Offices	10	10

170. Items 1 to 5 were allotted to each district on the basis of the provisional population figures published in 1961 Census. The district-war statement is given in Appendix XL. The above medals are to be distributed to the census workers whose services are distinguished by outstanding zeal and quality and approved by the State Government. The proposals for the award of medals to the Charge Officers and the staff of the District Census Officers and Charge Officers are made by the District Collectors in consultation with the District Census Officers. In respect of the supervisors and enumerators also the District Collectors are to make the proposals in consultation with the Charge Officers. The list of the names selected will be sent to the Superintendent of Census Operations who in turn will forward the same to Government for approval. The names of the District Census Officers, Deputy Superintendents of Census Operations and the staff of the office of the Superintendent of Census Operations and tabulation offices to whom medals should be awarded are to be recommended to Government by the Superintendent of Census Operations. Although the Registrar General had agreed to meet the travelling expenses of the recipients of medals in case the State Government desired to distribute the medals in a State celebration like the Independence Day or the Republic Day, the State Government did not favour the idea of distributing the medals on the Independence Day celebrations in view of the large number of recipients. In the circumstances, it was decided by the State Government that the distribution be done by sending medals by post throughout the State. The steps for the distribution of the medals as stated above are under way when this report is written.

171. In their memorandum No. 29653-C1/60-1 dated 21st May 1960 the State Government while requiring the government employees and the employees of the local bodies to extend their full co-operation for the successful completion of the census operations and to voluntarily accept and discharge any census duty entrusted to them with utmost ability, zeal and conscience also stated that the manner in which they perform the census duties will be taken into account in the periodical assessment of the work and conduct by their respective superiors. A copy of this memorandum is given in Appendix XXII.

Special Studies

172. In accordance with the tradition of the Indian census a large number of studies have been undertaken in the 1961 Census. These consist of the following :—

1. Village survey
2. Survey of rural and tribal crafts
3. Survey of fairs and festivals
4. Survey of the scheduled castes and scheduled tribes for preparing their monographs
5. Survey of births and deaths
6. Fertility survey
7. Survey of consanguineous marriages

(a) Village Survey

173. The villages were selected having regard to the distribution of certain important cottage industries, settlements of scheduled castes and scheduled tribes etc. The cottage industries which have been represented in the selection of the villages are coir, village potteries, screwpine and other mat making, paddy cultivation, kari land cultivation, rattan industry and cocoanut tree tapping. Thirty-five villages have been selected for the village survey. Of these, the survey of 20 villages has been completed when writing this report. Reports relating to them are being drafted. Three investigators were appointed for the purpose of this survey. These were taken from the Department of Statistics of the State Government in which they were Statistical Inspectors. Of the thirty-five villages, 9 villages were tribal areas located in reserve forests. It was not possible for the normal investigators to take up the work in the tribal areas along with the survey of the other villages in view of the difficult terrain and the time involved in the survey of the tribal areas. Fortunately for me Dr. (Miss) A. George, Professor of Statistics of the Kerala University kindly extended her co-operation in getting this work done by deputing her four laboratory assistants to conduct the survey in these areas. The Kerala University approved the proposals and accorded their sanction for the scheme. The investigators were treated as honorary workers and given their travelling

allowance. The question of giving a suitable honorarium is also under consideration. This survey is being done under the supervision of Dr. (Miss) A. George. The survey in all the villages was limited to an area covered by approximately 125 households. But in that area the survey was intensive. In a few cases, instead of revenue villages, localities were selected.

(b) Rural and Tribal Craft Survey

174. A Research Assistant has been appointed to conduct the survey of rural and tribal crafts. The items covered by the survey are:—

1. Coir industry
2. Bell metal industry
3. Kathakali costumes and accessories
4. Kora grass mats
5. Wood carving
6. Lapidary works
7. Reed mats
8. Screwpine mats
9. Laminated wood works
10. Embroidered liturgical vestments
11. 'Kuftgari'
12. Straw and bark pictures
13. Solah pith utility decoration objects
14. Granite works
15. Lacquer works
16. Cocoanut shell wares

(c) Survey of Fairs and Festivals

175. In connection with the survey of rural and tribal crafts it was considered that the fairs and festivals in the State are also important in the sense that these products are overwhelmingly marketed in these fairs and festivals. As such an account of the fairs and festivals consisting of an exhaustive list pertaining to them and a descriptive account of the more important ones is proposed to be published. The particulars of the dates, occasion and attendance at these festivals have been collected in respect of about 3696 already. Descriptive accounts have been received in respect of 106 festivals. Some more are expected. In getting through this important item of work an attempt was made at first to collect the information through official sources like the Charge Officers, Police Department and the Public Health Department. They were also requested to get accounts of these festivals written by private persons who are competent to write on the subject. Though some lists and accounts were received in pursuance of this, they were far from being exhaustive. As such it was decided to try other sources to get more exhaustive information. Panchayat Presidents, religious dignitaries and institutions were accordingly addressed. A suitable pro forma was also prescribed. This was responded to most enthusiastically as a result of which quite a large number of details and descriptive accounts were received.

(d) Survey of Scheduled Castes and Scheduled Tribes

176. A survey of scheduled castes and scheduled tribes with the object of writing their monographs has also been undertaken. Two investigators have been appointed for the purpose. The survey is under way.

(e) Survey of Births and Deaths

177. A survey of births and deaths was conducted by the Statistics Department on behalf of the Central Government and the tables were forwarded to the Registrar General and to me.

(f) Fertility Survey

178. A fertility survey was undertaken by the Census Department towards the close of tabulation. Though this survey does not relate to the period under review in this report it is more appropriate to deal with the subject here under special studies. Before starting the survey proper, a pilot survey was undertaken in 96 households in the whole State, these being distributed in 6 urban areas and 6 rural areas at the rate of 8 houses in each place. This pilot survey was conducted by the enumerators and supervisors of the tabulation offices. On the completion of the pilot survey the draft questionnaire was finalised without any change. This was followed by the final survey. The blocks selected for the survey were identical with those selected for post-enumeration check. But, instead of taking the sampled households in a block, all the households in the block were covered in this survey. In the final survey also the sorters and supervisors of the tabulation offices were engaged, the former as investigators and the latter as supervisors. The period allowed for the survey was 12 days in each block. The total number of investigators and supervisors engaged came to 237 and 25 respectively. The work was inspected both in the field and in the office by the Deputy Superintendents of Census Operations (Tabulation). The investigators and supervisors were given the normal travelling allowance also for the journeys undertaken for the conduct of the survey. Wherever the tabulation offices had retrenched their staff fresh recruitment was made for this survey through the Employment Exchange, preference being given to those hands who were already thrown out. On the completion of the survey the tickets were sorted in the respective tabula-

tion offices. A copy of the questionnaire and a copy of instructions given for the survey are given in Appendix XLI.

(g) Survey of Consanguineous Marriages

179. A survey of consanguineous marriages is being conducted in all the villages taken up for village survey. The same investigators in charge of the village surveys are conducting this survey also along with the village survey.

Arrangements for taking Photographs

180. In view of the importance of the village survey, survey of fairs and festivals and rural and tribal crafts survey the State Government agreed as a special case to take the photographs for these surveys through the Department of Public Relations free of cost, the conveyance for the photographer being alone provided by the Census Department. This arrangement was highly helpful for the surveys in question. The enthusiastic co-operation lent by the Director of Public Relations and his photographers in this behalf should be gratefully acknowledged. A few films were, however, supplied by the Registrar General to the Department of Public Relations.

Cost of Enumeration

181. The per capita expenditure for enumeration has come to approximately 4.81 np. In calculating this expenditure, the honorarium and T. A. for pre-test operations, the pay and allowances of the Deputy Superintendents of Census Operations (Tabulation) for four months and the staff of the District Census Officers and Charge Officers engaged in census work, the allowances paid as clerical allowance to certain Municipalities, the T. A. of District Census Officers, T. A. or P. T. A. of Charge Officers, T. A. of the staff of the District Census Officers and Charge Officers, the honorarium paid to the enumerators and supervisors both for house-numbering and enumeration, printing, stationery and other charges and all incidental expenditure connected with enumeration have been taken into account. No item of expenditure in connection with the Superintendent of Census Operations and his office has been included in this item in accordance with the tradition in this behalf.

Conclusion

182. Before concluding this report I should express my deep sense of gratitude to the Government of Kerala for the unstinted co-operation and help extended to me in the conduct of the census operations. The Chief Minister and the Chief Secretary to Government who were holding the portfolio of census operations in the State Government have always evinced such a keen and lively interest in furthering the progress of the census operations in the State that I always felt at ease in tackling the problems attending this work of considerable magnitude. I am ever grateful to them. I am equally grateful to the rest of the Ministers, the Secretaries to Government and the Heads of Departments for the help and co-operation they have extended to me. Coming to the District Collectors, District Census Officers, Charge Officers and the several thousands of supervisors and enumerators, and my own colleagues of the department including the staff of both my office and sub-offices to whose untiring enthusiasm and co-operation should be attributed whatever success the census operations in Kerala have achieved I can hardly find words to express my gratitude. Above all, it is the inspiring guidance and timely help which have been extended with uniform courtesy by the Registrar General that have given strength and light to my work. I take this opportunity to express my deep-felt thanks to him. In no small measure are my thanks due to the colleagues of the Registrar General and his office.

APPENDIX I

Statement of staff of the office of the Superintendent of Census Operations up to 30-6-1961 other than houselist tabulation staff

Sl. No.	Designation and scale of pay of post	No.	Period	Pay excluding allowances	Remarks
1	2	3	4	5	6
1	Head Assistant Rs. 250-400 (Revised scale Rs. 350-475)	1	Shri K. V. Joseph from 2-4-59 (continues)	State scale of pay of Rs. 200-400 plus 20 % deputation special pay	Superintendent in the State Government (Gazetted post) on deputation
2	Upper Division Clerks Rs. 80-220 (Revised scale Rs. 130-300)	6	1. Shri N. Sankara Mannadiar from 23-5-59 to 9-4-1961 and Shri K. P. Shanmukhadas from 20-5-61 (continues)	State scale of pay (Rs. 90-200) plus 20 % deputation special pay Central scale of pay	On deputation from State Secretariat do.
			2. Shri C. T. Joseph 23-5-59 (continues)	State scale plus 20 % deputation special pay	do.
			3. Shri A. K. Achuthan 1-3-60 (continues)	Central scale of pay	do.
			4. Shri M. Mohamed Usman 5-4-60 (continues)	State scale of pay plus 20 % deputation special pay	do.
			5. Shri K. V. Ramaswami 1-10-60 (continues)	Central scale of pay	Recruited through Employment Exchange
			6. Smt. Gladys Aranha 1-10-60 to 30-11-60 and Shri D. Haridas from 20-5-61 (continues)	do. do.	do. On deputation from State Secretariat
3	Lower Division Clerks Rs. 60-130 (Revised scale Rs. 110-180)	4	1. Shri A. K. Achuthan 2-4-59 to 29-2-60, Smt. Gladys Aranha 21-5-60 to 30-9-60 and Shri D. Haridas 21-11-60 to 19-5-61 (Vacant from 20-5-61 till date 30-6-61)	do. do. State scale of pay (Rs. 50-125) plus 20 % deputation special pay	do. Recruited through Employment Exchange On deputation from State Secretariat
			2. Shri T. Raghavan Nair 2-4-59 to 21-2-60, Shri K.V. Ramaswami 12-5-60 to 30-9-60 and Shri E. V. Unnikrishnan Nair 3-12-60 (continues)	Central scale of pay do. do.	do. Through Employment Exchange On deputation from Forest Department
			3. Shri P. P. Govindan Nair 1-8-60 to 13-12-60 and Shri K. P. Shanmukhadas from 3-1-61 to 19-5-61 (Vacant from 20-5-61 till date 30-6-61)	do. State scale of pay plus 20 % deputation special pay	On deputation from State Secretariat do.
			4. Shri P. N. Vasukutty 1-8-60 to 14-5-61 (vacant from 15-5-1961 till date 30-6-61)	do.	On deputation from Board of Revenue
4	Stenographers Rs. 80-220 (Revised Rs. 130-300)	2	1. Smt. Joseph Vivera 5-3-59 (continues)	State scale of pay (Rs. 50-200) plus 20 % deputation special pay	On deputation from State Secretariat
			2. Shri C.G. Augustine 9-8-60 to 31-12-60 and Shri K. Balasubramanian from 2-1-61 (continues)	State scale of pay (Rs. 50-125) plus 20 % deputation special pay Central scale of pay	do. do.

APPENDIX I—*contd.*

1	2	3	4	5	6
5	Upper Division Typist Rs. 80-220 (Revised Rs. 130-300)	1	Shri N. Ramamoorthy from 1-8-60 (continues)	Central scale	On deputation from the Board of Revenue
6	Lower Division Typist Rs. 60-130 (Revised Rs. 110-180)	1	Shri N. Ramamoorthy from 24-10-59 to 31-7-60 and	State scale of pay (Rs. 40-120) plus deputation special pay 20%	do.
			Shri V. G. Balakrishnan from 9-8-60 (continues)	State scale of pay (Rs. 50-125) plus deputation special pay 20 %	On deputation from Secretariat
7	Accountant Rs. 80-220 (Revised Rs. 130-300)	1	Shri G. Bhaskaran Nair from 12-12-59 to 14-5-1961 and	Central scale plus deputation special pay 20 %	On deputation from Accountant General's Office
			Shri N. Kochurama Panickar from 15-5-61 (continues)	do.	do.
8	Cashier (Rs. 110-180)	1	(Shri G. Bhaskaran Nair was Accountant-Cashier from 12-12-59 to 14-5-61) and		
			Shri P. N. Vasukutty was appointed as Cashier from 15-5-61 (continues)	State scale of pay (Rs. 40-120) plus 20 % deputation special pay	On deputation from Board of Revenue
9	Statistical Assistants Rs. 160-330 (Revised Rs. 210-425)	3	1. Shri P. Gopinatha Pillai from 18-5-59 to 4-4-1961 (vacant from 5-4-61)	State scale of pay (Rs. 150-250) plus 20 % deputation special pay	On deputation from State Statistics Department
			2. Shri K. Rajagopal from 12-5-59 to 4-4-61 (vacant from 5-4-61)	do.	do.
			3. Shri H. Padmanabha Iyer from 19-9-60 to 3-4-1961 and	do.	do.
			Shri S. Jayashankar from 25-4-61 (continues)	do.	do.
10	Economic Investigators Rs. 160-330 (Revised Rs. 210-425)	2	1. Shri K. N. Radhakrishnan Nair from 21-9-60 (continues)	do.	do.
			2. Shri C. Daniel from 21-9-60 (continues)	do.	do.
11	Research Assistant (Rs. 250/- fixed)	1	Shri N. Sankara Mannadiar from 10-4-61 (continues)	Central scale	On deputation from State Secretariat
12	Upper Division Compilers Rs. 80-220 (Revised Rs. 130-300)	2	1. Shri K. N. Raman from 19-9-60 (continues)	State scale of pay (Rs. 80-180) plus 20 % deputation special pay	On deputation from State Statistics Department
			2. Shri S. Jayashankar from 19-9-60 to 17-1-61 and	do.	do.
			Shri S. Viswanathan from 19-5-61 (continues)	Central scale of pay	Recruited through Employment Exchange
13	Draughtsmen Rs. 100-185 (Revised Rs. 150-240)	2	1. Shri S. Govindan Asari from 12-12-59 to 11-3-60	State scale of pay (Rs. 80-180) plus 20 % deputation special pay	On deputation from Survey and Land Records Department
			2. Shri N. Kolappan Asari from 12-12-59 to 11-3-60	do.	do.
			1. Shri V. Chellappan Asari from 25-5-61 (continues)	State scale of pay (Rs. 80-180) plus deputation special pay 20 %	do.
			2. Shri K. Krishna Pillai from 1-6-61 (continues)	Central scale of pay	On deputation from State Statistics Department
14	Driver Rs.60-75 (Revised Rs. 110-139)	1	Shri S. Sridharan from 13-2-60 (continues)	do.	On deputation from Board of Revenue
15	Duftry (cum-Duplicator Operator) Rs. 35-1-50 (Revised Rs. 75-95)	1	Shri S. Rajasekhara Panickar from 1-9-59 (continues)	do.	Recruited through Employment Exchange
16	Peons Rs. 30-35 (Revised Rs. 70-85)	8	1. Shri N. Bhaskaran Nair from 24-3-59 to 31-7-59	do.	On deputation from State Secretariat

APPENDIX I—*concld.*

1	2	3	4	5	6
	Peons Rs. 30-35 (Revised Rs. 70-85)—contd.		Shri S. Maniappan from 10-8-59 to 3-4-61 and	Central scale of pay	Recruited through Employment Exchange
			Shri K. Sukumaran Nair from 19-6-61 (continues)	do.	do.
			2. Shri G. Ramakrishna Pillai from 23-4-59 (continues)	do.	On deputation from State Secretariat
			3. Shri V. K. Sukumaran from 19-5-59 (continues)	do.	Recruited through Employment Exchange
			4. Shri N. Velayudhan from 11-5-60 (continues)	do.	do.
			5. Shri P. Rajappan from 12-5-60 (continues)	do.	do.
			6. Shri V. Sadasivan Pillai from 13-5-60 (continues)	do.	do.
			7. Shri M. Balakrishnan Nair from 28-11-60 (continues)	do.	do.
			8. Shri S. Parameswaran Nair from 7-2-1961 (continues)	do.	do.
17	Gardener (Rs. 70-85)	1	Shri T. George from 7-2-1961 (continues)	do.	do.
18	Watcher Rs. 30-35 (Revised Rs. 70-85)	1	Shri N. Velayudhan from 10-8-59 to 10-5-60 and	do.	do.
			Shri M. Krishna Pillai from 11-5-60 (continues)	do.	do.

Temporary Staff for scrutiny of Houselists

1	Upper Division Compiler (Rs. 80-220)	1	From 9-6-60 to 1-7-60	State scale plus deputation special pay	The 8 hands were taken on deputation from the office of the Director of Statistics
2	Lower Division Compilers (Rs. 60-130)	7			
3	Sorters (on Rs. 3/- per day)	8	From 5-7-60 to 31-8-1960	Rs. 3/- per day	Through Employment Exchange
4	Sorters (on Rs. 3/- per day)	20	From 19-9-1960 to 31-10-60	Rs. 3/- per day	do.

Temporary Staff for Pre-test Tabulation

1	Sorters (on Rs. 3/- per day)	16	From 16-3-1960 to 9-4-1960	Rs. 3/- per day	Through Employment Exchange

APPENDIX II.

Centres selected for the Second Pre-test

District	Name of Centre		No. of buildings	No. of census houses	No. of separate structures	No. of households
	Urban	Rural				
1	2	3	4	5	6	7
Trivandrum	Fort Division Ward, Trivandrum City	. .	298	309	3	222
,,	...	Kazhakuttam Menamkulam village, Trivandrum Taluk	307	299	66	281
Quilon	Thamarakulam Ward, Quilon Town	...	294	430	120	281
,,	...	Melila village, Kottarakara Taluk	285	335	110	260
Alleppey	Mullakkal Ward, Alleppey Town	...	294	737	27	303
,,	...	Ala village, Chengannur Taluk	300	317	91	284
Kottayam	Ward No. XV, Kottayam Town	...	280	339	45	295
,,	...	Panachikad village, Kottayam Taluk	294	301	36	273
Ernakulam	Ward No. XV, Ernakulam Town	...	278	399	48	298
,,	...	Alengad village, Parur Taluk	278	292	3	252
Trichur	Ward No. XIII, Trichur Town	...	280	350	15	161
,,	...	Chelakkara village, Talappilly Taluk	126	287	5	143
Palghat	Ward No. XX, Palghat Town	...	279	320	41	102
,,	...	Koyalmannam village, Alathur Taluk	282	285	15	277
Kozhikode	Ward No. XVII, Calicut Town	...	284	288	...	264
,,	...	Cheruvannur village, Kozhikode Taluk	280	421	39	227
Cannanore	Kanathur Ward, Cannanore Town	...	220	334	241	277
,,	...	Edakkad village, Cannanore Taluk	278	277	62	250
		Total	**4,937**	**6,320**	**967**	**4,450**

APPENDIX III

CENSUS OF INDIA 1961

HOUSELIST

Name of District.....(Code No.)

Name of Taluk..... (Code No.)

Name of Town/Village/Forest Division.....(Code No.)

Line No.	Building Number (Municipal or local authority or Census Number, if any)	Building Number (Column 2) with sub-numbers for each census house	Purpose for which census house used, e.g. dwelling, shop, shop-cum-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel etc.	If this census house is used as an establishment, workshop or factory			
				Name of establishment or proprietor	Name of product (s) repair or servicing undertaken	Average No. of persons employed daily last week (including proprietor, or household members if working).	Kind of fuel or power if machinery is used
1	2	3	4	5	6	7	8
1							
2							

Certified that the information is correct to the best of my knowledge. Signature of Enumerator.....

Name of Ward / Kara / Desom / Muri / Forest Range.....(Code No. -)

Description of census house		Sub-number of each census household with census house number (Column 3)	Name of Head of Household	No. of rooms in census household	Does the household live in own or rented house? (a) Own (O), (b) Rented (R)	No. of persons residing in census household on day of visit			Remarks
Material of wall	Material of roof					Males	Females	Total	
9	10	11	12	13	14	15	16	17	18
Date.....			Total for page		X				

NOTE:- The size of form was Royal Folio (13" x 20") printed on both pages with 20 lines in a page numbered as 1, 2, 3, ... 8, 9, 0, 1, 2, 3, ... 9, 0.

APPENDIX IV

Household Schedule

CONFIDENTIAL

CENSUS OF INDIA 1961

[To be filled up during Enumeration]

Is this an institution?

PART I—HOUSEHOLD SCHEDULE

LOCATION CODE: _____

Full Name of Head of Household _____ S. C. / S. T.

A. Cultivation	Local name of right on land	Area in acres
1. Land under cultivation by Household (i) owned or held from Government		
(ii) held from private persons or institutions for payment in money, kind or share		
(iii) Total of items (i) and (ii)		
2. Land given to private persons for cultivation for payment in money, kind or share		

B. Household Industry	Nature of Industry	Number of months in the year during which conducted
Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas. (a)		
(b)		

C. Workers at Cultivation or Household Industry	Members of family working:				Hired Workers
Members including Head of family working and hired workers, if any, kept wholetime during current or last working season.	Head	Other males	Other females	Total	
1. Household Cultivation only					
2. Household Industry only					
3. Both in Household Cultivation & household Industry					

Dated Signature of Supervisor

Dated Signature of Enumerator

Note: Part II – Census Population Record overleaf should be filled up during the first round of enumeration (10 February to 28 February) from the enumeration slips relating to the household and brought up-to-date with corrections, if any, after the second visit during check period 1 March to 3 March 1961.

(Note: The size of the form was 8" x 6 1/2")

PART II — CENSUS POPULATION RECORD

(To be compiled from Individual Census Slips)

Name	Sex		Relationship to Head	Age	Marital Status	Description of work in the case of worker
	Male — M	Female — F				
Total Persons						

Dated Signature of Supervisor

Dated Signature of Enumerator

APPENDIX V
Individual Slip

CONFIDENTIAL — CENSUS 1961

Location Code _____

1 (a) Name _____

1 (b) Relationship to Head _____ Age last 2 birthday [ ]

3 Marital Status _____ 4 (a) Birth-place _____

4 (b) Born R/U ( )

4 (c) Duration of residence if born elsewhere [ ]

5 (a) Nationality _____ 5 (b) Religion _____

5 (c) S. C./S. T. _____ 6 Literacy & Education _____

7 (a) Mother tongue _____ 7 (b) Any other language(s) _____

8 Working as Cultivator _____ 9 Working as Agricultural labourer _____

10 Working at Household Industry
- (a) Nature of work _____
- (b) Nature of Household Industry _____
- (c) If Employee < >

11 Doing Work Other than 8, 9 or 10
- (a) Nature of Work _____
- (b) Nature of Industry, Profession, Trade or Service _____
- (c) Class of Worker < >
- (d) Nature of Establishment _____

12 Activity if Not Working [ ] / [ ]

13 Sex < >

(Note. The size of the form was 4 1/2" x 6 1/2")

APPENDIX VI

Estimate of the Number of Census Schedules with the Basis of Calculation

Requirement of Census Forms in Regional Languages

1. Enumeration slips

The accepted basis for calculation is to add 25 % to the population of 1951 to find the estimated population of 1961 and to add another 25 % to the 1961 estimated population consisting of 15 % to cover wastage, 5 % district reserve and 5 % state reserve. But an additional 15 % and 50 % were added in the case of Canarese and Tamil slips respectively by way of extra caution. In respect of the taluks of Kasaragod, Devicolam, Peermade and Udumbanchola an additional 15 % was added to the Malayalam slips also for the same reason.

(a) Canarese

1951 Canarese speaking population in Kasaragod Taluk	114,129
25 % of the above	28,532
Estimated population of 1961	142,661
40 % of the above	57,064
No. of enumeration slips in Canarese 199.725 or	199,800

(b) Tamil

1951 Tamil speaking population of Devicolam, Peermade and Udumbanchola taluks	110,837
25 % of the above	27,709
Estimated population of 1961	138,546
75 % of the above	103,910
No. of enumeration slips in Tamil 242,456 or	242,500

(c) Malayalam

1951 population speaking Malayalam in the taluks of Kasaragod, Devicolam, Peermade and Udumbanchola	243,166
25 % of the above	60,792
Estimated population of 1961	303,958
40 % of the above	121,583
No. of forms required 425,541 or	425,600
1951 population of the remaining taluks of Kerala	13,143,516
25 % of the above	3,285,879
Estimated population of 1961	16,429,395
25 % of the above	4,107,349
No. of forms required 20,536,744 or	20,536,800
Total No. of Malayalam forms required	20,962,400

2. Household Schedules

The requirement is estimated at 1/5 of the number of enumeration slips.

1.	Canarese	39,960 or 40,000
2.	Tamil	48,500 or 48,500
3.	Malayalam	4,192,480 or 4,192,500

3. Houselist forms

Houselist forms may be Malayalam alone. The requirement is estimated at 1/10 of the number of household schedules.

Total number of household schedules	4,281,000
No. of houselist forms required	428,100

Estimate in terms of Pads

Enumeration slips are in pads of 100-s and 25-s.
Household schedules are in pads of 50-s and 25-s

Enumeration slips

The rough basis of calculation is to have pads of 100 for the estimated population and pads of 25 for reserves.

Canarese

Total No. of slips indented	199,800	
Pads of 100 — 1400	140,000	
Pads of 25 — 2392	59,800	199,800

Tamil

Total No. of slips indented	242,500	
Pads of 100 — 1385	138,500	
Pads of 25 — 4160	104,000	242,500

Malayalam

Total No. of slips indented	20,962,400		
Pads of 100 — 167,334	16,733,400		
Pads of 25 — 169,160	4,229,000		20,962,400

Household Schedules

The basis of calculation is to have two pads of 50-s for each enumerator and the rest in pads of 25.

Canarese

Total Schedules	40,000	
Pads of 50 — 400	20,000	
Pads of 25 — 800	20,000	40,000

Tamil

Total Schedules	48,500	
Pads of 50 — 400	20,000	
Pads of 25 — 1140	28,500	48,500

Malayalam

Total Schedules	4,192,500		
Pads of 50 — 50,000	2,500,000		
Pads of 25 — 67,700	1,692,500		4,192,500

APPENDIX VII

List of places recognized as towns for the Census of 1961

Name of Town	Jurisdiction
1	2
CANNANORE DISTRICT	
KASARAGOD TALUK	
1. Manjeshwar	Bangramanjeshwara, Udayavar and Hosabettu villages
2. Kumbla	Koipadi village
* 3. Kasaragod	Kasaragod, Talangare and Adkathbail villages
HOSDRUG TALUK	
* 4. Kanhangad	Balla, Hosdrug and Kanhangad villages
5. Nileshwar	Nileshwar I and Nileshwar II villages
TALIPARAMBA TALUK	
6. Taliparamba	Taliparamba desom in Taliparamba village
7. Trichambaram	Trichambaram desom in Taliparamba village
CANNANORE TALUK	
8. Pappinisseri	Pappinisseri village
9. Azhikode	Azhikode village
10. Baliapatam	Baliapatam desom in Chirakkal village
11. Chirakkal	Chirakkal desom in Chirakkal village
12. Puzhathi (Chirakkal)	Puzhathi desom in Chirakkal village
13. Chalad	Portion of Chalad desom in Puzhathi village which lies outside Cannanore Municipal town
14. Puzhathi	Portion of Puzhathi desom in Puzhathi village which lies outside Cannanore Municipal town
* 15. Cannanore (Municipality)	Portion of Cannanore Karar village, whole of Kannothunchal desom and portions of Kanathur, Chalad and Puzhathi desoms of Puzhathi village and portion of Chovva desom in Elayavoor village
16. Cannanore Cantt.	Military Establishment area comprising portions of Cannanore Karar village and Kanathur desom of Puzhathi village
17. Chovva	Portion of Chovva desom in Elayavoor village which lies outside the Cannanore Municipal town
TELLICHERRY TALUK	
* 18. Tellicherry (Municipality)	Thiruvangad, Thalayi and Chalil desoms and portion of 181 Vayalam desom of Thiruvangad village, whole of Tellicherry village and portions of 170 Vayalam and 171 Punnol desoms of Kallayi village

Name of Town	Jurisdiction
1	2
KOZHIKODE DISTRICT	
BADAGARA TALUK	
* 19. Badagara (Municipality)	Badagara, Puthuppanam and Nadakkuthazha villages
QUILANDY TALUK	
* 20. Pantalayini	Pantalayini village
KOZHIKODE TALUK	
21. Elathur	Elathur desom in Elathur village
22. Edakkad	Portion of Edakkad desom in Edakkad village which lies outside Calicut Municipal town
23. Puthiyangadi	Portion of Puthiyangadi desom in Edakkad village which lies outside Calicut Municipal town
* 24. Calicut (Municipality)	Katcheri, Kalathinkunnu, Kasba, Panniankara and Nagaram villages and portions of Edakkad, Nedungottur, Chevayur and Naduvattom villages and Valayanad desom of Valayanad village
25. Parayancheri	Parayancheri desom in Kottuli village
26. Nellikode	Nellikode village
27. Kommeri	Kommeri desom in Valayanad village
28. Baypore	Cheruvannur and Baypore villages and portion of Naduvattom village which lies outside Calicut Municipal town
29. Olavanna	Olavanna village
TIRUR TALUK	
30. Kadalundi	Kadalundi village
* 31. Feroke	Feroke village
32. Parappanangadi	Parappanangadi village
* 33. Tanur	Rayirimangalam village
* 34. Trikkandiyur	Trikkandiyur village
ERNAD TALUK	
* 35. Manjeri	Manjeri village
PALGHAT DISTRICT	
PONNANI TALUK	
* 36. Ponnani	Ponnani Nagaram village
OTTAPALAM TALUK	
37. Pattambi	Netherimangalam village
* 38. Shoranur	Mundamuka village
* 39. Ottapalam	Ottapalam village

APPENDIX VII—*contd.*

1	2
PALGHAT DISTRICT—*contd.*	
PALGHAT TALUK	
* 40. Palghat (Municipality)	Portions of Pirayiri, Kottekkad, Puduppariyaram, Puthur, Yakkara. Kallepully Karinkarapuily, Kavalppad, Akathethara, Kunnanur and Koppam amsoms and portion of Vadakkanthara desom in Vadakkanthara village and portion of Kannadi desom in Kannadi village
CHITTUR TALUK	
* 41. Chittur-Thathamangalam (Municipality)	Portions of Chittur and Thathamangalam villages
* 42. Nemmara	Nemmara village
TRICHUR DISTRICT	
TALAPPILLY TALUK	
* 43. Pazhanhi	Kattakampal and Pazhanhi villages
* 44. Kunnamkulam (Municipality)	Portions of Kunnamkulam village and portion of Kavanam Chitturkara in Chowannur village, portions of Anaikad and Kanipayyoor karas of Kanipayyoor village and portion of Anjur village
* 45. Wadakkancherry	Wadakkancherry village excluding the reserve forest, Paruthipara muri of Enkakad village and Ottupara Angadi of Kumaranellur village
TRICHUR TALUK	
* 46. Trichur (Municipality)	Angadi, Poothole, Kizhakkumpattukara, Paramekkavu, Veliyannur, Chirakkal and Kottapuram desoms and portions of Chembukavu and Poonkunnam desoms in Trichur village; portion of Peringavu desom in Peringavu village; portions of Thrikkumarankudam and Kanattukara desoms in Ayyanthole village; portion of Kurkkancherry desom in Kurkkancherry village; portion of Chellakottukara desom in Chiyyaram village; portions of Nellikunnu and Paravattani desoms in Ollukkara village; portions of Aranattukara and Poothole desoms in Aranattukara village; and portion of Nellikunnu desom in Nadathara village.
CHOWGHAT TALUK	
47. Chowghat	Guruvayur and Manathala villages

1	2
TRICHUR DISTRICT—*contd.*	
MUKUNDAPURAM TALUK	
* 48. Irinjalakuda (Municipality)	Portions of Irinjalakuda, Manavalassery, Karalam and Pullur villages and a portion of Kattungalchira desom of Porathissery village
* 49. Chalakudy	Kizhakke Chalakudy village and Padinjare Chalakudy muri of Padinjare Chalakudy village
ERNAKULAM DISTRICT	
PARUR TALUK	
* 50. Parur (Municipality)	Portions of Parur, Kottuvally and Vadakkekara villages
ALWAYE TALUK	
* 51. Alwaye (Municipality)	Thottakkattukara and portions of Veliyathunad and Alwaye karas of Alwaye village
KUNNATHUNAD TALUK	
* 52. Perumbavoor (Municipality)	Vallom, Kanjirakad, Perumbavoor and Karattuppally karas and part of Iringole kara of Perumbavoor village
KANAYANNUR TALUK	
53. Edappally	Edappally North and Edappally South villages
* 54. Ernakulam (Municipality)	Ernakulam and Elamkulam villages and Veduthala desom of Cheranalloor village
* 55. Thrippunithura	Poonithura kara of Poonithura village, Nadamel kara of Nadamel village and Kannankulangara kara of Thekkumbhagom village
COCHIN TALUK	
* 56. Njarakkal	Njarakkal village
* 57. Fort-Cochin (Municipality)	Portion of Fort-Cochin village
* 58. Mattancherry (Municipality)	Portion of Mattancherry village and portions of Moolamkuzhi Muri kara and Palluruthy North Muri kara of Rameswaram village
59. Willingdon Island	Portion of Mattancherry village comprising Cochin Port and Naval Base and Vathuruthy kara of Rameswaram village. 1267·33 acres of Mattancherry village which come under this island's jurisdiction is covered by backwaters

APPENDIX VII—contd.

1	2
ERNAKULAM DISTRICT—*contd.*	
MUVATTUPUZHA TALUK	
* 60. Muvattupuzha (Municipality)	Portions of Randar and Muvattupuzha karas of Muvattupuzha village, Velloorkkunnam, Vazhappilly, Kavumkara and Perumattom karas and portions of Mudavoor and Kadathy karas of Velloorkkunnam village and portions of Vadakkan Marady, Thekkan Marady and Ramamangalam karas of Marady village
* 61 Piravom	Piravom kara of Piravom village
KOTTAYAM DISTRICT	
MEENACHIL TALUK	
* 62 Palai (Municipality)	Lalam, Vellappad and Kizhthadiyoor karas of Lalam village and Palai kara of Meenachil village
VAIKOM TALUK	
* 63. Vaikom (Municipality)	Padinjattumcheril thekkum muri kara of Vaikom village, Padinjattumcheril Vadakkemuri and portions of Padinjattumcheril Padinjaremuri, Kizhakkumcheri Vadakkemuri, Kizhakkumcheri Naduvilla muri and Kizhakkumcheri Padinjare kara muri of Naduvilla village and portions of Vadakkemuri and Padinjare muri karas of Vadakkemuri village
KOTTAYAM TALUK	
* 64. Ettumanur	Portions of Kizhakkumbhagom kara of Ettumanur village and Padinjattumbhagom kara of Athirampuzha village. The boundaries of the urban portion of the two karas are as follows:— 1. Padinjattumbhagom of Athirampuzha village North: Kanakkari village of Meenachil taluk East: Ettumanur village South: Village road from Athirampuzha Kadavu to Athirampuzha Hospital and Paroli-Muttappalli Road West: Paroli—Muttappally road (up to Kottamuri) Srikantamangalamkara and Ettumanur Neendoor Road

1	2
KOTTAYAM DISTRICT—*contd.*	
KOTTAYAM TALUK—*contd.*	
* 64. Ettumanur —*contd.*	2. Kizhakkumbhagom kara of Ettumanur village North: Thevalakkuzhi Vallikad Road East: Village road from Vallikat to Palai road and Madangara Thodu South: Kureekompu Cherumandoor Padom West: Athirampuzha village
* 65. Kottayam (Municipality)	Govindapuram, Chalyakunnu, Kodimatha, Thirunakkara and Kottayam karas of Kottayam village and Muttambalam kara of Vijayapuram village
CHANGANACHERRY TALUK	
* 66. Changanacherry (Municipality)	Paral and Vettithuruthu karas of Vazhappally West village, Puzhavathu kara of Changanacherry village and Vazhappally East kara of Vazhappally East village
KANJIRAPPALLY TALUK	
* 67 Kanjirappally	Kanjirappally kara of Kanjirappally village
* 68 Mundakkayam	Portions of Mundakkayam kara (271 acres) of Erumeli village and Edakkunnam kara (1120 acres) of Mundakkayam village. The boundaries of the town are as follows: North: 1. Nemmeni Estate (2) Koottickal kara South: 1. Athampan thodu (2) Lane between Sy. Nos. 385/141 and 142 (3) do. between Sy. Nos. 385/125 and 126 (4) do. between Sy. Nos. 385/127 and 128 East: (1) Manimala river (2) Boundary between Sy. Nos. 385/127 and 133 (3) Varickayani road in Sy. No. 385/133 (4) Boundary between Sy. Nos. 385/133 and 134 (5) Thodu poramboke in Sy. Nos. 385/35 (6) Micology road in Sy. Nos. 385/43 (7) Road poramboke in Sy. No. 385/38

APPENDIX VII—*contd.*

1	2
KOTTAYAM DISTRICT—*contd.*	
KANJIRAPPALLY TALUK—*contd.*	
* 68. Mundakkayam —*contd.*	(8) Boundary between Sy. Nos. 385/41 and 43 (9) Boundary between Sy. Nos. 385/44 and 47 (10) Forest boundary adjacent to Sy. No. 385/47
	West : (1) Velichiyani road (2) Palingana Thodu (3) Manimala river
ALLEPPEY DISTRICT	
SHERTALAI TALUK	
* 69. Shertalai (Municipality)	Portions of Shertalai North, Shertalai South, Kokkothamangalam and Vayalar kizhakku villages
AMBALAPUZHA TALUK	
* 70. Alleppey (Municipality)	Kanhiramchira kara of Aryad South and Alleppey, Vadakkal, Thiruvambadi, Kaithavana and Kalarkode karas of Alleppey village
THIRUVALLA TALUK	
* 71. Thiruvalla (Municipality)	Nagasseri, Thiruvambadi, Kavumbhagom, Mannarukarachira and Peringala karas and portions of Naduvilachira and Azhiyadathuchira karas of Kavumbhagom village, Paliakara, Tukalasseri and Mathilbhagom karas and portions of Muthoor, Kattookara and Iruvallipra of Thiruvalla village
CHENGANNUR TALUK	
* 72. Chengannur	Vazhamangalam, Mundankavu, Lakasseri, Thittamel, Keezhacherimel, Mangalam, Edanadu, Puthenkavu and Angadickal karas of Vadakkekara village
KARTHIGAPALLI TALUK	
* 73. Haripad	Portions of Haripad, Kumarapuram, Chingoli, Pallipad and Karthigapally villages Haripad village : 1. Pothappally vadakku kara (35 acres) 2. Thulamparambu Neduvath kara (336 acres) 3. Thulamparambu Thekku kara (97 acres)

1	2
ALLEPPEY DISTRICT—*contd*	
KARTHIGAPALLY TALUK—*contd.*	
* Haripad—*contd.*	4. Portion of Pilapuzha kara (791 acres) except the extensive Punja lands and bits of garden lands lying on the north and east of the following boundaries :— Karadampalli thodu, Chengarappally thodu leading from the Karadampally thodu, Nelpura thodu leading from Chengarappally thodu, the footpath leading to the Nedumthara thodu in the east from Chevedipally (the place where the thodu on the south of Sankethathum padavu joins the Nelpura thodu) and Nedumthara thodu up to Nedumthara bridge. Kumarapuram village :— 1. Portion of Erikavu kara (43 acres). Boundaries :— South : Village boundary West : The Panchayat road leading from the Narakathara junction to the south near the Valiakulangara temple East : Danapady thodu North : Pothappally Thekku kara 2. *Portion of Pothappally Thekku* kara (46 acres). Boundaries :— South : Erikavu kara North : Pothappally Vadakku kara East : Danapady thodu West : Panchayat road leading from the Narakathara junction to the south near the Valiakulangara temple 3. Portion of Pothappally Vadakku kara (39 acres) East : Danapady thodu South : Pothappally Thekku kara West : Quilon-Alleppey road *(Old road)* North : Panchayat road leading from Aiyachukattu mukku to Mannarasala

APPENDIX VII—*contd.*

1	2
ALLEPPEY DISTRICT—*contd.*	
KARTHIGAPALLY TALUK—*contd.*	
* 73. Haripad—*contd.*	Chingoli village :— Portion of Chingoli kara (25 acres). Boundaries : East : Nangiarkulangara kara South : The foot-path leading to east and west on the south of Kavilpadickal temple West : Karthigapally village boundary North : Mavelikkara-Thrikunnapuzha road Pallipad village :— 1. Vettuveni kara (179 acres) and 2. Akankudi kara (223 acres) Karthigapally village :— 1. Vettuveni kara (539 acres) and 2. Puthukondom kara (355 acres)
* 74. Kayamkulam (Municipality)	Portions of Kayamkulam, Puthuppally, Keerikad and Pathiyoor villages
MAVELIKKARA TALUK	
* 75. Mavelikkara (Municipality)	Portion of Mavelikkara village, portions of Mattom South and Mattom North karas of Kannamangalam village and portions of Ponakam and Umberkadu karas of Thekkekara village and portions of Vazhuvady, Thazhakara and Akkanattukara karas of Thazhakara village and portion of Cherucole kara of Chennithala village
* 76. Pandalam	Mangaram, Thonnallur and Kadakkad karas of Thonnallur village
QUILON DISTRICT	
QUILON TALUK	
77. Kundara	Kanjiracode kara of Mulavana village and Kundara kara and portions north of Keralapura-Pooyappally road in the Punukunnur and Perumpuzha karas of Kottankara village
QUILON DISTRICT—*contd.*	
QUILON TALUK—*contd.*	
78. Kilikollur	Kilikollur village
* 79. Quilon (Municipality)	Manayilkulangara, Punnathala Kottakkagom, Thevalli, Olayil, Tangasseri, Kaikulangara, Valiyakada, Pallithottam, Andamukkom and portions of Asramam, Uliakovil and Thirumullavaram karas of Quilon village and Udayamarthandapuram, Amrudukulangara karas of Eravipuram village and portion of Pattathanam kara of Vadakkevila village
TRIVANDRUM DISTRICT	
CHIRAYINKIL TALUK	
* 80. Varkala	Varkala conservancy town kara of Varkala village
* 81. Attingal (Municipality)	Portions of Attingal, Avanavanchery, Keezhattingal, Alamcode, Edacode, Manamboor and Kizhuvilam-Koonthallur villages
TRIVANDRUM TALUK	
82. Kadinamkulam	Kadinamkulam village
83. Menamkulam	Kamukara and Menamkulam karas of Kazhakoottom-Menamkulam village
84. Attipra	Attipra village
85. Katakampally	Katakampally village and portion of Vanchiyoor village which lies outside the Corporation
* 86. Trivandrum (Corporation)	Palkulangara and Chengazhassery villages and portions of Iranimuttam, Muttathurai, Katakampally, Vanchiyoor, Cheruvakkal, Madathuvilakom, Anchamada, Aramada, Randamada, Ullur and Chettivilakom villages
87. Muttathura	Portion of Muttathura village which lies outside the Corporation

APPENDIX VII—*concld.*

1	2
TRIVANDRUM DISTRICT—*contd.*	
TRIVANDRUM TALUK—*contd.*	
* 88. Nemom	Pappanamcode, Edavilakom, Ponnumangalam, Nemom and Vellayani karas of Nemom village of Trivandrum taluk and Idacode kara of Pallichal village of Neyyattinkara taluk
NEYYATTINKARA TALUK	
* 89. Vizhinjam	Vizhinjam kara in Kottukal village
* 90. Balaramapuram	Amballur Vilakom kara in Athiyannoor village and Athiyur kara in Kottukal village of Neyyattinkara taluk and Venganur kara in Thiruvallam village of Trivandrum taluk
* 91. Poovar	Manapazhanjikara in Thirupuram village
* 92. Neyyattinkara (Municipality)	Portions of villages of Athiyannoor, Neyyattinkara, Kollayil, Chenkal and Kottukal villages

NOTE:—Places which were towns in 1951 Census and continue to be towns in 1961 Census have been asterisk marked.

APPENDIX VIII

List of places which were towns in 1951 Census but have not been recognized as towns in 1961 Census

PALGHAT DISTRICT

1. Nallepilli
2. Ayloor
3. Kozhinjampara
4. Eruthempathy

TRICHUR DISTRICT

5. Eriyad
6. Azhicode
7. Ollur
8. Cranganore

ERNAKULAM DISTRICT

9. Kalady
10. Thodupuzha
11. Koothattukulam
12. Kothamangalam

KOTTAYAM DISTRICT

13. Ponkunnam
14. Thalayolaparambu
15. Munnar
16. Azhutha
17. Vandiperiyar
18. Erattupetta

ALLEPPEY DISTRICT

19. Ambalapuzha

QUILON DISTRICT

20. Kottarakara
21. Karunagapally
22. Adoor
23. Pathanamthitta
24. Punalur
25. Pathanapuram
26. Kozhencheri
27. Oachira

TRIVANDRUM DISTRICT

28. Parassala
29. Ooruttambalam
30. Thirumala
31. Kattakkada
32. Nedumangad
33. Vamanapuram
34. Chirayinkil
35. Kilimanoor
* 36. Poonthura
37. Kadakkavoor

* Included in Muttathura town of 1961 along with some additional areas.

APPENDIX IX

NOTIFICATIONS ISSUED BY THE GOVERNMENT OF KERALA UNDER THE CENSUS ACT (Central Act XXXVII of 1948)

I

G. O. Rt. 829 Public (Special) Department Dated, Trivandrum, 17-4-1959

READ From the Government of India, Ministry of Home Affairs Notification F. No. 2/45/58—Pub. I (II) dated 11th April, 1959.

ORDER

The following notification will be published in the next issue of the Kerala Gazette :—

NOTIFICATION

The Notification F. No. 2/45/58— Pub. I (II) dated 4th April, 1959 issued by the Government of India in the Ministry of Home Affairs is republished in the Kerala Gazette:—

F. No. 2/45/58—Pub. I (II)
Government of India
Ministry of Home Affairs
New Delhi- 11, the 4th April, 1959
14 Chaitra, 1881

NOTIFICATION

The President is pleased to appoint Shri. M. K. Devassy, I. A. S., as Superintendent of Census Operations, Kerala with effect from the forenoon of the 5th March, 1959, until further orders.

S. Srinivasan,
Under Secretary to the Government of India

(By Order of the Governor)
(Sd) N. E. S. Raghavachari,
Chief Secretary

II

No. 64199-C.1/59-1 Planning & Development Department dated, Trivandrum 22-12-1959

NOTIFICATION

The following Notification No. 2/115/59—Pub. I dated 5th December 1959 issued by the Ministry of Home Affairs, Government of India is republished for general information.

(By order of the Governor)
Sd/—K. S. Menon,
Additional Development Commissioner and Secretary

No. 2/115/59—Pub. I. Government of India,
Ministry of Home Affairs
New Delhi—11, the 5th December 1959/19th Agrahayana, 81

NOTIFICATION

In pursuance of Section 3 of the Census Act, 1948, (XXXVII of 1948) the Central Government is pleased to declare that a census of the population of India shall be taken during the year 1961. The reference date for the *census will be sunrise on the Ist March 1961.*

Sd/— Fateh Singh,
Joint Secretary to the Government of India

III

No. 8872/C. 1. /60—1. Planning and Development (C) Department Dated, Trivandrum, 20th February 1960

In exercise of the powers conferred by Sub-Section (2) of Section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) the Government of Kerala hereby appoint the following persons as Census Officers to aid in and supervise the taking of the census in the Districts noted against them.

Officers		District
Personal Assistant (Additional District Magistrate) to the district Collector,	Cannanore	Cannanore
do.	Kozhikode	Kozhikode
do.	Palghat	Palghat
do.	Ernakulam	Ernakulam
do.	Kottayam	Kottayam
do.	Alleppey	Alleppey
do.	Quilon	Quilon
Revenue Divisional Officer,	Trivandrum	Trivandrum
do.	Trichur	Trichur

IV

No. 8872/C. 1./60—2. Planning and Development (C) Department
Dated, Trivandrum, 20th February 1960

In exercise of the powers conferred by sub-section (4) of Section 4 of the Census Act, 1948 (Central Act XXXVII of 1948) the Government of Kerala hereby delegate the power of appointing Census Officers to take or aid in or supervise the taking of the Census conferred upon them by Sub-section (2) of Section 4 of the said Act to the officers mentioned hereunder within the areas given against them.

Officers		Areas	
Personal Assistant (Additional District Magistrate) to the District Collector,	Cannanore	Cannanore	District
do.	Kozhikode	Kozhikode	do.
do.	Palghat	Palghat	do.
do.	Ernakulam	Ernakulam	do.
do.	Kottayam	Kottayam	do.
do.	Alleppey	Alleppey	do.
do.	Quilon	Quilon	do.
Revenue Divisional officer,	Trivandrum	Trivandrum	do.
do.	Trichur	Trichur	do.

Officers	Areas
Commissioner, Trivandrum Corporation	Trivandrum City excluding such areas as may be constituted special areas by the Superintendent of Census Operations, Kerala
Commissioners of Municipalities.	Their respective Municipal towns excluding such areas as may be constituted special areas by the Superintendent of Census Operations, Kerala
Tahsildars	Their respective taluks excluding reserve forests under the control of the Forest Department, Corporation and Municipal areas and such areas as may be constituted special areas by the Superintendent of Census Operations, Kerala
Divisional Forest Officers, except Divisional Forest Officer, Kottayam.	Reserve forests under the control of the Forest Department in their respective Forest Divisions
Divisional Forest Officer, Kottayam.	Reserve forests under the control of the Forest Department in the Kottayam Forest Division and the Game Sanctuary

V

No. 8872/C. 1/60-3 Planning and Development (C) Department Dated, Trivandrum, 20th February 1960

Under Section 7 of the Census Act, 1948 (Central Act XXXVII of 1948) the Government of Kerala hereby appoint the officers mentioned hereunder as the authority for the areas noted against them who may, by written orders which shall have effect throughout the extent of the said areas, call upon:—

(a) all owners and occupiers of land, tenure-holders and farmers and assignees of land revenue, or their agents,

(b) all members of the district, municipal, panchayat and other local authorities, and officers and servants of such authorities, and

(c) all officers and members of staff of any factory, firm or establishment,

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established as the case may be.

Officers	Areas
Commissioner, Trivandrum Corporation.	Trivandrum City excluding such areas as may be constituted special areas by the Superintendent of Census Operations, Kerala
Commissioners of Municipalities.	Their respective Municipal towns excluding such areas as may be constituted special areas by the Superintendent of Census Operations, Kerala
Tahsildars	Their respective taluks except reserve forests under the control of the Forest Department, Corporation and Municipal areas and such areas as may be constituted special areas by the Superintendent of Census Operations, Kerala
Divisional Forest Officers, except of Kottayam Division.	Reserve forests under the control of the Forest Department, in their respective Forest Divisions.
Divisional Forest Officer, Kottayam.	Reserve forests under the control of the Forest Department, in the Kottayam Forest Division and the Game Sanctuary

VI

No. 8872/C. 1/ 60-4. Planning and Development (C) Department Dated, Trivandrum, 20th February 1960

Under Section 12 of the Census Act 1948 (Central Act XXXVII of 1948) the Government of Kerala hereby authorise the District Collectors to sanction prosecutions under the said Act within their respective districts.

By Order of the Governor
K. S. MENON
Additional Development Commissioner and Secretary.

VII

No. 82263/60-2/P. & M. (B) Political and Military (B) Department, Dated, Trivandrum, 22-11-1960

NOTIFICATION

Under Sub Section (1) of Section 8 of the Census Act 1948 (Central Act XXXVII of 1948), the Government of Kerala hereby direct that a Census Officer may ask of all persons within the limits of the respective local area for which he is appointed the questions given in the Annexure.

ANNEXURE

General

1. Who is the head of the household, i. e., the person chiefly responsible for the maintenance of the household? If he/she has left the household before 10th February 1961 with no likelihood of returning before the sunrise of 1st March, 1961, who is the temporary head of the household in his/her absence?

2. How many normal residents are there in the household? How many of them, if any, have left the household before 10th February 1961 with no likelihood of returning before the sunrise of 1st March 1961? Who are the rest?

APPENDIX IX—*contd.*

3. Is there any visitor, boarder or guest in the household who has left his/her household before the 10th February 1961, and is not likely to return to his/her household before the sunrise of 1st March 1961? If so, has he/she been enumerated before?

Questions under Individual Slip

1. (a) What are the initials and name of the person enumerated?

   (b) What is his/her relationship, if any, to the head of the household? or, Is he she unrelated to the head of the household?

2. What is his/her age in completed years as on his/her last birthday?

3. Is he/she never-married/married/widowed / separated or divorced?

4. (a) Was he/she born :—

   (i) in the village or town of his/her enumeration? or

   (ii) in any District of his/her enumeration?

   or

   (iii) in any other District in Kerala and if so, which District?

   or

   (iv) in any other State in India and if so, which State and which district of that State? or

   (v) in any other country and if so, which country?

   (b) Was he/she born in a rural or urban area? (If the person was born in Kerala ascertain the name of the place of birth and find out from the list of towns recognized for purposes of 1961 Census whether it is included in it). If born outside Kerala and it cannot be said by the person whether the place of birth is rural or urban, what is the name of the place of birth?

   (c) If he/she was born in a place other than the village or town of his/her enumeration, what is the period of residence in completed years in the village or town of enumeration?

5. (a) What is his/her nationality?

   (b) What is his/her religion?

   (c) Does he/she belong to a scheduled caste or scheduled tribe? If so, what is that scheduled caste or scheduled tribe? If his/her caste or tribe is known by a synonym or generic name of a scheduled caste or scheduled tribe, what is that synonym or generic name and what is the scheduled caste or scheduled tribe it represents? (Read out the list of scheduled castes or scheduled tribes if the person is ignorant of it.)

6. Can he/she read and write? If so, has he/she passed any written examination? What is that examination?

7. (a) What is his/her mother tongue?

   (b) Does he/she know any language or languages other than the mother tongue which he/she can communicate with felicity? What are those languages if only two? If more than two, what are the two languages which he/she knows more than the rest?

8. Is he/she engaged in cultivation, or direction or supervision of cultivation, of any land owned or held by his/her household from Government, or held from private persons or institutions for payment in money, kind or share or partly in one and partly in another, or free of consideration? If so, does that cultivation involve ploughing, sowing and harvesting and the production of any of the following items?

   (i) Cereal crops (including Bengal gram) such as rice, wheat, jowar, bajra, maize, roots and tubers like potato, yam, beet etc., sugarcane etc.

   (ii) Pulses such as arhar, moong, masur, urd, khesari, other gram

   (iii) Raw jute and kindred fibre crops

   (iv) Raw cotton and kindred fibre crops
   (See also questions 3 (a) to (d) under Part I. Household Schedule)

9. Is he/she engaged in actual work, or effective supervision and directon of work in another person's land under cultivation, for wages in money, kind or share of produce received purely as wages for work, without any right or lease or contract on such land? If so, does the cultivation of such land involve ploughing, sowing, harvesting and the production of any of the items mentioned as (i) to (iv) in question 8 above?

10. Is he/she engaged in actual work, or effective supervision and direction of work, in any household industry? (See also questions 5 (a) to 5 (e) under Part I Household Schedule). If so, is he/she a member of the household conducting that industry or an employee working for salary or wages in cash or kind? What is the nature of work and the nature of the industry?

11. (i) Is he/she engaged in actual work or effective supervision and direction of work, other than those covered by questions 8, 9 and 10 above and if so, what is

   (a) the nature of the work?

   (b) the nature of the industry, profession, trade or service in which engaged? and

   (c) the name of the establishment in which working?

   (ii) Is he/she engaged in the capacity of

   (a) an employer i. e., a person who is to employ other persons in order to perform the work mentioned in question 11 (a)? or,

   (b) an employee i. e., a person who usually works under some other person for salary or wages in cash or kind? or,

   (c) a single worker i. e., a person who works by himself but not as the head of the household in household industry, who is not

employed by anyone else and who in his turn does not employ anybody else, not even the members of the household, except casually? or

(d) a family worker, i. e., either a member of the family or one connected with the family by blood or marriage who works without receiving wages in cash or kind and ordinarily does at least one hour of work every day in an industry of a scale larger than the household industry or a business or trade, conducted mainly by the members of the family?

12. If he/she is not working or effectively supervising or directing any work, is he/she

(a) a full time student or child attending school who does no other work?

(b) engaged in unpaid home duties (like housewife or other adult female) who does no other work such as make articles at home for sale or wages, nor help regularly even part-time, in family cultivation, industry, trade or business? or

(c) any dependent, including an infant or child not attending school, a person permanently disabled from work because of illness or old age? or

(d) a retired person who is not employed again, rentier, person living on agricultural or non-agricultural royalty, rent or divident or any other person of independent means for securing which he does not have to work and who does no other work? or

(e) a beggar, vagrant, independent woman without indication of source of income or of unspecified source of existence? or

(f) a convict in jail, or an inmate of a penal, mental or charitable institution? or

(g) a person who has not been employed before but is seeking employment for the first time? or

(h) a person employed before but now out of employment and seeking employment?

Questions under Part I, Household Schedule

1. Is the household a family or an institution where unrelated persons are residing together?

2. (a) What is the full name of the head of the household?

(b) Does the head of the household belong to a scheduled caste/scheduled tribe? If so, what is the scheduled caste or scheduled tribe to which he/she belongs? If his/her caste or tribe is known by a synonym or generic name of a scheduled caste or scheduled tribe what is that synonym or generic name and what is the scheduled caste or scheduled tribe it represents?

3. (a) Does the household cultivate, or direct or supervise the cultivation of, any land? If so, does the cultivation involve ploughing, sowing, harvesting and the production of any of the following items?

(i) Cereal crops (including Bengal gram) such as rice, wheat, jowar, bajra, maize, roots and tubers, like potato, yam, beet etc., sugarcane etc.

(ii) Pulses such as arhar, moong, masur, urd, khesari, other gram

(iii) Raw jute and kindred fibre crops

(iv) Raw cotton and kindred fibre crops

(b) Is the whole or any portion of the land covered by question 3 (a) owned by the household or held by the household from Government? What are the local names of the right of the household on such land and what is the extent in acres and cents of such land falling under each such local name?

(c) Is the whole or any portion of the land covered by question 3 (a) held by the household from private persons or institutions for payment in money, kind or share or partly in one and partly in another, or free of consideration? If so, what are the local names of the right of the household on such land and what is the extent in acres and cents of such land falling under each such local name?

(d) Is the land covered by question 3 (b) and 3 (c) situated within the village in which the household is located or in the adjacent village? If not, does not the distance operate as a bar to the active cultivation or effective supervision or direction of cultivation on such land by the household?

4. Has the household given any land to private persons for cultivation for payment in money, kind or share or partly in one and partly in another or free of consideration? If so, what is the extent of such land in acres and cents?

5. (a) Is the household running any industry or industries involving any production, processing, repairing or servicing, which is conducted by the head of the household himself and/or mainly by the members of the household? If so,

(b) Does the head of the household himself and/or the members of the household participate in the working of such industry or each of the industries by actual work or effective supervision and direction of work?

(c) Does the industry or each of the industries employ less than 10 workers if it is run with power, or less than 20 workers if it is run without power? Has such industry or each of the industries been registered as a factory under the Factories Act?

(d) If the household is located in a rural area is the industry or each of the industries located within the same village?

(e) If the household is located in an urban area is the whole or the main operation of the industry or each of the industries conducted at home?

(f) What is the nature of such industry or each of the industries?

(g) For how many months in the year does the industry or each of the industries work?

6. (a) How many members of the family including the head of the family are working in

(i) household cultivation only?

(ii) household industry only?

(iii) both household cultivation and household industry?

Is the head of the family working in any of the items mentioned as (i) to (iii) above, and if so, in which item? Of the other members of the family working, how many are males and how many are females under each of the above items mentioned as (i) to (iii) above?

(b) How many hired workers are kept whole time during the current or last working season in

(i) household cultivation only?

(ii) household industry only?

(iii) both in household cultivation and household industry?

(By order of the Governor)

Sd. T. Krishnan Nair

Additional Secretary to Government.

APPENDIX X

CENSUS OF INDIA, 1961

Letter of appointment of Enumerators

The Census Act (Central Act XXXVII of 1948), Section 4(3)

To

.....

Sir,

In exercise of the powers delegated to me under sub-section (4) of Section 4 of the Census Act (Central Act XXXVII of 1948), I hereby appoint you as census officer to take the census in the area noted below which will hereafter be known as your block(s). You are designated "Enumerator" of the said block(s). Your function will be to visit every household, between the 10th and 28th February 1961, and places where houseless persons are usually found on 28th February 1961, and fill up the Individual Slips in respect of every member of the household and every houseless person, and Household Schedule with the Census Population Record on the reverse of it, in respect of every household in the block(s) allotted to you. From 2nd to 5th March 1961, you should repeat your visit to every household and place of houseless persons and record births and deaths that took place between the enumeration date and the reference date and also enumerate casual visitors, who have not been enumerated. You will have also to fill up the Enumerator's Abstract on the pads and submit an abstract for each block under you to the Circle Supervisor. You have to be thorough with the instructions and rules of enumeration, attend all training classes and check-up classes which you will be called upon to attend and participate in the Training Sample Census. You have further to attend to the post-enumeration check, if called upon to do so, and also discharge such other functions, as will be assigned to you, from time to time, by your superiors, in connection with Census Operations. Throughout the period of your training and enumeration, you should carry out the instructions of your Supervisor and higher census authorities.

The success of the census depends upon the quality of your work, vigilance, enthusiasm and impartiality. Your attention is invited to the provisions of the Census Act (Central Act XXXVII of 1948) and in particular to Section 11 thereof given along with this.

AREA

Block No(s).....in Circle No.....in Charge No.....viz.

Area covered by Buildings		Ward/Kara/ Muri/Desom/ Forest Range/ Special area	Town/Village/ Forest Division
Nos	to	in	in ... ...
Do	to	in	in ... ...
Do	to	in	in ... ...
Do	to	in	in ... ...
Do	to	in	in ... ...
Do	to	in	in ... ...
Do	to	in	in ... ...

Yours faithfully

Signature

Place:

Name

Date:

Designation

APPENDIX X—*contd.*

CENSUS OF INDIA, 1961

Letter of appointment of Circle Supervisors

The Census Act (Central Act XXXVII of 1948), Section 4(3)

To

.....

Sir,

In exercise of the powers delegated to me under sub-section (4) of Section 4 of the Census Act (Central Act XXXVII of 1948), I hereby appoint you as census officer, to take, aid in and supervise the taking of the census in the area noted below which will hereafter be known as your circle. You are designated "Circle Supervisor" of the said circle. Your main function is to equip the Enumerators in your circle to do their work properly, make sure that they are thorough with the instructions and rules and that they follow them strictly, and effectively supervise their work. You have to see that all the Household Schedules, Individual Slips, etc. and instructions are distributed to the Enumerators in your circle. Since you will have only a few enumerators under you, it should be possible for you to establish intimate contact with them and check thoroughly their knowledge of instructions and rules and how they act in the Training Sample Census. The training imparted by the Charge Officer will have to be followed up by you. In actual enumeration, you are expected to inspect at least 15 per cent of the households at the time of enumeration and in different places, and exercise check over 15 per cent of the Household Schedules and cent per cent check over the Individual Slips and Abstracts. You should see that the enumeration in your jurisdiction is properly conducted. You have to sign all the Census Population Records and Household Schedules and submit your own abstract to the Charge Officer, along with the other records, in time. Prior to enumeration, you have to prepare a Houselist Extract from the Houselists for the guidance of your enumerators. You will have special functions to perform during the census period. You will be guided by the official instructions received from the Charge Officer and other superiors. In addition to the above, you will have to perform such other duties as might be required of you, from time to time, in connection with Census Operations.

By your appointment as Supervisor, you are deemed a 'Public Servant' within the meaning of the Indian Penal Code. The success of the census depends to a large extent upon your effective supervision. Your attention is invited to the Census Act (Central Act XXXVII of 1948) and in particular to Section 11 thereof given along with this.

AREA

Block No(s).....in Circle No.... ....in Charge No.....viz

Area covered by Buildings		Ward/Kara/ Muri/Desom/ Forest Range/ Special area	Town/Village/ Forest Division
Nos...	to	in	in ... ...
Do.....	to	in	in ... ...
Do.....	to	in	in ... ...
Do.....	to	in	in ... ...
Do.....	to	in	in ... ...
Do.....	to	in	in . . ..
Do.....	to	in	in ... ...
Do.....	to	in	in ... ...
Do.....	to	in	in ... ...
Do.....	to	in	in ... ...

Yours faithfully,

Signature

Place :

Name

Date :

Designation

CENSUS OF INDIA, 1961

Letter of appointment of Charge Officers

The Census Act, 1948 (Central Act XXXVII of 1948) Section 4 (3)

To

.....

Sir,

In exercise of the powers delegated to me under Section 4 (4) of the Census Act, 1948 (Central Act XXXVII of 1948), I hereby appoint you as Census Officer to aid in and supervise the taking of the census in the area noted below, which will hereafter be known as your charge. You are designated "Charge Officer" of the said charge. Your functions will include assisting the District Census Officer and the Superintendent of Census Operations, Kerala in the formation of circles and blocks and in the selection of supervisors and enumerators. You will be the principal channel of communication between the District Census Officer and the Supervisors and Enumerators. You will have to make arrangements for the successful conduct of the census in your charge and in particular impart proper training to the Supervisors and Enumerators in your charge, conduct the Training Sample Census, report the shortcomings observed and instruct the Supervisors and Enumerators to rectify the defects observed in the Training Sample Census, see to the timely and proper distribution of census forms like Houselists, Household Schedules, Individual Slips, Abstracts, etc., and Instructions to the Supervisors and Enumerators in your charge, get the house numbering properly and exhaustively done, supervise the final enumeration and check round, secure the provisional population figures for your charge and communicate the same to the District Census Officer in time, conduct the post-enumeration check through your Circle Supervisors and Enumerators, maintain necessary registers and perform such other functions as will be assigned to you by the District Census Officer and the Superintendent of Census Operations, Kerala for the proper conduct of the census in your charge. In the discharge of your duties you will be guided by the instructions issued to you from time to time.

The success of the Census, the second of its kind in the Republican India will, to a large extent, depend upon your diligence and punctuality, and I confidently rely upon your co-operation and public spirit. By your appointment as Charge Officer you shall be deemed a 'public servant' within the meaning of the Indian Penal Code. Your attention is drawn to the provisions of the Census Act, 1948 (Central Act XXXVII of 1948), a copy of which has been given to you along with Circular Letter No. I dated 4-12-1959 issued by the Superintendent of Census Operations, Kerala, and in particular to Section 11 thereof.

AREA:

....City/Municipal Town excluding such areas as may be constituted special areas by the Superintendent of Census Operations, Kerala.

.....Taluk excluding reserve forests under the control of the Forest Department, Corporation and Municipal areas and such areas as may be constituted special areas by the Superintendent of Census Operations, Kerala.

Reserve forests under the control of the Forest Department in.....Forest Division and Game Sanctuary.

Special Area.....

Yours faithfully,

Signature.....

Place..... Name.....

Date..... Designation.....

Order of Appointment of District Census Officers

(Please see item III of Appendix IX)

APPENDIX XI

Office of the Superintendent of Census Operations, Kerala

CIRCULAR LETTER No. I

Trivandrum, dated 4th December 1959

My dear.....

GENERAL FEATURES OF 1961 CENSUS AND OUTLINES OF THE PLAN OF OPERATIONS

As you are aware, some preliminary work in connection with the forthcoming census of 1961 has been done in this State. In the conferences held in last April-June with the District Collectors, Revenue Divisional Officers District Educational Officers, Commissioners of Trivandrum Corporation and Municipalities and Tahsildars the question of preparing a preliminary delimitation schedule and list of enumerators for the 1961 census was discussed. Similar discussions were also held with some of the Heads of Departments on subjects pertaining to them. The preliminary schedules promised in these conferences have been received in almost all cases. These discussions were followed by the pre-testing operations of the second draft of the houselist, household schedule and individual slip in 18 centres distributed throughout the State. In the light of the experience gained in the pre-testing operations in this State as well as other States, the drafts were finalised with suitable modifications in the Conference of the Superintendents of Census Operations held in New Delhi on 24th September 1959. The conference dealt with several important aspects relating to the census operations of 1961 and took necessary decisions. It is, therefore, now possible to give in greater detail the outlines of the 1961 census operations which, it is hoped, will provide a suitable background for an appreciation of the work involved and a basis for future operations. The outlines indicated in this letter will be supplemented by detailed communications as and when occasion arises. As far as possible the circular letters which will be issued in future will refer to the relevant paragraphs of this basic letter.

The Census Act

2. The statute under which census operations are conducted in India is the Census Act No. XXXVII of 1948 as amended by Act XL of 1949, Act LI of 1950, the Adaptation of Laws Order, 1950 and Act XXII of 1959. A copy of this Act as amended is enclosed herewith for information. The notification contemplated by Section 3 of the Act will be issued in due course. From 1951, the Census Department has been functioning under the Ministry of Home Affairs, Government of India.

3. Under Section 4 (1) of the Act the Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the census within the several States. The Registrar General of India is the Ex-Officio Census Commissioner of India. The Superintendents of Census Operations have also been appointed for the States. The formal appointment of Census Officers will be notified later.

Importance of Census

4. The forthcoming census of 1961 will be the 10th decennial census of India and the 2nd one since independence. The universal recognition accorded to population census in national as well as international spheres is but too well known. From the international stand point information furnished by census about the population of the world and the various countries promotes the study of international problems such as production and distribution of food supplies, conservation of resources, formulation of social policies and raising the standards of living in the world's problem areas. From the national point of view population census is a statistical operation of great value. 'It is the primary source of basic national population data for administration and for many aspects of economic and social planning. The census provides a base or reference point for current statistics and a statistical frame for sampling surveys and studies.' The 1961 census synchronises with an important phase in India's national planning. In the context of the Five Year Plans already executed and pending execution and preparation, the basic data provided by the census on various matters is bound to be of vital importance.

Special Features of the 1961 Census

5. The 1961 Census being the Ist census after the latest reorganisation of States, a few fresh problems have to be tackled for the organisation of census operations. The territorial jurisdiction of the State has undergone changes from what it was in 1951. New districts, taluks and villages have also come into existence. These factors have made it necessary to plan out the delimitation of areas for the conduct of the census on an original basis. The data collected in the previous census cannot as such be utilised for purposes of comparability in the light of the reorganisation of States and require re-tabulation at every stage.

6. The proposals evolved for the 1961 Census have some new features compared to the previous censuses. Though the houses are numbered and a list prepared prior to enumeration in every census, the houselist form for 1961 census is designed on a more comprehensive basis than in the previous censuses. Besides the number of buildings, census houses and households, detailed information about factories, workshops and other establishments, number of rooms of every census household, material of walls and roofs and the number of males and females in a census household are proposed to be recorded in the list. A new schedule called the 'household schedule,' in which particulars of household cultivation and household industry of every household will be entered is proposed in addition to enumeration slips pertaining to individual members of the household. On the reverse of the household schedule the names and minimum particulars about the members of the household will be entered which would form the Population Record. The enumeration schedule relating to each individual contains some new columns for the collection of detailed occupational data of the person enumerated.

7. A socio-economic survey of a minimum of 35 villages or suitable parts of villages is also proposed to be conducted, the report of which will be included in the census report.

8. The district census handbooks will be published as in the 1951 Census with appropriate modifications.

9. The houselist, household schedule and individual slip will be issued in the regional language.

Reference Date and Enumeration Period

10. The reference date for the census will be the sunrise of 1st March 1961. The actual enumeration during which the enumeration slips and household schedules have to be filled up commences on 10th February 1961 and ends with the sunrise of 1st March 1961, followed by a check round on the 1st, 2nd and 3rd March 1961, during which, births and deaths that took place subsequent to enumeration and before the sunrise of 1st March 1961 will be recorded and casual visitors not enumerated elsewhere will be enumerated.

Census Coverage

11. The items of information proposed to be collected during enumeration are given in the household schedule and individual slip appended to this. As could be seen therefrom, the items covered by the household schedule are, so far as cultivation is concerned, land under cultivation by the household either owned or held from Government or held from private persons or institutions for payment in money, kind or share and land given to private persons for cultivation for payment in money, kind or share along with the local name of right on land and the area in acres and the number of members of the family working and hired workers, and so far as household industry is concerned, the nature of the household industry, the number of months during which the industry is conducted, the number of members of the family working and hired workers. There is also provision for recording the number of members of the family and hired workers working in both household cultivation and household industry. On the reverse of the household schedule will be entered the name, sex, relationship to head, age, marital status and description of work (in the case of a worker) in respect of every member of the household. Items included in the individual slip are relationship to the head of the family, age on last birthday, marital status, birthplace, whether rural or urban born, duration of residence in the place of enumeration if born elsewhere, nationality, religion, whether scheduled caste or scheduled tribe, literacy and education. mother tongue, any other language known, whether working as cultivator or as agricultural labourer, whether working at household industry (along with the nature of work, nature of the household industry and whether he is an employee), whether doing work other than in cultivation or as agricultural labourer or in household industry (along with the nature of work, nature of the industry, profession, trade or service, the class of worker and the name of the establishment), activity if not working and sex. Instructions for filling up the forms will issue separately.

Delimitation of Territories

12. A census, according to late Mr. Yeatts, should be summed up as "first you count and then you tabulate". Enumeration is the more important of the two operations. It should aim at catching every man only once and leaving out none. In India the Canvasser method is used for enumeration which means that a census officer designated "Enumerator" should visit every house within his allotted block of houses during the prescribed period for enumeration. This involves a clear demarcation of territories by which the meanest household will be accounted for. The most essential pre-requisite of census work, therefore, is a graduated breaking up of the entire district to distribute the work and the building up of a pyramid of jurisdictions and responsibility from below. The following procedure is proposed for this purpose.

(1) The primary break up of the State jurisdiction will be on the basis of the existing districts. The District Collector is responsible for the proper conduct of the census in his district. For each district, a District Census Officer will be nominated who will be the head of the enumeration hierarchy in the district. He acts on behalf and on the authority of the District Collector.

(2) Each district will be divided into Urban and Rural Tracts.

The Trivandrum Corporation, all municipalities and cantonment boards and such of the areas as are approved as census towns will constitute the urban tracts and the rest the rural tracts. A list of non-municipal towns for this purpose will be forwarded in due course.

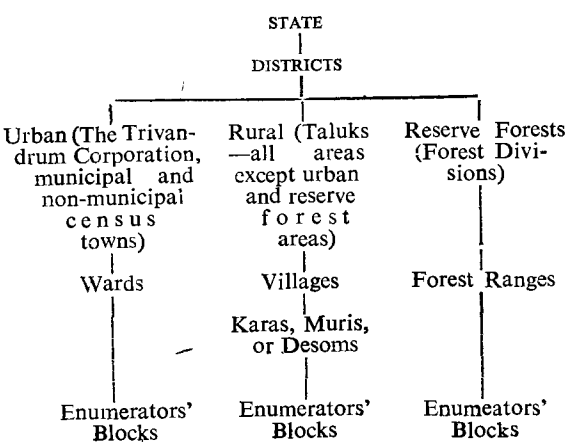
(3) The rural tracts will be divided on the basis of existing taluks excluding reserve forests but including private forests and each taluk on the basis of existing revenue villages.

(4) Each town and each village will then be subdivided into wards in the case of towns, and karas or muris or desoms, as the case may be, in the case of villages.

(5) The next and the last sub-division will be the enumerator's block. Each ward of a town, or kara, muri or desom of a village will be split up into convenient blocks for purposes of enumeration.

(6) The Reserve Forest Divisions in the State are not co-extensive with the districts. But it is not difficult to carve out the area lying in each revenue district and determine the ranges falling in a district and taluk. The head of the enumeration hierarchy for the reserve forests in the district will be the District Census Officer. The existing reserve forest divisions will be the primary divisions for purposes of census. The Divisional Forest Officers in charge of the respective divisions will be the charge officers for the divisions functioning, for purposes of census operations, under the District Census Officer. Each forest division will be divided into supervisors' circles corresponding to forest ranges. The Range Officer will be the Circle Supervisor. Each range will be further subdivided into enumerators' blocks. As far as possible a forest section will be the enumerator's block.

13. The pyramid of territorial jurisdiction on the above basis will accordingly be:—

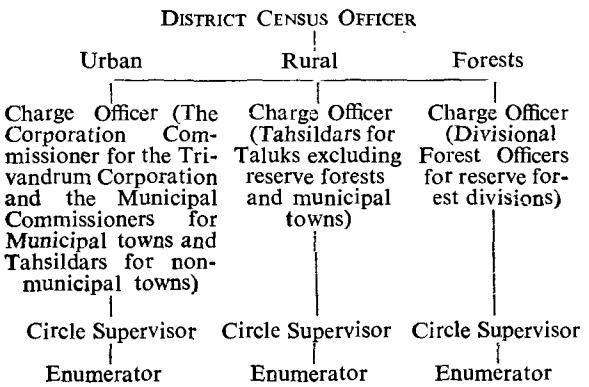


Code Numbers

14. The territorial delimitation referred to above will be denoted by code numbers. Each district, taluk, town, village or forest division and ward of a town, kara, muri, or desom of a village and forest range of a forest division will be allotted a number which will be communicated separately. This code number will be entered in the houselist along with the number of the household and again in the household schedule and individual slip at the time of enumeration. It would thus be found that ultimately each census household and each individual can be identified with the help of the code number.

Enumeration Hierarchy

15. As stated earlier, the head of the enumeration hierarchy in the district will be the District Census Officer who will be acting on behalf and on the authority of the District Collector. Below him will be an Officer designated as the "Charge Officer". In the case of the Trivandrum Corporation and municipal towns, the Corporation Commissioner or Municipal Commissioner as the case may be will be the charge officer and in the case of taluks including the non-municipal towns and private forests within the taluk, the Tahsildar will be the charge officer. In the case of reserve forests the Divisional Forest Officers will be the charge officers. Below the charge officer there will be Circle Supervisors, each Supervisor being in charge of a group of enumerators' blocks called the Circle and below the Circle Supervisor come the enumerators in his circle. The enumeration hierarchy in the District will thus be:—



Formation of Blocks and Circles

16. As at present estimated, there will be about 24,000 enumeration Blocks for Kerala. These will include some special blocks also the particulars of which will be communicated later. The total number of blocks in the State will have to be suitably divided, local conditions being also taken into account. Perhaps in hilly and waterlogged areas the blocks may have to be smaller and the number correspondingly larger. The actual delimitation of blocks can be taken up only after completion of house numbering and the preparation of houselists. A suitable number of blocks will have to be allotted to each census circle, the minimum number being five. A delimitation schedule up to the circle has been drawn up in my office which will be forwarded to you when finalised. The blocks and circles can be finalised after house numbering.

Appointment of Census Supervisors and Enumerators

17. We require 24,000 enumerators besides reserve hands. It is proposed to draw the bulk of the supervisors and enumerators from teachers of Government and aided schools. A preliminary list has been drawn up in consultation with the District Collectors, District Educational Officers, Tahsildars and Corporation/Municipal Commissioners. The list has revealed shortage of hands in some areas. The shortage has to be made up by taking hands from other departments and, where they are not available, from other sources. Difficulties for hands are likely to be felt in plantation areas. It would be possible to overcome this by enlisting the services of the estate staff wherever possible. The Planters' Associations are being contacted for the purpose. The list will be in a position to be finalised by about August 1960. A separate communication will be addressed on this.

Programme and Phases of Census Operations

18. For the successful conduct of the census operations a phased programme is essential. The same is given below. A further break-up of each item in this programme will be issued later.

	Provisional Dates.
1. Preparation of preliminary maps of the wards of towns, villages and forest ranges for house numbering	1st January 1960
2. Training for house numbering and preparation of houselists of:—	
(a) District Census Officers and Charge Officers	1st January 1960 to 26th January 1960
(b) House numbering staff	1st February 1960 to 25th February 1960
3. House numbering and preparation of houselists	1st March 1960 to 30th April 1960
4. Delimitation of enumeration blocks and circles	1st June 1960
5. Finalisation of maps under item 1 with house numbers shown therein	15th June 1960
6. Appointment of Census Supervisors and Enumerators	30th June 1960 to 30th July 1960
7. Training for enumeration of:	
(a) District Census Officers (b) Charge Officers	1st September 1960 to 30th September 1960
(c) Circle Supervisors and Enumerators—1st round	10th October 1960 to 10th November 1960
Do. 2nd round	10th November 1960 to 10th December 1960

	Provisional Dates
8. Training Sample Census	10th December 1960 to 25th December 1960
Intensive training of Circle Supervisors and Enumerators—3rd round	1st January to 31st January 1961
9. Enumeration	10th February 1961 to the sunrise of 1st March 1961
10. Check-round	2nd March 1961 to 5th March 1961
11. Furnishing provisional population figures and their publication	
(a) Submission by Enumerators to the Circle Supervisors of records, forms and abstracts	5th March 1961
(b) Do. by Circle Supervisors to the Charge Officers	6th March 1961
(c) Provisional totals to be given by Charge Officers to District Census Officers—by telegram	8th March 1961
(d) Do. District Census Officers to the Registrar General and Superintendent of Census Operations—by telegram	9th March 1961
12. Post-enumeration check	1st week of April 1961
13. Delivery of census records at the tabulation offices 14. Tabulation 15. Reporting	Dates to be fixed later

Details of the above items are dealt with below.

(1) PREPARATION OF PRELIMINARY MAPS

19. It is essential for the success of enumeration that no area is omitted and every household is enumerated. This can be ensured only by preparation of suitable maps of the areas concerned, marking the house numbers in them and later following up the same. Separate steps are being taken for the preparation of Taluk maps, maps of Municipal Corporation/towns, and Forest Division maps. This has to be supplemented by maps of each ward of a town, village and forest range showing the boundaries of wards in towns, karas, muris or desoms in villages, and of sections in forest ranges, and streets and other important landmarks which would facilitate house numbering in definite directions and their physical verification at a subsequent stage. The Charge Officers have to make sure that no area is omitted in the preparation of the maps. At the preliminary stage it would be enough if the above particulars are shown in the maps. After the completion of house numbering the house numbers have to be shown in these maps and blocks and circles marked. One important aspect which requires mention in this connection is about the boundaries of karas, muris or desoms in villages, of wards in towns and sections in forest ranges. Some of these have no defined boundaries. It is essential that boundaries are defined and clearly marked on the map. Wherever survey boundaries have not been fixed as in the case of karas, it is better to define them by natural boundaries. A clear demarcation of boundaries as mentioned above will eliminate chances of overlapping of these units which it is absolutely necessary to ensure. The copies of the maps required are six and the size of the maps may be the maximum as could conveniently be drawn in the paper which will be supplied for this purpose from the Census Department. No uniform scale is suggested for all areas as the sizes of villages etc. vary considerably. These maps should be ready before the training for house numbering operations could be started. Hence the target date of 1st January 1960.

(2) TRAINING FOR HOUSE NUMBERING AND PREPARATION OF HOUSELIST

20. The Superintendent of Census Operations will be training the District Census Officers and if possible the Charge Officers also. In case the latter is not found possible, the District Census Officers will have to train the Charge Officers. The house numbering staff will be trained by the Charge Officers. A training programme for the house numbering staff will be drawn up sufficiently early by the District Census Officers who will also organise the training in collaboration with the Charge Officers to fit in with the target dates mentioned in the previous paragraph. The house numbering staff should get the benefit of at least two training classes.

(3) HOUSE NUMBERING AND PREPARATION OF HOUSELISTS

21. This is the basic operation for census enumeration. There are three concepts associated with house numbering. These relate to:—

(a) Building (the entire structure on the ground)

(b) Census House (a building or part of a building with a separate main entrance)

(c) Census Household (a group of people living together and messing together)

Some buildings may have only one census house and one census household in each of them while other buildings may have more than one census house in each. Some census houses may have only one census household in each while others may have more than one. For purposes of census operations each building, census house and census household has to be numbered and listed. Houselist forms will be supplied separately. It is proposed to number these in each ward of a town, each kara or muri or desom of a village and each forest section. The numbering material will be coal-tar. The staff engaged for house numbering will be the Corporation/Municipal or Village or Forest staff as the case may be. Detailed instructions will follow.

(4) DELIMITATION OF ENUMERATORS' BLOCKS AND CIRCLES

22. These can be done only after house numbering. Further communication will issue.

(5) FINALISATION OF MAPS

23. The maps referred to under item 1 (paragraph 19) will be finalised with the house numbers, blocks and circles marked in them on the completion of house numbering. The copies of these maps will then be forwarded by the Charge Officers in the following order.

Four copies to Superintendent of Census Operations

One copy to the District Census Officer

One copy to be retained with the Charge Officer

(6) APPOINTMENT OF CIRCLE SUPERVISORS AND ENUMERATORS

24. Further communication will issue.

(7) TRAINING FOR ENUMERATION

25. This is the most important work prior to enumeration. The success of the enumeration mainly depends upon the training imparted to the Circle Supervisors and Enumerators. A perusal of the instructions to enumerators which will be forwarded subsequently will show that the enumerator has to acquaint himself with a number of directions for filling up the household schedules and individual slips. The purpose of the training is to enable the enumerator to thoroughly grasp these directions and clear possible doubts. The training programme should aim at holding at least 3 classes for each enumerator. The District Census Officers and if possible the Charge Officers also will be trained by the Superintendent of Census Operations. When the latter is not possible the Charge Officers will have to be trained by the District Census Officers and the Circle Supervisors and Enumerators by the Charge Officers. Check-up classes will be held by the Superintendent of Census Operations and District Census Officers whenever possible. A programme of clearing doubts by circulation is also under consideration. Detailed instructions will issue separately.

(8) TRAINING SAMPLE CENSUS

26. The purpose of Training Sample Census is to give practical experience to Enumerators and Census Supervisors in enumeration work. This should be conducted before the final training class (3rd round).

(9) ENUMERATION

27. This is the most important operation in the whole series. Detailed instructions will be issued later.

(10) CHECK-ROUND

28. After the enumeration the Enumerators have to visit each household and record the births and deaths that took place subsequent to enumeration and before the reference date and enumerate any casual visitor not enumerated elsewhere. The period of this check-round will be from 2nd to 5th March 1961.

(11) FURNISHING PROVISIONAL POPULATION FIGURES

29. It is proposed to publish the provisional totals at the next census as early as possible after the completion of enumeration. The enumeration pad contains the enumerator's abstract for the total population of males and females and literates. The Enumerator should be trained to add up the population and literates and post them in this abstract first and then enter the total of such abstracts for the whole block in his charge in a similar abstract, which should be handed over to the Circle Supervisor along with other records on 5th March 1961. The Supervisor in his turn, should add up the abstracts of the Enumerators under him and send his abstract together with the enumerator's abstract and other records to his Charge Officer on 6th March 1961. The Charge Officer will, in his turn, add up the totals of his supervisors' abstracts in his own abstract and send to the District Census Officer on 8th March 1961. So far as the reserve forest areas are concerned the Divisional Forest Officers who are the Charge Officers will send the figures concerning the forest areas in a district to the concerned District Census Officer. It may be that in some cases the Divisional Forest Officers will have to send the figures to more than one District Census Officer where the forest divisions lie in more than one district. The District Census Officer will then consolidate the figures for the district and telegraphically intimate the figures to the Superintendent of Census Operations in the telegraphic address "CENKERLA Trivandrum", and simultaneously to the Registrar General of India, in his telegraphic address "REGGENLIND New Delhi", on 9th March 1961. The figures for the State will be totalled by the Superintendent of Census Operations and the Registrar General and published.

(12) POST-ENUMERATION CHECK

30. A post-enumeration check to find out whether there has been omissions in enumeration will be conducted in respect of 0.1% of the population. Separate instructions will be issued in this behalf.

(13) DELIVERY OF CENSUS RECORDS AT THE TABULATION OFFICE

31. On the date which will be fixed for this purpose the census records will have to be delivered at the tabulation offices according to instructions to be issued later.

(14) TABULATION

32. It is not necessary to deal with this here.

(15) REPORTING

33. It is not necessary to deal with this here.

Functions of the Enumeration Hierarchy

(1) FUNCTIONS OF THE DISTRICT CENSUS OFFICER

34. The District Census Officer being the head of the enumeration hierarchy in the district and the person who acts on the authority and on behalf of the District Collector is the key person for the conduct of the census in the district. All arrangements for the successful conduct of the census in the district have to be made by him and in particular attend to the training of the Charge Officers whenever the Superintendent of Census Operations will not be available, prepare the programme for, organise and supervise the training by the Charge Officers of the Circle Supervisors and Enumerators, check up the thoroughness of the training and clear doubts, see to the timely and proper distribution of census forms like the houselists, household schedules, individual slips, abstracts, etc. to the Charge Officers in the district, get the house numbering properly and exhaustively done through the Charge Officers,arrange the Training Sample Census through the Charge Officers, supervise the same, report the quality of work disclosed by the Training Sample Census and get the shortcomings rectified through proper instructions, supervise the final enumeration and check-round, secure the provisional population figures for the entire district including the reserve forests for this purpose and communicate the same in time, arrange for the post-

enumeration check through the Charge Officers, maintain necessary registers and do such other things as are necessary for the proper conduct of the census in the district.

(2) FUNCTIONS OF THE CHARGE OFFICERS

35. All the functions mentioned in respect of the District Census Officers in respect of the district are *mutatis mutandis* applicable to the Charge Officers within their jurisdiction. So far as training is concerned, the entire work of imparting proper training to the Supervisors and Enumerators including the conduct of the Training Sample Census, reporting the shortcomings observed and instructing the Supervisors and Enumerators to rectify the defects will have to be done by the Charge Officers. The Charge Officers will be the principal channel of communication between the District Census Officers and the Supervisors and Enumerators.

(3) FUNCTIONS OF THE CIRCLE SUPERVISOR

36. The main function of the Circle Supervisor is to equip the Enumerators in his circle to do their work properly, make sure that they are thorough with the instructions and rules and follow them and effectively supervise their work. He will have to see that all the household schedules, individual slips etc. are distributed to the Enumerators. Since each Supervisor will have only a few Enumerators under him it should be possible for him to establish intimate contact with them and check up thorougly their knowledge of the instructions and rules and how they act in the Training Sample Census. The training imparted by the Charge Officers will have to be followed up by the Supervisors. In actual enumeration he is expected to inspect at least 15 % of the households at the time of enumeration and in different places and exercise his check on 15% of the household schedules and cent per cent check on the individual slips and abstracts. He will have to see that the enumeration work in his jurisdiction is properly conducted and carry out such other matters required by the Charge Officers. He should sign all the population records and submit his own abstract to the Charge Officer along with the records. He will also have to prepare a houselist abstract from the houselists prior to enumeration. Detailed instructions will follow.

(4) FUNCTIONS OF THE ENUMERATOR

37. The function of the Enumerator is to visit every household, institution and place where houseless persons are usually found and fill up the individual slips in respect of every member of the household and institution and every houseless person and household schedule with the population record on the reverse in respect of every household in the block allotted to him. From 2nd to 5th March 1961 he should repeat his visits to every household, institution and place of houseless persons and record births and deaths that took place between the enumeration and the reference date and also enumerate casual visitors who have not been enumerated. He has also to fill up the enumerator's abstract on the pads and submit the abstract for his whole block to the Circle Supervisor. He has to make himself thorough with all the instructions and rules for enumeration, attend all training classes and check-up classes which he is called upon to attend and participate in the Training Sample Census. He has further to assist in the post-enumeration check if called upon to do so. The success of the census depends upon the quality of the work, vigilance, enthusiasm and impartiality of the Enumerator. His training should equip him for this task. He will also have to carry out all the directions given to him by his superiors for the proper conduct of the work.

Enumeration of Houseless Persons

38. Houseless persons will have to be enumerated in the places where they usually sleep at night. This enumeration will normally be done on the night of 28th February and where there are a large number of houseless persons, on the succeeding two nights. Co-operation of social organisations may have to be enlisted for this work.

Special Areas

39. There will be some special areas in the State like the Port, Naval and Military areas etc. A list of such areas will be separately communicated. The census operations in these areas will be entrusted to the officers concerned with the respective establishments. Special instructions will be issued in this behalf.

Team Spirit

40. The conduct of census being a work of great magnitude and the whole enumeration work having to be done within a limited time, a proper team spirit to work together and with determination to work up to perfection will have to be developed in the whole organisation.

Publicity

41. It takes two to make a census: the citizen and the Enumerator. The success of census depends on the training of the enumeration staff and the co-operation of the public. Publicity is as important as training to secure public co-operation. The citizen's role in the census is perhaps more important than that of the enumerator in the census, since, by and large, it is for the citizen to understand the question and give the correct answers. Steps are being taken for the preparation of folders explaining and illustrating census methods and procedure, broadsheets explaining the importance of the census and information films of educational value which will explain the purpose of the census, its importance in the context of planning and also how it is taken. Press releases, radio talks, slide shows, etc. are also proposed to be included in the publicity programme.

Statutory Limitations in the Conduct of Census Operations

42. Certain limitations have been placed on the officers concerned with census operations by virtue of the provisions of the Census Act. Particular mention may be made in this connection of questions which the officer is prohibited from asking and the statutory obligation to keep the secrecy of the information received in enumeration. Along with other salient provisions of the Census Act these limitations will have to be specially brought to the notice of the census staff by those who give training to them.

Collection of Information other than those covered by the Household Schedules and Enumeration Slips

43. The period of enumeration for the census, as already pointed out above, is limited. The enumerators themselves will be doing their work along with their normal work. These factors are serious limitations on the items of information that could be collected in the course of enumeration. The schedule and slips proposed for enumeration are prepared having due regard to this aspect. There is a good deal of information that has to be collected through various departments of the State

which should necessarily find a place in the census report. I shall address the Heads of the Departments concerned separately on these matters. Let me avail of this opportunity to request for your hearty co-operation in the speedy collection of the required data.

Time Schedule

44. It need hardly be mentioned that time is the essence of census operations. Anything missed at the appropriate time can hardly be made up. It is, therefore, essential that the time schedule fixed for every item of work is strictly adhered to.

Census Expenditure

45. Aspects relating to expenditure and other financial matters connected with census operations will be dealt with in a subsequent letter as soon as orders in this behalf are received.

Conclusion

46. I have attempted to deal with as many aspects of the census operations as possible and necessary at this stage in this letter. In conclusion let me request you to extend your hearty co-operation for the successful conduct of the 1961 Census Operations which, I fully trust, will be received from you in an abundant measure.

Receipt of this letter may be acknowledged in the form enclosed.

Yours.....

M. K. DEVASSY,

Superintendent of Census Operations

To

Shri.....

THE CENSUS ACT, 1948 (XXXVII OF 1948)

Amended by Acts XL of 1949, LI of 1950, the Adaptation of Laws Order 1950 and Act XXII of 1959

(Passed by Dominion Legislature)

Received the assent of the Governor General on the 3rd September, 1948

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

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

It is hereby enacted as follows :—

1. *Short title and extent* — (1) This Act may be called the Census Act, 1948.

o [(2) It extends to the whole of India † (.....)]

‡ [2. *Rule of Construction respecting Enactments not extending to Jammu and Kashmir* — Any reference in this Act to the Indian Penal Code (XLV of 1860), or the Indian Evidence Act, 1872 (I of 1872), shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State.]

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

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

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

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

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

(5) *Status of census authorities as public servants*— The Census Commissioner, all Superintendents of Census Operations and all census officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

6. *Discharge of duties of census officers in certain cases*—(1) Where the District Magistrate, or such authority as the **State Government may appoint in this behalf, by a written order so directs :—

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

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* Deleted by the Adaptation of Laws Order 1950

o Substitued, *ibid*

† Deleted by Section 2 Act XXII of 1959

‡ Inserted by Section 3, *ibid.* Original section 2 was omitted by the Adaptation of Laws Order, 1950

** Substituted by the Adaptation of Laws Order, 1950

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

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

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

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

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

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

(2) All the provisions of this Act relating to census officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (XLV of 1860).

7. *Power to call upon certain persons to give assistance*—The District Magistrate, or such authority as the *State Government may appoint in this behalf for any local area, may, by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon—

(a) all owners and occupiers of land, tenure-holders, and farmers and assignees of land revenue, or their agents,

(b) all members of the district, municipal *panchayat* and other local authorities and officers and servants of such authorities, and

(c) all officers and members of staff of any factory, firm or establishment,

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

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

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

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

9. *Occupier to permit access and affixing of numbers*—Every person occupying any house, enclosure, vessel or other place shall allow census officers such access thereto as they may require for the purposes of the census and as, having regard to the customs of the country, may be reasonable and shall allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of the census.

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

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

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

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

(c) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulations of census results, or

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

(e) any person occupying any house, enclosure, vessel, or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

* Substituted by the Adaptation of Laws Order, 1950

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office,

shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

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

12. *Sanction required for prosecution*—No prosecution under this Act shall be instituted except with the previous sanction of the *State Government or of any authority authorised in this behalf by the *State Government.

13. *Operation of other laws not barred*—Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act:

Provided that no such prosecution shall be instituted except with the previous sanction referred to in section 12.

14. *Jurisdiction*—No court inferior to that of a Presidency Magistrate or a Magistrate of the second class‡ or in a Part B State, a Magistrate corresponding to a Magistrate of the second class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

15. *Records of census not open to inspection nor admissible in evidence*—No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (I of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. *Temporary suspension of other laws as to mode of taking census in municipalities*—Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Superintendent of Census Operations or with such other authority as the *State Government may authorise in this behalf, shall at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

17. *Grant of statistical abstracts*—The Census Commissioner or any Superintendent of Census Operations or such person as the *State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census return for *India or any State as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

18. *Power to make rules*—(1) The Central Government may make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of census officers and of persons to perform any of the duties of census officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

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* Substituted by the Adaptation of Laws Order, 1950

‡ Inserted by Section 4 Act LI of 1950

NOTE:—The copies of the houselist, household schedule and enumeration slip have been deleted from this since they are given in appendices III, IV & V respectively.

APPENDIX XII

Office of the Superintendent of Census Operations, Kerala

CIRCULAR LETTER No. IV

Trivandrum, dated 30th December 1959

HOUSE NUMBERING AND PREPARATION OF HOUSELISTS

Ref: Item 3 of paragraph 18 and paragraph 21 of Circular Letter No. I dated 4-12-1959

Importance of House Numbering and Houselisting Operations

As observed in paragraph 21 of Circular letter No. I house numbering and houselisting constitute the basic operations in the conduct of a population census. Enumeration at the residence of the individual has been recognised as the best procedure to ensure accuracy in a population census. The numbering of houses within each territorial unit of operations and preparation of a list of the houses so numbered is, therefore, essential to secure a proper enumeration at residence which should be both exhaustive and free from duplication and unless the numbering of houses and preparation of the list of houses are done with utmost care and efficiency the very foundation of enumeration becomes weak. This accounts for the supreme importance of house numbering and houselisting operations. It has, however, to be stated that the numbering and listing of houses in the forthcoming census is not confined to residential buildings alone. All buildings with the exception of separate structures like garages, outhouses etc. within the compound of a main building belonging to the same person have to be numbered and listed irrespective of the use to which they are put.

The Scope of House Numbering and Houselisting Operations

2. One has to familiarise himself with the concepts of a 'building', 'census house' and 'census household' in connection with these operations. These terms are defined below:—

A 'building' refers to the entire structure on the ground. A 'census house' is a structure or part of a structure, inhabited or vacant, or a dwelling, shop, a shop-cum-dwelling or a place of business, workshop, school etc. with a separate main entrance. A 'household' is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. A building may consist of one census house only or more than one and a census house may consist of one census household only or more than one. The definitions would also indicate that buildings and census houses need not necessarily be used for residential purposes but the term 'census household' applies only to a group of persons living together and messing together. The scope of the house numbering operations is, therefore, to number all the buildings, census houses, and census households within each territorial unit of operations and that of the houselisting operations is to prepare a list of the buildings, census houses and census households so numbered. The houselist has to be prepared in duplicate in the prescribed pro forma which will be supplied for the purpose. This pro forma contains certain columns for recording some particulars about the buildings, census houses and census households in addition to their number. The contents of the pro forma are given in the Circular Letter No. I.

Territorial units for House Numbering and Houselisting Operations

3. Although houses have been numbered in municipal and non-municipal areas by the Municipalities and Panchayats respectively, the numbering is not in conformity with the pattern accepted for census purposes. In Panchayat areas the wards of Panchayats are not co-extensive with 'Karas', 'Desoms' or 'Muris' or even revenue villages in some areas. For the above reasons it is proposed to conduct fresh numbering of all houses for purposes of census, whether the area is municipal or non-municipal. The territorial unit for house numbering and houselisting in the municipal areas and non-municipal census towns will be the existing wards of the Municipal Corporation and municipal towns and wards which will be constituted hereafter in non-municipal towns. Pending finalisation of the list of non-municipal towns, which will take some time, the entire non-municipal area, whether non-municipal towns or villages, excluding reserve forests, but including private forests, will be treated alike for purposes of these operations. So far as these areas are concerned, each 'Kara' of a village in the former Travancore area, 'Desom' of an Amsom (village) in the former Malabar district and 'Muri' of a village in the former Cochin area will be treated as the territorial unit for purposes of house numbering and houselisting. When the list of non-municipal census towns is finalised it would be possible to group the appropriate units out of these into towns. In the Kasaragod and Hosdrug taluks and also a few villages of the former Malabar district there are no Desoms. In most of these cases the population and area do not exceed those of the existing Desoms. In the case of these villages of the Kasaragod and Hosdrug taluks etc., which have not been sub-divided into 'Desoms' it is not, therefore, considered necessary to create new 'Desoms' except in the case of such villages the population of which exceeds 15,000 and are not already sub-divided into Desoms. In such cases, each village may be sub-divided into two census Desoms according to suitable natural boundaries for census purposes only. The respective Tahsildars are requested to take action for such sub-division and report the number of census Desoms so created along with their area to the Superintendent of Census Operations and the District Census Officers concerned before 12-1-1960. Where a village (or Amsom) does not consist of Desoms, the village itself will be the territorial unit of operations and in the column 'Kara/Muri/Desom' in the Code Number of the houselist number '1' will be entered. In respect of reserve forests, a forest range will be the territorial unit of operations for house numbering and houselisting. All territorial units will be allotted suitable code numbers to be entered in the houselist and will be communicated in due course.

Order of Numbering the Houses

4. In paragraph 19 of Circular Letter No. I as also in Circular Letter No. II instructions have already been issued for the preparation of preliminary maps for the wards of

Municipalities, villages and forest ranges with the required particulars. The purpose of these maps is to decide the direction in which house numbering has to be done and ultimately to enter the numbers in these maps on completion of the house numbering operations. The numbering of buildings has to be done in the serial order following the direction chosen for the purpose, the numbering of census houses in a building in the serial order of census houses in that building and that of census households in a census house in the serial order of census households in that census house. Detailed instructions for allotment of numbers to census houses within the same building and census households within the same census house are given in the "Instructions for Houselist" which will be forwarded separately. A building refers to the entire structure on the ground. There are, however, high, large or long buildings along a street or a lane which have been partitioned or portions of which have been sold, which have distinct, separate main exits on the road and which belong to separate owners or occupiers, or alternatively there are a series of different houses joined each to each by common walls on either side to make the whole look like one building but parts of which have been built at different times and belong to separate owners. Such distinguishable structures although not separate from each other should be regarded as separate buildings and given separate numbers. Each building should have a separate number. If there are more than one structure within an enclosed or open compound belonging to the same person *e. g.*, the main house, the servants' quarters, the garage etc., only one building number should be given. So far as municipal areas are concerned the direction in which buildings have to be numbered will be the same as exists now since the numbering in municipal areas is based on the axis of the streets. But in non-municipal areas including reserve forests the numbering of buildings has to be done starting from the north-west of the territorial unit of operations and ending with south-east. If the locality consists of a number of streets the buildings in the various streets should be numbered continuously and the streets should be taken in uniform order, from north-west to south-east. Experience suggests that the best way of numbering is to continue with one consecutive serial on one side of the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial, stopping finally opposite to where the first numbering began. A chart indicating the direction in which building numbering is to be done is given in the appendix to this letter. Further details will be discussed in the course of training.

Mode of House Numbering

5. The number has to be painted in coal-tar at the entrance of the building, either on the wall or door. In the case of huts which have only walls and doors of cadjan leaves or like material it is not possible to paint the number on them. A small piece of cardboard will have to be used for painting the number in those cases and the same should be handed over to the head of the household with instructions to preserve it carefully. If any wooden plank is supplied by the house owner the number may be painted on that instead of on the cardboard. Similarly, in the case of multi-households in the same census house it may be possible to paint the number only on the door or walls of the portion occupied by the first census household in the census house. In such cases also cardboard pieces will have to be used. Wherever possible, in these cases, it is better to paint the number on the walls or doors of the portion occupied by the respective census households. The numbering should be neatly done. Shabby painting of numbers should be invariably avoided. Stencils in tinsheets and brushes have to be used to render the numbering neat and uniform. Every house numbering unit should have coal-tar, stencils of numbers 1 to 9 and 0, English alphabets A to J, a hyphen and a bracket like ( ) to paint brackets wherever necessary. The numbers, letters and brackets should be of 1 1/2 inches height.

6. Every building number should be prefixed with letter 'C' followed by a hyphen and the Code Number of the territorial unit followed by hyphen again. The actual number of the building will be painted after the last hyphen.

Illustration

C—1—8

In this illustration, 'C' stands for 'Census', 1 denotes the Code Number of the territorial unit and 8 denotes the number of the building.

7. If there are more than one census house in a building, indicate the total number of census houses by painting the first and the last number of the census houses separated by a hyphen. This will enable the enumerator to know the number of census houses in that building. This should be painted separately and a little away from the number of the building so as to avoid its being treated as part of the building number which it is not.

Illustration

C—1—8

(1—5)

8. In the above illustration the number of the census houses in the building has to be painted in front of the respective census houses also as C—1—8(1), C—1—8(2) etc.

9. If there are more than one census household in any census house in the above case, paint the first and last number of the census household separated by a hyphen a little away from the number of the 1st census household as mentioned in paragraph 7 to enable the enumerator to know the total number of census households in that census house.

Illustration

C—1—8 (1A)

(1A—1D)

10. In the above illustration, either in front of each census household or on a piece of cardboard the number of the respective census households has to be painted.

Illustration

C—1—8 (1A), C—1—8 (1B) etc.

11. Where there is only one census house in a building and one census household nothing more than the number of the building need be painted.

Illustration C—1—8

12. If there is only one census house in a building but more than one census household in that census house the census households will bear the number as C—1—8—(A), C—1—8—(B) etc. The indication of the total number of census households in the census house will then be as 'A—D' instead of '1A—1D' used where there are more than one census house in a building and more than one census household in each census house.

13. It may be pointed out that the numbering in all the above cases is in accordance with the "Instructions for Houselist" except for letter 'C' and the number of the territorial unit like 1 or 2 etc., i. e., the portion, 'C—1' prefixed to the actual number of the building, census house or census household as the case may be. Letter 'C' is necessary to distinguish the census number from other numbers already on the buildings and the number of the territorial unit is necessary to identify the locality. Indication of the total number of census houses or census households is not a part of the house number at all.

House Numbering and Houselisting Units

14. In G. O. M S. No. 492/Pl & D. dated 26-11-1959 the State Government have accorded their concurrence to the proposal that the house numbering will be done by the Corporation or Municipal staff in the Municipal Corporation and other Municipal areas, by the village staff in the revenue villages and by the forest staff in the forest areas. In revenue villages, the Village Assistants in the former Travancore-Cochin area and the 'Karnams' in other areas should do the house numbering and houselisting. They will be assisted by the village peon or Kolkaran to carry the paint, stencils, etc. Two or three such units may be engaged in each village according to the strength of Village Assistants and peons. The work of these units will be supervised by the Village Officer or Adhikari. Similar units will have to be formed in municipal areas and forest areas with the staff available with Municipal authorities and the Forest Department. The work of these units will be directed, inspected and controlled by the Charge Officers of the respective areas. It is necessary to formally appoint the personnel of these units under the Census Act though the work they do is in addition to their normal duties. The Charge Officers are, therefore, requested to send up a list of these units with the names and designations of the personnel to the Superintendent of Census Operations with copy to the District Census Officers concerned before 15th January 1960 positively.

Honorarium to the Staff

15. A lump sum has been sanctioned for the whole State for the house numbering and houselisting operations. This will be apportioned among the various staff units, consisting of the supervisors, house numbering and houselisting staff and those who assist them in suitable proportion in consultation with the District Collectors. A separate communication giving the apportionment will follow. The honorarium will be inclusive of the cost of coal-tar, stencils, brushes, cardboard etc., and the expenses of the staff for travelling to attend training classes and for actual house numbering. In other words, the honorarium is all inclusive. The house numbering and houselisting units will provide the equipments mentioned above in accordance with the standards prescribed in paragraph 5. The cost will be shared by the supervisor, the house numbering and listing staff and their assistants in proportion to share of the honorarium they will be entitled to. The District Census Officers and Charge Officers who are not on fixed monthly Travelling Allowance will be entitled to normal Travelling Allowance and those Charge Officers on fixed monthly Travelling Allowance will be entitled to Travelling Allowance for journeys outside their jurisdiction provided the journeys are conducted solely for purposes of census work. They are, however, requested to combine their census tours with their normal tours, as far as possible.

Period of House Numbering and Houselisting Operations

16. As stated in the schedule of operations at page 6 of Circular Letter No. 1, the house numbering and preparation of houselists have to be started on 1st March 1960 and should be completed before 30th April 1960. The house numbering and preparation of houselists should be done simultaneously.

Training for House Numbering and Preparation of Houselists

17. The programme for the training of the District Census Officers and Charge Officers for house numbering and houselisting operations has already been communicated in Circular Letter No. 3 dated 15-12-1959. After this training the house numbering and houselisting staff including the Supervisors but excluding the last category like peons have to be trained by the Charge Officers. The period of this training has been fixed as 1st February 1960 to 25th February 1960. The training should consist of three rounds. The first round will be devoted to explain the instructions for house numbering and preparation of houselists, consisting of those given in this Circular and "the Instructions for Houselist" which will be forwarded to you. This will be followed by practical training which is the 2nd round. In this training the staff should be made to chalk-number a sufficient number of buildings, census houses and census households and fill up one houselist form per unit. The forms which will be sent for training will be utilised for the purpose. With a view to enable the Charge Officers to inspect this chalk-numbering it is desirable to do it in one or two convenient centres in their jurisdiction instead of in each village. The houselists prepared in the practical training should be thoroughly scrutinised by the Charge Officers. The Charge Officers are requested to send a report of their scrutiny to the Superintendent of Census Operations with copy to the District Census Officers concerned along with 5 per cent of the forms to the Superintendent of Census Operations and 15 per cent of the forms to the District Census Officers. These forms should be so selected as to contain the best and the worst forms. The District Census Officers are requested to scrutinise the forms received by them and issue instructions to the Charge Officers for rectification with copy to the Superintendent of Census Operations who will also be sending similar instructions in respect of the forms received by him with copy to the District Census Officers. On receipt of these instructions the final round of training classes will be held by the Charge Officers in which the staff will be thoroughly trained to rectify the mistakes and be in a position to carry on the work without committing errors. The District Census Officers are requested to be present in the final round of training classes. The District Census Officers are also requested to draw up a programme for the training of the staff within their jurisdictions in conformity with the above and inform the Charge Officers with copy to the Superintendent of Census Operations before 15th January 1960. The programme may be so arranged as to enable the Superintendent of Census Operations and District Census Officers to get the reports of the practical training with the houselists by 12th February and return them before 18th February so as to leave at least 10 days for the final round of training.

House Numbering and Houselisting Operations

18. On the training being over, the house numbering and houselisting operations will commence on 1st March 1960. As far as possible chalk-numbering will be done and the Supervisor will inspect the chalk-numbering before

finally painting the numbers. On the first day of the operations, chalk-numbering should be done in any case and the supervisor should inspect the same. The house-lists of the first round of houses should be prepared in the presence of the Supervisor. Thereafter, the Supervisor should inspect at least 25 % of the buildings with the census houses and census households in them at random and check up the houselists along with the inspection and exercise cent per cent check over the remaining houselists though personal inspection of the buildings may not be possible in respect of them. The Charge Officer will inspect at least 10 % of the buildings along with the census houses and census households in them and check up the houselists pertaining to them and exercise cent per cent check over the remaining lists without personal inspection of the buildings. The District Census Officers are also requested to inspect a few buildings in all the areas within their jurisdictions at random and check up their houselists. The operations should be finished by 30th April 1960.

19. On completion of the house numbering and preparation of houselists the supervisors should hand over the lists along with unused forms and houselist abstract to the Charge Officers on 1st May 1960. The Charge Officers are requested to scrutinise the lists and abstracts, get errors, if any, rectified and send up one set of the lists and abstracts to the Superintendent of Census Operations and another set of the lists to the District Census Officers before 10th May 1960. The District Census Officers are requested to scrutinise the lists received by them and return them to the Charge Officers before 20th May along with instructions for rectification of errors, if any, with copy to Superintendent of Census Operations who will also be issuing similar instructions. The defects pointed out will be got rectified by the Charge Officers. The lists received by the Charge Officers will be kept by them and should not be handed over to Supervisors at the time of enumeration. The Supervisors for enumeration work will make out an abstract of the lists for their use.

A Clarification

20. In the last paragraph under col. 2 of "The Instructions for Houselist" which will be sent to you separately it has been stated that in column 2 the No. given by the municipal or other authorities for the buildings may be entered and in col. 3 the new number given by the Census Department. This will not apply to Kerala where all buildings are proposed to be numbered afresh. Col. 2 will, therefore, take in the fresh census number given to the building and col. 3 will repeat the number in col. 2 in all cases, and in addition give the sub-number of the census house The last paragraph under col. 2 of "Instructions for Houselist" will be read as modified by this.

Verification of Territorial Units

21. It is essential that all chances of overlapping or omission in territorial units are strictly avoided by the Charge Officers in the conduct of these operations. As stated in Circular letter No. 1 and also in the conference held by the Superintendent of Census Operations, all Municipal areas are in the charge of the Corporation/Municipal Commissioners, all reserve forest areas are in the charge of the Divisional Forest Officers and all the remaining areas except special areas like the Cochin Port, Naval and Military areas are in the charge of the respective Tahsildars. A list of special areas which are in the charge of the respective Charge Officers nominated by the authorities concerned with those areas will be sent to you separately. This would mean that the term "all areas other than municipal, reserve forests and special areas" in charge of the Tahsildars will include, among others, both surveyed and unsurveyed tracts including private forests and those portions of the reserve forests handed over by the Forest Department to the Revenue Department whether they have been assigned or are pending assignment. The Tahsildars are requested to take special notice of this and report any discrepancy in the pro formae of Villages, Karas, Desoms and Muris already forwarded by them to the Superintendent of Census Operations before 12th January 1960. All the Charge Officers are also requested to check up the boundaries of the territorial units assigned for house numbering and show them by appropriate descriptions in the maps of the wards of towns, villages and forest ranges, referred to in Circular Letter No. 2.

Follow-up Action after House Numbering

22. There will be about 10 months left before the completion of our house numbering and houselisting operations and the reference date for the 1961 Census. The house numbering programme is scheduled to be completed by 30th April 1960 in view of the rainy season that follows. During this period of 10 months it is likely that some new houses might crop up and some existing houses might disappear. It is necessary to follow up these changes, give numbers to new buildings as and when they crop up and note the disappearance of any building in the remarks column of the houselist. The Charge Officers are requested to get this work done through their subordinates and maintain the houselists up-to-date. The numbers to be allotted to the new buildings which crop up should be beyond the last number of the territorial unit of house numbering and the location of the house should be indicated in the remarks column of the houselist by noting the number of the house which precedes it on the spot. The correction should be intimated to the Superintendent of Census Operations and District Census Officers as and when made.

Conclusion

23. As pointed out in the 1st paragraph, the house numbering and houselisting constitute the very foundation of our census operations. It is, therefore, necessary to take all possible care and devote personal attention to ensure the perfection of these operations. It is fully trusted that all concerned with the operations will spare no pains to do this.

24. The Charge Officers are requested to send weekly progress reports of training and house numbering to the Superintendent of Census Operations and the District Census Officers concerned commencing from the week ending 7th February 1960. If there is no activity to be reported a 'nil' statement should be sent. A pro forma for the progress report will issue separately.

25. This Circular deals more with the organisation of house numbering and houselisting operations than with detailed instruction on the allotment of numbers to houses and the various columns of the houselist which are given in the "Instructions for Houselist" under print. The same will be forwarded to you in due course and should be read along with this. A detailed break-up of the schedule of house numbering and houselisting operations is given as Appendix to this letter. It is superfluous to add that the schedule has to be strictly adhered to.

The receipt of this letter may be acknowledged in the form appended.

Yours sincerely,
M. K. DEVASSY,
Superintendent of Census Operations

Appendix I. Detailed break-up of the Schedule for House numbering and Houselisting operations

„ II. Programme for the training of the District Census Officers and Charge Officers

„ III. Sample Chart showing the directions for house numbering

To

Shri.....

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To all District Census Officers

„ Charge Officers

Copy to The District Collectors (for favour of information)

Copy to The Secretary, Board of Revenue (do.)

Copy to The Chief Conservator of Forests (do.)

Copy to The Director of Local Bodies (do.)

APPENDIX I

DETAILED BREAK-UP OF THE SCHEDULE OF OPERATIONS FOR HOUSE NUMBERING AND HOUSELISTING

1.	Preparation of preliminary maps of villages, forest ranges and wards of Municipal Corporation and towns (Paragraphs 18 and 19 of Circular letter No. I and Circular letter No. 2)	1st January 1960
2.	Training of District Census Officers and Charge Officers by the Superintendent of Census Operations (Circular letter No. 3)	8th January 1960 to 22nd January 1960
3.	One copy each of the preliminary maps to be brought by the Charge Officers to the Superintendent of Census Operations (Circular letter No. 2)	On the dates fixed for their training
4.	Reporting by the Charge Officers about any discrepancy in the pro forma sent by them to the Superintendent of Census Operations (Paragraph 21 of Circular letter No. IV)	12th January 1960
5	Creation of new Census Desoms by the Charge Officers and reporting to the Superintendent of Census Operations and the District Census Officers (Paragraph 3 of Circular letter No. IV)	12th January 1960
6.	List of house numbering and houselisting staff to be sent by the Charge Officers to the Superintendent of Census Operations and the District Census Officers (Paragraph 14 of Circular letter No. IV)	15th January 1960
7.	Training programme for house numbering and houselisting staff to be sent by the District Census Officers to the Superintendent of Census Operations and Charge Officers (Paragraph 17 of Circular letter No. IV)	15th January 1960
8.	Reports of practical training along with sample lists from Charge Officers to reach the Superintendent of Census Operations and the District Census Officers (Paragraph 17 of Circular letter No. IV)	12th February 1960
9.	Return of sample lists with instructions by the Superintendent of Census Operations and District Census Officers (Paragraph 17 of Circular letter No. IV)	18th February 1960
10.	Conclusion of the training of the house numbering and houselisting staff by the Charge Officers (Paragraph 17 of Circular letter No. IV)	25th February 1960
11.	Commencement of house numbering and houselisting operations (Paragraphs 18 and 21 of Circular letter No. I and Paragraph 18 of Circular letter No. IV)	1st March 1960
12.	Completion of house numbering and houselisting operations (Paragraphs 18 and 21 of Circular letter No. I and Paragraph 18 of Circular letter No. IV)	30th April 1960
13.	Handing over of the houselists, houselist abstracts and unused forms by the Supervisors to the Charge Officers (Paragraph 19 of Circular letter No. IV)	1st May 1960
14.	Sending the houselists by the Charge Officers to the Superintendent of Census Operations and the District Census Officer (Paragraph 19 of Circular letter No. IV)	10th May 1960
15.	Return of the houselists by District Census Officers to Charge Officers with instructions for rectification of mistakes, if any (Paragraph 19 of Circular letter No. IV)	20th May 1960

APPENDIX II

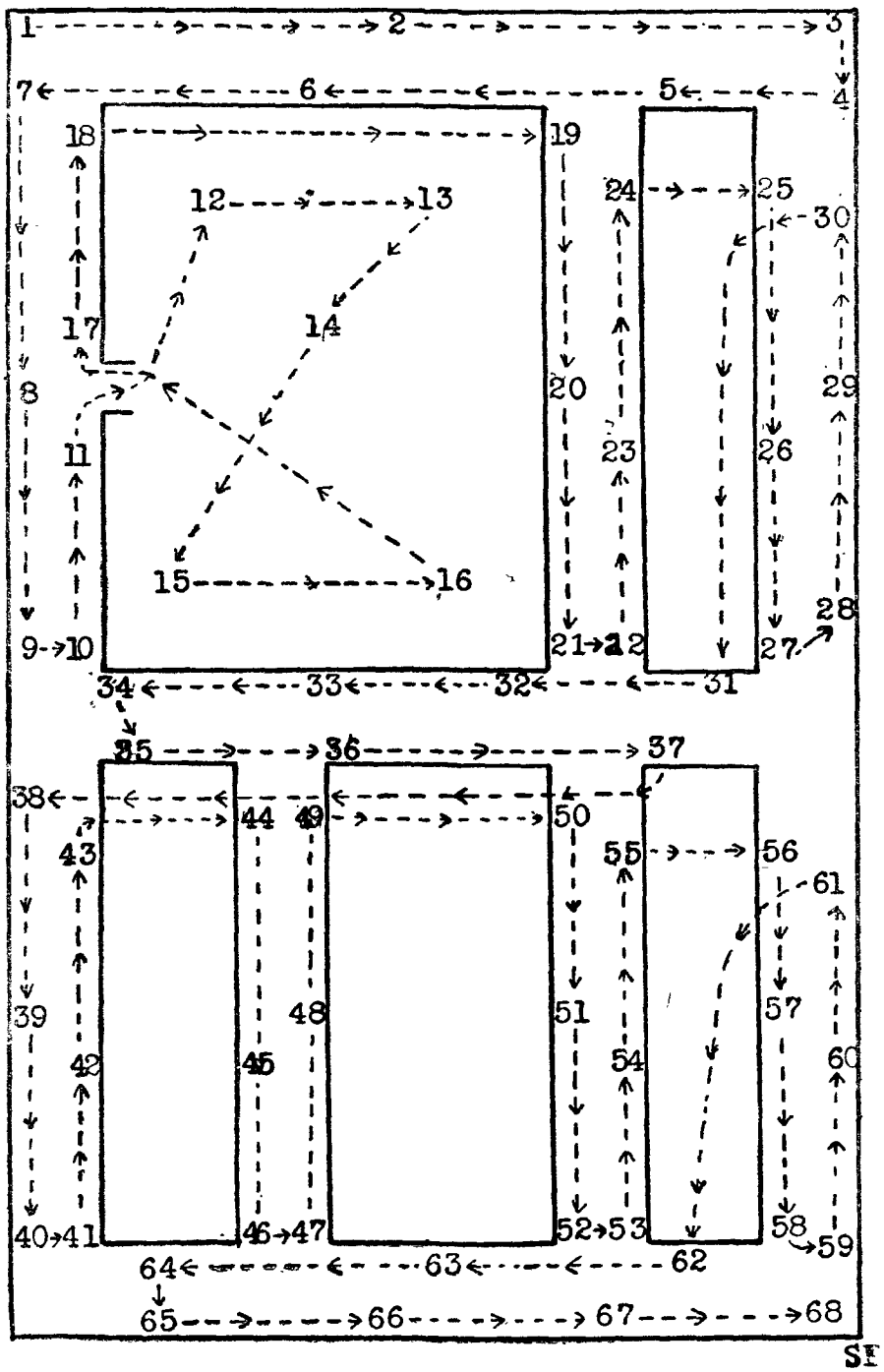
PROGRAMME FOR THE TRAINING OF DISTRICT CENSUS OFFICERS AND CHARGE OFFICERS BY THE SUPERINTENDENT OF CENSUS OPERATIONS

		Place	Date	Time
	All Divisional Forest Officers	Office of the Chief Conservator of Forests, Trivandrum	8-1-1960	11 A. M.
District Census Officers and Charge Officers other than Divisional Forest Officers of the	Trivandrum District	Office of the Superintendent of Census Operations, Trivandrum	9-1-1960	11 A. M.
	Quilon District	Collectorate, Quilon	11-1-1960	11 A. M.
	Alleppey District	Muncipal Office, Alleppey	12-1-1960	11 A M.
	Ernakulam District	Collectorate, Ernakulam	13-1-1960	11 A. M.
	Kottayam District	Collectorate, Kottayam	14-1-1960	11 A. M.
	Trichur District	Collectorate, Trichur	19-1-1960	11-30 A. M.
	Palghat District	Collectorate, Palghat	20-1-1960	11 A. M.
	Kozhikode District	Collectorate, Kozhikode	21-1-1960	11 A. M.
	Cannanore District	Collectorate, Cannanore	22-1-1960	11 A. M.

APPENDIX XII—*concld.*

APPENDIX III

CHART SHOWING DIRECTIONS FOR HOUSE NUMBERING



APPENDIX XIII

Office of the Superintendent of Census Operations, Kerala

CIRCULAR LETTER No. XVII

Trivandrum, dated 25th July 1960

SIR,

CENSUS OF INDIA 1961—FOLLOW-UP ACTION ON THE HOUSE NUMBERING OPERATIONS, FORMATION OF BLOCKS AND CIRCLES AND APPOINTMENT OF CIRCLE SUPERVISORS AND ENUMERATORS FOR ENUMERATION

Ref: Paragraph 22 of Circular Letter No. IV dated 30th December 1959 and paragraphs 16 and 17 of Circular Letter No. I dated 4th December 1959

Follow-up Action on the House Numbering Operations

1. With the completion of the house numbering operations, we have laid the foundation for Census Enumeration. But a good deal of follow-up action is necessary to keep the houselists up-to-date till 1st March 1961, the reference date. The procedure for the same is laid down below :—

(i) When an existing building disappears by demolition or ruin before 1st March 1961, the fact should be reported by the Charge Officer to the Superintendent of Census Operations and the District Census Officer furnishing also the full location code given in the houselist and the number of the building, the entries against that building in the houselist should be scored off in red ink, and a note entered in the remarks column showing the reasons for scoring off. If the building is a Census household, its number should be scored off in red ink from the entries on the right hand side of the Block and Circle Register. The Supervisor and Enumerator concerned appointed for enumeration should also be informed of the fact as above and directed to score off the entries against the building in the Houselist Extract which will be supplied to them noting the reason against it. The Superintendent of Census Operations will take similar action in the houselist and the Block and Circle Register and the District Census Officer, in the Block and Circle Register, as done by the Charge Officer.

(ii) If a new building has cropped up before 1st March 1961, it should be assigned a number after the last number in the houselist pertaining to that territorial unit, and should be painted on that building and entered in the houselist, noting also the number of the building after which the new building is actually located, in col. 18 of the houselist. If it is a census household, its number should be entered on the right hand side of the Block and Circle Register in red ink after the existing numbers in the block in which the house is actually located, as could be gathered from the entry in col. 18 of the houselist referred to above. The fact should be reported to the Superintendent of Census Operations and the District Census Officer. The former will take similar action in the houselist and the Block and Circle Register and the latter in the Block and Circle Register. The concerned Supervisor and Enumerator appointed for enumeration should also be informed of the position and directed to enter that census household in the Houselist Extracts given to them. The Charge Officer should furnish the full location code of the houselist in which the new building is located, and the entries made in the houselist, column by column, to the Superintendent of Census Operations and the District Census Officer. It is very important to point out after which building number the new house is actually located to the Superintendent of Census Operations and the District Census Officer and the Supervisor and Enumerator.

In some areas new houses might crop up on a large scale as in Kuttanad during the harvest season. The same procedure as above will apply there also.

(iii) When a vacant house has been occupied before 1st March 1961, its particulars should be entered by the Charge Officer in the houselist in the relevant columns against the number already allotted to it and reports should be sent to the Superintendent of Census Operations and the District Census Officer, furnishing the full location code from the list, the number of the census house and the particulars entered in the houselist against that house. The concerned Supervisor and Enumerator appointed for enumeration should also be informed accordingly. The Charge Officer should also enter in red ink the number of the Census household, if it is one, on the right hand side of the Block and Circle Register against the block in which the house is located after the last number. The Superintendent of Census Operations will make the corresponding entries in the houselist and the Block and Circle Register, and the District Census Officer, in the Block and Circle register. The Supervisors and Enumerators will enter the number in the Houselist Extracts.

(iv) Where a census household becomes vacant before 10th February 1961, that fact should be recorded in column 18 of the houselist in red ink by the Charge Officer and only if he finds that it continues to be vacant till 10th February 1961 he should score off the house number from list and report the fact to the Superintendent of Census Operations and the District Census Officer with the full code numbers of the houselist and the number of the household. The Charge Officer should also score off in red ink its number from the houselist and also from the entries on the right hand side of the Block and Circle

Register, against the block to which the household belongs. The Supervisor and Enumerator of the concerned area appointed for enumeration should also be informed of the position. The Superintendent of Census Operations will score off the number from the houselist and the Block and Circle Register and the District Census Officer, from the Block and Circle Register, and enter a note in column 18 of the houselist. The Supervisor and Enumerator of the concerned area should also be directed by the Charge Officer to score off the number from the Houselist Extract noting the reason thereof against it. If between 10th February 1961 and 1st March 1961 the vacant houses happen to be occupied, the Superintendent of Census Operations, the District Census Officer, the Supervisor and Enumerator should be informed of the position.

(v) The Charge Officers should arrange to get reports from the Supervisors and Enumerators under them engaged for the house numbering operations or their successors, if they have been transferred, to make a report to them on the happening of the contigencies mentioned as i to iv above every month till 1st February 1961, and thereafter, as and when the contigency happens. The first report should reach the Charge Officers on 10th August 1960. The first report of the Charge Officers should reach the Superintendent of Census Operations and the District Census Officers before the 15th of August 1960 and thereafter before the 10th of every month and for the period after 1st February 1961 as and when the contigency happens. The report should also be sent to the Circle Supervisors and Enumerators appointed for enumeration for the period subsequent to their appointment. If there is no case to be reported a 'NIL' report should be sent.

Formation of Blocks and Circles

2. For the purpose of facilitating the final Census count, the various territorial units for which the Charge Officers have prepared the houselists are to be divided into convenient Enumerators' blocks and a suitable number of Enumerators' blocks have to be grouped together to form a circle and placed under a Circle Supervisor. The blocks and circles as mentioned above have been formed by the Superintendent of Census Operations based on the houselists furnished by the Charge Officers. The Block and Circle Register of your Charge containing the particulars of the blocks and circles will be sent to you along with a blank Block and Circle Register. The entries in the Block and Circle Register have to be copied in your office in the blank register and sent to your District Census Officer, within 15 days of your receipt of the registers. The copying has to be done carefully and certified at the bottom to be correct by the Charge Officer. A copy has been kept in the office of the Superintendent of Census Operations also.

3. Columns 1 to 6, on the left hand page of the Block and Circle Register, deal with general blocks and columns 7 to 10 on the same page deal with special blocks. The entire right hand page is devoted to enter the numbers of census households in each *General Block* entered in columns 1 to 6 on the opposite left hand page corresponding to them. After entering the house numbers in each block, a red ink line has been drawn. A few columns have been left blank before the red line to make new entries, if found necessary. In case it is found that there is no space to make new entries, you may attach a slip pasting its edge on the margin of the right hand page relating to the particular block and enter the numbers in that slip. The household numbers of the special blocks are entered in column 9 itself as a special block will consist of generally one or in exceptional cases a few households only.

4. The following are declared as special blocks :—

(a) Jails including sub-jails, Reformatories, Borstal Schools, Rescue Homes or After-Care Homes, Mental Hospitals or Asylums, Leprosy Hospitals or Asylums, Armed Reserve Camps, Police Training Schools, Relief Settlements, Nunneries, Mutts and Monastries

(b) Residential Hospitals including T. B. Sanatoria, Poor Homes, Orphanages, Nursing Homes, Hostels, Boarding Houses, Residential Hotels, Beggar Homes and any other Residential Institution *with 25 or more inmates or accommodation for such number.* (The italicized condition applies to all items under category b)

(c) Raj Bhavan, palace of H. H. the Maharaja of Travancore and the palace of H. H. the Maharaja of Cochin

5. It is only such of the special blocks as could be identified from the houselists that have been entered in the Block and Circle Register. You should therefore enquire and ascertain whether there are any other census households in your charge falling under the categories mentioned in paragraph 8 above which have not been included in the Block and Circle Register. If there are any such households, you should include them in the register, reporting the particulars to the Superintendent of Census Operations and the District Census Officer, giving also the location code of the territorial unit and an extract of the entries made by you, in columns 7 to 10 of the Block and Circle Register. Care should be taken that the entries in columns 7 to 10 are made in the space allotted against the corresponding general block. It should also be noted that the serial numbers of the special blocks entered in column 7 should be confined to each general block and the number of the special block should commence with the number of the general block followed by letter S and then the serial number of the special block e.g., 5 (S. 1.). Here 5 represents the number of the general block in which the special block is located and S. 1. represents the serial number of the special block within that general block. The special blocks within each general block should have a separate serial as mentioned above unlike the general blocks which have a continuous serial for the whole charge. Similarily, in the case of general blocks you should scrutinise the houselists in the light of the corrections which you will receive as per the reviews of the houselists sent by the Superintendent of Census Operations and the District Census Officers, referred to in Circular letter No. XVI dated 7-7-1960 issued by the Superintendent of Census Operations. If any addition to the household numbers entered on the right hand page of the Block and Circle Register is found necessary, enter it in red ink after the existing numbers on the right hand side under each general block and report such number with the full location code and the number of the general block given in column 2 to the Superintendent of Census Operations and the District Census Officer, who will make corresponding entries in their registers. It is specially pointed out that you should enquire whether all the police stations with lock-ups in your charge have been numbered and entered in the houselists and column 11 thereof and if not, you should get them numbered and enter them in the

houselists and column 11 thereof and inform the Superintendent of Census Operations and the District Census Officer. Likewise, you should enquire whether the buildings in the railway premises within your charge have been numbered and if not, you should get them numbered, make necessary entries in the houselists and thereafter on the right hand page of the Block and Circle Register in the case of Census households, if any, and report to the Superintendent of Census Operations and the District Census Officer. The action contemplated in this paragraph should be taken within 15 days of the receipt of the Block and Circle Register by you.

6. In respect of houses which disappear after the houselisting operations due to demolition or ruin or which have newly cropped up, or newly occupied or newly fallen vacant, action has to be taken in the Block and Circle Register, as instructed in paragraphs 1 (i) to 1 (v).

7. It would be found from the Block and Circle Register, that the name and address of the Enumerators in columns 4 and 10 and the name and address of the Supervisors in column 6 have not been filled. These have to be entered by you in the Register on the appointment of Enumerators and Supervisors for enumeration by you and a charge list in the following form should be sent by you, to the Superintendent of Census Operations and the District Census Officer, within 10 days of the appointment of the Enumerators and Supervisors, i. e., on 10-9-1960.

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

Name of Taluk.....Code No.....

Name of the Municipal town/

Forest Division/Special Area.....Code No.....

Serial No. of the Block	Name and address of the Enumerator	Name and address of the Supervisor	Special Blocks	
			Serial No. of the Special Block	Name and address of the Enumerator

Based on this list, corresponding entries will be made in the Block and Circle Register kept by the Superintendent of Census Operations and the District Census Officer.

8. It would also be found that in some cases more than one block has been allotted to an enumerator while in other cases only one block has been allotted. In the former case it may be noted that it is because the number of houses in one Kara/Muri/Desom or Ward or Range is not sufficient to make up one block, that one or two small blocks have been allotted to him in other Karas/Muris/Desoms or Wards or Ranges. In no case will a block lie in more than one Kara/Muri/Desom or Ward or Range, the idea being to avoid all difficulties in getting the enumeration papers separately for each Kara/Muri/Desom or Ward or Range. The total number of houses in all the blocks together allotted to an enumerator will be approximately the same as those allotted in a single block to another enumerator. It should be particularly noted that although two or three blocks are allotted to one enumerator, he has to treat each block separately, and submit the census records and returns, in respect of them, separately.

9. Generally speaking, approximately 150 households have been allotted in normal rural areas to an enumerator, 140 households to an enumerator in towns and 100 households to an enumerator in difficult areas. Slight variations might be found here and there for unavoidable reasons in the formation of blocks. But the above criteria have been substantially kept up. So far as Supervisors are concerned *both General and Special Blocks under five or six Enumerators* have been placed in one circle, to be attended to by one Circle Supervisor. You will note that the blocks under each enumerator, where there are more than one block under him and the circle under each supervisor, have been denoted by brackets in the Block and Circle Register.

10. Although the enumerator is concerned with the census households in his block or blocks, a block is always described with reference to the area covered by the buildings in the block. Thus you will find in the appointment form of Enumerators that the area allotted to an Enumerator is to be described with reference to the area covered by the buildings allotted to him. It is to facilitate the filling up of the appointment forms and also to decide in which block a new household should be included, that the numbers of census buildings covered by the block are entered in column 4.

Appointment of Enumerators and Circle Supervisors in General Blocks

11. For each block or group of blocks bracketed against which the word Sri.....has been written in column 4 of the Block and Circle Register, an Enumerator has to be appointed. Similarly for each circle mentioned in column 5 of the Block and Circle Register a Circle Supervisor has to be appointed. A reserve of one Enumerator for every five circles and one Supervisor for a charge has also to be appointed. Both the general blocks and special blocks within the same circle will be under the same Circle Supervisor. The State Government have accorded their concurrence to the appointment of as many male teachers as possible and female teachers, wherever absolutely necessary, of the Government and aided schools and Government servants of the various departments including those of Municipalities and Panchayats other than Police and Judiciary as Circle Supervisors and Enumerators. In respect of forest areas the State Government have agreed to the appointment of Rangers as Circle Supervisors and their subordinates as Enumerators. A preliminary list of Circle Supervisors and Enumerators has already been prepared by Tahsildars and Corporation/Municipal Commissioners. This list takes in only teachers. Subsequent to this, other departments of Government have furnished their lists to the Tahsildars. The

preliminary lists were prepared at the rate of 100 households per Enumerator and 3 Enumerators per Supervisor. This scale has since been modified and a large number of households have been allotted to each Enumerator and 5 Enumerators to a Supervisor. It should therefore, be possible now to find sufficient number of aided and Government school teachers and qualified hands from the lists furnished by other departments to meet our requirements. But, subsequent to the preparation of the preliminary lists of Supervisors and Enumerators there have been several transfers. The preliminary lists have, therefore, to be brought up-to-date before actually making the appointments. The Director of Public Instruction has informed me that the transfers of teachers will be finalised by 22-7-60 and the transfers thereafter will be extremely few before March 1961. In the light of the above, the Tahsildars and Corporation/Municipal Commissioners are requested to get the preliminary lists of Circle Supervisors and Enumerators prepared by them made up-to-date as on 30-7-1960 by contacting the Headmasters of the concerned schools. Along with getting the lists up-to-date, they should also ascertain the qualifications of the teachers and secure a list of teachers including female teachers not already included in the list. The Headmasters may be addressed for the purpose immediately and the list brought up-to-date before 15-8-1960. The heads of public offices from which you have received the list of their subordinates may also be asked to intimate to you the changes, if any, in the lists sent by them, as on 30-7-1960, before 15-8-1960.

12. It is necessary that the Corporation/Municipal Commissioners and the Tahsildars of their taluks should act in close liaison in the preparation of the lists of Supervisors and Enumerators with a view to avoid overlapping of hands. They should, therefore, consult each other before finalising the lists.

13. So far as forest areas and special areas are concerned the Charge Officers have to appoint the Enumerators and Supervisors from their own staff only and as such no difficulty is anticipated in this behalf.

14. A few letters have been received by the Superintendent of Census Operations stating that the staff of the State Electricity Board is not spared for census operations. The matter was taken up with the Chairman of the Electricity Board who has agreed as per his D. O. letter No. BS. I (C) 1157/59 dated 19-5-1960 to spare the services of the ministerial staff, and the executive staff other than those engaged in projects and those of generating stations, sub-stations etc. The Charge Officers may contact the concerned officers and get the lists of the staff agreed to by the Chairman of the Kerala State Electricity Board.

15. Wherever there is dearth of hands in spite of drawing from the various sources mentioned above, the Charge Officers should consult the District Collectors through the District Census Officers and secure hands from private Estates, firms or other private sources. But great caution is necessary in engaging hands from these sources.

The following principles should be observed in the selection of hands for appointment as Supervisors and Enumerators:—

(i) A person who is appointed as Circle Supervisor should at least be a graduate and be of a status higher than that occupied by those appointed as Enumerators. Graduate teachers of high schools and middle schools should always be preferred.

(ii) As far as possible, a person appointed as Enumerator should have a minimum qualification of S. S. L. C. or equivalent. But in areas, where teachers from primary schools or from other departments who possess the above qualification are not sufficient, those with lower qualification may also be appointed from among them, preference being given to those with higher educational qualifications.

(iii) While recruiting teachers as Supervisors and Enumerators, preference should be given to teachers from Government schools of the place of operation.

(iv) As far as possible, persons should be appointed for enumeration and supervision in the place of operation as near as possible to their residence. It is recognised that this may not be possible in all cases. The discretion of the Charge Officer has to be suitably exercised in such cases.

Appointment of Enumerators and Supervisors for the Special Blocks

16. In the case of all special blocks, Enumerators may be appointed at the rate of one for each institution except residential hospitals, in consultation with the head of the institution. But so far as the sub-jails are concerned you will be informed in due course. In the case of residential hospitals with more than 25 beds one Enumerator should be appointed for every 100 beds in consultation with the head of the institution, as it is proposed to complete the enumeration in 2 days. In respect of Raj Bhavan, Palace of H. H. the Maharaja of Travancore, Palace of H. H. the Maharaja of Cochin, the Secretary to H. E. the Governor, and the Private Secretaries to H. H. the Maharaja of Travancore and H. H. the Maharaja of Cochin respectively, should be consulted before the nomination of the Enumerator. It has to be specially noticed by you that category (b) of special blocks referred to under the head of special blocks should be treated as special blocks only if there are 25 or more inmates or accommodation for 25 or more inmates in such institutions. If the number of inmates is less, such institutions should be placed under the general Enumerator. Regarding the appointment of Police Officers in the special blocks containing Police Officers like Armed Reserve Camps and Police Training Schools, the State Government is being addressed for concurrence. The actual appointment should be made only on receipt of the concurrence of the State Government. This does not apply to any other special block.

General

17. The Charge Officers should complete the appointment of the Enumerators and Circle Supervisors before 1st September 1960, and send up the charge list, as prescribed in this circular, before 10th September 1960. The time schedule for the above operations is summed up below:—

1. The first report regarding the follow-up action on house-list	15th August 1960
Subsequent reports	10th of every month

APPENDIX XIII—*concld.*

	Reports on events between 1st February 1961 and 1st March 1961 (Paragraph 1 (i) to 1 (iv) of this Circular)	As and when the event happens
2.	Preparation of copies of the Block and Circle Register (Paragraph 2 of this Circular)	15 days from the receipt of the Block and Circle Register by the Charge Officer
3.	Corrections in the houselist and Block and Circle Register after check up to be made and reported (Paragraph 5 of this Circular)	Within 15 days of the receipt of the Block and Circle Register
4.	To get the preliminary lists of teachers up-to-date as on 30-7-1960 by contacting the Headmasters (Paragraph 11 of this Circular)	Before 15—8—1960
5.	Appointment of Enumerators and Supervisors for enumeration (Paragraph 17 of this Circular)	Before 1—9—1960
6.	Sending up of the charge list with the names of the Supervisors and Enumerators to the Superintendent of Census Operations (Paragraph 7 of this Circular)	Before 10—9—1960

M. K. DEVASSY, I. A. S.,
Superintendent of Census Operations.

Copy to District Collector with C. L.
Copy to District Census Officers

APPENDIX XIV

Office of the Superintendent of Census Operations, Kerala

CIRCULAR LETTER No. XX

Trivandrum, dated 15th September 1960

Sir,

DISTRIBUTION OF FORMS, TRAINING AND ENUMERATION

Ref: Paragraphs 25 to 30 of Circular Letter No. I dated 4th December 1959

Items of Work up to the end of Enumeration

1. Circular letter No. XVII dated 25th July 1960 has dealt with the formation of blocks and circles and the appointment of Supervisors and Enumerators. It is presumed that by 1st October 1960 all the Supervisors and Enumerators will be in position throughout the State. This Circular letter deals with the items of work remaining to be done after the appointment of Enumerators and Supervisors. As you are already aware, the enumeration commences on 10th February 1961 and ends on 28th February 1961. This will be followed by the revisional round and communication of provisional totals of the population. The dates for the revisional round were previously fixed as 1st to 3rd March. But these dates have since been changed as 2nd March 1961 to 5th March 1961 as the 1st of March happens to be the Holi festival. The enumeration work as well as the preparation for the same call for utmost enthusiasm and care on the part of the District Census Officers, Charge Officers, Supervisors and Enumerators. The following are the main items of work to be attended to :—

(i) Distribution of forms and instructions

(ii) Furnishing the Enumerators with the lists of buildings and households within their respective blocks

(iii) Training the Supervisors and Enumerators

(iv) Enumeration

(v) Collection and communication of the provisional totals of the population

These are dealt with below :—

Distribution of Forms and Instructions

2. The distribution of forms and instructions to the Supervisors and Enumerators will be channelled through the Charge Officers. Necessary copies for this purpose will be sent initially by the Superintendent of Census Operations to the Charge Officers. These will include a reserve of 15% in the case of forms and a smaller reserve in the case of instructions to Enumerators. The District Census Officers will also be supplied with a reserve of 5% of the forms and a smaller percentage of

instructions. These reserves are to be utilised in cases of emergencies. All the copies of forms and instructions will be sent in lorries with a clerk of the District Census Office. The receipt of these should be acknowledged then and there in the printed receipt forms sent with the clerk, keeping an office copy. When these are distributed to the Supervisors, the Charge Officers should take acknowledgments from the Supervisors and the Supervisors in their turn should take the acknowledgments from the Enumerators. No office copy of the acknowledgments will be kept by the Supervisors and Enumerators. But when the forms are returned after enumeration the acknowledgments taken from the Enumerators should be returned by the Supervisors and those taken from the Supervisors should be returned by the Charge Officers. As the instructions and forms are printed keeping in view the necessary targets and further printing of these is not possible, every precaution should be taken to ensure their economic use avoiding all wastage. It is also essential that while making the supply to the Supervisors and Enumerators the Charge Officers prepare proper estimates so that shortages and surpluses are guarded against. It should be noted that surpluses in supply will lead to unnecessary locking up of forms with the enumerators in some areas leading to shortages in other cases, which it might be difficult to make up at the last moment. The reserves are to be drawn carefully to meet actual shortages from time to time. After making the initial supply the Supervisors should check up the progress in the utilisation of forms before 20th February 1961 and indent for more forms to the Charge Officers if found absolutely necessary having regard to the number of households so far enumerated and remains to be enumerated. If there is any possibility of there being a large surplus as many of the pads of forms as could be spared without risk may be returned at that stage to the Charge Officers so that the Charge Officers may make use of them in other areas. While sending indents for fresh supply of forms the Supervisor should make a report explaining clearly the grounds on which he makes his demand indicating the number of households remaining to be enumerated and the stock position. The basis on which the estimates should be prepared by the Charge Officers for the distribution of the forms and instructions to the Supervisors and Enumerators is given below in respect of important items. For items not covered by these, the estimates may be prepared by the Charge Officers having regard to the general principles indicated above.

(a) INSTRUCTIONS TO ENUMERATORS

3. These are supplied in Malayalam, Tamil and Kannada in two volumes and in English in one volume. A copy each of the two volumes in Malayalam and one volume in English is to be supplied to all Supervisors and Enumerators. Besides these, a copy each of both the volumes in Kannada is to be given to the Supervisors and Enumerators of the taluks of Kasaragod and Hosdrug and those in Tamil to the Supervisors and Enumerators of the Devicolam, Peermade and Udumbanchola taluks. The District Census Officers and Charge Officers will be given 5 copies and 3 copies respectively of the Malayalam and English copies and Tamil and Kannada copies wherever necessary. So far as the instructions in English are concerned, they being centrally issued, do not contain local instructions and hence are not as exhaustive as the instructions in Malayalam, Tamil and Kannada. They should, therefore be used only for the verification of English terms corresponding to those used in the Malayalam, Tamil and Kannada copies if found necessary. For purposes of enumeration the instructions to Enumerators given in Malayalam, Tamil or Kannada copies should alone be followed. This aspect may be explained by the Charge Officers to the Supervisors and Enumerators in the training classes.

(b) INDIVIDUAL SLIPS IN BLACK INK

4. These forms which are meant for the enumeration of the persons are supplied in pads of 25 and 100 in English, Malayalam, Tamil and Kannada. The English forms are to be utilised in special areas like Military and Naval areas, the Tamil forms in Devicolam, Peermade and Udumbanchola taluks and the Kannada forms in Kasaragod and Hosdrug taluks only. The Malayalam forms are to be used in all other areas and to some extent in the taluks for which the Tamil and Kannada forms are supplied to supplement the Tamil and Kannada forms in these areas.

5. Each Enumerator should be given individual slips equal to the population of his block or blocks revealed by the houselist plus 3% of that number. In the case of District Headquarters towns and Mattancherry Municipal area where special Enumerators are proposed to be appointed for the enumeration of the houseless population, slips equal to 1/2% of the houselist population of these towns may be distributed among the special Enumerators in suitable proportion to enumerate the houseless population in these areas. In other areas no special supply is necessary for the houseless population as the enumeration of the houseless population is done by the normal Enumerators themselves.

6. As the individual slips are supplied in pads of 100 and 25 the supply to each enumerator should be estimated in terms of these pads. It should be specially noted that a pad should not be used by the enumerator for more than one block under him. In other words, if some slips in a pad remain surplus when he closes the enumeration in one block those slips cannot be used for the enumeration of the next block even though that enumeration is done by the same Enumerator. Hence when an Enumerator comes to the close of the enumeration in a block, he should estimate whether he should take a pad of 100 slips or only of 25 slips or even 2 pads of 25 slips. This will ensure economy in the use of individual slips and avoidance of wastage. Hence, when the Charge Officers distribute the pads care should be taken to ensure that each Enumerator is given a minimum of one or two pads of 25 slips for each block under him. Indeed, more may be given if the supply position permits. Similarly, in the case of Enumerators of special blocks in some cases it may not be necessary to give pads of 100 if the number of people in such blocks is too small. To them also pads of 25 slips may be supplied as far as possible and necessary. While the Charge Officers should bear in mind the above aspects in the distribution of these forms, the Supervisors should specially see that the Enumerators do not use one pad in more than one block and wherever possible the use of pads of hundred slips is avoided on reaching the close of the enumeration in a block and instruct the Enumerators accordingly.

7. All the pads have to be distributed in the serial order of the numbers on the pads supplied to each Charge Officer. All the pads of 25 slips will be supplied, numbered from the Office of the Superintendent of Census Operations. The pads of hundred slips will be supplied

to the Charge Officers without the number being written on them. But such pads are bound in separate bundles on each of which the number of the pads will be written. The Charge Officers on receipt of these bundles should get the number written on each pad in the serial order starting and ending with the numbers written on the bundles. E.g., if the number on the bundles is 301 to 450 and 451 to 600 the numbers on the pads should start with 301 and end with 600.

8. As stated earlier, in the bilingual taluks of Kasaragod, Hosdrug, Devicolam, Peermade and Udumbanchola, individual slips are supplied in two languages, viz., in Kannada and Malayalam in the Kasaragod and Hosdrug taluks and in Tamil and Malayalam in the Devicolam, Peermade and Udumbanchola taluks. Due to the sprinkling of the Kannada or Tamil or Malayalam speaking population in the different parts of these taluks it is not possible to estimate the number of people speaking each language in the various blocks. As such it is not possible to estimate the number of slips in each language for each Enumerator. Each Enumerator will therefore, have to use the forms in both the languages in the taluks of Kasaragod, Devicolam, Peermade and Udumbanchola. In the case of Hosdrug taluk if the Charge Officer thinks it is possible to consider any area as exclusively Malayalam speaking, Malayalam forms alone may be distributed to the Enumerators in that area. But in other areas of the taluk both Malayalam and Kannada forms should be distributed. It is also made clear that the Enumerators in the above taluks are at perfect liberty to use a Malayalam form for a Kannada or Tamil speaking person or a Kannada form for a Malayalam speaking person. If this liberty is not exercised, there will be shortage of forms in one language or the other which should be avoided. If an Enumerator does not know Malayalam he can make use of the sample forms in Kannada either given in his book of Kannada instructions or the forms supplied to him separately to identify the columns in the Malayalam forms and fill up the forms in Kannada or Tamil as the case may be. The Charge Officers and Supervisors should instruct the Enumerators in these areas accordingly. The Charge Officers will decide the number of forms in each language to each Enumerator of these areas in proportion to the number of forms received by them in Malayalam and Tamil or Kannada as the case may be.

(c) HOUSEHOLD SCHEDULES IN BLACK INK

9. These forms are meant to be filled up at the rate of one form each for a household. They are supplied in pads of 50 and 25 forms and in the same languages as in the case of individual slips. Each Enumerator should be given household schedule forms at the rate of one-fifth of the number of individual slips given to him. These requirements should be worked out in terms of the number of pads. The principles relating to the language distribution of these forms are the same as mentioned in the case of individual slips in the above paragraph. The distribution of the pads of 25 should also be on the same basis as in the case of individual slips mentioned in the previous paragraph. Here also it should be noted that one pad cannot be used for more than one block under an Enumerator as in the case of pads of individual slips. The Charge Officers and Supervisors should instruct the Enumerators accordingly.

10. The Household Schedule pads should be distributed only after pasting the Abstract of the Household Schedules and Explanation of Abbreviations on the cover pages. The Abstracts of Household Schedules have been numbered in the serial order for pads of 50 and 25 separately for each language and bundled also accordingly. When pasted on the pads these numbers will be the number of pads. Care should be taken to see that Abstracts of Household Schedules taken from the bundles meant for pads of 25 are pasted only on pads of 25 and those taken from the bundles meant for pads of 50 are pasted only on pads of 50. Otherwise the serial order will be disturbed. The distribution of Household Schedules to each Enumerator should be done in the order of the serial number of pads in each language. It may be noted that the serial number allotted is for the whole State and not for each charge. As such, the serial order of pads in one charge may start with 1 while that of another charge might start with 2000 etc.

(d) ABSTRACTS OF HOUSEHOLD SCHEDULES AND EXPLANATION OF ABBREVIATIONS IN BLACK INK

11. The decision to have these on the Household Schedule pads was taken by the Registrar General only after the printing of these forms were started. As such, it has been decided to paste the Abstract of the Household Schedule on the front cover of the Household Schedule pads and the Explanation of Abbreviations on the backside of the cover page of the Household Schedule pads. Please note the instructions regarding the serial order given in the previous paragraph. The pasting of these should be done in the office of the Charge Officer before issue.

12. Both the Abstracts of Household Schedules and Explanation of Abbreviations will be supplied in the same languages as in the case of Household Schedules and in equal number as the pads in each language. The serial number on the Abstracts will also be separate for each language.

(e) BLOCK ABSTRACT IN BLACK INK

13. This form is to be filled up in respect of each block or blocks under an Enumerator and submitted to the Supervisor after enumeration. Hence as many forms as there are blocks under each Enumerator should be supplied. The forms are supplied in English to Special areas and in Malayalam to the charges other than Kasaragod, Hosdrug, Devicolam, Peermade and Udumbanchola. So far as Kasaragod taluk is concerned Kannada forms will be supplied. For Hosdrug taluk both Kannada and Malayalam forms will be supplied. Both Malayalam and Tamil forms will be supplied to the taluks of Devicolam, Peermade and Udumbanchola. The Charge Officers may decide as to whom the Kannada or Tamil forms should be supplied. To the rest, the Malayalam forms may be given. The number of Kannada and Tamil forms are limited to the supply made.

(f) BLOCK LABEL IN BLACK INK

14. One copy each has to be supplied for each block under an Enumerator. This is to be filled up and pasted on the bundle of Census records in respect of each block under an Enumerator. All the forms are printed in English and Malayalam on the same form to be distributed in all the areas irrespective of language considerations.

(g) CIRCLE LABEL IN BLACK INK

15. One label each has to be given to the Circle Supervisors to be pasted on the bundle of the Census

records relating to each circle. All the forms are in English. In the case of a Circle Supervisor of the reserve forests he should be given as many forms as there are taluks covering his range.

(h) HOUSELIST EXTRACT IN BLACK INK

16. This form is meant to copy the lists of buildings and household schedules falling within each block from the houselist. The lists pertaining to the block or blocks under an Enumerator should be supplied to him. On an average 4 forms will be required for one Enumerator. In Kasaragod and Hosdrug taluks one of the forms to be supplied to each Enumerator should be in Kannada, the rest being in Malayalam. The Kannada forms will be used as the facing sheet of the list. In the taluks of Devicolam, Peermade and Udumbanchola also one of the forms to an Enumerator will be in Tamil as far as possible and the rest in Malayalam.

(i) PROGRESS REPORT FORMS OF TRAINING FOR ENUMERATION IN BLACK INK

17. These reports have to be sent by the Charge Officers and the District Census Officers and necessary forms will be sent to them. The forms need not be distributed below the level of the Charge Officer.

(j) ENUMERATION PROGRESS REPORT FORMS IN BLACK INK

18. This report is meant to be made every third day after 10th February by the Supervisor to the Charge Officer and by the Charge Officer to the District Census Officer, Deputy Superintendent of Census Operations and the Superintendent of Census Operations simultaneously from 10th February 1961 to 28th February 1961. From 2nd March 1961 to 5th March *viz.* the period of revisional round, these reports have to be sent daily. The forms should, therefore, be distributed at the rate of 28 forms per Supervisor, retaining 56 forms with the Charge Officer. The Charge Officers alone need retain office copies.

(k) STATEMENT OF HONORARIUM FOR CENSUS WORK

19. This form need not go below the Charge Officer's level.

(l) RECEIPT OF FORMS IN BLACK INK

20. These forms are meant for taking the receipt of forms issued at various levels. The procedure for acknowledgment has been set forth in the preceding paragraphs. Each Supervisor should be given as many forms as there are Enumerators under him and one form for himself.

(m) PULP BOARDS

21. These boards are meant to give the abbreviations along with the explanations used in the Instructions to Enumerators for ready reference to Enumerators and Supervisors in filling up the individual slips. A copy each has to be given to Supervisors and Enumerators. These will be supplied in English for the special areas, in Malayalam for taluks other than Kasaragod, Hosdrug, Devicolam, Peermade and Udumbanchola, in Kannada for the Kasaragod taluk, in Kannada and Malayalam for the Hosdrug taluk and in Malayalam and Tamil for the taluks of Devicolam, Peermade and Udumbanchola. In the Kasaragod taluk one copy of the Kannada pulp board may be supplied to each Supervisor and Enumerator. If there is any Supervisor or Enumerator who does not know Kannada necessary Malayalam copies may be supplied from the reserve of the Charge Officer. In the Hosdrug taluk the Kannada copies may be supplied to such Supervisors and Enumerators who do not know Malayalam limited to the number supplied and to the rest Malayalam copies may be given. In the taluks of Devicolam, Peermade and Udumbanchola, Tamil or Malayalam copies may be supplied to the Supervisors and Enumerators at the discretion of the Charge Officer.

RED INK FORMS FOR TRAINING

(n) INDIVIDUAL SLIPS IN RED INK

22. Each Supervisor is to be given one pad of 25 individual slips of red ink forms. The forms are supplied either in English or Malayalam. They may be distributed irrespective of language considerations. Each Enumerator is to be given one pad of 50 individual slips. These pads are to be supplied in Malayalam in areas other than Kasaragod, Hosdrug, Devicolam, Peermade and Udumbanchola taluks, in Kannada in the Kasaragod taluk, in Malayalam or Kannada in the Hosdrug taluk, and in Tamil or Malayalym in the taluks of Devicolam, Peermade and Udumbanchola.

(o) HOUSEHOLD SCHEDULES IN RED INK

23. Every Supervisor should be supplied with a pad of 5 household schedules in English. Every Enumerator should be given a pad of 10 household schedules in Malayalam in areas other than Kasaragod, Hosdrug, Devicolam, Peermade and Udumbanchola taluks, in Kannada in the Kasaragod taluk, in Malayalam or Kannada in the Hosdrug taluk and Malayalam or Tamil in the taluks of Devicolam, Peermade and Udumbanchola.

(p) ABSTRACT OF HOUSEHOLD SCHEDULES AND EXPLANATION OF ABBREVIATIONS IN RED INK

24. The abstract of household schedules has to be pasted on the front cover of the household schedule pads in red ink and the explanations of abbreviations should be pasted on the back side of the cover of the household schedule pad in red ink. The respective languages should be used corresponding to the household schedules on which these are pasted.

(q) CIRCLE SUMMARY IN RED INK

25. A copy each has to be supplied to Supervisors. These forms are in English.

(r) BLOCK ABSTRACT IN RED INK

26. A copy each has to be given to every Enumerator. Malayalam copies should be given in areas other than Kasaragod, Hosdrug, Devicolam, Peermade and Udumbanchola taluks, Kannada copies in the Kasaragod taluk, and Malayalam or Kannada copies in the Hosdrug taluk.

(s) CHARGE SUMMARY IN RED INK

27. This is meant for the use of the Charge Officers in their training.

28. The despatch of the forms should be timely; neither too early nor too late. The forms should be despatched according to the time schedule mentioned in Appendix I.

Furnishing the Enumerators with the Lists of Buildings and Households within their respective Blocks

29. It is essential that each Enumerator should be supplied with a list of households he has to enumerate. It may be that during the course of enumeration he might come across new households which have cropped up after the preparation of the houselists. The Enumerator should then include those households also in the list in consultation with the Supervisor. The houselist extract proposed to be given to an Enumerator will contain extracts of columns 2, 3, 4, 5, 11 and 12 of the houselist relating to the area covered by his block or blocks. These forms will be filled up by the Supervisor with reference to the houselist kept in the Charge Office and supplied to the Enumerators. When an Enumerator is allotted more than one block he should be given a seperate extract in respect of each block. One important aspect to be noted in preparing these extracts is that new households which have come up in each block between the date of the preparation of the houselist and the preparation of the extracts should be included in the extract. The Charge Officers have been instructed in Circular Letter No. XVII dated 25-7-1960 to enter the numbers of these households on the right hand side of the Block and Circle Register in red ink and also to enter them in the houselist beyond the last number of the concerned Kara, Desom, or Muri or Ward or Range. The Charge Officer should check up whether the new households have been entered in the Block and Circle Register accordingly and see that the Supervisor who prepares the extract includes the particulars of these new households also in the extract. Instructions have also been given in Circular Letter No. XVII dated 25-7-1960 that the Charge Officer should inform the Supervisors of the changes in the houselist subsequent to the preparation of the houselist extracts to be incorporated in the houselist extracts from time to time. The Supervisor on getting this information should inform the Enumerators of the changes and see that these changes are incorporated in the houselist extracts. The Charge Officers and Supervisors should note that the houselist extract is a basic document of supreme importance.

Training

30. The basic forms which have to be filled up in enumeration are the household schedules, the population record on the reverse of the household schedule and the individual slips. Though the questions included in these forms appear to be simple at the first sight they are not so as one would imagine them to be. Under each question detailed instructions have to be given and all the officers, particularly Supervisors and Enumerators have to be thorough with the instructions before filling up the forms. Otherwise the chances are that either the forms will be spoiled or enumeration will be incomplete or incorrect. To ensure a proper enumeration as stated above it is absolutely essential that thorough training should be imparted to the entire census staff of the State.

TRAINING OF DISTRICT CENSUS OFFICERS AND CHARGE OFFICERS

31. The training of District Census Officers, Deputy Superintendents of Census Operations and Charge Officers will be imparted by the Superintendent of Census Operations. A programme for this training is enclosed herewith. Along with this training the Charge Officers will be required to fill up some forms. It is for this purpose that the training is posted to two days. The first day will be devoted to the review of the work so far done in each charge and explanation of the instructions for enumeration. The second day will be devoted to practical enumeration by the Charge Officers and the scrutiny of the forms filled up by them by the Superintendent of Census Operations and the remarks thereon. The training of the Deputy Superintendents of Census Operations, District Census Officers and Charge Officers will be completed by 5th October 1960.

TRAINING OF SUPERVISORS AND ENUMERATORS AND TRAINING SAMPLE CENSUS FOR SUPERVISORS

32. Coming to the training of Supervisors and Enumerators there will be 3 rounds of training and one round of check up classes by the Superintendent of Census Operations. As soon as the training of the Charge Officers is over a training class for Supervisors should be held by them on 15th October 1960. This should be followed by a Training Sample Census of Supervisors which should be held on *25th October 1960* throughout the State. The class for the Supervisors should be over well in time before holding this Training Sample Census. On the completion of this Training Sample Census the forms should be sent by the Supervisors to the Charge Officers the very next day. The Charge Officers should scrutinise them and issue a review of these forms before 1st November 1960. Copies of these reviews should be sent to the Superintendent of Census Operations, District Census Officers and Deputy Superintendents of Census Operations of the area concerned. After the issue of this review the Charge Officers should hold another class for Supervisors and discuss the defects found in the Training Sample Census of the Supervisors and coach them up thoroughly for future work. This second round of classes for the Supervisors should be held at least in 3 centres conveniently distributed in each taluk. In the case of Corporation/ Municipal Commissioners, the Divisional Forest Officers and Charge Officers of special areas the number of centres where classes have to be held for the Supervisors may be decided by the respective Charge Officers as it may not be necessary to have as many centres as in the case of taluks. These classes should be held between 5th November and 20th November 1960. Simultaneously with the training of Supervisors, the Charge Officers should programme the training of Enumerators and complete the first round of training before 20th November 1960. Each Tahsildar should hold one class each for the Enumerators at 10 centres in his taluk conveniently distributed. The villages covered by each centre should be shown in the programme. The training of Enumerators in all the 10 centres should be completed between 20th October and 20th November 1960. In the case of Corporation/Municipal Commissioners, Divisional Forest Officers and Charge Officers of special areas the number of these centres may be less and fixed by the Charge Officers themselves taking into consideration the distance to be covered by the Enumerators. The target date of 20th November for completion of the first round of training to Enumerators will apply to these officers also. All the Charge Officers should send a copy of the training programme for Supervisors and Enumerators to the District Census Officers, Deputy Superintendents of Census Operations and the Superintendent of Census Operations before 15th October 1960.

FIRST TRAINING SAMPLE CENSUS FOR ENUMERATORS

33. It is proposed to hold two Training Sample Censuses for Enumerators, the idea being that between the first Training Sample Census and the second Training Sample Census some more training classes will be held for the Enumerators by the District Census Officers or Deputy

Superintendents of Census Operations and one check up class by the Superintendent of Census Operations. As a result of this second round of training the Enumerators would have gained some more experience and in the light of the experience gained, a second Training Sample Census would prove more useful and successful. The first Training Sample Census for the Enumerators will be held on *25th November 1960.* The red ink forms for the purpose will be supplied to the Charge Officers who should distribute them through the Supervisors to the Enumerators. These forms will consist of a pad each of 10 household schedules and a pad each of 50 individual slips for one Enumerator. Only half of these should be used in the first Training Sample Census. The remaining half of the number of the schedules and slips in each pad will be left as such without being used. The Supervisor should supervise this Training Sample Census. The remaining red ink forms other than individual slips and household schedules mentioned in this Circular which have to be filled up by the Enumerators may also be filled up in this Training Sample Census. The household schedules and individual slips filled up during this Training Sample Census should not be torn off but the pads along with the blank forms will be handed over to the Supervisor, the very next day of the Training Sample Census. The Enumerator should fill up the Enumerator's Abstract on the pad and also write his name and sign at the bottom of the pad to facilitate identification for the return of the pads. The Supervisors will examine these forms and prepare a review of the defects noted in filling up the forms. This review will be sent to the Charge Officer so as to reach him positively before 1st December 1960. The Charge Officer will consolidate the reviews and send copies to the District Census Officer and Deputy Superintendent of Census Operations of the area concerned and the Superintendent of Census Operations. When the Supervisors come for the check up class of the Superintendent of Census Operations they should bring with them the pads filled up during the first Training Sample Census by the Enumerators.

SECOND ROUND OF TRAINING CLASSES

34. The second round of training classes will be held by the District Census Officers and Deputy Superintendent of Census Operations. The taluks in charge of Deputy Superintendents of Census Operations and District Census Officers for the purpose of this training are appended to this Circular. The training classes by the District Census Officers and Deputy Superintendents of Census Operations should be held at least in 3 centres in each taluk. Both Supervisors and Enumerators should attend these classes. The Charge Officers should also be present. This second round of training should commence on *5th December 1960* and completed before *5th January 1961.* The District Census Officers and the Deputy Superintendents of Census Operations should send a copy of the training programme to the Superintendent of Census Operations before 1st December 1960.

SECOND TRAINING SAMPLE CENSUS

35. The second round of training to Enumerators should be followed by the second Training Sample Census of Enumerators. For this purpose the pads which were collected by the Supervisors after the first Training Sample Census will be returned to the Enumerators and the Enumerators should fill up the remaining forms which were not filled up in the first Training Sample Census. The date of this Training Sample Census is fixed as *10th January 1961.* The forms filled up during the second Training Sample Census will be returned along with those of the first Training Sample Census to the Supervisors the next day of the Training Sample Census i.e., on 11th January 1961. The Supervisors will review these and send the reviews to the Charge Officers along with the pads before 15th January 1961. The Charge Officers will thereupon consolidate the reviews of Supervisors and send *their own reviews to the Distict Census Officers, and* Deputy Superintendents of Census Operations of the area concerned and the Superintendent of Census Operations before 20th January 1961. The Disirict Census Officers and Deputy Superintendents of Census Operations should review these reviews of Charge Officers and send their own observations to the Charge Officers.

THIRD ROUND OF TRAINING

36. The Charge Officers will then hold the third and the final round of training of the Supervisors and Enumerators. During this final round they should take particular care to deal with all the defects noted in the two Training Sample Censuses and coach up the Supervisors and Enumerators with such thoroughness that they will never commit mistakes in enumeration thereafter. For the purpose of this training the Tahsildar should hold classes at least in 8 centres in a taluk and the Corporation/Municipal Commissioners, Divisional Forest Officers and Charge Officers of special areas in as many centres as they think desirable and necessary. This training should be started on *18th January 1961 and completed before 8th February 1961.* All the Charge Officers should send a copy of their programme of this training to the Superintendent of Census Operations, the District Census Officers and the Deputy Superintendents of Census Operations concerned on 12th January 1961.

CHECK UP CLASSES BY THE SUPERINTENDENT OF CENSUS OPERATIONS

37. After the first Training Sample Census, the Superintendent of Census Operations will be visiting every taluk headquarters where he will be holding check up classes for Supervisors and Enumerators. All the Charge Officers in each taluk are requested to inform the Supervisors and Enumerators of their respective charges including Corporation/Municipal towns and Forest Divisions of these classes and see that they are present for them. The programme of the classes to be held by the Superintendent of Census Operations is enclosed herewith. The Deputy Superintendents of Census Operations, District Census Officers and Charge Officers are requested to see that they fix their programmes of training without conflict with the dates mentioned for each taluk in the programme of the Superintendent of Census Operations.

38. The training classes to be held by the Charge Officers, District Census Officers and Deputy Superintendents of Census Operations and Superintendent of Census Operations should be held in convenient halls with adequate seating arrangements. Black boards should also be available in the hall. The Tahsildars of the respective taluks are requested to make these arrangements in connection with the classes to be held by the Superintendent of Census Operations, Deputy Superintendent of Census Operations and District Census Officers. The Director of Public Instruction is being addressed to give necessary instructions to the educational authorities to place a suitable hall for this purpose on demand by the Tahsildars, the Corporation/Municipal Commissioners or the Divisional Forest Officers of the concerned area. The District Census Officers, Deputy Superintendents of

Census Operations and the Charge Officers are requested to particularly bear in mind that the training plays the most important role in preparing the ground for proper enumeration. During the house numbering operations it has been the experience of the Superintendent of Census Operations that in spite of the detailed instructions issued in connection with the house numbering operations there were several cases where house numbering was done incorrectly and inadequately and detailed check up and revision were found necessary to bring the houselists in order. There is no chance for such a revision in the actual enumeration. Whatever that is done is final and the mistakes committed will be detected in the post-enumeration check. It is, therefore, absolutely necessary that chances for incorrect and inadequate enumeration are strictly avoided by thorough training and effective supervision. The Supervisors are requested to remember that it is their part to exercise the closest possible supervision over enumerators and avoid flaws and incompleteness in the enumeration within their circles.

Enumeration

39. The 1961 Census count will relate to the sunrise of 1st March 1961. The count will be spread over a period of 19 days beginning with 10th February 1961 and ending with 28th February 1961. During the period from 2nd March to 5th March 1961 a second round of visits to every household should be made by the Enumerators to verify whether the enumeration has been completed in all respects and record births that have taken place between the time of the first visit by the Enumerator and the sunrise of 1st March 1961 and cancel the slip of any person who has died during the same period. Any visitor in any household who has come to stay during the same period and has not been enumerated elsewhere should also be enumerated during this revisional round; but no notice should be taken of any birth or death or visit occurring after the sunrise of 1st March 1961.

40. Detailed instructions for enumeration have been given in the instructions issued in two volumes in Malayalam, Tamil and Kannada. These instructions should be strictly followed. The English copies of the instructions need not be used except for verification of the terms used in the instructions in regional languages. For special areas, however, English instructions will be rendered complete and given for guidance.

41. It has been decided to enumerate the houseless population in every block on the night of 28th February 1961. A list of places in every block where the houseless persons usually spend their nights should be prepared by the Enumerators and handed over by the Supervisor to the Charge Officer before 20th February 1961. The Enumerator of every general block except in the district headquarters towns and Mattancherry town should visit all the places where houseless persons resort to at night on the 28th February 1961 and enumerate them. In the case of the district headquarters towns and Mattancherry special Enumerators will be appointed to enumerate the houseless persons on the night of 28th February 1961 and the Enumerators of the general blocks need not attend to this work. It is not necessary to fill up household schedules for houseless people; only individual slips need be filled up for them. Seperate instructions will be issued for giving police help to ensure the safety of the Enumerators during the enumeration of the houseless population. The Charge Officers of district headquarters and Mattancherry may appoint special Enumerators for this purpose.

42. Enumeration in the following institutions will be done on the dates shown against them. Wherever these institutions have not been constituted as special blocks the general Enumerator should attend to their enumeration. In the case of special blocks the special Enumerators should attend to enumeration.

Institutions	*Dates*
Residential hotels including rest houses, Dak Bungalows, Inspection Bungalows, and similar institutions which are meant for temporary halts	26th and 27th February 1961
Residential hospitals including T. B. Sanatoria, Leprosy Hospitals or Asylums, Central Jails, Sub-Jails, Mental Hospitals, Penal Institutions, Rescue Homes, Borstal Schools, Reformatories and lock-ups	26th, 27th and if necessary 28th February 1961

43. In the case of persons travelling in native boats or steamboats or other inland power vessels, sea crafts etc. there is a chance of their being away from their homes for a pretty long time and hence not being enumerated. It is, therefore, proposed to enumerate the persons, travelling in these who have not been enumerated elsewhere, on the day and night of 26th February 1961. The Charge Officers should get a list of the landing places in their charges and communicate the same to the Supervisors so far as their jurisdiction is concerned. The Supervisors should furnish the same to the Enumerators. The Enumerators will do the count in these landing places.

44. The attention of the Charge Officers and Supervisors is specially drawn to the following additional instructions which could not be incorporated in the 1st volume of instructions to enumerators but have been added in the second volume of the instructions. The corrections indicated in the second volume may be actually got incorporated in the first volume itself during the training class.

(1) After the instructions under question 4 (b) of the individual slip, viz, born R/U add the following:—

"If the person enumerated is not in a position to say whether the place of birth is a village or town write the name of the place of birth as returned by him. It is not necessary to write R/U in such cases against this question."

(2) At the end of the general instructions for questions 8 to 11 add the following:—

"After you have filled up the answers of questions 8 to 11, if you find that in the case of any person more than one productive activity has been recorded i. e., more than one of the questions, 8, 9, 10 or 11 has been filled up by some work you should ask him which one of the activities that has been recorded for him is his principal work.

It may be that in a few cases you find that you have recorded more than two productive activities in questions 8 to 11 i. e., more than two of the questions, out of 8 to 11, would have been filled up by some work. In such cases you should first ascertain the principal work, i.e., the one on which the person spends most time and put a ring round the number of the question. You should then ascertain the work which is the next in importance to his principal work i. e., the work after his principal work

which occupies most time. You should put a tick against the question number of that work on the right hand side of the question number. The ring and the tick should be put clearly so that any difficulty will not be felt to recognise them clearly ".

45. (3) For the words 'residential hotels' used in the schedule occurring in paragraph 97 of page 46 of the Instructions to Enumerators in Malayalam read "Residential Hotels, Travellers' Bungalows, Sathroms etc.", and under item 2 of the same schedule add "lock-ups, leprosy hospitals, or asylums, T B. Sanatoria and reformatories".

46. (4) It has been decided to take a Census of persons holding technical degrees or diplomas equivalent to degrees during the enumeration of the 1961 Census. The Charge Officers will be supplied with the necessary number of cards for the purpose. These cards should be supplied at the rate of 20 cards per Enumerator. The Enumerators should be instructed to leave the necessary number of cards in each household where there are technical graduates or holders of diplomas equivalent to such degrees with instructions to fill up the same and hand over the same to the Enumerator when he comes for the revisional round. The Enumerators should collect them in the revisional round and submit to the Supervisor and the Supervisor to the Charge Officer. In case the cards have not been filled up by the time the Enumerator pays his second round of visit he should leave instructions to fill up the same and send them to the Superintendent of Census Operations, Trivandrum, Kerala. It is not necessary to affix stamps on these cards. The Enumerator should not compel anyone to fill up these cards but it should be left to the goodwill of the persons concerned.

47. (5) Non-Indian nationals, who are members of the staff of Diplomatic and Consular Missions in India of foreign and Commonwealth countries stationed in Bombay, Madras, West Bengal and Delhi and members of their families should be excluded from the scope of the census enumeration. But Indian nationals residing in the premises occupied by the above personnel or employed in the foreign mission should be enumerated.

Progress Reports on Training

48. For the first round of training fortnightly reports should be sent by the Charge Officers to the District Census Officers and the District Census Officers should consolidate the reports and send the same to the Superintendent of Census Operations. The first report of the Charge Officers should reach the District Census Officers on 5-11-1960 and that of the District Census Officers should reach the Superintendent of Census Operations on 8-11-1960. The second report should reach the District Census Officers on 22-11-1960 and that of the District Census Officers should reach the Superintendent of Census Operations on 25-11-1960. These reports should also deal with the training of Supervisors.

49. The District Census Officers and Deputy Superintendents of Census Operations should send fortnightly reports to the Superintendent of Census Operations on the second round of training conducted by them. The first report should reach the Superintendent of Census Operations on 20th December 1960 and the second report on 10th January 1961.

50. The Charge Officers should send weekly reports on the third round of training to the Superintendent of Census Operations and the District Census Officer simultaneously. The first report should reach them on 27th January 1961, the second report on 6th February 1961 and the third report on 9th February 1961. The District Census Officers, Charge Officers and Deputy Superintendents of Census Operations should supervise the conduct of the Training Sample Census and enumeration as far as possible.

Progress Reports on Enumeration

51. The Supervisors should send the progress reports to the Charge Officers every third day till the last week and daily reports during the last week. The dates for the submission of these reports by the Supervisors to the Charge Officers are 13th, 16th, 19th, 22nd, 25th, 26th, 27th and 28th February 1961. The Charge Officers should send their reports simultaneously to the Superintendent of Census Operations, the District Census Officer and the concerned Deputy Superintendent of Census Operations on 16th, 19th, 23rd, 25th, 27th and 28th February 1961. On the 28th February 1961, the Supervisor should give a completion report to the Charge Officer by telegram and the Charge Officer should send the completion report to the Superintendent of Census Operations, the District Census Officer and the concerned Deputy Superintendent of Census Operations simultaneously on 28th February 1961, by telegram.

52. The progress reports of the revisional rounds should be made daily by the Supervisors to the Charge Officers on the 2nd, 3rd 4th and 5th March 1961 and the Charge Officers should send similar reports on the 3rd, 4th, 5th and 6th March 1961 simultaneously to the Superintendent of Census Operations, District Census Officer and the concerned Deputy Superintendent of Census Operations. These reports should be sent by the Charge Officers and Supervisors by express cover.

Provisional Totals

53. The enumeration and revisional round will be over on 28th February 1961 and 5th March 1961 respectively. On the completion of the revisional round the Enumerators should submit in person the census records of each block bundled up separately along with the block abstract for each block to the Circle Supervisors on the evening of 5th March 1961. The Circle Supervisors should submit the census records relating to their circles to the Charge Officers in person along with the Circle Summary before the evening of 6th March 1961. In the case of Circle Supervisors of the reserve forest areas the census records relating to the portion of the circle lying in each taluk should be bundled seperately and a Circle Summary should be prepared for the forest area of the range lying in each taluk. The Charge Officers on receipt of the census records and the Circle Summaries should send the provisional totals relating to their charges by express telegram to the concerned District Census Officers in the following form on 8th March 1961.

Name of the charge— (Here enter the name of the taluk or Municipal town or forest division or special area as the case may be)

Total No. of Males

Total No. of Male Literates

Total No. of Females

Total No. of Female Literates

Total No. of Males and Females

Total No. of Male and Female Literates

Charge Officer

In the case of the Charge Officers of the forest divisions, in cases where the forest division falls in more than one district the provisional totals will have to be sent to each District Census Officer concerned. As stated above the Circle Supervisors of the forest areas viz., the Forest Rangers should submit the Circle Summaries to the Charge Officers talukwise. These Summaries will enable the Charge Officers of the Forest Divisions to prepare the provisional totals for each district. The District Census Officers should on receipt of the provisional totals from the various Charge Officers, inform by express telegrams the Registrar General in his address " REGGENLIND NEW DELHI ", and the Superintendent of Census Operations in his address "CENKERLA TRIVANDRUM" simultaneously the provisional totals of the above items for their district before the evening of 9th March 1961. Under no circumstances should the submission of provisional totals on the respective dates be delayed. Any delay will be viewed with utmost seriousness.

Freezing of the Transfer of the Census Officers

54. A copy of the Government order freezing the transfer of District Census Officers, Charge Officers, Supervisors and Enumerators from 15th September 1960 upto 31st March 1961 is enclosed herewith. The Charge Officers should immediately send a list of Supervisors and Enumerators to the officers competent to order their transfer requesting them not to transfer these officers except on exceptional grounds such as retirement, reversion, promotion or as a measure of discipline. A copy of the Government order may also be communicated to these officers along with this letter. This should be treated with utmost urgency.

General

55. Instructions regarding the post-enumeration check will be issued separately. The Charge Officers are informed that no expenditure should be incurred by sending messengers for the distribution of forms to the Supervisors and Enumerators. The instructions to the Supervisors will have to be sent by post. The instructions and red ink forms for the Enumerators as well as the red ink forms for the Supervisors should be distributed in the 1st training class held for Supervisors who should arrange for their distribution to the Enumerators. The black ink forms may be sent to the Supervisors for distribution to the Enumerators with the Village Officers who come every week to remit the kist in the case of taluks. The Divisional Forest Officers may also make similar arrangements. In the case of Corporation/Municipal Towns, the Supervisors can take the forms from the Corporation/Municipal Office itself. The Supervisors and Enumerators will be paid an honorarium to meet their out of pocket expenditure. This is being fixed in consultation with the State Government. No separate T. A. will be paid for the journeys undertaken by them in connection with census work including training etc. In the case of reserve Enumerators who are not posted for actual enumeration the question of paying T. A. to them instead of honorarium is under consideration. The allocation of certain taluks for the second round of training to the Deputy Superintendents of Census Operations does not take away the jurisdiction of the District Census Officers from those taluks either for the conduct of training classes in those areas or for supervision there. The work of the Deputy Superintendents of Census Operations is meant only to supplement what is done by the District Census Officers. The Deputy Superintendents of Census Operations should send notes of their supervision for necessary action to the District Census Officers and the Superintendent of Census Operations and the District Census Officers should take necessary action on them. The administrative control for the entire district will be with the District Census Officers.

M. K. DEVASSY,

Superintendent of Census Operations, Kerala

APPENDIX I

TIME SCHEDULE OF OPERATIONS

I. *Distribution of Forms*

1.	Distribution of Instructions and forms by the Superintendent of Census Operations to the Charge Officers	5th October 1960
2.	Distribution of Instructions by the Charge Officers to the Supervisors for their use	10th October 1960
3.	Distribution of Instructions to Enumerators and red ink forms for Enumerators and Supervisors to be done through the Supervisors when they come for the first training class of Supervisors	15th October 1960
4.	Distribution of black ink forms meant for Enumerators to the Supervisors	20th January 1961
5.	Distribution of black ink forms by the Supervisors to the Enumerators	1st February 1961

II. *Training*

1.	Training of District Census Officers and Charge Officers by the Superintendent of Census Operations	21st September 1960 to 5th October 1960
2.	First training class of the Supervisors by the Charge Officers to be held at the Headquarters of each Charge	15th October 1960

APPENDIX XIV—*contd.*

3.	Training Sample Census for Supervisors	25th October 1960
4.	Review of the Training Sample Census for Supervisors to be sent by the Charge Officers to the Superintendent of Census Operations, District Census Officers, Deputy Superintendent of Census Operations and the concerned Supervisors	Before 1st November 1960
5.	Second round of Training of the Supervisors by the Charge Officers	Between 5th November and 20th November 1960
6.	Sending the programme of the first round of training of the Enumerators by the Charge Officers to the Superintendent of Census Operations, District Census Officers and Deputy Superintendents of Census Operations	15th October 1960
7.	First round of training of Enumerators by the Charge Officers	20th October 1960 to 20th November 1960
8.	First Training Sample Census of Enumerators	25th November 1960
9.	Review of the first Training Sample Census of Enumerators to be sent by the Supervisors to the Charge Officers	1st December 1960
10.	Review of the first Training Sample Census of Enumerators by the Charge Officers to be sent to the Superintendent of Census Operations, District Census Officers and Deputy Superintendents of Census Operations	5th December 1960
11.	Sending the programme of the second round of training of Enumerators and Supervisors by the District Census Officers and Deputy Superintendents of Census Operations to the Superintendent of Census Operations	1st December 1960
12.	Second round of training of the Enumerators and Supervisors by the District Census Officers and Deputy Superintendents of Census Operations	5th December 1960 to 5th January 1961
13.	Second Training Sample Census for Enumerators	10th January 1961
14.	Review of the second Training Sample Census of Enumerators by the Supervisors to be sent to Charge Officers along with the records of the Training Sample Census	15th January 1961
15.	Review of the 2nd Training Sample Census of Enumerators to be sent by the Charge Officers to the Superintendent of Census Operations, District Census Officers and Deputy Superintendents of Census Operations	20th January 1961
16.	Programme of the third round of training of Enumerators and Supervisors to be sent by the Charge Officers to the Superintendent of Census Operations, District Census Officers and Deputy Superintendents of Census Operations	12th January 1961
17.	Third round of training of Enumerators and Supervisors by the Charge Officers	18th January 1961 to 8th February 1961
18.	Check up classes by the Superintendent of Census Operations	8th December 1960 to 15th January 1961

III. *Pre-Enumeration Arrangements*

1.	Supply of Houselist Extracts, to Enumerators through the Supervisors	15th November 1960
2.	List of resorts of houseless persons to be handed over to the Charge Officers by the Supervisors	20th February 1961
3.	List of landing places in each block to be handed over by the Charge Officers to the Supervisors and by the Supervisors to Enumerators	Between 1st February 1961 and 20th February 1961

IV. *Enumeration*

1.	Enumeration of households	10th February 1961 to 28th February 1961
2.	Enumeration of residential hotels, Rest Houses, Dak Bungalows, Inspection Bungalows and similar institutions meant for temporary halts	26th and 27th February 1961
3.	Enumeration of residential hospitals including T. B. Sanatoria, Leprosy Hospitals or Asylums, Central Jails, Sub-Jails, Mental Hospitals, Penal Institutions, Rescue Homes, Borstal Schools, Reformatories and Lock-ups	26th and 27th February 1961 and if necessary 28th February 1961

APPENDIX XIV—*contd.*

4.	Enumeration of persons travelling in native and steam boats, other inland power vessels and sea crafts	Day and night of 26th February 1961
5.	Enumeration of houseless population	Night of 28th February 1961
6.	Revisional round of visits by the Enumerators	2nd to 5th March 1961
7.	Submission of census records and Block Abstracts by the Enumerators to the Circle Supervisors in person	Evening of 5th March 1961
8.	Submission of census records and Circle Summary by the Circle Supervisors to the Charge Officer in person	Before the evening of 6th March 1961
9.	Provisional totals of population to be communicated by express telegram by the Charge Officers to the District Census Officers	8th March 1961
10.	Provisional totals to be communicated by the District Census Officers by express telegram to the Registrar General and the Superintendent of Census Operations, simultaneously	9th March 1961

V. *Progress Reports*

For dates of sending Progress Reports of Training and Enumeration see paragraphs 48 to 52.

APPENDIX II

JURISDICTION OF THE DISTRICT CENSUS OFFICERS AND DEPUTY SUPERINTENDENTS OF CENSUS OPERATIONS FOR THE CONDUCT OF THE SECOND ROUND OF TRAINING FOR SUPERVISORS AND ENUMERATORS

Note:—The taluks mentioned hereunder will include Corporation/the Municipal towns and Reserve Forests

District Census Officers	Taluks	District	Deputy Superintendents of Census Operations	Taluks
Cannanore	Kasaragod Hosdrug Cannanore	Cannanore	Kozhikode	North Wynad Taliparamba Tellicherry
Kozhikode	Badagara Quilandy Kozhikade Tirur	Kozhikode	,,	Ernad South Wynad
Palghat	Palghat Alathur Chittur Ottapalam	Palghat	,,	Perinthalmanna Ponnani
Trichur	Talappilly Trichur Chowghat Mukundapuram	Trichur	Ernakulam	Cranganore
Ernakulam	Parur Kunnathunad Kanayannur Cochin Alwaye	Ernakulam	,,	Muvattupuzha Todupuzha
Kottayam	Kottayam Meenachil Vaikom Changanacherry	Kottayam	,,	Devicolam Peermade Udumbanchola Kanjirappally
Alleppey	Shertalai Ambalapuzha Kuttanad Karthigapally	Alleppey	Trivandrum	Mavelikkara Chengannur Thiruvalla
Quilon	Quilon Karunagapally Kunnathur	Quilon	,,	Kottarakara Pathanamthitta Pathanapuram
Trivandrum	Trivandrum Neyyattinkara	Trivandrum	,,	Chirayinkil Nedumangad

APPENDIX XIV—*contd.*

PROGRAMME FOR THE CHECK UP CLASSES BY THE SUPERINTENDENT OF CENSUS OPERATIONS, KERALA

Date	Time	Taluks	Place where the class is held
8-12-1960	10 A. M.	Trivandrum	Trivandrum
8-12-1960	3 P. M.	Neyyattinkara	Neyyattinkara
9-12-1960	10 A. M.	Nedumangad	Nedumangad
9-12-1960	3 P. M.	Chirayinkil	Attingal
10-12-1960	10 A. M.	Quilon	Quilon
10-12-1960	3 P. M.	Karunagapally	Karunagapally
11-12-1960	2 P. M.	Mavelikkara	Mavelikkara
12-12-1960	10 A. M.	Karthigapally	Haripad
12-12-1960	3 P. M.	Ambalapuzha	Alleppey
13-12-1960	2 P. M.	Kuttanad	Pulinkunnu
14-12-1960	10 A. M.	Shertalai	Shertalai
14-12-1960	3 P. M.	Cochin	Fort Cochin
15-12-1960	10 A. M.	Kanayannur	Ernakulam
15-12-1960	3 P. M.	Alwaye	Alwaye
16-12-1960	10 A. M.	Parur	Parur
18-12-1960	2 P. M.	Cranganore	Cranganore
19-12-1960	10 A. M.	Mukundapuram	Irinjalakuda
19-12-1960	3 P. M.	Trichur	Trichur
20-12-1960	10 A. M.	Talappilly	Wadakkancherry
20-12-1960	3 P. M.	Chowghat	Chowghat
21-12-1960	10 A. M.	Ponnani	Ponnani
22-12-1960	10 A. M.	Tirur	Tirur
23-12-1960	10 A. M.	Kozhikode	Calicut
24-12-1960	10 A. M.	South Wynad	Vythiri
24-12-1960	3 P. M.	North Wynad	Manantody
26-12-1960	10 A. M.	Tellicherry	Tellicherry
26-12-1960	3 P. M.	Cannanore	Cannanore
27-12-1960	10 A. M.	Taliparamba	Taliparamba
28-12-1960	10 A. M.	Hosdrug	Hosdrug
29-12-1960	10 A. M.	Kasaragod	Kasaragod
30-12-1960	2 P. M.	Badagara	Badagara
31-12-1960	10 A. M.	Quilandy	Quilandy
2-1-1961	10 A. M.	Ernad	Manjeri
2-1-1961	3 P. M.	Perinthalmanna	Perinthalmanna
3-1-1961	10 A. M.	Ottapalam	Ottapalam
3-1-1961	3 P. M.	Palghat	Palghat
4-1-1961	10 A. M.	Chittur	Chittur
4-1-1961	3 P. M.	Alathur	Alathur
5-1-1961	3 P. M.	Kunnathunad	Perumbavoor
6-1-1961	3 P. M.	Devicolam	Munnar
7-1-1961	3 P. M.	Muvattupuzha	Muvattupuzha
8-1-1961	3 P. M.	Thodupuzha	Thodupuzha
9-1-1961	10 A. M.	Meenachil	Palai
9-1-1961	3 P. M.	Vaikom	Vaikom
10-1-1961	10 A. M.	Kottayam	Kottayam
10-1-1961	3 P. M.	Kanjirappally	Kanjirappally
11-1-1961	3 P. M.	Peermade	Peermade
12-1-1961	3 P. M.	Changanacherry	Changanacherry
13-1-1961	10 A. M.	Thiruvalla	Thiruvalla
13-1-1961	3 P. M.	Pathanamthitta	Pathanamthitta
14-1-1961	10 A. M.	Chengannur	Chengannur
14-1-1961	3 P. M.	Knnnathur	Adoor
15-1-1961	10 A. M.	Pathanapuram	Punaloor
15-1-1961	3 P. M.	Kottarakara	Kottarakara

Note :—The Supervisors and Enumerators of the Udumbanchola taluk will attend the classes either at Munnar or Peermade.

Copy of G. O. Rt. 1302 Pub. (Political and Military B) Dept. dated 14—9—1960

Most Immediate

GOVERNMENT OF KERALA

ABSTRACT

Census 1961—Restriction of transfer of Officers concerned with Census work—Orders issued.

PUBLIC (POLITICAL AND MILITARY 'B') DEPARTMENT

G. O. RT. 1302 Dated 14—9—1960.

Read: 1. Letter No. 2/127/60-Pub— 1, dated 26-8-1960 from the Government of India, Ministry of Home Affairs.

2. Letter No. C2—270/60 dated 30—8—1960 from the Superintendent of Census Operations, Kerala.

ORDER

The period between 15th September 1960 and 31st March 1961 is crucial for the census count. It is essential that the Officers appointed as District Census Officers, Charge Officers, Supervisors and Enumerators are retained in their respective stations during this period. Government, therefore, direct that Officers engaged in Census Operations as District Census Officers, Charge Officers, Supervisors and Enumerators should not be transferred during the period from 15th September 1960 to the end of March 1961, except on exceptional grounds, such as retirement, reversion, promotion or as a measure of discipline. The Heads of Departments and other Officers competent to make the transfers will note that any transfer in contravention to this order, will be seriously viewed. The Superintendent of Census Operations is arranging with the Charge Officers to transmit a list of Officers appointed as Supervisors and Enumerators to the respective Officers competent to order transfer in the Departments concerned.

(By order of the Governor)

Sd. A. G. MENON,

Chief Secretary

APPENDIX XV

Office of the Superintendent of Census Operations, Kerala

CIRCULAR LETTER No. XLVI

Trivandrum, dated 21st February 1961

The Enumerators have been instructed in the training classes to report to the Supervisors cases of new or unnumbered residential houses which they find in their blocks and get them numbered and enumerate them. Instructions have also been issued to the Charge Officers to get reports about new buildings cropping up within their areas up to 1st March 1961 from the Village Officers or other assistants who were engaged in the house numbering operations and number them and inform the Supervisors and Enumerators. The Supervisors are requested to instruct the Enumerators to check up the area between the last house allotted to the Enumerator and the succeeding house (falling in the next block) and enumerate any new residential house which has cropped up between these two houses. Where, however, the block of an Enumerator ends with a kara/muri/desom in the case of a village or a ward in the case of a town or a forest range in the case of reserve forest division it is enough if the Enumerator of the last block goes up to the end of the kara/muri/desom or ward or forest range as the case may be. In such cases the enumerator of the first block of a kara/muri/desom or ward or the forest range should go up to the starting point of that kara/muri/desom or ward or forest range find out whether there is any new residential house that has cropped up between that boundary and the first house allotted to him and get such houses numbered and enumerated.

Yours faithfully

(Sd) M. K. DEVASSY,

Superintendent of Census Operations

APPENDIX XVI

INSTRUCTIONS ISSUED FOR THE ENUMERATION OF THE CREW AND PASSENGERS OF THE SHIPS OR OTHER VESSELS

(1)

D. O. Letter No. C3—386/60 dated 25th December 1960 to the Officer in charge of the Census Operations of the Naval Base

Dear Shri.....

Sub.—Enumeration of ships and other vessels belonging to the Navy

In continuation of my previous letter on the enumaration of the Cochin Naval Base, I am to request you to make the following arrangements for the enumeration of the personnel of the ships and other vessels belonging to the Navy which land at the Cochin Port. In the case of a ship or any other vessel belonging to the Navy, which is already in or which arrives in the Port of Cochin on any day between 10th February 1961 and the sunrise of 1st March 1961, the personnel in such ship or vessel are to be enumerated by the Commander of the ship or the person in charge of the vessel. Such Commander or person may be assisted by sending a trained Enumerator under you. No household schedule is necessary. Individual slips need alone be filled up for the personnel. The location code allotted to the Naval Base may be filled up in these individual slips. But, for the 5th element of the location code viz, No. of the household, the name of the ship may be written. The slips filled up in respect of each ship or other vessel may be collected by you and sent to such Tabulation Office as might be instructed later. I would suggest that a Block Abstract may be got prepared for all these ships and other vessels together and the figures there may be carried over to the Charge Summary to be sent to the District Census Officer along with those of others.

Thanking you,

Yours sincerely,

(Sd) M. K. DEVASSY,

Superintendent of Census Operations

(2)

D. O. Letter No. C3—386/60 dated 26th December 1960 to the Officer in charge of the Census Operations of the Port of Cochin

Dear Shri.....

In continuation of my instructions for the enumeration of the Cochin Port for the 1961 Census, I am to request you to make the following arrangements for the enumeration of the crew and passengers who have not been enumerated elsewhere in India of any ship or other vessel other than those belonging to the Navy which touches the Cochin Port or which is already in the Port between 10th February 1961 and the sunrise of 1st March 1961.

The crew and passengers of the ships or vessels mentioned above may be got enumerated by you by deputing a suitable trained Enumerator for the purpose. Only individual slips need be filled up for the persons. No household schedule is necessary. The location code may be the same as is allotted to the Cochin Port. But instead of the fifth element, viz, the house number, the name of

the ship or vessel may be entered. The slips so filled up may be collected by you and sent along with the rest of the census records of your charge to such tabulation office as will be intimated to you by me.

A Block Abstract for the slips used for all the ships and other vessels together may also be got prepared. Your Charge Summary should include the figures given in this Block Abstract also. You may also issue a certificate to every person in the ship or the vessel that he has been enumerated for the 1961 Census.

I hope you will consult the Administrative Officer of the Cochin Port in this regard if necessary. Hence I am not addressing him separately.

Yours sincerely,
(Sd)

(3)

Letter No. C2-499/60 dated 29th December, 1960 to the Officer in charge of ports except the port of Cochin.

Sub:—Census 1961—Enumeration of the personnel in the ships and other vessels Arrangements for-

Sir,

In connection with the 1961 Census, it is proposed to enumerate the crew and passengers who have not been enumerated elsewhere in India of any ship or other vessel which touches any Port or which is already in the Port between 10th February 1961 and the sunrise of 1st March 1961. I am to request you to kindly make the necessary arrangements for such enumeration on the following lines:—

If the ship or other vessel belongs to the Navy the enumeration is to be done by the Commander of the ship or the Officer-in-charge of the vessel. He should be given the assistance of a trained Enumerator for this purpose. In the case of ships or other vessels, not belonging to the Navy, the enumeration may be done by you. You will be given the assistance of a trained Enumerator. Only individual slips need be filled up for the persons. No household schedule is necessary. The location code will be the same as is allotted to the area in which the port is situated. But instead of the fifth element of the Location Code, viz. the house number, the name of the ship or vessel may be entered. The individual slips prepared in respect of each ship or vessel may be collected by you. A pad summary should be filled up for each pad of individual slips on the back of the pads and a block summary should be filled up for all the pads together in the form enclosed herewith. The used pads and unused pads may be sent in one bundle with the block label filled up and affixed on it to the Tahsildar in case the port is located outside a municipal town or to the Municipal Commissioner if the port is located within the municipal town along with a block abstract duly filled up so as to reach him before 5th March 1961. You may requisition the services of a trained Enumerator to assist in the enumeration from the Municipal Commissioner or Tahsildar as the case may be according as the port is located within a municipal town or outside the municipal town. If any person in the ship or other vessels claims to have been already enumerated between 10th February 1961 and the date of the arrival of the ship, such person need not be enumerated. Each person who has been enumerated may be given the certificate by you to the effect that he has been enumerated for the 1961 Census. A copy of the instructions to Enumerators and the enclosures shown below are sent herewith. In case you require more individual slips, you may get the same from the Municipal Commissioner or Tahsildar as the case may be.

Receipt of this letter may kindly be acknowledged.

Yours faithfully,
(Sd)

Encls:—

1. Instructions to Enumerators in English
2. Block Abstract Forms 2.
3. Pad of 100 individual slips in black ink in English 1.
4. Code Number Book 1.

Copy to:—The Corporation/Municipal Commissioner/ Tahsildar.....One or two trained Enumerators from the reserve at your Headquarters may be deputed to assist the Port Officer in the enumeration on requisition from him.

Copy to the District Census Officer.....

APPENDIX XVII

MINUTES OF THE DISCUSSIONS OF THE SUPERINTENDENT OF CENSUS OPERATIONS WITH THE TAHSILDAR, KUTTANAD REGARDING THE ENUMERATION OF SHIFTING POPULATION IN THE KUTTANAD TALUK

The question of enumerating the shifting population who come to the Kuttanad paddy fields during the harvest season was discussed with the Tahsildar, Kuttanad. The temporary habitation generally takes place at the beginning of the second half of January. The people who come for harvesting will be halting on the bunds or "enas" by the side of the field. Sometimes they are put up in large sheds accommodating a large number of workers. In some cases temporary sheds are pitched for each family. The sheds are purely temporary and will disappear after the harvest season. The same people will be shifting from one area to another according to the progress of harvesting. The concerned Kayal fields are distributed in Chennamkari, Kainakari and Pulinkunnu villages. These huts are likely to be found mainly in the villages of Kainakari, Chennamkari and Pulinkunnu and sometimes in the Puncha fields of other villages. The following procedure for the enumeration of the above shifting population was arrived at during the discussions with the Tahsildar, Kuttanad.

APPENDIX XVII—*contd.*

(1) The Enumerators' blocks for these areas will be defined by natural boundaries, each block consisting of a habitation roughly of about 400 persons. The blocks in each kara should be identifiable.

(2) The house numbering and the enumeration will be done simultaneously by the same Enumerator. Since these houses are temporary, it is not necessary to fill up all the columns of the houselists. Only colums 1 to 4, 11 and 12 of the houselists, need be filled up. When the number for a house is allotted, the Enumerator will hand over a card to the head of the household for purposes of identification showing the number of the house. Simultaneously the Enumerator will enumerate the members of the household. Particular care will be taken to make sure that the persons whom the Enumerator is enumerating have not been enumerated elsewhere. Instead of the usual procedure of putting "C" and the number of the kara before the number of the house, the letter "T" and the number of the block in the particular kara will be prefixed to the actual number allotted to the house. The location code in the houselist will be filled up in the normal course, for example in the case of Block No. 1 of Kumarakam Thekkumbhagom kara of Kainakari village, the number will be 7/3/1/7/T-1 (the number of the house). This will facilitate the numbering of the houses by each Enumerator starting with No. 1 in his particular block.

(3) The house numbering and enumeration together will be done from 20th to 28th February 1961. 15 Enumerators and 2 Supervisors will be appointed as reserve now and given training before the check-up class of the Superintendent of Census Operations. The actual appointment will be made after the formation of blocks and circles.

(4) Further details will be worked out by the Charge Officer and the list of blocks along with the full code number will be sent to Superintendent of Census Operations and District Census Officer. A copy of the houselist will also be sent to the Superintendent of Census Operations after enumeration.

APPENDIX XVIII

SYNONYMS OR GENERIC NAMES OF SCHEDULED CASTES AND SCHEDULED TRIBES ACCEPTED IN 1961 CENSUS

Sl. No.	Region of the State as on the date of the reorganisation of States	Present District	Synonym or generic name	Name of the Caste or Tribe in the President's list representing the accepted synonym or generic name mentioned in column 4	Remarks
1	2	3	4	5	6
		SCHEDULED CASTES			
1	State except Malabar District	Trivandrum, Quilon, Alleppey, Kottayam, Ernakulam excluding Fort Cochin and Trichur excluding Chowghat taluk and Chittur taluk of Palghat District	Thamizh Vannan	Vannan	
2	do.	do.	Kakkan	Kakkalan	
3	do.	do.	Pandi Vannan	Vannan	
4	do.	do.	Cheraman	Pulayan	
5	Malabar District	Palghat excluding Chittur taluk and including Chowghat taluk of Trichur District	Kanakkacheruman	Cheruman	
6	do.	do.	Eracheruman	Cheruman	
7	do.	do.	Valluvacheruman	Cheruman	
8	do.	do.	Erayacheruman	Cheruman	
9	do.	do.	Pulacheruman	Cheruman	
10	do.	do.	Paracheruman	Cheruman	
11	do.	do.	Pulayacheruman	Cheruman	
12	do.	Kozhicode	Malayan Panikkar	Malayan	
13	do.	do.	Cheraman	Cheruman	
14	do.	do.	Valluvakanakkan	Kanakkan	
15	do.	do.	Rolan	Cheruman	
16	do.	do.	Pelacheruman	Cheruman	
17	do.	do.	Erakkanakkan	Kanakkan	

APPENDIX XVIII—*concld.*

SYNONYMS OR GENERIC NAMES OF SCHEDULED CASTES AND SCHEDULED TRIBES ACCEPTED IN 1961 CENSUS—(*concld.*)

1	2	3	4	5	6
18	Malabar District	Kozhikode	Malayapanikkar	Malayan	
19	do.	Cannanore	Pulaya	Cheruman	
20	do.	do.	Cheraman	Cheruman	
21	Kasaragod taluk of Malabar District	do.	Harijan	Bakuda	Persons noted as Harijan if actually Bakuda will be considered as Scheduled Caste
22	do.	do.	Harijan	Bathada	Persons noted as Harijan if actually Bathada will be Scheduled Caste
23	do.	do.	Harijan	Moger	Persons noted as Harijan if actually Moger will be Scheduled Caste

SCHEDULED TRIBES

1	Malabar District	Kozhikode	Vettuvakuruman	Kurumans
2	do.	do.	Thachanatanmooppan	Kurumbas
3	do.	do.	Mullokuruman	Kurumans
4	do.	do.	Mulluva Kuruman	Kurumans
5	do.	do.	Mulluva Kurumans	Kurumans
6	do.	do.	Ooralikurumans	Kurumans
7	do.	do.	Ooralikuruman	Kurumans
8	do.	do.	Ooralikurumban	Kurumans
9	do.	do.	Mulluva Kurumban	Kurumans
10	do.	do.	Thenkuruman	Kurumans
11	do.	do.	Cheramar	Pulayan
12	do.	do.	Mullukkuruman	Kurumans
13	do.	Cannanore	Ooralikurumans	Kurumans
14	do.	do.	Thenkuruman	Kurumans
15	do.	do.	Mulluvakuruman	Kurumans
16	do.	do.	Kurichiyan	Kurichchan
17	Kasaragod taluk of Malabar District	do.	Marathi	Marati

APPENDIX XIX

STATEMENT SHOWING THE DISTRIBUTION OF POSTERS

To whom distributed	Census is Essential				Census Helps Planned Consumption				Census Helps Them All					Census Textual Poster			
	Malayalam	English	Kannada	Tamil	Malayalam	English	Kannada	Tamil	Malayalam	English	Kannada	Tamil	Urdu	Malayalam	English	Kannada	Tamil
Libraries (1,064)	2,128	...	...	...	...	...	...	...	2,128	...	...	...	...	2,128	...	...	...
Panchayats (907)	2,721	...	...	...	..	...	...	...	2,721	...	...	...	...	2,721	...	...	...
Block Development Officers (94)	1,880	1,410	...	...	18,800	...	...	...	1,830	1,410	...	...	...	1,880	1,880	...	...
Tahsildars (55)	7,664	2,805	...	..	2,750	55	...	...	7,664	3,300	...	...	...	7,664	2,805	...	...
Municipal Commissioners (29)	3,335	609	...	...	580	29	...	...	3,335	319	...	...	...	3,335	319	...	...
Divisional Forest Officers (14)	140	...	...	..	..	..	..	...	140	70	...	...	...	140	...	...	...

APPENDIX XIX—*concld.*

STATEMENT SHOWING THE DISTRIBUTION OF POSTERS (*concld.*)

To whom distributed	Census is Essential				Census Helps Planned Consumption				Census Helps Them All					Census Textual Poster			
	Malayalam	English	Kannada	Tamil	Malayalam	English	Kannada	Tamil	Malayalam	English	Kannada	Tamil	Urdu	Malayalam	English	Kannada	Tamil
Heads of Departments	400	...	...	...	...	...	...	...	400	150	...	...	...	400	120	...	...
Tourist Department	200	200	...	...	...	190	...	...	200	150	...	...	...	200	150	...	...
Transport Department	1,000	...	...	...	...	...	...	...	1,000	...	...	...	...	1,000	...	...	...
Public Relations Department	700	532	...	...	...	...	...	...	200	44	...	...	...	200	50	...	...
State Transport Authority	1,000	...	...	...	...	...	...	...	1,000	...	...	...	...	1,000	...	...	...
Kerala Water Transport Corporation	100	...	...	...	...	...	...	...	100	...	...	...	...	100	...	...	...
District Census Officers (9)	900	900	...	...	...	6,300	...	...	900	823	...	...	...	900	805	...	...
Trivandrum Corporation	50	...	...	...	...	...	...	...	50	...	...	...	...	50	...	...	...
Colleges (71)	213	213	...	...	308	...	...	...	213	...	...	...	...	213	...	...	...
Special areas (6)	...	6	...	...	...	6	...	...	...	66	...	...	...	...	66	...	...
Libraries of Kannada speaking area	...	...	48	...	...	...	...	...	...	...	...	...	...	...	...	...	...
Tahsildars of Kasaragod and Hosdrug	...	...	50	...	...	...	...	...	...	...	60	...	...	...	...	90	...
Tahsildars of Devicolam, Peermade and Udumbanchola	...	...	...	30	...	...	...	40	...	...	...	30	...	...	...	...	30
District Census Officer, Kottayam	...	...	...	10	...	...	...	...	...	...	...	15	...	...	...	...	15
Block Development Officer, Manjeswar	...	...	...	...	...	...	90	...	...	...	...	...	...	...	...	...	...
Executive Engineers (10)	...	...	...	...	...	...	...	...	...	250	...	...	...	...	500	...	...
District Census Officer, Cannanore	...	...	...	...	...	...	...	...	...	...	30	...	...	...	...	...	...
Municipal Commissioners, Quilon, Kayamkulam, Alleppey, Ernakulam, Mattancherry, Calicut, Badagara, Tellicherry and Cannanore	...	...	...	...	...	...	...	...	...	...	...	...	38	...	...	...	...
Tahsildars (27)	...	...	...	...	...	...	...	...	...	...	...	...	54	...	...	...	...
Total No. Received	**22,450**	**6,700**	**100**	**50**	**22,450**	**6,600**	**100**	**50**	**22,450**	**6,600**	**100**	**50**	**100**	**22,452**	**6,700**	**100**	**50**

APPENDIX XX

STATEMENT SHOWING THE DISTRIBUTION OF CENSUS PAMPHLETS

To whom distributed	HOW A CENSUS IS TAKEN				WHAT IS A CENSUS AND WHY SHOULD WE HAVE ONE				GROWING IMPORTANCE OF POPULATION CENSUS			
	Malayalam	English	Kannada	Tamil	Malayalam	English	Kannada	Tamil	Malayalam	English	Kannada	Tamil
Block Development Officers (94)	47,000	...	...	...	47,000	...	...	...	47,000	...	...	...
Libraries (1,064)	3,192	...	...	...	3,192	...	...	...	3,192	...	...	...
Panchayats (907)	2,721	...	...	...	2,721	...	...	...	2,721	...	...	...
Municipal Commissioners (29)	2,900	...	...	...	2,900	...	...	...	2,900	...	...	...
Tahsildars (55)	9,900	...	...	...	9,900	...	...	...	9,900	...	...	...
District Census Officers(9)	6,666	...	...	...	6,666	...	...	...	6,696	...	...	...
Divisional Forest Officers (14)	280	...	...	...	280	...	...	...	280	...	...	...
All India Radio	120	...	...	...	120	...	...	...	120	...	...	...
Public Relations Department	3,225	125	...	...	3,400	...	...	...	3,200	80	...	...
District Educational Officers	2,023	...	...	...	2,023	...	...	...	2,024	...	...	...
Collegiate Education Department	110	...	...	...	110	...	...	...	110	...	...	...
Local Bodies Department	...	400	...	...	...	...	...	...	...	400	...	...
District Collector, Kanyakumari	1,000	...	...	...	1,000	...	...	...	1,000	...	...	...
Block Development Officer, Manjeswar	...	...	512	...	...	...	537	...	...	...	525	...
Libraries in Kasaragod taluk	...	...	88	...	...	...	88	...	...	...	88	...
Panchayats in Kasaragod taluk	...	...	255	...	...	...	255	...	...	...	255	...
Tahsildars, Kasaragod and Hosdrug	...	...	120	...	...	...	120	...	...	...	120	...
Libraries in Tamil area	...	...	...	55	...	...	...	55	...	...	...	55
Panchayats in Tamil area	...	...	...	70	...	...	...	70	...	...	...	70
Tahsildars of Devicolam, Peermade and Udumbanchola	...	...	...	150	...	...	...	150	...	...	...	150
Total Number Received	**79,250**	**545**	**1,000**	**300**	**79,250**	...	**1,000**	**300**	**79,250**	**500**	**1,000**	**300**

APPENDIX XXI

STATEMENT SHOWING THE ARTICLES OF STATIONERY AND STAMPS SUPPLIED TO THE DISTRICT CENSUS OFFICERS AND CHARGE OFFICERS

Name of Officer	Double F'cap duplicating paper-reams	Cyclostyle paper flat-quires	Cyclostyle ink-tubes	Paper cream wove F'cap ruled sheets	Pen steel nibs-dozens	Pen holders clerical-Nos.	Pencil lead-Nos.	Ink powder blue black-packets	Ink powder red-packets	Gum arabic-ozs	Pin-packets	Tags cotton-Nos.	Typewriting paper-reams	Typewriting carbon paper quires	Note sheet books-Nos.	Writing paper unruled-sheets	Casing paper-sheets	White twine-balls	Jute twine-Lbs. tolas	Country twine-balls	Stamps
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
																					Rs.nP.
District Census Officer, Trivandrum	¼	2½	1	20	8	2	8	4	1	2	4	300	1	6	24	30	...	...	...	...	95·00
do. Quilon	¼	2½	1	20	8	2	8	4	1	2	4	300	1	6	24	30	...	...	...	...	95·00
do. Kottayam	¼	2½	1	20	8	2	8	4	1	2	4	300	1	6	24	30	...	...	...	...	95·00
do. Alleppey	¼	2½	1	20	8	2	8	4	1	2	4	300	4	6	24	30	...	...	...	...	95·00
do. Ernakulam	¼	2½	1	20	8	2	8	4	1	2	4	300	1	6	24	30	...	...	...	...	95·00
do. Palghat	¼	2½	1	20	8	2	8	4	1	2	4	300	1	6	24	30	...	...	...	...	95·00
do. Trichur	¼	2½	1	20	8	2	8	4	1	2	4	300	1	6	24	30	...	...	...	...	135·00
do. Kozhikode	¼	2½	1	20	8	2	8	4	1	2	4	300	1	6	24	30	...	...	...	...	95·00
do. Cannanore	¼	2½	1	20	8	2	8	4	1	2	4	300	1	6	24	30	...	...	...	...	95·00
Tahsildar, Kasaragod	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	315	69	...	...	312·50
do. Hosdrug	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	258	56	...	...	280·00
do. Taliparamba	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	356	79	...	...	337·50
do. Cannanore	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	314½	...	13·32	...	312·50
do. Tellicherry	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	459	62	...	40	395·00
do. North Wynad	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	121½	27	...	...	207·50
do. Badagara	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	283½	...	12·24	...	297·50
do. South Wynad	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	307½	...	13·24	...	310·00
do. Quilandy	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	364	...	16·8	...	340·00
do. Kozhikode	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	512½	...	21·00	...	402·50
do. Ernad	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	594	...	26·8	...	467·50
do. Tirur	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	549½	...	24·8	...	432·50
do. Chittur	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	282	...	12·10	...	305·00
do. Alathur	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	295	...	13·00	...	312·50
do. Ottapalam	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	360	...	16·8	...	350·00
do. Perintalmanna	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	405½	...	18·00	...	365·00
do. Ponnani	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	300½	...	13·8	...	320·00
do. Palghat	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	246½	...	11·00	...	287·50
do. Trichur	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	374½	...	16·24	...	347·50
do. Kanayannur	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	269½	...	11·32	...	302·50
do. Alwaye	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	201½	...	8·24	...	120·00
do. Muvattupuzha	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	283	...	12·24	...	322·50
do. Talappilly	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	311½	...	13·32	...	346·99
do. Chowghat	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	298½	...	13·8	...	305·00
do. Cranganore	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	89½	...	3·32	...	287·50
do. Mukundapuram	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	420½	...	28·24	...	382·50
do. Kunnathunad	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	217	...	9·24	...	275·00
do. Parur	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	191½	...	8·16	...	245·00
do. Ambalapuzha	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	136	...	6·00	...	215·00
do. Karthigapally	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	249½	...	11·00	...	277·50
do. Shertalai	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	307½	...	13·24	...	320·00
do. Chengannur	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	209½	...	9·80	...	255·00
do. Thiruvalla	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	281½	...	12·16	...	310·00
do. Kottayam	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	377	...	16·24	...	372·50
do. Changanacherry	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	185	...	8·28	...	242·50
do. Karunagapally	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	285½	...	12·24	...	297·50
do. Mavelikkara	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	268	...	11·32	...	287·50
do. Kunnathur	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	266½	...	11·32	...	287·50

APPENDIX XXI—*contd.*

Name of Officer		Double F'cap duplicating paper-reams	Cyclostyle paper flat-quires	Cyclostyle ink-tubes	Paper cream wove F'cap ruled sheets	Pen steel nibs-dozens	Pen holders clerical-Nos.	Pencil lead-Nos.	Ink powder blue black-packets	Ink powder red-packets	Gum arabic-ozs.	Pin-packets	Tags cotton-Nos.	Typewriting paper-reams	Typewriting carbon paper quires	Note sheet books-Nos.	Writing paper unruled-sheets	Casing paper-sheets	White twine-balls	Jute twine-Lbs. tolas	Country twine-balls	Stamps
1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
																						Rs. nP.
Tahsildar,	Kottarakara	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	358½	...	15·32	...	347·50
do.	Quilon	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	460	...	20·16	...	395·00
do.	Chirayinkil	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	360½	...	16·00	...	340·00
do.	Cochin	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	177	...	7·24	...	235·00
do.	Thodupuzha	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	209	...	9·8	...	255·00
do.	Kuttanad	2	3	2	35	4	1	3	2	½	1	2	150	1	6	16	15	222	...	9·24	...	260·00
do.	Meenachil	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	314½	...	13·16	...	334·72
do.	Kanjirappally	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	160½	...	7·8	...	245·00
do.	Peermade	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	247½	...	10·32	...	275·00
do.	Udumbanchola	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	236½	...	10·16	...	295·00
do.	Vaikom	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	198	...	8·32	...	260·00
do.	Pathanapuram	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	334	...	14·32	...	325·00
do.	Pathanamthitta	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	398	...	17·24	...	360·00
do.	Devicolam	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	224½	...	9·32	...	287·50
do.	Nedumangad	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	370½	...	16·16	..	355·00
do.	Neyyattinkara	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	469	...	20·32	...	400·00
do.	Trivandrum	2	3	2	35	4	1	4	2	½	1	2	150	1	6	16	15	335½	...	14·32	...	325 00
Municipal Commissioner,	Cannanore	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	40½	...	1·32	...	132·50
do.	Tellicherry	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	34	...	1·16	...	127·50
do.	Kozhikode	1¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	171½	...	7·8	...	200·00
do.	Badagara	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	42½	...	1·32	...	132·50
do.	Palghat	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	88	...	3·24	...	106·64
do.	Trichur	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	78½	...	3·00	...	147·50
do.	Ernakulam	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	123½	...	4·32	...	170·00
do.	Alwaye	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	23½	...	0·32	...	120 00
do.	Muvattupuzha	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	25½	...	1·00	...	122·50
do.	Kunnamkulam	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	21½	...	0·32	...	120·00
do.	Vaikom	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	20	...	0·32	...	120·00
do.	Palai	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	17	...	0·24	...	118·50
do.	Fort Cochin	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	31	...	1·8	...	125·00
do.	Irinjalakuda	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	24	...	1·00	...	122·50
do.	Chittur-Thathamangalam	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	32½	...	1·16	...	127·50
do.	Changanacherry	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	45	...	1·24	...	130·00
do.	Kottayam	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	55½	...	2·8	...	137·50
do.	Shertala	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	35½	...	1·16	...	127·50
do.	Thiruvalla	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	26	...	1·00	...	122·50
do.	Alleppey	1¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	148	...	6·16	...	190·00
do.	Mavelikkara	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	20	...	0·32	...	120·00
do.	Kayamkulam	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	43	...	1·32	...	132·50
do.	Quilon	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	92½	...	3·32	...	157·50
do.	Attingal	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	24	...	1·00	...	122·50
do.	Neyyattinkara	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	20	...	0·32	...	120·00
do.	Perumbavoor	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	18½	4	...	...	120·00
do.	Parur	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	21	...	0·32	...	120·00
do.	Mattancherry	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	82½	...	3·24	...	155·00
Commissioner, Corporation of Trivandrum*		1¼	...	1	30	4	1	4	2	½	1	2	150	1	6	14	15	263½	...	10·24	...	223·10

* 2½ quires of stencil paper have also been supplied to the Commissioner, Corporation of Trivandrum.

APPENDIX XXI—*concld.*

Name of Officer	Double F'cap duplicating paper-reams	Cyclostyle paper flat-quires	Cyclostyle ink-tubes	Paper cream wove F'cap ruled sheets	Pen steel nibs-dozens	Pen holders clerical-Nos.	Pencil lead-Nos.	Ink powder blue black-packets	Ink powder red-packets	Gum arabic-ozs.	Pin-packets	Tags cotton-Nos.	Typewriting paper-reams	Typewriting carbon paper quires	Note sheet books-Nos.	Writing paper unruled-sheets	Casing paper-sheets	White twine-balls	Jute twine-Lbs. tolas	Country twine-balls	Stamps
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22 Rs. nP.
Divisional Forest Officer, Wynad	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	12½	...	0·32	...	100·00
do. Kozhikode	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	11½	...	0·32	...	100·00
do. Thenmala	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	5½	...	0·16	...	95·00
do. Konni	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	8	...	0·24	...	97·50
do. Ranni	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	11½	...	0·16	...	95·00
do. Malayattur	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	20	...	0·32	...	100·00
do. Chalakudy	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	13½	...	0·24	...	97·50
do. Nemmara	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	22	...	0·24	...	97·50
do. Nilambur	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	5	...	0·16	...	48·68
do. Kottayam	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	23	...	0·24	...	97·50
do. Punalur	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	7½	...	0·16	...	95·00
do. Trichur	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	27½	...	0·24	...	97·50
do. Palghat	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	6	...	0·16	...	95·00
do. Trivandrum	¼	2½	1	30	4	1	4	2	½	1	2	150	1	6	14	15	15	3	...	...	97·50

APPENDIX XXII

GOVERNMENT OF KERALA

No. 29653-C. I/60-1, Planning & Development (C) Department, Dated, Trivandrum, 21st May, 1960

MEMORANDUM

Sub:—Census 1961—Co-operation of Government servants and employees of local bodies—Instructions issued.

Ref:—G. O. No. 492/PL & D dated 26—11—1959.

In the G. O. read above instructions have already been issued regarding the arrangements for 1961 Census in the State. In that context, it has been stressed that all concerned should extend their utmost co-operation for the successful conduct of the Census work.

2. Preliminary arrangements for the 1961 Census are being completed and the appointment of the staff necessary for enumeration (Enumerators, Supervisors etc.) will commence within the next few months. Actual enumeration will take place between the 10th February, 1961 and the sunrise of 1st March, which will be followed by the final check during the first five days of March. The enumeration will, as in the past, be done mostly by the fullest use of all establishments under the control of Government and Local Bodies on a voluntary basis.

3. All Government employees and employees of the Local Bodies (with the exception of Police Officers) are therefore expected to accept and perform readily any work connected with the enumeration, which may be entrusted to them by the Superintendent of Census Operations or any other responsible local Census Officers. They should give no cause for complaint by the officers in charge of Census in respect of the performance of Census duties. They should perform these duties as diligently and conscientiously as the normal duties of the posts held by them. The manner in which they have performed Census duties will also be taken into account in the periodical assessment of their work and conduct by their respective superiors.

4. Enumeration work is spread over nearly three weeks, in order to diminish the number of workers for whom demands will be placed on the heads of offices and also to enable the workers to carry out their duties conveniently. It is imperative that the heads of offices and institutions should co-operate in lightening the burden of Census workers to the maximum extent practicable. This may necessitate the grant of certain concessions regarding office attendance both during the enumeration period and period of training which will precede it. The details of concessions likely to be required will be settled as and when the need arises in consultation with the Superintendent of Census Operations.

5. In view of the national importance of Census Operations and the magnitude of the work involved, the Government expect full co-operation of all their employees and the employees of Local Bodies in the State for the successful completion of Census Operations. They also hope that everyone entrusted with Census duties will voluntarily accept and discharge those duties zealously and conscientiously to their utmost ability with a sense of national responsibility.

K. V. KUNJUNNY MENON,
Assistant Secretary

APPENDIX XXIII

CENSUS DIVISIONS AND AGENCY

Sl. No.	District	No. of charges: Taluk	Municipal	Forest	Special areas	No. of towns other than Municipalities	No. of Charge Officers	House numbering-number of: Supervisors	Enumerators	ENUMERATION: Number of: Circles	Blocks	Special Blocks	Supervisors	Enumerators	Special Enumerators and Supervisors and port Enumerators	Average No. of houses per: Charge Officer	Supervisor	Enumerator
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	Cannanore	6	2	1	1	16	10*	259	228	424	2,117	17	427	2,128	54	27,856	652	131
2	Kozhikode	6	2	2	1	15	11	343	388	619	3,084	40	621	3,091	67	38,792	687	138
3	Palghat	6	2	2	...	5	10	306	338	449	2,270	23	451	2,264	32	30,559	678	135
4	Trichur	5	3	2	...	4	10	168	183	360	1,842	35	363	1,853	74	26,562	732	143
5	Ernakulam	7	7	1	4	5	19	140	210	406	2,075	79	419	2,102	136	15,785	716	143
6	Kottayam	8	4	1	...	3	13	111	193	455	2,318	80	458	2,331	89	22,806	647	127
7	Alleppey	7	5	...	...	3	12	113	164	426	2,160	33	431	2,187	35	26,083	726	143
8	Quilon	6	1	4	...	2	11	139	166	494	2,469	15	496	2,479	26	29,879	663	133
9	Trivandrum	4	3	1	2	10	10	100	161	403	2,039	60	409	2,046	91	28,905	707	141
	Total	**55**	**29**	**14**	**8**	**63**	**106**	**1,679**	**2,031**	**4,036**	**20,374**	**382**	**4,075**	**20,481**	**604**	**26,449**	**688**	**137**

* In the Kasaragod and Hosdrug taluks, the No. of village officers is at the rate of 1 per village and the village assistants are in many cases at the rate of 1 for 2 or 3 villages. Hence the Supervisors are more than the Enumerators.

APPENDIX XXIV

MISCELLANEOUS FORMS INCLUDING BLOCK AND CIRCLE REGISTER

(1)

Abstract on the cover of the household schedule pads

POPULATION CENSUS OF INDIA 1961

KERALA STATE

Household Schedules

Book No. for the Enumerator's Block.....

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

Name of Taluk ..... Code No. .....

Name of Town/Village/
Forest Division/
Special area ..... Code No. .....

Name/No. of ward/Name of
Kara/Muri/Desom/Forest
Range/Special
area ..... Code No. .....

Sl. No. of Block .....

No. of Schedules
completed .....

No. of occupied houses .....

No. of households .....

Note: The size of the paper was 5¼" x 5"

(2)

To be pasted on the back cover of the household schedule pads

EXPLANATIONS OF ABBREVIATIONS USED

MARITAL STATUS

NM = Never Married

M = Married

W = Widowed

S = Separated or Divorced

DESCRIPTION OF WORK IN THE CASE OF WORKER

C = Working as Cultivator

AL = Working as Agricultural Labourer

For others–Full description of the work done.

Note: The size of the paper was 5¼" x 5"

APPENDIX XXIV—*contd.*

(3)

CENSUS 1961

ബ്ലോക്ക് ലേബൽ

Block Label

	ഡിസ്ട്രിക്ട് District	നമ്പർ No. .....
സ്ഥലസൂചന. Location Code.	താലൂക്ക്. Taluk	നമ്പർ. No. .....
	പട്ടണം/വില്ലജ്/ വനം ഡിവിഷൻ/ സ്പെഷ്യൽ ഏരിയ. Town/Village/ Forest Division/ Special area	നമ്പർ. No. .....

ബ്ലോക്ക് നമ്പർ*

എന്യൂമറേഷൻ പാഡുകളുടെ എണ്ണം.
No. of enumeration pads.

കുടുംബവിവരപ്പട്ടിക പാഡുകളുടെ എണ്ണം.
No. of household schedule pads.

എന്യൂമറേറ്ററുടെ പേരും മേൽവിലാസവും
Name and address of enumerator.

* In the case of special blocks, write also the No. of the household(s) in the special block after the No. of the block.
സ്പെഷ്യൽ ബ്ലോക്കുകളുടെ കാര്യത്തിൽ ബ്ലോക്ക് നമ്പരിനുശേഷം സ്പെഷ്യൽ ബ്ലോക്കിൽപെട്ട കുടുംബ നമ്പറുകളും എഴുതണം.

എന്യൂമറേറ്ററുടെ ഒപ്പ്.
Signature of the Enumerator

Note: The size of the paper was 7½" x 5"

(4)

CENSUS 1961

CIRCLE LABEL

Location Code	District ... ... Code No. ..... Taluk ... ... Code No. ..... Town/Forest Division/ Special area/ Village (s) ... ... Code No. .... Code No. .....
Circle Number	
No. of Blocks	
Total No. of Special Blocks in the Circle	
Name and address of the Supervisor	

Signature of Supervisor

Note: The size of the paper was 7½" x 5"

(5)

Houselist Abstract

Name and number of District .....
Name and number of Tehsil, etc. .....
Name and number of Village/Ward/ Enumerator's Block, etc. .....
Total number of sheets used .....
Census Household Numbers From .....To .....
Total number of Census Households .....

Number of establishments, workshops or factories	Total number of rooms in all households	Number of persons residing in households :		
		Males	Females	Total

Dated Signature of Supervisor

Dated Signature of Enumerator

Note : The size of the paper was 6½" x 10"

APPENDIX XXIV—*contd.*

(6)

CIRCLE SUMMARY

Name of the District.....Code No. .....
Name of the Taluk.....Code No. .....
Name of the Town/Village (s)/Forest Division/Special area.....Code No. .....
.....Code No. .....
.....Code No. .....

Circle No. .....
Number of households.....Number of occupied houses.....
Number of pads used-100's.....25's.....
Number of wholly unused pads-100's.....25's.....
Number of unused slips in partly used pads of 100's.....25's.....
Number of slips cancelled-100's.....25's.....
Number of Household Schedules filled up for the circle.....

No. of the Block	Literates			Population		
	Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7

....
Dated Signature of Charge Officer Signature of Supervisor

Note: The size of the paper was 6½" x 10"

APPENDIX XXIV—*contd.*

(7)

CHARGE SUMMARY

Name of the District ... ... Code No. ... ... Name of the Taluk ... ... Code No. ... ...
Name of the Charge ... . Code No. ... ... Number of households ... ...
Number of occupied houses ... ... Number of pads used: 100's ... ... 25's ... ...
Number of wholly unused pads: 100's ... ... 25's ... ...
Number of unused slips in partly used pads of 100's ... ... 25's ... ...
Number of slips cancelled: 100's ... ... 25's ... ...
Number of household schedules filled up for the charge ... ...

No. of the Circle	Literates			Population		
	Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7
Total						

... .
Dated Signature of Charge Officer.

Note: The size of the paper was F'cap folio—printed on both sides.

APPENDIX XXIV—*contd.*

(8)

CENSUS OF INDIA 1961

House Numbering Weekly Progress Report

From the Charge Officer to the Superintendent of Census Operations

1. District.....
2. Name of the Taluk/Municipal Corporation/Municipal Town/Forest Division/Special area (Note: Score off the inapplicable items) .....

3. How many rounds of training have been completed for supervisors and enumerators for house numbering and houselisting operations.
4. Approximate number of buildings to be numbered within your jurisdiction.
5. No. of buildings so far numbered and listed.
6. Remarks .....

Date .....

Signature and Designation of the Charge Officer

(P. T. O.)

HOUSE NUMBERING PROGRESS REPORT

From the Supervisor to the Charge Officer

1. Name of the territorial unit entrusted for house numbering.
2. Approximate number of buildings to be numbered within your jurisdiction.
3. Number of buildings so far numbered and listed.

Date .....

Signature and Designation of the Supervisor

Note: The size of the paper was 6½" x 5"

APPENDIX XXIV—*contd.*

(9)

CENSUS OF INDIA 1961

Progress report of training for enumeration for the fortnight/week ending.....

District .....

Taluk/Municipal Corporation/
Municipal town/Forest
Division/Special area. .....

	Supervisors	Enumerators
Strength of Enumeration Staff including reserve	.....	.....
No. trained during First/ Second/Third round	.....	.....

Remarks

Signature and name of Charge Officer/District Census Officer/ Deputy Superintendent of Census Operations.

Place: .....

Date: .....

Note: The size of the paper was 6½" x 10"

(10)

CENSUS OF INDIA 1961

Progress Report of Enumeration for the period ending .....

District .....

Taluk/Municipal Corporation/
Municipal Town/Forest Division/
Special area .....

* Sl. Number of the Circle .....

Total No. of Households in the Circle/Charge .....

Total No. of Households enumerated/checked .....

Remarks

Signature and name of the Circle Supervisor/Charge Officer

Place: .....

Date: .....

* This line is to be filled up only by the Circle Supervisor.

Note: The size of the paper was 6½" x 10"

(11)

CENSUS 1961

Statement of Honoraria for Enumeration Work

Name of District ..... *Code No.* ..... *Name of Charge* ..... *Code No.* .....

Circle No.	Name and address of Supervisors/Enumerators	Amount of honorarium paid		Remarks
		Rs.	nP.	
1	2	3	4	5

Signature of the Charge Officer

Note: The size of the paper was F'cap folio printed on both sides.

APPENDIX XXIV—*contd.*

(12)

CENSUS 1961

RECEIPT FOR CENSUS FORMS

Sl. No.	Name of Form	Number of Forms		
		Received	Returned	
			Used	Unused
1.	Individual Slips:—(i) Pads of 50 slips (Red ink)	E M T K		
	(ii) Pads of 100 slips	E M T K		
	(iii) Pads of 25 slips	E M T K		
2.	Household Schedule :— (i) Pads of 10 Schedules (Red ink)	E M T K		
	(ii) Pads of 50 Sehedules	E M T K		
	(iii) Pads of 25 Schedules	E M T K		
3.	Receipt for Census Forms			
4.	Abstract on the cover of Household Schedules and explanation of abbreviations	E M T K		
5.	Appointment Memo :—(i) Supervisors			
	(ii) Enumerators			
6.	Block Abstract	Red Black M T K		
7.	Circle Summary Red Black			
8.	Charge Summary			
9.	Progress report of training for Enumeration			
10.	Enumeration Progress Reports			
11.	Special report of enumeration for houseless population			

APPENDIX XXIV—*contd.*

Receipt for Census Forms (*concld.*)

Sl. No.	Name of Form	Number of Forms		
		Received	Returned	
			Used	Unused
12.	Houselist Extract	M T K		
13.	Circle Label			
14.	Block Label			
15.	Statement of Honorarium for Census work			
16.	Certificate of verification of area			
17.	Sample verification			
18.	Other Forms			
	Address	Received	Returned	
	Place			
	Date			

In the column 'Received' the Officer to whom the articles are issued should sign.
In the column 'Returned' the Officer to whom the articles are returned should sign.

Note : The size of the paper was F'cap folio.

(13)

BLOCK ABSTRACT

Name of District..... Code No. .....
Name of Taluk ..... Code No. .....
Name of Town/Village/
Forest Division/Special area ..... Code No. .....
Name of Ward/Kara/Muri/
Desom/Forest Range/Special area..... Code No. .....
Circle No. ..... Block No. .....

No. of Households..... No of occupied Houses .....
No. of Pads used.....100's.....25's.....
No. of wholly unused pads.....100's.....25's.....
No. unused slips in partly used pads of 100's.....25's.....
No. of slips cancelled.....100's.....25's.....
No. of Household Schedules filled up for Block .....

APPENDIX XXIV—*contd.*

BLOCK ABSTRACT (*concld.*)

Serial No. of Pad	Literates			Population		
	Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7
TOTAL						

.....

Dated Signature of Supervisor

.....

Dated Signature of Enumerator

Note: The size of the paper was $6\frac{1}{2}$" x 10"

APPENDIX XXIV—*contd.*

(14)

ഭാരത കാനേഷുമാരി 1961

വീടുകളുടെ പട്ടികസംക്ഷേപം

ഡിസ്ട്രിക്ടിന്റെ പേരു്..... കോഡു് നമ്പർ.....
താലൂക്കിന്റെ പേരു്..... കോഡു് നമ്പർ.....
പട്ടണത്തിന്റെ/വില്ലേജിന്റെ/വനം
ഡിവിഷന്റെ/സ്പെഷൽ ഏരിയയുടെ പേരു് ..... കോഡു് നമ്പർ.. ....
വാർഡിന്റെ/കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/
വനം റേഞ്ചിന്റെ/സ്പെഷൽ ഏരിയയുടെ പേരു്..... കോഡു് നമ്പർ .....
ബ്ലോക്കിന്റെ/സ്പെഷൽ ബ്ലോക്കിന്റെ ക്രമ നമ്പർ.....

കെട്ടിടത്തിന്റെ നമ്പർ (വീടുകളുടെ പട്ടികയിലെ 2-ാംകോളം)	കെട്ടിട നമ്പരും ഓരോ സെൻസസ്സ് വീടിന്റെ ഉപനമ്പരും (വീടുകളുടെ പട്ടികയിലെ 3-ാംകോളം)	സെൻസസ്സ് വീടു് എന്തിനു് ഉപയോഗിക്കുന്നു? ഉദാ: താമസസ്ഥലം, കട, കടയും താമസവും ചേർന്നതു്, വ്യാപാരം, വ്യവസായശാല (ഫാക്ടറി), തൊഴിൽശാല (വർക്ക്ഷാപ്പു്), സ്കൂൾ, മറ്റു സ്ഥാപനം, ജയിൽ, ഹോസ്റ്റൽ, ഹോട്ടൽ മുതലായവ. (വീടുകളുടെ പട്ടികയിലെ 4-ാംകോളം)	ഈ സെൻസസ്സ് വീടു് ഒരു സ്ഥാപനമോ, തൊഴിൽശാലയോ (വർക്ക്ഷാപ്പു്) വ്യവസായശാലയോ (ഫാക്ടറി) ആയി ഉപയോഗിക്കുന്നെങ്കിൽ സ്ഥാപനത്തിന്റെ അല്ലെങ്കിൽ ഉടമസ്ഥന്റെ പേരു്. (വീടുകളുടെ പട്ടികയിലെ 5-ാംകോളം)	സെൻസസ്സ് വീടിന്റെ നമ്പരും സെൻസസ്സ് കുടുംബത്തിന്റെ ഉപനമ്പരും. (വീടുകളുടെ പട്ടികയിലെ 11-ാം കോളം)	കുടുംബത്തലവന്റെ പേരു്. (വീടുകളുടെ പട്ടികയിലെ 12-ാം കോളം)
1	2	3	4	5	6

Note: The size of the paper was F'cap folio—Printed on both sides

APPENDIX XXIV—*contd.*

(15)

CENSUS OF INDIA 1961

BLOCK AND CIRCLE REGISTER

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

Name of Taluk.....Code No. ..... Division.....Code No. .....

Name/No. of Ward/Name of Desom/ Kara/Muri/ Forest Range/ Special area and full Code No.	Serial No. of the block	First and last Nos. of households in the block as (From ..... to.....)	Name and address of the Enumerator. Note: Below the Name and address enter also the first and last No. of the Census buildings in the area covered by the block as (From... .....to .....)	Serial No. of the Circle	Name and address of the Supervisor	SPECIAL BLOCKS			
						Serial No. of the block in which the special block is located	Nature of special block	First and last Nos. of households in the special block as (From..... .....to.....)	Name and address of the Enumerator. Note: Below the Name and address enter also the first and last No. of the Census buildings in the area covered by the block as (From... .....to.....)
1	2	3	4	5	6	7	8	9	10

(Left hand even page)

CENSUS NUMBERS OF HOUSEHOLDS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

(Right hand odd page)

Note: The size of the paper was 26" x 20"

(16)

Abbreviations to be used in Reply to Questions

Write in full answers for question 1 (a), 1 (b), 5 (c), 7 (a), 10 (a), 10 (b), 11 (a), 11 (b) and 11 (d)—Write abbreviations for the remaining questions as follows:-

QUESTION 2 : AGE LAST BIRTHDAY

O (for infants below 1 year)

Note the age in completed years for others.

QUESTION 3 : MARITAL STATUS

NM (for Never Married) ; M (for Married) ; W (for Widowed); S (for Separated or Divorced).

QUESTION 4 (a) : BIRTHPLACE

PL (for person born in village or town in which enumerated) ; D (for person born in another village or town of the district in which enumerated). In all other cases write in full according to instructions.

QUESTION 4 (b) : BORN R/U

R (for born in a village); U (for born in a place which is now regarded as a town).

QUESTION 4 (c) : DURATION OF RESIDENCE

X (for person born in village or town or city in which enumerated) ; O (for duration under one year). Write actual years of residence for duration of one year and over.

QUESTION 5 (a) : NATIONALITY

I (for Indian Nationals). For others write in full.

QUESTION 5 (b) : RELIGION

H (for Hindu) ; M (for Muslim) ; C (for Christian) ; J (for Jain) ; B (for Buddhist) ; S (for Sikh). For other religions write in full.

QUESTION 6: LITERACY AND EDUCATION

O (for person who can neither read nor write or can merely read but cannot write) ; L (for person who can both read and write). For educational standards achieved write in full.

QUESTION 8: WORKING AS CULTIVATOR

C (for person working as cultivator). Write 'X' for all others.

QUESTION 9: WORKING AS AGRICULTURAL LABOURER

AL (for person working as agricultural labourer). Write 'X' for all others.

QUESTION 10 (c) : IF EMPLOYEE

EE (for person working as a paid employee in household industry). Write 'X' for all others.

QUESTION 11 (c) : CLASS OF WORKER

MR (for Employer) ; EE (for Employee) ; SW (for Single Worker) ; FW (for Family Worker). Write 'X' for others.

QUESTION 12: ACTIVITY IF NOT WORKING

ST (for full-time students doing no other work) ; HW (for housewives or other adult females who do domestic duties but no other work) ; D (for infants and other dependents who do not work) ; R (for retired persons doing no work again, receivers of agricultural or non-agricultural rent, royalty or dividend) ; B (for beggars, vagrants, independent women without indication of source of income, others of unspecified source of existence) ; I (for inmates of penal, mental and charitable institutions) ; NE (for persons seeking employment for the first time) ; UN (for persons employed before but now out of employment and seeking work). Write 'X' for persons working.

QUESTION 13 : SEX

M (for Males) ; F (for Females).

Note: This was printed on pulp board of size 10" x 6½"

(17)

CARD FOR THE ENUMERATION OF TECHNICALLY QUALIFIED PERSONS

(Obverse)

CENSUS OF INDIA 1961: SCIENTIFIC & TECHNICAL PERSONNEL

Only a person with a recognised Degree or Diploma in Science, Engineering, Technology or Medicine should fill in this card.

Read carefully before filling in. Tick (✓) within brackets provided where applicable.

CENSUS LOCATION CODE

1. Name..... 2. Date of Birth.....
3. Designation & Office Address (*if employed*).....
4. Permanent Address.....

5. (a) Male/ ( )
   (b) Female ( )
6. (a) Never Married/ ( )
   (b) Married ( )
7. On Feb. 1, 1961 were you:
   (a) Employed? ( )
   if so, monthly total income Rs. ...
   (b) Full-time student? ( )
   (c) Unemployed? ( )
   if so, how long?
   .....Yrs.....Mths.
   (d) Retired? ( )

8. Academic Qualifications (*Answer Fully*)

Degree/Diploma	Subjects taken	Division	Year of Passing

If employed fill in Qs 9–12

9. Nature of employment:-
   a Teaching in School ( )
   b Teaching in College ( )
   c Technical in Industry ( )
   d Technical outside Industry ( )
   e Non-technical ( )
10. Any Research Assignment?
    Yes ( ) / No ( )

11. Where employed?
    a Public Sector ( )
    b Private Sector ( )
    c Self employment ( )
12. How employed?
    a Permanent ( )
    b Temporary ( )
    c On contract ( )
    d Research Scholar etc. ( )
    e Otherwise ( )

Date Signature

APPENDIX XXIV—*concld.*

CARD FOR THE ENUMERATION OF TECHNICALLY QUALIFIED PERSONS—*contd.*

(Reverse)

BUSINESS REPLY CARD

Postage will be paid by the Addressee.

NEW DELHI G. P. O.
PERMIT No. 1518

No Postage necessary if posted in India

The Registrar General, India,
Ministry of Home Affairs,
2A, Man Singh Road,
NEW DELHI - 11

Note: Printed on pulp board of size 5½" x 3½"

(18)

Supervisor's/Enumerator's Return of the Cards for the enumeration of technically qualified persons*

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

Name of the Taluk.....Code No.....

Name of the Town/Village/ Forest Division/Special area .....Code No.....

Name of the Ward/Desom, Muri, Kara, Forest Division, Special area .....Code No.....

Serial No. of the Circle.....

Serial No. of the block.....

No. of cards received for the enumeration of persons with technical qualifications in the Block ....

No. of cards received filled up.....

No. of cards left with households with instructions to fill up and post .....

Balance .....

Total No. of cards returned to the Circle Supervisor/ Charge Officer .....

Name & Signature of the Supervisor/the Enumerator

* This form should be filled up for each Block by the enumerator and for each circle by the Supervisor. When the enumerator is filling up the form, score off the words "Supervisor's" in the first item and "Supervisor" in the last item. When the Supervisor fills up the form, score off the words "Enumerator's" in the first item and "Enumerator" in the last item.

Note: The size of the paper was 6½" x 10"

APPENDIX XXV

NUMBER OF FORMS OTHER THAN ENUMERATION SCHEDULES SUPPLIED AND USED

Name of District	Appointment forms of Circle Supervisors		Appointment forms of Enumerators		Block and Circle Register			
					Cover		Inner sheet	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	2	3	4	5	6	7	8	9
Cannanore District	512	465	2,566	2,385	33	33	1,638	1,638
Kozhikode ,,	933	685	4,986	3,465	30	30	2,202	2,202
Palghat ,,	685	496	3,377	2,525	30	30	1,590	1,590
Trichur ,,	487	400	2,548	2,110	30	30	1,506	1,506
Ernakulam ,,	550	465	2,466	2,453	38	38	1,584	1,584
Kottayam ,,	621	508	2,936	2,659	39	39	1,512	1,512
Alleppey ,,	657	475	3,418	2,450	33	33	1,554	1,554
Quilon ,,	747	545	3,847	2,745	33	33	1,776	1,776
Trivandrum ,,	615	461	3,248	2,345	27	27	1,608	1,608
Total	**5,807**	**4,500**	**29,392**	**23,137**	**293**	**293**	**14,970**	**14,970**
Total Printed	**8,000**		**40,000**		**400**		**19,200**	

Name of District	Block Abstract						Circle Summary		Charge Summary	
	Malayalam		Tamil		Kannada					
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	10	11	12	13	14	15	16	17	18	19
Cannanore District	3,222	2,924	...	...	475	302	556	438	23	21
Kozikode ,,	4,619	4,005	...	...	...	...	818	635	25	23
Palghat ,,	3,594	2,998	...	...	...	...	590	463	24	21
Trichur ,,	3,203	2,803	...	...	...	...	479	381	24	23
Ernakulam ,,	3,884	2,969	...	...	...	...	559	430	38	35
Kottayam ,,	3,417	2,856	479	203	...	...	664	477	32	31
Alleppey ,,	3,344	2,866	...	...	...	...	566	445	31	29
Quilon ,,	3,790	3,258	...	...	...	...	651	509	26	23
Trivandrum ,,	2,985	2,709	...	...	...	...	534	420	23	22
Total	**32,058**	**27,388**	**479**	**203**	**475**	**302**	**5,417**	**4,198**	**246**	**228**
Total Printed	**38,790**		**500**		**1,000**		**6,300**		**300**	

APPENDIX XXV—*contd.*

NUMBER OF FORMS OTHER THAN ENUMERATION SCHEDULES SUPPLIED AND USED (*contd.*)

Name of District	Progress Report of Enumeration		Progress Report of Training		Abbreviations printed on pulp board						Receipt for Census forms	
					Malayalam		Tamil		Kannada			
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	20	21	22	23	24	25	26	27	28	29	30	31
Cannanore District	16,226	9,545	478	254	3,363	2,880	...	...	432	359	2,967	1,987
Kozhikode „	23,521	11,004	482	265	5,068	4,150	...	...	...	...	4,426	3,254
Palghat „	23,790	14,916	336	241	3,448	3,031	...	...	...	...	3,039	2,845
Trichur „	14,074	10,992	508	304	2,945	2,530	...	...	...	...	2,596	1,873
Ernakulam „	16,546	11,819	942	620	3,369	2,938	...	...	...	...	3,008	2,549
Kottayam „	17,085	11,995	614	401	3,341	3,187	368	175	...	...	3,276	2,765
Alleppey „	16,664	10,466	560	337	3,467	2,955	...	...	...	...	3,058	2,540
Quilon „	18,766	10,994	350	220	3,898	3,310	...	...	...	...	3,432	2,893
Trivandrum „	15,518	10,204	286	190	3,292	2,836	...	...	...	...	2,897	1,859
Total	**162,190**	**101,935**	**4,556**	**2,832**	**32,191**	**27,817**	**368**	**175**	**432**	**359**	**28,699**	**22,565**
Total Printed	**183,000**		**4,600**		**43,900**		**400**		**450**		**31,000**	

Name of District	Houselist Extract						Instructions to Enumerators Volumes I, II and III					
	Malayalam		Tamil		Kannada		Malayalam		Tamil		Kannada	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	32	33	34	35	36	37	38	39	40	41	42	43
Cannanore District	11,239	9,540	...	...	950	823	3,122	2,865	...	...	1,000	892
Kozhikode „	17,027	13,860	...	...	...	...	4,659	4,182	...	...	...	...
Palghat „	11,431	10,100	...	...	...	...	3,242	3,041	...	...	...	...
Trichur „	9,900	8,440	...	...	...	...	2,756	2,530	...	...	...	...
Ernakulam „	11,363	9,812	...	...	...	...	3,158	2,938	...	...	...	...
Kottayam „	11,603	10,636	952	635	...	...	3,454	3,197	1,159	938	...	...
Alleppey „	11,600	9,800	...	...	...	...	3,190	2,955	...	...	...	...
Quilon „	13,020	11,080	...	...	...	...	3,604	3,320	...	...	...	...
Trivandrum „	11,030	9,380	...	...	...	...	3,074	2,836	...	...	...	...
Total	**108,213**	**92,648**	**952**	**635**	**950**	**823**	**30,259**	**27,864**	**1,159**	**938**	**1,000**	**892**
Total Printed	**125,000**		**1,000**		**1,000**		**38,000**		**1,250**		**1,050**	

APPENDIX XXV—*contd.*

NUMBER OF FORMS OTHER THAN ENUMERATION SCHEDULES SUPPLIED AND USED (*contd.*)

Name of District	Block Label		Circle Label		Questions to be asked by Enumerators: Malayalam		Tamil		Kannada	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	44	45	46	47	48	49	50	51	52	53
Cannanore District	3,325	3,001	924	895	3,122	2,845	...	...	1,000	895
Kozhikode „	4,838	4,264	2,137	1,975	4,659	4,120	...	...	...	...
Palghat „	3,445	3,152	1,422	1,008	3,242	3,048	...	...	...	...
Trichur „	2,967	2,649	835	728	2,756	2,527	...	...	...	...
Ernakulam „	3,362	3,095	1,050	952	3,158	2,939	...	...	...	...
Kottayam „	3,654	3,352	1,224	1,013	3,454	3,175	1,159	938	...	...
Alleppey „	3,392	3,123	1,347	1,075	3,190	2,928	...	...	...	...
Quilon „	3,824	3,428	1,632	1,128	3,604	3,315	...	...	...	...
Trivandrum „	3,272	2,979	1,227	1,009	3,074	2,842	...	...	...	...
Total	**32,079**	**29,043**	**11,798**	**9,733**	**30,259**	**27,739**	**1,159**	**938**	**1,000**	**895**
Total Printed	**34,000**		**12,500**		**38,000**		**1,250**		**1,050**	

Name of District	Explanation of Abbreviations: English		Malayalam		Tamil		Kannada		Abstract on the cover of the Household Schedule: English		Malayalam		Tamil		Kannada	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69
Cannanore District	9	9	10,867	10,440	...	...	1,050	1,000	9	9	10,867	10,440	...	...	1,050	1,000
Kozhikode „	...	...	17,363	16,844	...	...	...	...	...	...	17,363	16,844	...	...	...	...
Palghat „	...	...	12,129	11,414	...	...	...	...	...	...	12,129	11,414	...	...	...	...
Trichur „	...	...	11,454	10,532	...	...	...	...	...	...	11,454	10,532	...	...	...	...
Ernakulam „	59	41	12,550	11,951	...	...	...	...	59	41	12,550	11,951	...	...	...	...
Kottayam „	...	...	10,800	10,263	1,344	890	...	...	...	...	10,800	10,263	1,344	890	...	...
Alleppey „	...	...	13,483	11,638	...	...	...	...	...	...	13,483	11,638	...	...	...	...
Quilon „	...	...	13,133	12,428	...	...	...	...	...	...	13,133	12,428	...	...	...	...
Trivandrum „	9	5	11,784	11,204	...	...	...	...	9	5	11,784	11,204	...	...	...	...
Total	**77**	**55**	**113,563**	**106,714**	**1,344**	**890**	**1,050**	**1,000**	**77**	**55**	**113,563**	**106,714**	**1,344**	**890**	**1,050**	**1,000**
Total Printed	**800**		**124,000**		**1,650**		**1,520**		**800**		**124,000**		**1,650**		**1,520**	

APPENDIX XXV—*concld.*

NUMBER OF FORMS OTHER THAN ENUMERATION SCHEDULES SUPPLIED AND USED (*concld.*)

Name of District	Instructions to the Supervisors		Statement of Honoraria for Census work		Appointment of Charge Officers		Code Books			Houselist Abstract	
	Supplied	Used	Supplied	Used	Supplied	Used	No. of copies printed	Supplied	Used	Supplied	Used
1	70	71	72	73	74	75	76	77	78	79	80
Cannanore District	526	432	58	58	14	11	1,050	1,000	954	1,622	1,622
Kozhikode ,,	799	623	81	81	13	10	1,400	1,256	1,254	2,027	2,027
Palghat ,,	582	449	60	60	13	10	1,175	1,127	1,038	1,759	1,759
Trichur ,,	462	375	47	47	13	10	1,000	985	972	2,104	2,104
Ernakulam ,,	542	410	62	62	22	19	1,000	993	867	1,976	1,976
Kottayam ,,	644	427	62	62	16	13	1,000	928	924	1,431	1,431
Alleppey ,,	552	472	54	54	15	12	1,000	955	943	1,741	1,741
Quilon ,,	633	522	71	71	14	11	1,000	958	947	1,834	1,834
Trivandrum ,,	532	429	51	51	12	9	1,000	932	915	1,216	1,216
Total	**5,272**	**4,139**	**546**	**546**	**132**	**105**	**9,625**	**9,134**	**8,814**	**15,710**	**15,710**
Total Printed	**5,550**		**1,400**		**250**					**16,700**	

Name of District	Weekly Progress Reports		Instructions for House Numbering and Houselisting					
			Malayalam		Tamil		Kannada	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	81	82	83	84	85	86	87	88
Cannanore District	2,550	2,550	565	565	...	...	300	300
Kozhikode ,,	5,910	5,910	776	776	...	...	...	...
Palghat ,,	5,625	5,625	786	786	...	...	...	...
Trichur ,,	3,075	3,075	427	427	...	...	...	...
Ernakulam ,,	3,225	3,225	529	529	...	...	...	...
Kottayam ,,	2,275	2,275	370	370	100	10	...	...
Alleppey ,,	2,300	2,300	382	382	...	...	...	...
Quilon ,,	2,450	2,450	389	389	...	...	...	...
Trivandrum ,,	2,000	2,000	377	377	...	...	...	...
Total	**29,410**	**29,410**	**4,601**	**4,601**	**100**	**10**	**300**	**300**
Total Printed	**55,300**		**7,500**		**150**		**350**	

APPENDIX XXVI

NUMBER OF ENUMERATION SCHEDULES SUPPLIED AND USED

District	Houselist forms (000)*				Household Schedules											
					50 Schedule pads								25 Schedule pads			
	English		Malayalam		English		Malayalam		Tamil		Kannada		English		Malayalam	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Cannanore	614	614	40,744	36,000	4	4	4,760	4,572	...	...	350	330	5	5	6,107	5,868
Kozhikode	805	805	56,785	45,000	...	...	7,530	7,216	...	...	...	...	...	...	9,833	9,628
Palghat	759	759	45,109	25,838	...	...	5,198	4,892	...	...	...	...	...	...	6,931	6,522
Trichur	447	447	43,010	37,000	...	...	4,829	4,507	...	...	...	...	...	...	6,625	6,025
Ernakulam	568	568	50,115	42,000	25	21	5,382	5,112	...	...	...	...	34	20	7,168	6,839
Kottayam	387	387	47,798	38,000	...	...	4,645	4,539	373	230	...	...	...	...	6,155	5,724
Alleppey	344	344	46,655	39,000	...	...	5,738	4,988	...	...	...	...	...	...	7,745	6,650
Quilon	395	395	47,605	36,000	...	...	5,647	5,322	...	...	...	...	...	...	7,486	7,106
Trivandrum	332	256	43,265	40,000	3	2	5,102	4,802	...	...	...	...	6	3	6,682	6,402
Total	**4,651**	**4,575**	**421,086**	**338,838**	**32**	**27**	**48,831**	**45,950**	**373**	**230**	**350**	**330**	**45**	**28**	**64,732**	**60,764**
Total Printed	**14,440**		**428,100**		**34**		**49,550**		**400**		**400**		**50**		**67,700**	

District	Household Schedules–*concld.* 25 Schedule pads				Individual Slips															
					100 Slip pads								25 Slip pads							
	Tamil		Kannada		English		Malayalam		Tamil		Kannada		English		Malayalam		Tamil		Kannada	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
Cannanore	...	...	700	670	17	17	15,779	15,156	...	...	1,250	1,225	20	18	14,202	14,089	...	...	2,000	1,980
Kozhikode	...	...	...	...	...	...	20,564	20,342	...	...	...	...	...	..	25,990	25,804	...	...	...	...
Palghat	...	...	...	...	...	...	17,326	16,368	...	..	...	...	...	...	17,328	16,198	...	...	...	...
Trichur	...	...	...	...	...	...	16,246	15,124	...	...	...	...	...	...	16,107	14,624	...	...	...	...
Ernakulam	...	...	...	...	76	54	18,020	17,008	...	...	...	...	77	50	18,198	17,408	...	...	...	...
Kottayam	971	660	...	...	...	...	16,679	14,412	837	830	...	...	...	...	16,758	12,791	2,877	2,203	...	...
Alleppey	...	...	...	...	...	...	17,745	17,587	...	...	...	...	...	...	17,749	17,437	...	...	...	...
Quilon	...	...	...	...	...	...	18,749	17,709	...	...	...	...	...	...	18,745	17,909	...	...	...	...
Trivandrum	...	...	...	...	12	10	16,601	16,225	...	...	...	...	12	10	16,600	16,500	...	...	...	...
Total	**971**	**660**	**700**	**670**	**105**	**81**	**157,709**	**149,931**	**837**	**830**	**1,250**	**1,225**	**109**	**78**	**161,677**	**152,760**	**2,877**	**2,203**	**2,000**	**1,980**
Total Printed	**1,140**		**800**		**115**		**167,334**		**1,385**		**1,400**		**115**		**175,230**		**4,160**		**2,392**	

* Houselist forms were supplied only in English and Malayalam

APPENDIX XXVII

BUDGET ESTIMATES FOR 1958—1959, 1959—1960, 1960—1961 and 1961—1962

Head of Account	Description	Budget Estimates				Actual Expenditure		
		58-59	59-60	60-61	61-62	58-59	59-60	60-61
1	2	3	4	5	6	7	8	9
			Rs. nP.	Rs. nP.	Rs. nP.		Rs. nP.	Rs. nP.
A. Superintendence	A. 1. Pay of Officers	...	16,600.00	25,500.00	31,400.00	...	16,253.72	24,470.73
	A. 2. Pay of Establishment	...	24,750.00	39,700.00	66,400.00	...	17,983.85	39,168.90
	A. 3. Allowances etc.	...	21,300.00	25,700.00	28,200.00	...	15,369.67	26,388.59
	A. 4. Other charges	...	30,800.00	51,000.00	23,800.00	...	72,817.90	49,970.52
Total A. Superintendence		...	93,450.00	141,900.00	149,800.00	...	122,425.14	139,998.74
B. Enumeration	B. 1. Pay of Establishment	...	...	56,600.00	16,500.00	...	...	35,816.59
	B. 2. Allowances etc.	...	...	95,900.00	20,800.00	...	...	43,667.52
	B. 3. Honorarium to Enumeration staff	...	...	116,000.00	261,500.00	...	...	114,256.84
	B. 4. Other charges	...	...	44,000.00	15,000.00	...	...	42,105.15
Total B. Enumeration		...	...	312,500.00	313,800.00	...	...	235,846.10
C. Abstraction and Compilation	C. 1. Pay of Officers	...	...	10,900.00	18,800.00	...	...	8,311.84
	C. 2. Pay of Establishment	...	...	25,400.00	441,300.00	...	...	23,163.08
	C. 3. Allowances etc.	...	...	8,100.00	451,400.00	...	...	6,628.74
	C. 4. Other charges	...	...	55,700.00	50,600.00	...	...	32,754.66
Total C. Abstraction and Compilation		...	...	100,100.00	962,100.00	...	...	70,858.32
D. Printing and Stationery		...	12,000.00	20,000.00	50,500.00	...	3,976.29	23,253.54
E. Miscellaneous Staff		...	...	...	...	...	...	...
	Grand Total	...	**105,450.00**	**574,500.00**	**1,476,200.00**	...	**126,401.43**	**469,956.70**

APPENDIX XXVIII

DISTRICT CENSUS CHARGES (DISTRICT/TALUK ETC. ESTABLISHMENT)

DISTRICT OFFICE ESTABLISHMENT

Sl. No.	District	Particulars of Staff	From date	To date	Pay Rs. nP.	D. A. and other allowances Rs. nP.
1	2	3	4	5	6	7
1.	Trivandrum	District Census Officer's Office 1 Upper Division Clerk 1 Lower Division Clerk 1 Peon	1-3-1960	20-4-1961	2,566·34	1,492·13
	Total				2,566·34	1,492·13
2.	Quilon	District Census Officer's Office 1 Upper Division Clerk 1 Lower Division Clerk 1 Peon	1-3-1960	20-4-1961	2,822·18	1,791·21
	Total				2,822·18	1,791·21
3.	Alleppey	District Census Officer's Office 1 Upper Division Clerk 1 Lower Division Clerk 1 Peon	1-3-1960	20-4-1961	2,259·22	1,357·19
	Total				2,259·22	1,357·19
4.	Kottayam	District Census Officer's Office 1 Upper Division Clerk 1 Lower Division Clerk 1 Peon	1-3-1960	20-4-1961	1,939·69	1,494·80
	Total				1,939·69	1,494·80
5.	Ernakulam	District Census Officer's Office 1 Upper Division Clerk 1 Lower Division Clerk 1 Peon	1-3-1960	20-4-1961	2,096·20	1,459·89
	Total				2,096·20	1,459.89
6.	Trichur	District Census Officer's Office 1 Upper Division Clerk 1 Lower Division Clerk 1 Peon	1-3-1960	20-4-1961	2,666·73	1,515·43
	Total				2,666·73	1,515·43
7.	Palghat	District Census Officer's Office 1 Upper Division Clerk 1 Lower Division Clerk 1 Peon	1-3-1960	20-4-1961	2,130·36	1,523·12
	Total				2,130·36	1,523·12
8.	Kozhikode	District Census Officer's Office 1 Upper Division Clerk 1 Lower Division Clerk 1 Peon	1-3-1960	20-4-1961	2,158·52	1,398·24
	Total				2,158·52	1,398·24
9.	Cannanore	District Census Officer's Office 1 Upper Division Clerk 1 Lower Division Clerk 1 Peon	1-3-1960	20-4-1961	2,630·13	1,591·26
	Total				2,630·13	1,591·26

APPENDIX XXVIII—*contd.*

DISTRICT CENSUS CHARGES (DISTRICT/TALUK ETC. ESTABLISHMENT)—(*contd.*)

TALUK/THANA/CITY ETC. ESTABLISHMENT

Sl. No.	District	Particulars of Staff	From date	To date	Pay Rs. nP.	D. A. and other allowances Rs. nP.	T. A.
1	2	8	9	10	11	12	13
1.	Trivandrum	4 Taluks - 4 Lower Division Clerks	1-3-1960	20-4-1961	2,780·36	2,189·99	...
		Corporation, Trivandrum–1 Upper Division Clerk	1-3-1960	20-4-1961	1,115·42	582·66	...
		Clerical allowance to 2 Municipalities	,,	,,	...	273·34	...
		1 Divisional Forest Officer's Office–					
		1 Lower Division Clerk	1-3-1960	2-5-1961	544·33	517·67	1,976.72
	Total				4,440·11	3,563·66	1,976·72
2.	Quilon	6 Taluks - 6 Lower Division Clerks	1-3-1960	20-4-1961	4,812·31	3,289·67	2,717·99
		Clerical allowance to 1 Municipality	,,	,,	...	136·67	...
		4 Divisional Forest Officer's Offices–					
		4 Lower Division Clerks	1-3-1960	2-5-1961	2,110·62	2,242·24	...
	Total				6,922.93	5,668·58	2,717·99
3.	Alleppey	7 Taluks - 7 Lower Division Clerks	1-3-1960	20-4-1961	6,529·24	3,893·14	2,965·08
		Alleppey Municipality - 1 Upper Division Clerk	,,	,,	1,568·67	519·33	...
		Clerical allowance to 4 Municipalities.	,,	,,	...	546·68	...
	Total				8,097.91	4,959·15	2,965·08
4.	Kottayam	8 Taluks - 8 Lower Division Clerks	1-3-1960	20-4-1961	5,680·42	4,369·20	3,212·17
		Clerical allowance to 4 Municipalities	,,	,,	...	546·68	...
		1 Divisional Forest Officer's Office–					
		1 Lower Division Clerk	,,	2-5-1961	1,054·13	524·87	...
	Total				6,734·55	5,440·75	3,212·17
5.	Ernakulam	7 Taluks - 7 Lower Division Clerks	1-3-1960	20-4-1961	4,791·15	3,876·54	3,706·44
		Clerical allowance to 7 Municipalities	,,	,,	...	956·69	...
		1 Divisional Forest Officer's Office–					
		1 Lower Division Clerk	,,	2-5-1961	677·59	367·30	...
	Total				5,468·74	5,200.53	3,706·44
6.	Trichur	5 Taluks - 5 Lower Division Clerks	1-3-1960	20-4-1961	4,420·42	2,205·07	2,471·10
		Clerical allowance to 3 Municipalities	,,	,,	...	410·01	...
		2 Divisional Forest Officer's Offices–					
		2 Lower Division Clerks	,,	2-5-1961	1,076·51	1,033·63	...
	Total				5,496·93	3,648·71	2,471·10
7.	Palghat	6 Taluks - 6 Lower Division Clerks	1-3-1960	20-4-1961	3,573·22	3,180·30	2,471·10
		Clerical allowance to 2 Municipalities	,,	,,	...	273·34	...
		2 Divisional Forest Officer's Offices–					
		2 Lower Division Clerks	,,	2-5-1961	866·32	848·72	...
	Total				4,439·54	4,302·36	2,471·10
8.	Kozhikode	6 Taluks - 6 Lower Division Clerks	1-3-1960	20-4-1961	3,402·75	3,400·77	2,470·93
		Kozhikode Municipality–1 Upper Division Clerk	,,	,,	1,431·95	529·88	...
		Clerical allowance to 1 Municipality	,,	,,	...	136·67	...
		2 Divisional Forest Officer's Offices–					
		2 Lower Division Clerks	,,	2-5-1961	1,101·97	1,029·87	...
	Total				5,936·67	5,097·19	2,470·93
9.	Cannanore	6 Taluks - 6 Lower Division Clerks	1-3-1960	20-4-1961	3,472·31	3,138·61	2,223·81
		Clerical allowance to 2 Municipalities	,,	,,	...	273·34	...
		1 Divisional Forest Officer's Office–					
		1 Lower Division Clerk	1-3-1960	2-5-1961	527·79	804·43	...
	Total				4,000·10	4,216·38	2,223·81

APPENDIX XXIX

DISTRICT CENSUS CHARGES

(HONORARIUM TO THE ENUMERATION STAFF)

Sl. No.	District	House numbering				Enumeration						Post enumeration check		Total	
				Honorarium paid*				Honorarium paid**							
								Supervision		Enumeration					
		No. of Enumerators	No. of Supervisors	60-61	61-62	No. of Enumerators	No. of Supervisors	60-61	61-62	60-61	61-62	Verification Officers	Honorarium paid 61-62	60-61	61-62
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Cannanore	259	228	13,711·81	Nil	2,377	428	Nil	10,205·00	Nil	37,240·69	24	240·00	13,711·81	47,685·69
2	Kozhikode	343	388	17,547·72	Nil	3,447	624	Nil	15,513·75	Nil	52,159·50	35	350·00	17,547·72	68,023·25
3	Palghat	306	338	13,416·06	Nil	2,472	451	Nil	9,852·50	Nil	35,397·80	25	250·00	13,416·06	45,500·30
4	Trichur	168	183	10,791·47	Nil	2,045	363	Nil	7,708·75	Nil	29,600·05	19	190·00	10,791·47	37,498·80
5	Ernakulam	140	210	11,738·78	Nil	2,444	419	Nil	9,022·50	Nil	35,113·00	25	250·00	11,738·78	44,385·50
6	Kottayam	111	193	14,321·80	Nil	2,654	458	Nil	12,813·50	Nil	50,529·50	25	250·00	14,321·80	63,593·00
7	Alleppey	113	164	9,685·94	Nil	2,460	432	Nil	9,226·25	Nil	37,438·74	25	250·00	9,685·94	46,914·99
8	Quilon	139	166	12,849·12	Nil	2,795	496	Nil	10,318·25	Nil	39,493·00	26	260·00	12,849·12	50,071·25
9	Trivandrum	100	161	9,628·90	Nil	2,290	411	Nil	8,973·75	Nil	34,125·84	26	260·00	9,628·90	43,359·59
	Total	**1,679**	**2,031**	**113,691·60**	**Nil**	**22,984**	**4,082**	**Nil**	**93,634·25**	**Nil**	**351,098·12**	**230**	**2,300·00**	**113,691·60**	**447,032·37**

* In addition to the amount noted a sum of Rs. 4,098·24 was spent being the cost of stencil and taxi charges for distribution etc. and a sum of Rs. 1,650·90 was paid to the chainmen in Udumbanchola taluk in Kottayam District.

** In addition to the amount noted a sum of Rs. 12,855.35 was spent being the cost of packing materials and stamps and Rs. 143·03 being the hire charges of boats and gunmen charges.

STATEMENT SHOWING THE DISTRIBUTION OF HONORARIUM FOR HOUSE NUMBERING AND HOUSELISTING

	Name of District	Area in sq. miles allowed for honorarium	Amount of honorarium on the basis of area	Population as revealed by houselists	Amount of honorarium on the basis of population	Total amount of honorarium (Cols. 3+5)	Advance paid	Balance paid	Amount refunded from each district
	1	2	3	4	5	6	7	8	9
1	Cannanore	2,048·38	6,569·67	1,727,614	7,146·68	13,716·35	337·65	13,378·70	4·54
2	Kozhikode	2,222·97	7,129·62	2,522,365	10,434·35	17,563·97	582·00	16,981·97	16·25
3	Palghat	1,925·00	6,173·93	1,752,466	7,249·51	13,423·44	507·00	12,916·44	7·38
4	Trichur	1,264·96	4,057·03	1,627,954	6,734·44	10,791·47	280·50	10,510·97	...
5	Ernakulam	1,334·63	4,280·48	1,819,117	7,525·23	11,805·71	301·50	11,504·21	66·93
6	Kottayam	2,282·30	7,319·91	1,694,116	7,008·12	14,328·03	279·00	14,049·03	6·23
7	Alleppey	706·08	2,264·57	1,794,017	7,421·37	9,685·94	246·00	9,439·94	...
8	Quilon	1,570·83	5,038·04	1,890,374	7,819·99	12,858·03	247·65	12,610·38	8·91
9	Trivandrum	837·95	2,687·50	1,677,977	6,941·40	9,628·90	240·00	9,388·90	...
	Total	**14,193·10**	**45,520·75**	**16,506,000**	**68,281·09**	**113,801·84**	**3,021·30**	**110,780·54**	**110·24**

APPENDIX XXIX—*contd.*

DISTRICT CENSUS CHARGES—(*contd.*)

STATEMENT SHOWING THE DISTRIBUTION OF HONORARIUM FOR ENUMERATION

SUPERVISORS OF GENERAL BLOCKS

Name of District	No. of persons who received Rs. 35/-	Amount @ Rs. 35/-	No. of persons who received Rs. 25/-	Amount @ Rs. 25/-	No. of persons who received Rs. 20/-	Amount @ Rs. 20/-	No. of persons who received Rs. 16/-	Amount @ Rs. 16/-	No. of persons who received Rs. 15/-	Amount @ Rs. 15/-	No. of persons who received Rs. 12/-	Amount @ Rs. 12/-	No. of persons who received Rs. 10/-	Amount @ Rs. 10/-
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1 Cannanore	28	980·00	...	...	396	7,920·00	...	...	1	15·00	...	...	2	20·00
2 Kozhikode	70	2,450·00	...	...	551	11,020·00	...	...	...	...	...	...	...	...
3 Palghat	...	...	...	...	451	9,020·00	...	...	...	...	...	...	...	...
4 Trichur	...	...	...	...	359	7,180·00	...	...	1	15·00	...	...	3	30·00
5 Ernakulam	1	35·00	...	...	411	8,220·00	...	...	...	...	...	...	7	70·00
6 Kottayam	155	5,425·00	1	25·00	301	6.020·00	1	16·00	...	...	...	...	...	...
7 Alleppey	...	...	...	...	431	8,620·00	...	...	...	...	...	...	...	...
8 Quilon	...	...	...	...	494	9,880·00	...	...	...	...	1	12·00	1	10·00
9 Trivandrum	...	...	...	...	406	8,120·00	...	...	1	15·00	...	...	2	20·00
Total	**254**	**8,890·00**	**1**	**25·00**	**3,800**	**76,000·00**	**1**	**16·00**	**3**	**45·00**	**1**	**12·00**	**15**	**150·00**

Total amount for the Supervisors: Rs. 85,138·00

ENUMERATORS OF GENERAL BLOCKS

Name of District	No. of persons who received Rs. 25/-	Amount @ Rs. 25/-	No. of persons who received Rs. 16/-	Amount @ Rs. 16/-	No. of persons who received Rs. 15/-	Amount @ Rs. 15/-	No. of persons who received Rs. 14·15	Amount @ Rs. 14·15	No. of persons who received Rs. 13·49	Amount @ Rs. 13·49	No. of persons who received Rs. 13·25	Amount @ Rs. 13·25
1	16	17	18	19	20	21	22	23	24	25	26	27
1 Cannanore	136	3,400·00	1	16·00	1,971	29,565·00	...	...	...	...	...	...
2 Kozhikode	348	8,700·00	3	48·00	2,729	40,935·00	...	...	...	...	...	...
3 Palghat	...	...	...	...	2,243	33,645·00	...	...	...	...	...	...
4 Trichur	...	...	...	...	1,836	27,540·00	1	14·15	...	...	1	13·25
5 Ernakulam	8	200·00	1	16·00	2,068	31,020·00	...	...	...	...	...	...
6 Kottayam	795	19,875·00	4	64·00	1,528	22,920·00	...	...	...	...	...	...
7 Alleppey	...	...	...	...	2,180	32,700·00	...	...	1	13·49	...	...
8 Quilon	...	...	...	...	2,458	36,870·00	...	...	...	...	...	...
9 Trivandrum	...	...	...	...	2,039	30,585·00	...	...	...	...	...	...
Total	**1,287**	**32,175·00**	**9**	**144·00**	**19,052**	**285,780·00**	**1**	**14·15**	**1**	**13·49**	**1**	**13·25**

APPENDIX XXIX—*contd.*

DISTRICT CENSUS CHARGES—(*contd.*)

STATEMENT SHOWING THE DISTRIBUTION OF HONORARIUM FOR ENUMERATION—(*contd.*)

ENUMERATORS OF GENERAL BLOCKS (*contd.*)

Name of District	No. of persons who received Rs. 12·69	Amount @ Rs. 12·69	No. of persons who received Rs. 12·09	Amount @ Rs. 12·09	No. of persons who received Rs. 10·77	Amount @ Rs. 10·77	No. of persons who received Rs. 10·57	Amount @ Rs. 10·57	No. of persons who received Rs. 10/-	Amount @ Rs. 10/-
1	28	29	30	31	32	33	34	35	36	37
1 Cannanore	1	12·69	...	...	...	...	...	...	19	190·00
2 Kozhikode	...	...	...	...	...	...	...	...	11	110·00
3 Palghat	...	...	...	...	1	10·77	...	...	18	180·00
4 Trichur	...	...	...	...	...	...	1	10·57	13	130·00
5 Ernakulam	...	...	...	...	...	...	...	...	25	250·00
6 Kottayam	...	...	...	...	...	...	...	...	4	40·00
7 Alleppey	...	...	...	...	...	...	...	...	6	60·00
8 Quilon	...	...	...	...	...	...	...	...	21	210·00
9 Trivandrum	...	...	1	12·09	...	...	...	...	6	60·00
Total	**1**	**12·69**	**1**	**12·09**	**1**	**10·77**	**1**	**10·57**	**123**	**12,30·00**

ENUMERATORS OF GENERAL BLOCKS (*concld.*)

Name of District	No. of persons who received Rs. 12·83	Amount @ Rs. 12·83	No. of persons who received Rs. 11·40	Amount @ Rs. 11·40	No. of persons who received Rs. 11·88	Amount @ Rs. 11·88	Enumerators and Supervisors of special blocks: No. of persons who received Rs. 10/-	Enumerators and Supervisors of special blocks: Amount @ Rs. 10/-	Enumerators of ports: No. of persons who received Rs. 10/-	Enumerators of ports: Amount @ Rs. 10/-
1	38	39	40	41	42	43	44	45	46	47
1 Cannanore	...	...	...	...	...	...	48	480·00	6	60·00
2 Kozhikode	...	...	...	...	...	...	62	620·00	5	50·00
3 Palghat	...	...	1	11·40	1	11·88	30	300·00	2	20·00
4 Trichur	1	12·83	...	...	...	...	74	740·00	...	...
5 Ernakulam	...	...	...	...	...	...	130	1,300·00	6	60·00
6 Kottayam	...	...	...	...	...	...	89	890·00	...	...
7 Alleppey	...	...	...	...	...	...	32	320·00	3	30·00
8 Quilon	...	...	...	...	...	...	23	230·00	3	30·00
9 Trivandrum	...	...	...	...	...	...	89	890·00	2	20·00
Total	**1**	**12·83**	**1**	**11·40**	**1**	**11·88**	**577**	**5,770·00**	**27**	**270·00**

Total amount for the Enumerators of general blocks: Rs. 319,452·12

Total amount for the Enumerators and Supervisors of special blocks and ports Rs. 6,040·00

APPENDIX XXIX—*contd.*

STATEMENT SHOWING THE DISTRIBUTION OF HONORARIUM FOR ENUMERATION—(*contd.*)

RESERVE ENUMERATORS AND SUPERVISORS

Name of District	No. of persons who received Rs. 2·50	Amount @ Rs. 2·50	No. of persons who received Rs 7·50	Amount @ Rs. 7·50	No. of persons who received Rs. 3·50	Amount @ Rs. 3.50	No. of persons who received Rs. 4·50	Amount @ Rs. 4·50	No. of persons who received Rs. 5·50	Amount @ Rs. 5·50
1	48	49	50	51	52	53	54	55	56	57
1 Cannanore	103	257·50	82	615·00	5	17·50	6	27·00	...	...
2 Kozhikode	195	487·50	71	532·50	18	63·00	8	36·00	...	...
3 Palghat	149	372·50	22	165·00	5	17·50	...	...	...	...
4 Trichur	84	210·00	30	225·00	2	7·00	...	...	2	11·00
5 Ernakulam	169	422·50	22	165·00	8	28·00	7	31·50	...	...
6 Kottayam	102	255·00	101	757·50	18	63·00	9	40·50	4	22·00
7 Alleppey	160	400·00	15	112·50	41	143·50	1	4·50	22	121·00
8 Quilon	166	415·00	41	307·50	23	80·50	60	270·00	...	...
9 Trivandrum	76	190·00	56	420·00	1	3·50	12	54·00	10	55·00
Total	**1,204**	**3,010·00**	**440**	**3,300·00**	**121**	**423·50**	**103**	**463·50**	**38**	**209·00**

Total amount for the reserve hands : Rs. 7,406·00

ENUMERATORS AND SUPERVISORS WHO RECEIVED ADDITIONAL HONORARIUM

Name of District	No. of persons appointed beyond 5 miles	Amount @ Rs. 11·25	No. of persons who enumerated more than 50% of the normal number of households in a block in addition to the normal number of households	Amount @ Rs. 11·25	Enumerators and Supervisors of Kuttanad	Amount @ Rs. 11·25
1	58	59	60	61	62	63
1 Cannanore	308	3,465·00	36	405·00	...	...
2 Kozhikode	224	2,520·00	9	101·25	...	...
3 Palghat	120	1,350·00	13	146·25	...	...
4 Trichur	90	1,012·50	14	157·50	...	...
5 Ernakulam	198	2,227·50	8	90·00	...	...
6 Kottayam	583	6,558·75	33	371·25	...	...
7 Alleppey	39	438·75	14	157·50	315	3,543·75
8 Quilon	128	1,440·00	5	56·25	...	...
9 Trivandrum	226	2,542·50	10	112·50	...	...
Total	**1,916**	**21,555·00**	**142**	**1,597·50**	**315**	**3,543·75**

Total amount paid as additional honorarium : Rs. 26,696·25

APPENDIX XXIX—*concld.*

ABSTRACT SHOWING THE AMOUNT OF HONORARIUM DISTRIBUTED FOR HOUSE NUMBERING AND HOUSELISTING, ENUMERATION AND POST-ENUMERATION CHECK

	Rs.
(a) Total amount of honorarium for house numbering and houselisting @ Rs. 5/- per 700 persons (calculated on the basis of the houselist population)	117,900·07
1. Total amount of honorarium paid to Supervisors, Enumerators and Assistants to Enumerators	113,801·84
2. Cost of stencils	3,459·50
3. Taxi charges for distribution of stencils	396·50
4. Cost of petrol for the van for distribution of stencils	242·24
Total	117,900·08
(b) Total amount of honorarium for enumeration at the rate of Rs. 19/- per 700 persons (calculated on the basis of provisional population)	458,041·12
1. The cost of packing materials and stamps	12,855·35
2. Amount spent for the hire charges of boats and gunman charges in connection with enumeration in ports and game sanctuary respectively	143·03
3. Amount of honorarium given to the Supervisors of general blocks	85,138·00
4. Amount of honorarium given to the enumerators of general blocks	3,19,452·12
5. Amount of honorarium given to the Enumerators and Supervisors of special blocks and ports	6,040·00
6. Amount of honorarium given to the reserve Enumerators and Supervisors	7,406·00
7. Additional amount of honorarium given to the enumeration staff appointed beyond five miles, Enumerators who enumerated more than 50% of the normal number of households in a block in addition to the normal number of households and enumeration staff of Kuttanad taluk	26,696·25
Total	457,730·75
Balance	310·37
(c) Total amount paid to 230 verification officers at the rate of Rs. 10/- each	2,300·00

APPENDIX XXX

DISTRICT CENSUS CHARGES (OTHER CHARGES)

Sl. No.	District	Charges	Local purchase of stationery	Freight	Postage	Miscellaneous	Total
1	2	3	4	5	6	7	8
1	*District Census Officer*, Trivandrum		*Nil*	*282·80*	*95·00*	*3,092·13*	*3,469·93*
2		Tahsildar, Neyyattinkara	,,		400·00	126·41	526·41
3		,, Trivandrum	,,		325·00	149·06	474·06
4		,, Nedumangad	,,		355·00	81·51	436·51
5		,, Chirayinkil	,,		340·00	128·26	468·26
6		Commissioner, Corporation, Trivandrum	,,		223·10	79·06	302·16
7		Municipal Commissioner, Neyyattinkara	,,		120·00	51·06	171·06
8		,, Attingal	,,		122·50	51·06	173·56
9		Divisional Forest Officer, Trivandrum	,,		97·50	53·06	150·56
		Total		282·80	2,078·10	3,811·61	6,172·51

APPENDIX XXX—*contd.*

DISTRICT CENSUS CHARGES (OTHER CHARGES)—(*contd.*)

Sl. No.	District	Charge	Local purchase of stationery	Freight	Postage	Miscellaneous	Total
1	2	3	4	5	6	7	8
10	District Census Officer, Quilon		Nil	388·85	95·00	2,417·30	2,901·15
11		Tahsildar, Karunagapally	,,	...	297·50	123·51	421·01
12		,, Kottarakara	,,	...	347.50	132·97	480·47
13		,, Kunnathur	,,	...	287·50	83·99	371·49
14		,, Pathanamthitta	,,	...	360·00	98·81	458·81
15		,, Pathanapuram	,,	...	325·00	140·86	465·86
16		,, Quilon	,,	...	395·00	118·22	513·22
17		Municipal Commissioner, Quilon	,,	...	157·50	95·81	253·31
18		Divisional Forest Officer, Punalur	,,	...	95·00	51·06	146·06
19		,, Thenmala	,,	...	95·00	51·06	156·06
20		,, Konni	,,	...	97·50	51·06	148·06
21		,, Ranni	,,	...	95·00	51·06	146·06
		Total		388·85	2,647·50	3,415·71	6,452·06
22	District Census Officer, Alleppey		,,	424·20	95·00	1,934·29	2,453 49
23		Tahsildar, Ambalapuzha	,,	...	215·00	70·51	285·51
24		,, Karthigapally	,,	...	277·50	73·51	351·01
25		,, Shertalai	,,	...	320·00	71·36	391·36
26		,, Thiruvalla	,,	...	310·00	73·66	383·66
27		,, Chengannur	,,	...	255·00	76·66	331·66
28		,, Mavelikkara	,,	...	287·50	106·51	394·01
29		,, Kuttanad	,,	...	260·00	85·66	345·66
30		Municipal Commissioner, Alleppey	,,	...	190·00	101·46	291·46
31		,, Kayamkulam	,,	...	132·50	59·21	191·71
32		,, Mavelikkara	,,	...	120·00	55·26	175·26
33		,, Thiruvalla	,,	...	122·50	51·06	173 56
34		,, Shertalai	,,	...	127·50	51·21	179·71
		Total		424·20	2,712·50	2,810·36	5,948·06
35	District Census Officer, Kottayam		,,	459·55	95·00	2,759·66	3,314·21
36		Tahsildar, Kottayam	,,	...	372·50	156·21	528·71
37		,, Meenachil	,,	...	334·72	84·81	419·53
38		,, Peermade	,,	...	275·00	53·21	328·21
39		,, Devicolam	,,	. .	287·50	123·01	410·51
40		,, Changanacherry	,,	...	242·50	87·60	330·10
41		,, Kanjirappally	,,	...	245·00	95·81	340·81
42		,, Udumbanchola	,,	...	295·00	1,702·01	1,997·01
43		,, Vaikom	,,	...	260·00	73·30	333.30
44		Municipal Commissioner, Kottayam	,,	...	137·50	51·06	188·56
45		,, Changanacherry	,,	...	130·00	51·06	181·06
46		,, Vaikom	,,	...	120·00	51·06	171·06
47		,, Palai	,,	...	117·50	51·06	168·56
48		Divisional Forest Officer, Kottayam	,,	...	97·50	51·06	148·56
		Total		459·55	3,009·72	5,390·92	8,860·19
49	District Census Officer, Ernakulam		,,	530·25	95·00	2,372·57	2,998·12
50		Tahsildar, Cochin	,,	...	235·00	79·51	314·51
51		,, Alwaye	,,	...	247·50	51·06	298·56
52		,, Kunnathunad	,,	...	275·00	73·41	348·41
53		,, Thodupuzha	,,	...	255·00	89·66	344·66
54		,, Kanayannur	,,	...	302·50	94·68	397·18
55		,, Muvattupuzha	,,	...	322·50	92·41	414·91
56		,, Parur	,,		245·00	76·53	321·53

APPENDIX XXX—*contd.*

DISTRICT CENSUS CHARGES (OTHER CHARGES)—(*contd.*)

Sl. No.	District	Charge	Local purchase of stationery	Freight	Postage	Miscellaneous	Total
1	2	3	4	5	6	7	8
57		Municipal Commissioner, Ernakulam	Nil	...	170·00	93·31	263·31
58		,, Mattancherry	,,	...	155·00	82·74	237·74
59		,, Cochin	,,	...	125·00	51·06	176·06
60		,, Parur	,,	...	120·00	51·06	171·06
61		,, Alwaye	,,	...	120·00	51·91	171·91
62		,, Perumbavoor	,,	...	120·00	51·06	171·06
63		,, Muvattupuzha	,,	...	122·50	51·06	173·56
64		Divisional Forest Officer, Malayattur	,,	..	100·00	51·06	151·06
		Total		530·25	3,010·00	3,413·39	6,953·64
65	District Census Officer, Trichur		,,	353·50	135·00	2,491·01	2,979·51
66		Tahsildar, Trichur	,,	...	347·50	140·51	488·01
67		,, Cranganore	,,	...	287·50	86·49	373·99
68		,, Chowghat	,,	...	305·00	90·31	395·31
69		,, Talappilly	,,	...	346·99	119·73	466·72
70		,, Mukundapuram	,,	...	382·50	121·78	504·28
71		Municipal Commissioner, Trichur	,,	...	147·50	75·51	223 01
72		,, Irinjalakuda	,,	...	122·50	54·21	176·71
73		,, Kunnamkulam	,,	...	120·00	51·06	171·06
74		Divisional Forest Officer, Trichur	,,	...	97·50	53·21	150·71
75		,, Chalakudy	,,	...	97·50	51·06	148·56
		Total		353·50	2,389·49	3,334·88	6,077·87
76	District Census Officer, Palghat		,,	353·50	95·00	2,107·65	2,556·15
77		Tahsildar, Palghat	,,	...	287·50	91·21	378·71
78		,, Perinthalmanna	,,	...	365·00	120·36	455·36
79		,, Ottapalam	,,	..	350·00	54·21	404·21
80		,, Chittur	,,	...	305·00	78·10	383·10
81		,, Ponnani	,,	...	320·00	84·66	404·66
82		,, Alathur	,,	...	312·50	91·66	404·16
83		Municipal Commissioner, Palghat	,,	...	106·64	135·41	242·05
84		,, Chittur-Thathamangalam	,,	...	127·50	51·06	178·56
85		Divisional Forest Officer, Palghat	,,	...	95·00	51·06	146·06
86		,, Nemmara	,,	...	97·50	51·06	148·56
		Total		353·50	2,461·64	2,916·44	5,731·58
87	District Census Officer, Kozhikode		,,	353·50	95·00	2,362·97	2,811·47
88		Tahsildar, Kozhikode	,,	...	402·50	211·71	614·21
89		,, Badagara	,,	...	297·50	51·06	348·56
90		,, Tirur	,,	...	442·50	136·66	579·16
91		,, Ernad	,,	...	467·50	115·11	582·61
92		,, Quilandy	,,	...	340·00	121·65	461·65
93		,, South Wynad	,,	...	310·00	55·21	365·21
94		Municipal Commissioner, Calicut	,,	...	200·00	81·65	281·65
95		,, Badagara	,,	...	132·50	51·06	183·56
96		Divisional Forest Officer, Kozhikode	,,	...	100·00	51·06	151·06
97		,, Nilambur	,,	...	48·68	51·06	99·74
		Total		353·50	2,836·18	3,289·20	6,478·88

APPENDIX XXX—*concld.*

DISTRICT CENSUS CHARGES (OTHER CHARGES)-(*concld.*)

Sl. No.	District	Charge	Local purchase of stationery	Freight	Postage	Miscellaneous	Total
1	2	3	4	5	6	7	8
98	District Census Officer, Cannanore		Nil	318·15	95·00	2,473·45	2,886·60
99		Tahsildar, Cannanore	,,	...	312·50	107·31	419·81
100		,, Tellicherry	,,	...	395·00	107·11	502·11
101		,, Taliparamba	,,	...	337·50	101·81	439·31
102		,, Hosdrug	,,	...	280·00	66·36	346·36
103		,, Kasaragod	,,	...	312·50	73·21	385·71
104		,, North Wynad	,,	...	207·50	51·06	258·56
105		Municipal Commissioner, Tellicherry	,,	...	127·50	51·06	178·56
106		,, Cannanore	,,	...	132·50	73·51	206·01
107		Divisional Forest Officer, Wynad	,,	...	100·00	51·06	151·06
108		Cantonment Executive Officer, Cannanore	,,	...	21·02	...	21·02
		Total		318·15	2,321·02	3,155·94	5,795·11
		Grand Total	**3,464·30**	**23,466·15**	**31,539·45**	**58,469·90**	

APPENDIX XXXI

STATIONERY INDENTS FOR THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS

Item (full description)	Unit	Number of units 1959-60	1960-61	1961-62
1 Typewriters-Brief	No.	2	2	...
2 do. Extra Manifest size	No.	...	1	...
3 Duplicator-Gestetner-elec. operated	No.	1	...	...
4 Calculating Machine-Facit-elec. operated	No.	...	1	...
5 do. Facit-hand operated	No.	...	1	...
6 Pen holders-clerical	No.	29	24	...
7 Pen holders-officers	No.	6	6	...
8 Pencil-coloured	No.	26	1,044	18
9 Pencil-lead	No.	112	153	...
10 Pencil-copying	No.	12	...	6
11 Thread-cotton	Ball	12	2	24
12 Wooden rulers	No.	11	1	...
13 Twine-hemp	Ball	106	36	24
14 Twine-jute	Lb.	54	25	...
15 Twine-white	Ball	56	24	...
16 Gum-arabic	Oz.	154	249	16
17 Office paste	No.	5	6	6
18 Gum brushes	No.	3	...	...
19 Docket punch	No.	1	5	2
20 Paper clips-Gem	Box	19	15	12
21 Paper weights-glass	No.	2	15	6
22 Stapling machine	No.	3	2	...
23 Stapling wire	Box	7	22	2
24 Paper cream laid	Ream & sheet	4-325	...	...
25 Paper-semi bleached	do.	2-345	0-180	...
26 Blotting paper	Sheet	226	100	40
27 Brown paper-Imperial	Sheet	3,525	4,000	...
28 Brown paper-Double F'cap	Sheet	425	300	...
29 Duplicating paper-white-absorbent	Ream & Sheet	166-125	...	...
30 Carbon paper-T/W	Ream	1 rm. & 22½ qrs.	2 rms. & 350 shts.	2 rms.
31 Carbon paper-T/W-brief size	Sheet	540	50	250
32 Eraser-ink and pencil	No.	17	39	9
33 Ink powder-blue black	Pkt.	34	20	...
34 Ink powder-red	Pkt.	10	6	...
35 Ink-blue black for fountain pen	Phial	12	12	12
36 Eraser-India rubbber	No.	6	227	...
37 Ink bottle	Doz.	2	1	...
38 Pen nibs-steel	Doz.	41⅓	...	...
39 Uninked pads for rubber stamps	No.	12	...	...
40 Ribbon-T/W	No.	18	18	18
41 Brushes-T/W long handled	No.	3	3	...
42 Brushes-T/W-for type cleaning	No.	3	3	...

APPENDIX XXXI—*contd.*

STATIONERY INDENTS FOR THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS—*(contd.)*

Item (full description)	Unit	Number of units 1959-60	1960-61	1961-62
43 Stylus plate	No.	2	...	...
44 Ink-duplicator-black	Tube	22	50	25
45 Tags	No.	4,000	2,000	1,500
46 Paper-T/W	Ream & sheet	36-125	36	20
47 Pen nib-red ink	Doz.	6	12	24
48 Tape-roll of 50 yards	Yard	700	600	...
49 Needle-large	No.	4	...	...
50 Pins-steel	Pkt. & sheet	38 pkts.	24 pkts. 173 sheets	...
51 Sealing wax	Box	35	...	...
52 Pin cushion	No.	4	...	3
53 Ink-violet-for rubber stamp	No.	17	2	18
54 Stencil paper	Qr.	21	33	50
55 Scissors	No.	2	...	2
56 Shorthand note books	No.	36	30	20
57 Weighing balance for letters	No.	1	...	...
58 Plain cover	No.	200	15,000	...
59 Ruled book-F'cap 4 qrs.	No.	10	...	...
60 Instantaneous binder	No.	2	...	3
61 Envelopes-S. E. 7	No.	2,375	400	160
62 Stencil pen	No.	2	...	...
63 Writing paper	Sht.	200	200	200
64 Badami paper-F'cap	Sht.	87	...	...
65 Eraser-T/W	No.	2	4	12
66 Call bell	No.	2	1	1
67 Wooden blotter	No.	2	3	...
68 Straw boards	No.	100	18	100
69 Binding cloth	Yard	25	...	...
70 Duplicating paper-unbleached	Ream	48	75	...
71 Blank book-F'cap-½ qr.	No.	6	40	..
72 Blank book-F'cap-1 qr.	No.	12	...	...
73 do. 2 qr.	No.	106	...	...
74 Envelopes-S. E. 2	No.	425	400	...
75 Blank book-F'cap-4 qr.	No.	6	...	...
76 Ruled book-F'cap-2 qr.	No.	106	...	...
77 Shorthand pencil	No.	12	24	...
78 Ink stand-wooden	No.	2	...	...
79 Envelopes-SE-7A	No.	500	...	...
80 Note sheet block	No.	96	96	226
81 Correcting fluid	Phial	1	2	...
82 Blank book-F'cap-3 qr.	No.	25	...	...
83 Duplicating paper-brief	Ream	50	...	...
84 Signature pad	No.	1	...	...
85 Stock file case	No.	15	...	...
86 Writing pad	No.	2	...	...
87 Typewriter oil	Phial	2	...	...
88 Gum bottle-empty	No.	7	2	...
89 Thump impression Ink	Tube	1	...	2
90 Numbering ink	Phial	6	15	...
91 Envelope-SE. 6	No.	...	40,000	...
92 Ruled book-F'cap-1 qr.	No.	...	80	40
93 Paper-cream wove-ruled	Sheet	...	180	400
94 Paper-bleached-F'cap	Sheet	...	500	...
95 Desk knife	No.	...	2	6
96 Tracing paper	Yard	...	34	...
97 Drawing paper-cartridge	Roll & Sht.	...	2 rolls-250 shts.	...
98 Envelopes-SE. 4	No.	...	4,000	...
99 Ink-red for duplicator	Tube	...	80	...
100 Drawing brush-sable hair	No.	...	11	...
101 Indian ink-liquid	Phial	...	1	2
102 Drawing pencil	No.	...	7	18
103 Crowquill nibs	No.	...	12	...
104 Pen holder for crowquill	No.	...	2	...
105 Drawing pins	No.	...	12	...
106 Saucers for drafts-men	Set	...	1	1
107 Sponges for drafts-men	No.	...	3	...
108 Indian ink-stick	Oz.	...	2	...
109 Mapping pen nibs	No.	...	6	12
110 Holder for mapping pen	No.	...	1	...
111 Water colour cake	No.	...	9	33
112 Drawing paper-Kent	Sht.	...	12	...
113 Parallel ruler	No.	...	1	...
114 Wheel parallel ruler	No.	...	1	...
115 T. Square	No.	...	1	1
116 Set square	Set	...	2	...
117 Protractors	No.	...	2	...
118 Architectural scale	No.	...	1	...
119 Road pen	No.	...	1	...
120 Grapho set-pelikan	Set	...	...	1
121 Dividers	No.	...	...	1
122 Instrument box	Set	...	...	1
123 Poster colour-white	Oz.	...	...	1

APPENDIX XXXI—*concld.*

STATIONERY INDENTS FOR THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS—(*concld.*)

Item (full description)	Unit	Number of units 1959-60	1960-61	1961-62
124 Drawing boards	No.	...	...	2
125 Paper-white-F'cap	Rm.	...	...	20
126 Duplicating paper-semi absorbent-half F'cap size	Rm.	...	25	200
127 Envelopes-S. E. 8	No.	...	...	160
128 Envelopes-S. E. 8A	No.	...	...	80
129 Drawing slants for colours	No.	...	...	1
130 Paper-bleached-D'ble F'cap	Rm. & Sht.	...	...	4-400
131 Carbon-T/W-13"x 26"	Sht.	...	...	250
132 Eraser for draftsmen	No.	...	...	1
133 Bodkins	No.	...	...	2
134 Paper weights-rubber	Doz.	1	...	...
135 Drawing pen	No.	...	1	...

NOTE:–All the articles of stationery except those contained in lists (a), (b) and (c) were obtained from the Controller of Stationery, Calcutta.

ITEMS OF STATIONERY PURCHASED FROM SOURCES OTHER THAN THE CONTROLLER OF STATIONERY, CALCUTTA

Sl. No.	Description	Quantity
1	2	3
List (a)—From the Controller of Stationery, Kerala		
1	Weighing balance for letters	1 No.
2	Plain covers	15,200 Nos.
3	Ruled books-F'cap-4 qrs.	10 Nos.
4	Instantaneous binders	5 Nos.
5	Gum Arabic	17 lbs.
6	Loose stock files	15 Nos.
7	Writing pads	2 Nos.
8	Colour pencils	808 Nos.
9	Lead pencils	128 Nos.
10	Eraser-ink & pencil	42 Nos.
11	Paper weights-rubber	12 Nos.
12	Brown casing paper	8 reams
13	Numbering ink	9 phials
14	Carbon paper-T/W-Brief size	2 quires
15	Stencil paper	8 quires
16	Paper clips	7 boxes
17	Stapling wire	12 boxes
18	Eraser-India rubber	224 Nos.
19	Ribbons-T/W	18 Nos.
20	Pins	173 shts.
21	Ruled books-F'cap-1qr.	20 Nos.
22	Ink violet for rubber stamp	2 phials
23	Call bell	1 No.
24	Tracing paper	34 yards
25	Drawing paper-Cartridge	1 roll & 250 sheets
26	Straw boards	18 Nos.
27	Drawing brushes	11 Nos.
28	Indian ink-liquid	1 phial
29	Drawing pencils	7 Nos.
30	Crowquill nibs	1 dozen
31	Penholder for crowquill	2 Nos.
32	Drawing pins	1 dozen
33	Saucers for draftsmen	1 set
34	Sponges for draftsmen	3 Nos.
35	Indian ink stick	2 ozs.
36	Mapping pen nibs	6 Nos.
37	Holder for mapping pens	1 No.
38	Water colour cakes	9 Nos.
39	Drawing paper-kent	12 sheets
40	Parallel ruler	1 No.
41	Drawing pen	1 No.
42	Wheel parallel ruler	1 No.
43	Paper-white-F'cap	20 reams
List (b)–From the State P. W. D. General Stores, Trivandrum		
1	T. Square	1 No.
2	Set square	2 sets
3	Protractors	2 Nos.
4	Architectural scale	1 No.
5	Road pen	1 No.
List (c)–From private firms		
1	Colour pencils (green & brown) (Local firms, Trivandrum)	212 Nos.
2	T. Square (Scientific Engineering House Hyderabad)	1 No.
3	Grapho set-Pelikan (Allied Drawing Stores, Bombay)	1 set
4	Dividers do.	1 No.
5	Instrument box (Navlakhi & Co., Bombay)	1 No.
6	Poster colour-white (Local firm, Trivandrum)	1 oz.
7	Drawing boards (Scientific Engineering House,Hyderabad)	2 Nos.

APPENDIX XXXII

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS

Sl. No.	Description	File No.
1	2	3
	ORGANISATION OF OFFICE	
1	Office accommodation—Superintendent of Census Operations' Office	C4-147/60
2	Accountant-cashier—appointment of	C4-188/60
3	Terms of deputation of State Government Employees	C4-193/60
4	Local purchase of stationery articles	C4-206/60
5	Office van—supply	C4-240/60
6	Stationery—supply by Controller of Stationery, Calcutta	C4-241/60
7	Audit notes of inspection party	C4-465/60
8	State Government Employees on deputation—pension and leave salary contribution—rate of	C4-493/60
9	Service Rules—Central Government—Amendments etc.	C4-494/60
10	Deputation (duty) allowance to Government Employees—revised rules of Government of India	C4-237/61
	CONFERENCES	
11	District conferences	C2-13/59
12	First Conference of Superintendents of Census Operations	C3-94/59
13	Second Conference of the State Census Superintendents	C3-203/60
14	Regional Conference of Superintendents of Census Operations, Trivandrum, Darjeeling and Srinagar	C2-104/61
15	Third Conference of Superintendents of Census Operations	C2-279/61
	CENSUS DIVISIONS, LOCATION CODE, AREA FIGURES AND MAPS	
16	Finalisation of the area of Municipal and non-Municipal towns and villages	C6-42/59
17	Area of State, districts, taluks and villages—reconciled figures of the Survey Department and area figures of Survey of India	C3-70/59
18	Area of villages etc.—information collection of	C2-72/59
19	Formation of towns and towngroups	C3-89/59
20	Maps of forest divisions	C1-3/60
21	Maps of taluks	C1-4/60
22	Natural divisions of the State, highland, midland and lowland—preparation of contour maps	C1-5/60
23	Notional maps of wards and villages-collection	C6-14/60
24	Maps of Municipal towns	C1-121/60
25	Formation of Blocks and Circles	C2-125/60
26	Preparation of location code numbers	C2-144/59
27	Order of karas, muris or desoms and the boundaries and area of each of them—information—collection of	C2-145/59
28	District maps supplied to Divisional Forest Officers—called for	C1-216/61
29	Formation of blocks and circles and appointment of enumerators and supervisors in the Reserve Forests	C2-271/60
30	Recasting of census tables of previous censuses according to the 1961 set-up of the State	C8-474/60
	PRE-TEST OPERATIONS	
31	Pre-test operations	C2-9/59
32	Report on pre-test operations	C3-94/59
	HOUSE NUMBERING AND HOUSELISTING OPERATIONS	
33	House numbering operations	C4-50/59
34	House numbering—Supply of stencils for	C4-8/60
35	House numbering units and staff	C4-9/60
36	House numbering inspection notes of Superintendent of Census Operations	C4-72/60
	ENUMERATION	
37	Census operations in the special areas such as Cannanore Cantonment, naval and military areas and Port of Cochin	C2-110/59
38	Translation of schedules and estimate of the number of forms (subsequently C3-265/60)	C1-118/59
39	Appointment of District Census Officers and Charge Officers	C2-120/59
40	Local names of rights on land	C2-156/59
41	Instructions to enumerators—clarifications	C3-74/60
42	Distribution of census forms	C3-266/60
43	Enumeration in the Armed Reserve Camps, Lock-ups, Central and Sub jails etc.	C2-268/60
44	Transfer of officers engaged in the census operations—freezing of	C2-270/60
45	Training of District Census Officers and Charge Officers	C2-284/60
46	Appointment of reserve Supervisors and Enumerators—instructions	C2-300/60
47	Appointment of Enumerators and Supervisors	C2-302/60
48	Training programme of Supervisors and Enumerators	C2-330/60
49	Special enumeration of technically qualified persons	C3-332/60
50	Failure to attend the training classes—action taken	C2-348/60
51	Review of the sample census conducted by the Charge Officers	C2-367/60
52	Arrangements for the enumerations in the Kuttanad area during the harvest season—Instructions	C2-382/60

APPENDIX XXXII—*contd.*

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—(*contd.*)

Sl. No.	Description	File No.
1	2	3
53	Progress reports of the training classes	C2-404/60
54	Enumeration in the Game Sanctuary, Peermade—Instructions	C2-417/60
55	Instructions issued to the District Census Officers	C2-421/60
56	Instructions to the Supervisors	C2-441/60
57	Enumeration—Assistance by village staff to the census officers—Instructions	C2-484/60
58	Enumeration of the personnel in the ships and other vessels—Arrangements	C2-499/60
59	Provisional figures	C8-21/61
60	Post-enumeration check	C2-30/61
61	Enumeration—Arrangements	C2-33/61
62	Inauguration of enumeration—Arrangements	C2-50/61
63	Appointment of scribes in charge offices for houselist extracts	C4-55/61
64	Progress of enumeration—Reports from Deputy Superintendents of Census Operations, District Census Officers and Charge Officers	C2-58/61
65	Provisional totals—communication	C2-66/61
66	Neglect of duty by the enumeration personnel—action	C2-75/61
	HONORARIUM	
67	Honorarium for second pre-test operations—payment of	C3-194/59
68	Payment of honorarium to the enumeration staff	C3-29/60
69	Payment of honorarium for house numbering operations	C3-196/60
70	Payment of honorarium to the verification officers	C3-156/61
	TABULATION	
71	Tabulation offices—Deputy Superintendents of Census Operations—appointment of—regarding	C2-96/60
72	Tabulation offices—accommodation—regarding	C2-173/60
73	Houselist tabulation—appointment of staff	C4-321/60
74	Tabulation offices—appointment of staff other than sorters, compiler-checkers, supervisors—regarding	C2-345/60
75	Tabulation offices—furniture and office equipments—purchase of—regarding	C2-359/60
76	Languages—tabulation of languages in Kerala	C1-376/60
77	Tabulation offices—furniture—purchase—regarding	C2-492/60
78	List of household industries—furnishing	C1-2/61
79	Tabulation offices-Supervisors, compiler-checkers, sorters etc.-recruitment of—regarding	C2-41/61
80	Stationery articles for tabulation offices-supply of—regarding	C2-53/61
81	Printing of tabulation forms	C3-67/61
82	Typewriters for tabulation offices-hiring of—regarding	C2-93/61
83	Tabulation—conference of Superintendents of Census Operations at Trivandrum on 22nd to 24th May 1961	C2-104/61
84	Instructions from the Registrar General on tabulation	C2-109/61
85	Housing tables—preparation	C2-116/61
86	Tabulation offices—Police watch-regarding	C2-118/61
87	Organisation of tabulation offices-Instructions	C2-119/61
88	Central tabulation—Appointment of staff	C4-137/61
89	Preparation of Primary Census Abstracts	C2-184/61
90	Household schedules—tabulation—sampling of schedules	C2-187/61
91	Tabulation—preparation of various tables	C2-205/61
92	Tabulation offices—bonus to the tabulation staff—payment of—regarding	C2-232/61
93	Tabulation offices-winding up—disposal of furniture and release of buildings	C4-241/61
94	Area of towns at previous censuses—collection of	C6-243/61
95	Tabulation of local names of Household Schedules—Local rights on land for Household Schedules—names of rights and interests in land—tabulation	C2-48/62
	MISCELLANEOUS	
96	Synonyms or generic names of Scheduled Castes and Scheduled Tribes—finalisation	C6-24/59
97	Office library—collection or purchase of books and publications	C6-25/59
98	Electoral rolls—National Register of citizens-discontinuance of	C1-29/59
99	Co-operation of heads of departments-orders of Government of Kerala-requested for	C1-68/59
100	Census 1961-Award of medals and certificates to the enumeration staff—regarding	C2-34/60
101	Notification under section 3 of Census Act	C1-122/60
102	Priority for all census communications and special stamp cancellation slogans relating to census—Rubber stamps—Census Immediate	C1-140/60
103	Compilation of National Atlas of India-population maps of Kerala	C1-141/60
104	Publicity—Census posters	C1-142/60
105	Vital statistics—Analysis of vital statistics for the last ten years—births and deaths	C1-154/60
106	Progress report—monthly progress reports	C1-179/60
107	Printing work in private presses—payment of bills-suit filed by Sreenivas Printing Works, Kasaragod	C3-191/60
108	District and Charge Officers—special staff-appointment of	C4-208/60
109	T. A. and conveyance allowance to District Census and Charge Officers	C4-212/60

APPENDIX XXXII—*concld.*

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—*(concld.)*

Sl. No.	Description	File No.
1	2	3
110	Low literacy areas—causes for low literacy –Investigation of	C1-224/60
111	Density of population in cultivated area—information on cultivated area	C1-237/60
112	Supply of forms-Adjustment of cost—Superintendent of Census Operations, Pondicherry	C3-248/60
113	Supply of forms—Adjustment of Cost-Laccadive, Minicoy and Amindivi Islands	C3-258/60
114	Supply of centrally printed forms from Nasik Press—Payment of extra motor tax for two trucks from Nasik to Trivandrum	C3-265/60
115	Stationery articles to District Census Officers and Charge Officers—supply of	C1-292/60
116	Representation from those engaged in the Census Operations—disposal of	C2-339/60
117	Sex ratio—Extraordinariness	C1-375/60
118	Notification issued under section 8 of Census Act	C3/380/60
119	Supervisors and Enumerators-Departmental examinations—Postponement of	C2-470/60
120	Printing and publishing of District Census Handbooks	C8-473/60
121	Joint Stock Companies	C8-13/61
122	Stationery articles to Supervisors and Enumerators	C1-56/61
123	Photographs—taking of	C1-80/61
124	Socio Economic Survey on Hill tribes	C1-95/61
125	Re-employed pensioners-Fixation of pay	C4-106/61
126	Medical Examination of new recruits	C4-148/61
127	Letter expressing gratitude to all Enumerators and Supervisors—letters received from Enumerators and Supervisors in reply	C3-153/61
128	Houselists and other records—preservation after tabulation	C2-206/61
129	District and Taluk maps for district census handbooks	C1-213/61
130	Supply of data relating to number of births to women of reproductive age	C1-221/61
131	Maps of cities and towngroups	C1-226/61
132	Sample survey of fertility of ever married women	C2-230/61
133	Block making for the printing of census reports 1961	C3-248/61
134	Maps of Techno-Economic Survey—reports of Madras and Madhya Pradesh	C1-251/61
135	Atlas Volume—Maps—Preparation of	C1-261/61
136	Socio Economic Survey—Topo sheet map of Kerala	C1-282/61
137	Soils in India	C1-25/62
138	Wardwise area of Municipal and non-Municipal towns—collection	C6-29/62
139	Implementation of land reforms legislation—information	C2-37/62

APPENDIX XXXIII

SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS

Sl. No.	Designation	No.	Period	Rates of pay including allowance	Remarks
1	2	3	4	5	6
1	Head Assistant	1	From 2-4-1959 continues	Rs. 350-475	
2	Upper Division Clerks	6	Two from 23-5-1959 continues One from 1-3-1960 continues One from 5-4-1960 continues Two from 1-10-1960 continues	Rs. 130-300	
3	Lower Division Clerks	4	One from 2-4-1959 continues One from 2-4-1959 to 19-5-61 One from 1-8-1960 to 19-5-61 One from 1-8-1960 to 14-5-61	Rs. 110-180	
4	Stenographers	2	One from 5-3-1959 continues One from 9-8-1960 continues	Rs. 130-300	
5	Upper Division Typist	1	From 1-8-1960 continues	Rs. 130-300	
6	Lower Division Typist	1	From 24-10-1959 continues	Rs. 110-180	
7	Accountant	1	From 12-12-1959 continues	Rs. 130-300	There was only one post of Accountant-cum-cashier from 12-12-1959 to 14-5-1961. The post was bifurcated and a cashier was appointed with effect from 15-5-1961.
8	Cashier	1	From 15-5-1961 continues	Rs. 110-180	

APPENDIX XXXIII—*concld.*

SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS—*(concld.)*

Sl. No.	Designation	No.	Period	Rates of pay including allowance	Remarks
1	2	3	4	5	6
9	Statistical Assistants	3	One from 12-5-1959 to 4-4-61 One from 18-5-1959 to 4-4-61 One from 19-9-1960 continues	Rs. 210-425	
10	*Economic Investigators	2	From 21-9-1960 continues	Rs. 210-425	
11	Research Assistant	1	From 10-4-1961 continues	Rs. 250/-fixed	
12	Upper Division Compilers	2	From 19-9-1960 continues	Rs. 130-300	
13	Draftsmen	2	One from 12-12-1959 to 11-3-60 and from 25-5-1961 continues One from 12-12-1959 to 11-3-60 and from 1-6-1961 continues	Rs. 150-240	
14	Driver	1	From 13-2-1960 continues	Rs. 110-139	
15	Duftry	1	From 13-2-1960 continues	Rs. 75-95	
16	Peons	8	One from 24-3-1959 continues One from 23-4-1959 continues One from 19-5-1959 continues One from 11-5-1960 continues One from 12-5-1960 continues One from 13-5-1960 continues One from 28-11-1960 continues One from 7-2-1961 continues	Rs. 70-85	
17	Gardener	1	From 7-2-1961 continues	Rs. 70-85	
18	Watcher	1	From 10-8-1959 continues	Rs. 70-85	

*One more post was created, after the period covered by this report.

APPENDIX XXXIV

ABSTRACT OF TOURS OF THE SUPERINTENDENT OF CENSUS OPERATIONS, KERALA

Date of departure	Date of return	Destination	Aproximate No. of hours of conference and discussions		Places visited *en route*	No. of miles travelled by road
1	2	3	4		5	6
			Hours	Minutes		
15-3-1959	19-3-1959	Calicut	5	...	Quilon, Alleppey, Ernakulam and Trichur	596
15-4-1959	15-4-1959	Neyyattinkara	1	...	Thiruppuram	32
17-4-1959	21-4-1959	Trichur	10	...	Kottayam, Nattakam, Panachikad, Puthupally and Paipuram	443
27-4-1959	29-4-1959	Alleppey	6	...	Quilon	194
5-5-1959	9-5-1959	Palghat	10	...	Mullakal, Thumboli, Ernakulam, Trichur, Alathur, Palghat and Malampuzha Dam	503
27-5-1959	31-5-1959	Cannanore	22	...	Karunagapally, Karthigapally, Ambalapuzha, Shertalai, Ernakulam, Wadakkancherry, Calicut, Tellicherry and Cannanore	703
17-7-1959	17-7-1959	Quilon	8	...	Cantonment and Kottakkakom	90
20-7-1969	26-7-1959	Calicut	26	...	Thattampally, Ernakulam, Wadakkancherry, Calicut, Malappuram, Manjeri and Perintalmanna	784
29-7-1959	30-7-1959	Alleppey	7	...	Quilon	194

APPENDIX XXXIV—*concld.*

ABSTRACT OF TOURS OF THE SUPERINTENDENT OF CENSUS OPERATIONS, KERALA—(*concld.*)

Date of departure	Date of return	Destination	Approximate No. of hours of conference and discussions		Places visited *en route*	No. of miles travelled by road
1	2	3	4		5	6
			Hours	Minutes		
8- 8-1959	9- 8-1959	Kottayam	10	...	Kottarakara and Chengannur	200
12- 8-1959	15- 8-1959	Wadakkancherry	15	...	Ernakulam, Alengad and Trichur	432
23- 8-1959	28- 8-1959	Cannanore	20	...	Alwaye, Palghat, Malampuzha and Calicut	661
1-11-1959	1-11-1959	Balaramapuram	...	...	Poovar, Balaramapuram and Nemom	36
11-11-1959	13-11-1959	Kottayam	8	...	Alleppey, Ernakulam, Muvattupuzha and Kottayam	300
8- 1-1960	9- 1-1960	Cape Comorin	3	...	Amaravila and Parassala	108
11- 1-1960	14- 1-1960	Ernakulam	20	...	Quilon, Alleppey, Ernakulam and Kottayam	303
18- 1-1960	23- 1-1960	Cannanore	20	...	Alleppey, Ernakulam, Trichur, Palghat and Calicut	702
23- 3-1960	23- 3-1960	Neyyattinkara	3	...	Valangamuri, Narayanapuram, Parassala, Cheruvarakonam and Anapara	72
24- 3-1960	24- 3-1960	Attingal	3	...	Kadakkavoor, Varkala and Edava	72
26- 3-1960	26- 3-1960	Quilon	3	...	Thevalli, Eravipuram and Meenad	90
5- 4-1960	5- 4-1960	Nedumangad	3	...	Uzhamakal	38
6- 4-1960	12- 4-1960	Kottayam	45	...	Quilon, Karunagapally, Kayamkulam, Karthigapally, Alleppey, Shertalai, Mavelikkara, Chengannur, Thiruvalla, Changanacherry, Vaikom, Palai, Adoor, Kottarakara and Kundara	625
19- 4-1960	30- 4-1960	Kasaragod	75	...	Haripad, Trichur, Wadakkancherry, Ottapalam, Palghat, Manjeri, Calicut, Quilandy, Badagara, Tellicherry, Cannanore, Perintalmanna, Trichur, Irinjalakuda, Alwaye, Parur and Ernakulam	972
19- 5-1960	19- 5-1960	Neyyattinkara	2	...	Parassala and Kaliakavila	40
22- 5-1960	26- 5-1960	Trichur	5	...	Attingal, Quilon, Haripad, Shertalai, Ernakulam, Edappally, Chalakudy, Puthenchira, Irinjalakuda, Karuvannur, Cherpu and Alwaye	275
16- 6-1960	16- 6-1960	Neyyattinkara	1	...	Neyyattinkara	42
25- 6-1960	30- 6-1960	Trichur	3	...	Ernakulam, Alwaye, Perumbavoor and Shertalai	325
7- 9-1960	10- 9-1960	Ernakulam	5	...	Alleppey, Ernakulam, Naval Base and Cochin,	276
22- 9-1960	9-10-1960	Cannanore	60	...	Alleppey, Ernakulam, Palghat, Malampuzha, Calicut and Trichur	871
15-10-1960	15-10-1960	Neyyattinkara	2	...		44
15-10-1960	15-10-1960	Nedumangad	1	...		
18-10-1960	18-10-1960	Neyyattinkara	1	...		24
20-10-1960	20-10-1960	Neyyattinkara	1	...		24
23-10-1960	23-10-1960	Nedumangad	1	...		24
3-12-1960	3-12-1960	Padmanabhapuram	2	...	Parassala	66
4-12-1960	7-12-1960	Trichur	4	...	Varkala, Alleppey, Kuttanad, Kidangara, Kottayam, Thekkady, Vaikom, Ernakulam and Trichur	619
8-12-1960	8-12-1960	Neyyattinkara	4	...	Neyyattinkara	24
9-12-1960	9-12-1960	Nedumangad	4	15	Nedumangad	24
		Attingal	4	...	Attingal	20
10-12-1960	17- 1-1961		200	...	Quilon, Karunagapally, Mavelikkara, Haripad, Alleppey, Shertalai, Mattancherry, Ernakulam, Alwaye, Parur, Cranganore, Irinjalakuda, Trichur, Wadakkancherry, Chowghat, Ponnani, Tirur, Calicut, South Wynad, North Wynad, Tellicherry, Cannanore, Taliparamba, Hosdrug, Kasaragod, Badagara, Quilandy, Manjeri, Perintalmanna, Ottapalam, Palghat, Chittur, Alathur, Perumbavoor, Munnar, Muvattupuzha, Thodupuzha, Palai, Vaikom, Kottayam, Kanjirappally, Peermade, Vandiperiar, Thiruvalla, Changanacherry, Pathanamthitta, Adoor, Punalur, Kottarakara and Chengannur.	1715

APPENDIX XXXV

TABLE SHOWING HOUSELIST, PROVISIONAL AND FINAL POPULATION 1961 AND DATES OF RECEIPT OF PROVISIONAL TOTALS FROM DISTRICTS

Sl. No.	District	Name of District Census Officer	Population according to house-lists	Date and hour of receipt of telegram or telephone of provisional population	Population		Variation between final and provisional Increase (+) Decrease (—)	Percentage of variation to the final population
					Provisional	Final		
1	2	3	4	5	6	7	8	9
1	Trivandrum	Shri G. Velu Pillai	1,677,987	8-3-1961 4-00 P. M.	1,738,085	1,744,531	+ 6,446	+ 0.369
2	Quilon	,, N. I. Ouseph	1,890.374	9-3-1961 1-20 P. M.	1,929,845	1,941,228	+ 11,383	+ 0.586
3	Alleppey	,, N. Sreedharan Nair	1,794,017	9-3-1961 1-47 P. M.	1,809,530	1,811,252	+ 1,722	+ 0.095
4	Kottayam	,, E. J. Kuriakku	1,691,319	9-3-1961 7-35 P. M.	1,730,436	1,732,880	+ 2,444	+ 0.141
5	Ernakulam	,, P. K. Oommen	1,822,168	9-3-1961 8-40 P. M.	1,858,440	1,859,913	+ 1,473	+ 0.079
6	Trichur	,, Zacharia Mathew	1,627,700	9-3-1961 4-12 P. M.	1,634,251	1,639,862	+ 5,611	+ 0.342
7	Palghat	,, N. Sekhara Menon	1,752,466	9-3-1961 3-35 P. M.	1,775,477	1,776,566	+ 1,089	+ 0.061
8	Kozhikode	,, M. Kuttysankaran Nair	2,522,365	9-3-1961 2-25 P. M.	2,619,283	2,617,189	— 2,094	— 0.080
9	Cannanore	,, T. V. Padmanabha Kurup	1,727,614	9-3-1961 3-30 P. M.	1,779,852	1,780,294	+ 442	+ 0.025
		Total	**16,506,010**		**16,875,199**	**16,903,715**	**+ 28,516**	**+ 0.169**

APPENDIX XXXVI

PERCENTAGE OF VARIATION BETWEEN PROVISIONAL TOTALS AND FINAL FIGURES AT VARIOUS LEVELS

Taluk	Percentage of the difference between the totals of the pad abstracts and block abstracts out of the total of the pad abstracts	Percentage of the difference between the total of the pad abstracts and the total of the circle summaries out of the total of the pad abstracts	Percentage of the difference between the total of the pad abstracts and the total of the provisional charge summary out of the total of the pad abstracts	Percentage of the difference between the total of the pad abstracts and the final P. C. A. figures out of the total of the pad abstracts	Percentage of the difference between the final P. C. A. figures and the provisional charge summary figures out of the P. C. A. figures
Quilandy	+ 0·18	+ 0·31	+ 0·23	+ 0·02	+ 0·20
Tirur	— 0·01	— 0·01	— 0·73	+ 0·004	— 0·73
Talappilly	+ 0·003	+ 0·01	+ 0·17	— 0·01	+ 0·18
Trichur	— 0·22	— 0·02	+ 1·35	— 0·01	+ 1·36
Mavelikkara	— 0·004	— 0·01	+ 0·39	— 0·01	+ 0·40
Quilon	— 0·002	— 0·01	+ 1·05	— 0·01	+ 1·06

APPENDIX XXXVII

LIST SHOWING THE EXTENT OF WANT OF ACCURACY IN FILLING UP THE ANSWERS TO DEMOGRAPHIC AND ECONOMIC QUESTIONS IN THE INDIVIDUAL SLIP

Category of error	Percentage of error to the total population	Category of error	Percentage of error to the total population
1. Age not stated	0·024	4. Workers not classifiable by occupation	0·053
2. Civil condition: Marital status unspecified	0·031	5. Working persons whose activities (industry) not adequately described	0·050
3. Religion not stated	0·009		

APPENDIX XXXVIII

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, KERALA

Trivandrum, Dated 1st March 1961

All Charge Officers concerned with Post-Enumeration Check

Post-Enumeration Check

INSTRUCTIONS TO THE CHARGE OFFICERS

Introduction:

The post-enumeration check in 1961 Census is proposed to be conducted primarily for obtaining an estimate of the extent of error in the Census count of persons. Such errors may be divided into two independent components arising due to errors in

(1) covering a house as a whole and hence its inmates and

(2) counting inmates in a house covered by the Census. The term 'error' here includes both over and under enumeration. For 1961, post-enumeration check of the first type of error is proposed to be estimated from a sample of the enumeration blocks and errors of the second type from a sample of houses in the sampled blocks. In the rural areas 1 per cent of blocks and 10 per cent of houses are to be taken in the State sample. In the urban areas 2 per cent of blocks and 5 per cent of houses are proposed to be included. It is proposed to verify errors in the coverage of the houses by an independent preparation of a houselist of the block and its matching with the list of dwellings enumerated in the block as shown by the population record. This independent list is to be prepared by a Verification Officer, who is to be selected from amongst the Supervisors not attached to the selected block in the main census. The unmatched entries in the houselist prepared by the Verification Officer and that prepared from the Population Record are to be reverified on the spot by the Charge Officer. His findings should enable detection of cases where the census has gone wrong and the reasons therefor. Particulars about the individual unmatched entries will be collected so as to indicate the operational type of difficulties, which arise in matching two independent lists. In this way, the number of houses and males and females under or over-enumerated in the census in houses totally missed or wrongly counted is to be obtained. The error in the enumeration of the persons in houses covered by the census is proposed to be obtained through a re-enumeration of the sampled houses by the Verification Officer, who will be given a list containing the names of the inmates of the sampled houses as given in the Population Record. To keep the Verification Officer on the alert, ghost entries and deliberate deletions in this list will be made in order to check the reliability of his work in detecting such cases. The Verification Officer will not only verify the list of inmates of the households given to him but also try to obtain particulars of the missed persons through simple probing questions regarding normal residents and visitors during the census period and their enumeration. The Verification Officer will be required to record age, sex and relationship to the head of the household in respect of the inmates of the household. Such enquiries should yield figures of males and females over or under-enumerated and their individual characteristics.

The data collected as above will lead to the estimates of errors in the counting of houses and population in the state and also give an idea of the main characteristics that are associated with such errors. The latter kind of study will be based on an analysis of the particulars of the individuals collected during the post-enumeration check. There are 9 forms to be used in the post-enumeration operations. These are appended to this circular. For ready reference they are listed out below :-

(1)	Form I P. E. C.	Censused Houselist
(2)	Form II P. E. C.	Verification Houselist
(3)	Form III P. E. C.	List of Extras
(4)	Form IV P. E. C.	Charge Circle Summary of House Verification
(5)	Form V P. E. C.	List of Inmates
(6)	Form VI P. E. C.	Verification Slip
(7)	Form VII P. E. C.	Re-enumeration of Persons (Working Sheet)
(8)	Form VIII P. E. C.	Charge Circle Summary of Re-enumeration of Persons
(9)	Form IX P. E. C.	List of Enumeration Errors

Of these forms all except Forms II and VI have to be fully filled up by the Charge Officers and Forms II and VI have to be partly filled up by the Charge Officers and given to the Verification Officers to be completed by them.

Forwarding of Instructions and blank Forms II and VI to Verification Officers

2. Particulars of blocks in each charge selected for post-enumeration check have already been communicated to the Charge Officers as per this office letter D. O. No. C2-30/61 dated 21-2-1961. In this Charge Officers have been requested to appoint the Verification Officers by 28th February 1961, without communicating the particulars of the blocks for which they have been appointed. A set of instructions for Verification Officers is enclosed herewith. This may be sent to the Verification Officers immediately along with a blank copy each of Forms II and VI so that they may prepare themselves to do the post-enumeration check on the 22nd and 23rd March 1961. Before 15th March 1961 the particulars of the block for which the Verification Officer has been appointed have to be communicated to him in the following form :-

(1) Name of the taluk

(2) Name of the village/town

(3) Name or the number of the ward if it is a town or name of the kara/desom/muri if it is a village

(4) Boundaries of the block

(5) Census Number of the first building in the block.

It will be noted that due to paucity of physical boundaries for blocks in this State, the blocks were defined as the area covered between the first and the last number of the buildings in the block and the enumerators were instructed to go up to the first house of the next block to find out whether there is any house between the last house of the block and the succeeding house falling in the next block and enumerate any new residential house which has cropped up between these two houses. Where, however, the block of an enumerator ends with a kara/muri/desom in the case of a village or a ward in the case of a town, the enumerator was instructed that it is enough if he goes up to the end of the kara/muri/desom or ward as the case may be. The enumerator of the first block of a kara/muri/desom or ward was also instructed to go up to starting point of that kara/muri/desom or ward and enumerate any new residential house that has cropped up between that boundary and the first house allotted to him. Consistent with the above, the Charge Officer should get the boundary of the block carefully demarcated bringing within the block the entire area covered between the 1st and last buildings of the block as on 28-2-1961. For purposes of this demarcation of boundaries, wherever natural boundaries or roads or lanes etc. are available they should be given. But this may not be available for all the boundaries of a block or in some cases for any boundary at all. In all such cases where the natural boundary is not available either in full or in part, the census numbers of buildings, other than those of the P. E. C. block, bounding the block should be given. A notional map showing the boundaries should also be prepared noting the natural boundaries, if any, and the building numbers taken as boundaries. Before finalising this notional map the Charge Officer should inspect the boundaries of the block and satisfy himself that the boundaries are fixed correctly.

The Charge Officer may get the boundaries demarcated by the concerned Village Assistant if it is a taluk or by a suitable subordinate in the case of a municipal town. The map should be verified by the Officer preparing it. This map should also be forwarded to the Verification Officer along with the particulars of the block.

Preparation of Censused Houselist (Form I)

3. As soon as the census records are received from the Circle Supervisors the Charge Officer should prepare a list of censused houses from the household schedule pads filled up for each selected block in Form I appended. In this form should be given a complete list of all wholly or partly residential houses from the household schedules. This list will be called the censused houselist (C. H. L.). This list gives headings 1 to 7 at the top and columns 1 to 5 below heading 8 and columns 9 and 10 at the foot of the list. Item 4 at the top has to be filled up from the first four elements of the location code and the number of the block given in column 6 of the list of selected blocks supplied to the Charge Officer along with the letter of the Superintendent of Census Operations D. O. No. C2-30/61 dated 21-2-1961. Item 5 at the top has to be filled up from the block abstract. If there are more than one territorial block covering the post-enumeration block the total of the figures given in the block abstracts of the respective territorial blocks should be entered in item No. 5. Item 6 has to be filled up with reference to the boundaries defined as instructed in para 2 above. Item 7 at the top has to be filled up from column 7 of the list of the selected blocks supplied to the Charge Officers along with the letter D. O. No. C2-30/61 dated 21-2-61 of the Superintendent of Census Operations. Columns (ii) to (iv) given below the heading 8 of this form have to be filled up by referring to the location code given on the household schedule pads of the blocks. There is to be one entry for each house covering all the households in the house. In column (iv) only the count of the households is to be given and not their household code numbers. The household schedules may be seen successively sheet by sheet to record the building and the house numbers, only one house being entered in a line. No new line is to be entered in respect of the schedules for the different households in the same house ; only their count is to be entered in column (iv). The figures in column (iv) should be totalled and tallied with he number of household schedules to make sure that all the schedules are covered by the C. H. L. Column (v) is to be left blank for filling at the time of matching with the Verification Houselist Form II. For filling up columns (ii) and (iii) of this form viz., the building No. and the census house No. it should be noted that though the household schedules give only the number of the households given as the last element in the location code, it is easy to find out the building No. and the number of censused houses from this number itself. If there is any doubt, the building No. and the census house No. given in the houselist extract relating to the households in question can be referred to. A few illustrations are given below showing how the building No. and the No. of census houses can be found out from the number of the household.

Illustration-1 :

The censused household No. is C-1-1. This means that there is only one census house and one census household in the building. The No. to be entered in the columns relating to building and censused house is the same as the No. of the household, namely, C-1-1.

Illustration-2 :

Suppose the household No. is C-1-1 (1). This indicates that there are more than one census house in that building and only one household in that census house.

The building No. in this case will be C-1-1 and the census house No. will be C-1-1 (1).

Illustration–3 :

The No. of census household is C-1-1 (A). This means that the building No. is C-1-1, the No. of census house C-1-1 and the number of household is C-1-1 (A) as there is only one census house in the building and there are more than one household in the census house.

Illustration–4 :

Suppose the household number is C-1-1 (1A). The building No. will be C-1-1, the census house No. C-1-1 (1) and the household No. C-1-1 (1A) as there are more than one census house in the same building and more than one household for the same census house.

The above illustrations are based on the instructions for house numbering and houselisting.

The sheets used in listing the block should he tagged together and their number recorded in item 9.

Selection of Sampled Houses

4. For the purpose of verification 10% of the houses have to be selected from each block in a rural area and 5% in urban areas. To fix up these houses the Charge Officer should tick mark on the C. H. D. every 10th entry in the case of a rural block and every 20th entry in the case of an urban block starting with the random start number selected as per instructions given in Appendix A. The number of ticks gives the number of houses sampled in the block which should be recorded in item 10.

Preparation of the List of Inmates (Form V)

5. After selecting the sample houses in each block the Charge Officer should copy out from the population records on the reverse of the household schedules of the sampled houses, the names, age and sex of the inmates of the sample houses in Form V. If there are more than one household in the sampled house the names and age and sex of the inmates of all the households of that house should be copied. Each sampled house should have one sheet of Form V. The building/house No. should be copied in item 3. In item 4 the total No. of households in column (iv) of Form I should be entered. The name and sex (M for males and F for females) in columns (ii) and (iii) under 5 inmates, should be copied out from the Population Record on the reverse of the relevant household schedules. The census code number for the household component e. g. A, B, C, etc. listed in the column should be inserted on the dotted space. The number of households listed should agree with the entry in item 4. The form has provision for 5 households. If a house has more households, the overflow may be taken on a continuation sheet tagging the two together.

Ghost Entries and Deletions

6. After preparing Form V for each sampled house the Charge Officer should insert ghost entries and make deletions in the list of names in red ink in accordance with the following instructions :–

Shuffle Form V sheets of the block and divide them roughly into two equal packs. In one pack insert fictitious names with sex on the scale of one in each sheet and in the other pack delete one name with sex on the scale of one in each sheet. The insertion of name and sex will be easier if insertions and deletions are completed alternately so that the name and sex deleted from one sheet is inserted on the next sheet. In this process care should be taken to avoid inserting the name which will be too glaring a misfit in the run of household names. For instance it is obviously meaningless to insert a Hindu name in a Muslim household.

Preparation of Verification Slips (Form VI)

7. After preparing Form V, the list of inmates, the following portions of Form VI, the Verification Slip, have to be filled up by the Charge Officer. Fill up the location code of the house and household numbers in items 1 to 2 at the top of Form VI by referring to items 1, 3, and 4 of Form V. In Section I of Form VI insert the household code number in item (1) and copy out only the names and not sex of the inmates of the households in column (iii) from Form V, taking care to include the ghost entry in between any two names of the household in the house and to omit the deleted name. One form is to be used for one house. It has provision for four households and if there are more households in the house, the overflow should be copied on a continuation sheet and the two should be tagged together. These forms have to be given to the Verification Officer after filling up the columns mentioned above.

Confidentiality

8. The original records in Form I and V should be treated as confidential and kept with the Charge Officer. The copying work should be done by a reliable person who should be warned against leaking out the names inserted or deleted.

Verification Houselist (Form II)

9. When the above forms have been prepared by the Charge Officer, items 1 to 6 in Section A of Form II, the Verification Houselist, should be filled up by him by copying the information from Form I, the censused houselist. Copies of Form II along with copies of Form VI and the notional map of the block should be made over to the Verification Officer by 15th March 1961, pointing out to him that ghost entries and deliberate omissions have been made to test the reliability of his work. He may be told that the forms duly filled should be returned to the Charge Officer by 27th March, 1961. When Forms II and VI are returned by the Verification Officer, the Charge Officer should take the following steps :–

Matching of Houselists and Re-verification by Charge Officer

10. The V. H. L. in Form II prepared by the Verification Officer is to be matched with C. H. L. in Form I and the discrepancies observed are to be re-verified to locate the houses missed or wrongly taken as residential and to ascertain their population. It should be possible to settle most of them in the office of the Charge Officer. The matching work should be taken up immediately Form II is received. The re-verification of the few unmatched entries by a check on the spot by the Charge Officer should be finished as expeditiously as possible, so that this part of the work is over by the 31st March. It may be done as follows :–

A—Work in the Office of the Charge Officer

(i) On lines, which have NR or V in column (v) of Form II, a cross should be made in column (vi), as only R or PR i. e. residential houses are listed in Form I.

(ii) House numbers recorded in columns (ii) and (iii) of Form I should be tallied with the numbers recorded in columns (ii) and (iii) of Form II. In column (v) of C. H. L. Form I, the serial number of the corresponding entry in Form II should be recorded. At the same time, the serial number of the corresponding entry in Form I should be recorded in column (vi) of Form II. These represent house numbers readily matched. A number of unmatched entries will be left in Forms I and II. Some of them may arise due to careless work by the census enumerator or Verification Officer but others may be due to matching difficulty. The latter type can be reduced considerably by further careful work, if the following considerations are borne in mind.

(iii) (a) If the sequence in listing houses in Form II does not conform to that in Form I, some of the houses will be juxtaposed, leaving a good number of house numbers unmatched in Forms I and II both, though they should actually balance out. It is desirable to reduce their number to the minimum by careful matching in order to keep down the field checking but otherwise no serious harm is done, since their matching is bound to be located on the spot by Charge Officer. The unmatched house numbers in Form II will mainly be due to (a) inclusion of houses at or near the boundary, which have been rightly or wrongly, covered by the census in the adjoining blocks and (b) classification of houses as residential (R or PR), whereas census took them as non-residential. For our purposes it is not very material whether a house is included in this block or in some other, so long as it is censused and hence (a) is not a genuine omission. The existence of a house number gives a strong presumption that the house was enumerated but this presumption should invariably be confirmed by locating its household schedule in the adjoining block. In such cases, after verification the remark 'Included in Block Number———' should be given in column (vi) of Form II.

(b) Houses without census number will mainly occur in obscure places or in multi-housed buildings, where the other houses were given a house number. They will mostly be genuine omissions by census, as the absence of a house number gives a strong presumption that the census missed the house. The location details given in column (iv) of Form II will indicate whether it will be fruitful to look for a matching house number in Form I.

(iv) After these matching efforts have been made, columns (i)–(iv) of the unmatched entries in Form II should be appropriately copied in columns (ii) and (iii) of Form III–List of Extras, in the same sequence in which they occur in Form II. The maintenance of the sequence will facilitate spot checking. In Form III column (ii) reproduces the serial number in column (i) of Form II and column (iii) contains the house number or the location details, as the case may be.

(v) In a similar manner, columns (i)–(iii) of the unmatched balances of Form I should be separately copied *out in columns (ii) and (iii) of Form III.* These will be due mainly to the Verification Officer omitting such houses at or near the boundary from the block list as were canvassed by the census in the block, but this is not to be regarded as a mistake by census. Another factor can be the Verification Officer taking a residential house as non-residential or vacant. But, in such cases the house number should occur in both lists in Form I and II although with a cross in column (vi) of Form II. This again is not a mistake, *as the enumerator actually contacted the inmates and recorded their details.* Thus, the unmatched balances in Form I should be few unless the enumerator or the *Verification Officer did their work indifferently.*

B—Spot Check by the Charge Officer

11. The Charge Officer should carry the completed Forms I-III and visit the houses left unmatched for filling in columns (iv)–(xi) of Form III. On enquiry about an entry, he may find that the census was correct and then the findings are to be recorded in columns (iv) and (v). In case he finds the census to be wrong, the findings are to be recorded in columns (vi) and (vii). In such cases, by referring to the inmates, the number of persons residing in *all* the households in the house together with the number of those, who may have already been enumerated elsewhere, should be obtained for recording in columns (viii) to (xi). If he learns that the entire house was duly censused, appropriate details to locate the household schedule should be obtained.

(vi) From the remarks given in paragraph (iii) above, it seems that the codes given below should be adopted for recording in columns (iv) or (vi), as the case may be; the type of further remarks to be recorded in columns (v) or (vii) under 'Description' is also indicated.

1. Type of finding	2. Code No.	3. Descripton
A. Cases where Census is Correct		
(i) The Verification Officer wrongly classed it R or PR	1	Confirmation that nobody resides in this house
(ii) Omission by the Verification Officer	2	x
(iii) Counter entry exists and hence should have been matched	3	Serial No. of the matching entry in Form I or II, as the case may be
(iv) House entered in Form II is actually non-existent	4	x
(v) The house was actually censused.	5	The household schedule should be traced in the adjoining block
(vi) Duplicate entry in Form II	6	Serial No. of the entry of which it is a duplicate
(vii) Other type not covered above	7	Details to locate the possible reason
B. Cases where Census is Wrong		
(viii) Clear omission	8	
(a) The house is in an obscure place and without census No.	8 (a)	x
(b) The house is in a multi-house building, and without census No.	8 (b)	x

1. Type of finding	2. Code No.	3. Desctription
(c) The residents are frequently away from home or come at night to sleep	8 (c)	x
(d) In spite of a census house No.	8 (d)	Specifically checked that the house was not enumerated
(e) Others	8 (e)	Details to locate the possible reason for omission including oversight
(ix) Clear overcounting	9	
(a) Duplicate entry in Form I	9 (a)	Serial No. of the entry of which it is a duplicate. The No. of persons recorded should be checked with household schedule
(b) House entered in Form I is actually non-existent	9 (b)	The number of persons recorded should be checked with the household schedule
(x) Other type not covered	10	Details to locate the possible reason

Instances of code 4, 6, 8 (a), 8 (c), 8 (d), 9, 10 should be rare, but a provision has been made for them for the sake of completeness. Code 3 will be brought to light when the same house is involved in Form II and Form I extras. In such a case both the entries should be given Code 3. Cases of Code 5 may be found, where the house is located at or near the boundary of the block. They should be confirmed by tracing the household schedule. Code 8 (c) may occur due to the failure of the census enumerator to contact the inmates, as they are at home occasionally. Code 8 (d) may occur in case the enumerator wrongly took the house as non-residential or vacant, whereas some people actually resided there. This should be confirmed by a specific enquiry. In cases of codes 9 and 10 the number of persons enumerated should be ascertained from the household schedule and entered in columns (vii) and (viii), for these are the numbers which have been overenumerated; columns (x) and (xi) should be left blank in such cases.

Cases of any disproportionate omissions, say nearing 10% of the houses as given in Form I, should be intimated to the S. C. O. directly. The Verification Officer should submit brief comments, giving his impressions about the completeness of coverage of houses by the census, bringing out any special features or factors concerning houses missed by census, but the remarks should be based on sound judgment and should not be casual.

Preparation of the Summary of results of Houselist and Re-enumeration Checks by C. O.

12. The data obtained in Forms III and VI should be summarised by the Charge Officer in Forms IV and VIII and forwarded through D. C. O. to S. C. O. by the 6th April along with the supporting papers in Forms I-III and IV-VII and a certificate to the effect that the post-enumeration check was carried out to his satisfaction and that the summaries were truly and correctly prepared. The summaries may be prepared as follows :-

A. Form IV. Summary of House Verification

(i) The number of houses and the number of males and females in the block according to census required in items 1 (i) and 2 (i) of the Form are given by the number of entries and item 5 in Form I. The number of houses missed and their population by male and female required in items 1 (ii) and 2 (ii) are given by the entries in Form III having code numbers 8 (a)-(e) and such of code 10 as purport to be omissions. The population in this case is given by columns (viii) and (ix) net of columns (x) and (xi) in Form III. Similarly, the number of houses found duplicated or wrongly included and their population for items 1 (iii) and 2 (iii) are given by entries in Form III having codes 9 (a) and 9 (b) and the remaining entries having code 10 which purport to be over-counted. The population in this case is given by columns viii and ix only. The P. E. C. block numbers should be inserted on the dotted lines as the top of each column and charge circle total figures should be obtained.

B-Form VIII-Summary of Re-enumeration of Persons

(ii) (a) Form V and VI sheets should be arranged in the house number order so as to facilitate tracing of the matching sheets in the two sets of Forms. Ghost entries occur in Section I of Form VI and the detected ones will have N. E. in column (vii) and undetected ones will have ticks. Similarly, deletions, if detected, will figure in Section II as missed by Census, and undetected ones will not appear at all. Ghost entries and detected deletions should be scored out in Form VI in red ink and simultaneously correctly detected ghost entries and deletions should be tick-marked and undetected cross-marked in red ink in Form V. Further at the same time, the relevant entries in Form VII as explained in Paragraph (b) below also should be completed. Finally, the number of ticks and crosses in Form V sheets should be counted and the figures appropriately inserted in items 2 (i) and 2 (ii) of Form VIII. The total number of ticks and crosses should be equal to the number of Form V sheets, if bogus entries were made on the scale of one on each sheet.

If the number of undetected bogus entries is considerable, say more than 2, the verification work by the Verification Officer is of doubtful quality and a recheck of the sampled houses should be made.

(b) The results of verification of individual households may now be transcribed on a working sheet in Form VII for getting the block summary figures required in Form VIII. After the bogus entries have been marked off as explained in paragraph (a) above, Form VII may be filled with the help of the set of matching sheets in Form V and VI, taken one by one. One line is to be used for one household. The particulars required in columns (ii)-(vii) of Form VII are obtained from Form V. The number of persons censused required in column (vii) is given by serial number of the last entry in the household list in Form V, ignoring ghost entries and including deletions. The figures for the remaining columns may be collected from Form VI. Over-counted persons will figure in Section I with check mark N. E. in column vii. Missed persons will be recorded in Section II with 'NO' in column (vii) and persons whose enumeration by the census is not known will have N. K. in this column. As a rule, it will be better to fill in the column of P (persons) in Form VII first and then to obtain their male and female distribution. For households marked 'Moved Away' in Form VI, write 'Moved Away' in columns (viii)-(xvi) and draw a line to score off the figures in columns (v)-(vii).

(c) The total number of houses for item 1 (i) of Form VIII may be copied from item 1 (i) of Form IV. The figure for item 1 (ii) is given by the number of entries in Form VII ignoring 'Moved Away' cases. The totals of the figures in columns (v) and (vi) of Form VII, ignoring figures scored off due to 'Moved Away' cases, give the figures required in item 3 (i). The figures for items 3 (ii)-(iv) are similarly obtained by totalling the corresponding columns in Form VIII.

This completes the work of the Charge Officer.

13. An itemised programme of post-enumeration check is appended to this. This should be strictly followed. The necessary number of the Instructions to Verification Officers and two copies of Forms II and VI are enclosed herewith for distribution to the Verification Officers of your charge, and for your own use.

14. The summary results of verification prepared by the Charge Officer along with his comments and all papers including Censused Houselist, Verification Houselist, Verification slips etc. should be sent to the District Census Officer before 6th April 1961.

Appendix :-

A. Method of drawing random start for selection of houses in each sampled block.
B. Itemised programme of post-enumeration check.
C. Forms I to IX P. E. C.
D. Instructions to Verification Officers.

APPENDIX A

Method of drawing random start for each Selected Block

(a) Take any column of the random number sheet attached. (Suppose column No. 6 is taken)

(b) Selection of random start for the rural areas—Here we have to select 1 house in 10. Pick out the digit in the unit's place in each number as it occurs in the columns selected.

[Thus, from column 6 selected as above, the random starts for the successive blocks are 2, 7, 0*, 1, 7, 0*, 3 etc.]

* To be taken as 10, as explained in Note 2 below.

(c) Selection of random start for urban areas—Here we have to select 1 house in 20. Divide each number in the selected column by 20 and the remainder gives the random start. If the number in the column is less than 20, the figure itself gives the remainder *i. e.* no division is necessary.

[Thus, the remainders after dividing the successive numbers in column 8 (selected for the purpose) by 20, which give the random start for the successive blocks, are 19, 13, 12, 15, 17, 8, 14, 9 etc.]

Notes: 1. (i) If the numbers in the column are less than the number of random starts required, select another column of the Random Number Sheet as soon as the numbers in the initially selected column are exhausted.

(ii) In case all the columns of the Random Number Sheet have been so used and still more random starts are to be selected, use the columns again, as if they had not already been used.

(iii) The order in which columns are taken is immaterial.

2. If the random start figure comes out to be 0, it should be taken as 10 in case 1 in 10 is to be selected and as 20 in case 1 in 20 is to be selected.

3. It will be seen that the method of taking the unit's digit given in (b) above is equivalent to dividing the random number by 10 and taking the remainder as the random start.

RANDOM NUMBER SHEET TO BE USED FOR LOCATING RANDOM STARTS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
51	51	00	83	63	22	55	39	65	36	63	70	77	45	85	50
68	97	87	64	81	07	83	73	71	98	16	04	29	18	94	51
30	79	20	69	22	40	98	72	20	56	20	11	72	65	71	08
81	69	40	23	72	51	39	75	17	26	99	76	89	37	20	70
90	60	73	96	53	97	86	37	48	60	82	29	81	30	15	39
46	15	38	26	61	70	04	68	08	02	80	72	83	75	46	30
99	05	48	67	26	43	18	14	23	98	61	67	70	52	85	01
98	35	55	03	36	67	68	49	08	96	21	44	25	27	99	41
11	53	44	10	13	85	57	78	37	06	08	43	63	61	62	42
06	71	95	06	79	88	54	37	21	34	17	68	86	96	83	23
83	45	19	90	70	99	00	14	29	09	34	04	87	83	07	55
49	90	65	97	38	20	46	68	43	28	06	36	49	52	83	51
39	84	51	67	11	52	49	10	43	67	29	70	80	62	80	03

APPENDIX XXXVIII—*contd.*

RANDOM NUMBER SHEET TO BE USED FOR LOCATING RANDOM STARTS—(*concld.*)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
16	17	17	95	70	45	80	44	38	88	39	54	86	97	37	44
13	74	63	52	52	01	41	90	59	59	19	51	85	39	52	85
68	93	60	61	97	22	61	41	47	10	25	62	97	05	31	03
01	07	98	99	46	50	47	91	94	14	63	19	75	89	11	47
74	97	76	38	03	29	63	80	06	54	18	66	09	18	94	06
19	33	58	05	70	53	30	67	72	77	63	48	84	08	31	55
43	70	02	87	40	41	45	59	40	24	13	27	79	26	88	86
95	80	35	14	97	35	33	05	90	35	89	95	01	61	16	96
82	15	94	51	33	41	67	44	43	80	69	98	46	68	05	14
65	31	91	51	80	32	44	61	81	31	96	82	00	57	25	60
85	23	65	09	29	75	63	42	88	07	10	05	24	98	65	63
65	79	20	71	53	20	25	77	94	30	05	39	28	10	99	00
81	06	01	82	77	15	12	78	83	19	76	16	94	11	68	84
00	52	53	43	37	15	26	87	76	59	61	81	43	63	64	61
50	28	11	39	03	34	25	91	43	05	96	47	55	78	99	95
53	32	40	36	40	96	76	84	97	77	72	73	09	62	06	65
69	84	99	63	22	32	98	87	41	60	76	83	44	88	96	67

CENSUS 1961—POST-ENUMERATION CHECK—INSTRUCTIONS TO VERIFICATION OFFICERS

INTRODUCTION

The post-enumeration check in 1961 Census is to be made primarily for obtaining an estimate of the extent of error in the census count of persons. Such errors may be divided into two independent components arising due to errors (1) in covering a house as a whole and hence its inmates and (2) counting inmates in a house covered by a census. The term 'error' here includes both over and under enumeration. It is proposed to verify errors in the coverage of the houses by an independent preparation of a houselist of the block selected for post-enumeration and its matching with the list of dwellings enumerated in the block as shown by the population record. The error in the enumeration of persons in houses covered by the census is proposed to be obtained through a re-enumeration of the sampled houses by the Verification Officer who will be given a list containing the names of the inmates of the sampled houses as given in the population record with ghost entries and deliberate deletions made in it to check the reliability of verification. The work of the Verification Officer will, therefore, consist of preparing an independent list of all houses in the selected block and re-enumerating the persons in the selected houses. The Verification Officer will be given the particulars of the selected block and Forms II and VI for the above purpose. A notional map of the block and the census number of the first building in the block will also be supplied to him in advance.

FUNCTIONS OF THE VERIFICATION OFFICER

2. Commencing the work on 22nd March 1961 the Verification Officer has

(1) To prepare in the manner explained below an independent list of all houses in the selected block B of Form II in the same manner as the houselist was prepared in the main census and

(2) Re-enumerate the sampled houses in respect of which partly filled up sheets in Form VI are handed over to him.

The manner in which the houselist has been prepared for the main census is indicated below for the information of the Verification Officers. The houselist consists of 3 columns relating to the number. These are (1) the building number, (2) the number of the building and sub-number of the census house and (3) the number of the census house and the sub-number of the census household. The building refers to the entire structure on the ground. There are, however, high, large or long buildings which have been partitioned or portions of which have been sold, which have distinct separate main exits on the road and which belong to separate owners or occupiers. Such distinguishable structures although not separate from each other should be regarded as separate buildings. A census house is a structure or a part of a structure, inhabited or vacant, or a dwelling, shop or a shop-cum-dwelling or a place of business, workshop, school etc. with a separate main entrance. A household is a group of persons who commonly live together and would take their meals from a common kitchen unless exigencies of work prevent any of them from doing so. A building may consist of one census house only or more than one and a census house may consist of one census household only or more than one. Every building has been given a number. If, however, there are more than one structure within an enclosed or open compound belonging to the same person which is not occupied e. g. the main house, servants quarters, garage etc. only one building number is given. But if any of these structures is occupied by a separate household that structure will also be numbered. When there is only one

CENSUS 1961—POST-ENUMERATION CHECK—INSTRUCTIONS TO VERIFICATION OFFICERS—(*contd.*)

census house and one census household in the same building there will be only one number on the building and in all the columns of the houselist the same number will be repeated. Where there are more than one census house in the same building the sub-number of each census house will be indicated by putting (1), (2) etc. within brackets after the number of the building. Where there are more than one census household in the same building each household will be indicated by sub-numbers (A), (B) etc. given within brackets after the number of the census house. The order of numbering in a locality is from north-west to south-east. The following illustrate the mode in which the number is allotted to buildings, census houses and census households:-

	Building No.	Building No. with sub-No. of the Census House	Census House No. with sub-No. of the Census household
Illustration-I			
One building with one census house and one census household	C-1-1	C-1-1	C-1-1
Illustration-II			
One building with one census house and two census households	C-1-1	C-1-1	C-1-1 (A) C-1-1 (B)
Illustration-III			
One building with two census houses and one census household in each	C-1-1	C-1-1 (1) C-1-1 (2)	C-1-1 (1) C-1-1 (2)
Illustration-IV			
One building with two census houses and each census house with two census households	C-1-1	C-1-1 (1)	C-1-1 (1A) C-1-1 (1B)
	C-1-1	C-1-1 (2)	C-1-1 (2A) C-1-1 (2B)

In the above illustrations the letter 'C' stands for census. In all census house numbers there will be letter 'C' preceding it. The first (1) stands for the number of the ward/kara/desom/muri and the second (1) stands for the number of the building. Where there is only one census house in the same building and only one household in it the number of the building alone will be found at the entrance. Where there are more than one census house in the same building the number of each census house will be seen at the entrance of each census house. Where there are more than one household for the same census house it will not be possible to paint the numbers for the second household. Thus at the entrance of the first household the number of that household will be seen. For the second household a number would have been given painted on a cardboard or a plank. Where the building has no wall except thatched walls it is not possible to paint the numbers on them. In such cases the number would have been given painted on a cardboard or on a plank. There is no guarantee that such cardboard or plank would have been preserved by the household in all cases. Each building is given a number in the serial order. Each census house in a building is given the serial order limited to the census houses in that building and each household the serial order limited to the households in that census house. While preparing the Verification Houselist the Verification Officer should follow the same serial order in which the buildings have been numbered for the main census.

Commencing work on 22nd March 1961, the Verification Officer has to prepare in the manner explained below (i) an independent list of all houses in the selected block in Section B of Form II *in the same manner as the houselist was prepared in the main census* and (ii) re-enumerate the sampled houses, in respect of which partly filled sheets in Form VI are handed over to him. Both these items of work can be done simultaneously as he visits a house.

(i) Form II Verification Houselist—

(a) The Verification Officer has to fill in columns (i)-(v) of Form II, leaving column (vi) blank. For this, he has to spot out each house in the block, and classify it according to its use as wholly residential (R), partly residential (PR), wholly non-residential (NR) and vacant (V) as on 1-3-1961. It will be possible to obtain such information generally from the exterior supplemented by any necessary local enquiry Before classifying a house NR or V, it should be confirmed that nobody lives there either alone or with his family i. e. nobody habitually sleeps there in the night except for night duty.

(b) When a house is located, the Verification Officer may find a census house number borne on the entrance, which he should copy out in columns (ii) and (iii). In a few cases, he may find no census house number. Such cases will generally occur in obscure places or in multi-house buildings, where the other houses were given a house number. Before taking a house as without census number, it is necessary to check up that the house has no other entrance bearing the census number. When it is clear, that it is so, the location details of the house should be recorded in column (iv), the other columns (ii) and (iii) being left blank. The location details may be given as between the census numbers of two adjoining houses in the lane or street named, or with reference to some other well-known building or spot.

(c) The entire block should be covered. In case of any doubt, as to whether a house should be taken as falling in the block, the Verification Officer may record his doubt, while making other entries.

(ii) Form VI Verification Slips—

Section I—(a) The Verification Officer may first ask the name of the head of the household, and if he finds that the household which was staying here at the time of the census has moved away, he should record 'Moved Away' in the 'Check Mark' column (vii) and pass on to the next household. He may now start by asking for the names of

all persons *who stayed in the household at any time during* the enumeration period of 10th to 28th February, taking first normal residents, whether related or unrelated, and visitors next. When considering visitors, a second limitation should be imposed, namely whether they were away from their homes throughout the enumeration period. All such normal residents should figure in the list of inmates enumerated in the household, the only *exception* being anyone who may have died before the sunrise of 1st March. Visitors satisfying the limitation should also appear in the list, the only extra *addition* being a visitor, who arrived in the household after the initial visit of the enumerator and who stated that he had not been enumerated anywhere else. This is in accordance with the census instructions for enumerating persons, viz, normal residents, whether present or absent at the time of enumerator's visit, should be enumerated in the household. unless they left it before 10th February and are not likely to return before the sunrise of 1st March. In the latter case, they are to be enumerated, wherever they are caught by the census enumerator and *not* in their home. These are amplified by the instructions for the revisional round that births occurring up to the sunrise of 1st March and visitors, who arrive after the last visit of the enumerator and state that they were not enumerated elsewhere, are to be recorded in the household at the revisional round, while deaths up to the sunrise of 1st March are to be deleted.

Thus, to decide whether a person is eligible for inclusion in the list of inmates enumerated in the household, the basic test is whether he stayed in the household any time during the enumeration period. Those who satisfy it should be classified as normal residents or visitors. All normal residents are eligible, but this is not true of visitors. They must satisfy a second test of having been away from their homes throughout the enumeration period for enumerating them in the household. These should clearly be explained to the respondent.

People, who are unable to fix the enumeration period 10th to 28th February in their minds, may be asked to think of the period when census work was being done in their area up to 1st March 1961. This, being a period of unusual local activity, is likely to be well-fixed in their minds.

(b) As eligible names are being given out, he should mark a tick in column (vii) of Section I in respect of those that occur there and insert in Section II any extra name, which does not occur in Section I. Minor variations in the name recorded in Form VI and that given now by the respondent should be ignored; age and sex details will help in tracing the identity.

(c) Some names entered in the list in Section I may be left unticked either due to respondent's lapse or overcounting. Only after a specific confirmation, they should be taken as not eligible (N. E.) and then their classification to the 'Check Mark' column (vii) should be recorded as follows:—

NEF—For fictitious entries. These purport to be persons who do not relate to the household. They may be fictitious or real names, but the persons did not stay in the household during 10th–28th February.

NER—For normal residents of the household, who were not eligible for being counted here, since they were expected to be away from home throughout 10th–28th February or died before the sunrise of 1st March.

NEV—For visitors, who stayed in the household only some time during 10th–28th February, but were not eligible for being counted in this household, since they were neither away from their homes throughout 10th–28th February nor had stated in the revisional round that they had not been enumerated elsewhere.

For classifying as above, it should first be asked for each unticked case whether the person at all *ever* stayed in the household during 10th–28th February. If the answer is 'no' the case should be marked N. E. F., unless the person is a normal resident, when it should be marked N. E. R. If the answer is 'yes', it should be enquired whether he is a normal resident or was only a visitor to the household during 10th–28th February. If he was a visitor, N. E. V. should be marked, unless it is *confirmed* that he was either away from *his* home throughout 10th–28th February or had stated in the revisional round that he was not enumerated elsewhere, in which case the entry is to be ticked as correctly included. If he is a normal resident, N. E. R. should be marked, when it is *confirmed* that he was expected to be away from home *throughout* 10th–28th February or was dead before the sunrise of 1st March, otherwise the entry is to be ticked as correctly included. The confirmation should be sought to decide whether to mark a tick or 'not eligible' class.

(d) Age, sex and relationship to the head of each name ticked should then be enquired and recorded in columns (iv)–(vi) of Section I.

Sections II and III—He may now take up the new names, if any, entered in Section II as indicated in (b) above. He has not only to record their age, sex and relationship in columns (iii)–(v) but also particulars required in the next two columns (vi) and (vii) relating to residential status and enumeration anywhere else and further record in Section III under appropriate group the reference to the serial number of the line of entry in this Section II. This may be done as follows:–

(e) The Verification Officer should enquire about each such name (1) whether the person normally resided in the household or was a visitor, (2) the period during 10th–28th February he was away from his home and (3) whether it is known that he was definitely enumerated or definitely not enumerated *anywhere else*; in the former case 'Yes' and in the latter case 'No' should be entered in column (vii) and in other cases N. K. (Not Known) should be recorded.

A normal resident who was at home throughout 10th–28th February should be marked NRP (Normal Resident Present) in column (vi) and one who was moving about and was at home only *some time* and not throughout 10th–28th February should be marked N. R. A. (Normal Resident Absent). A normal resident who was away from home throughout 10th–28th February should not be included in Section II. A visitor, if he satisfies the condition of having been away from *his* home throughout 10th–28th February should be marked V, otherwise he should not be included in Section II.

(f) A reference to the serial No. of the line of each entry in Section II, where 'No' or 'N. K.' occurs in column (vii) (leaving out 'Yes') is to be given in Section

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III under one of the five groups, which have been formed for drawing specific attention to anyone missed there. The first group 'Infants and Children', will have age below 15 in column (iii) of Section II. The second group will have N. R. P. in column (vi) of Section II. The third and the fourth groups will have N. R. A. in this column (vi) and they are differentiated by the entry in column (v) of Section II, which will show whether the person is related or unrelated to the head of the household. The fifth group will have V in column (vi) of Section II.

It may be seen that details of missed persons in both the households listed on one side of the sheet are provided to be recorded in Section II in a running serial; only by Section III they can be differentiated. This has been done to economise space.

(g) The purpose of the analytical entries in columns (vi) and (vii) of Section II and the grouped recording in Section III is two fold, first to ensure reasonably that the person was genuinely missed by census and second to put the respondent in a frame of mind for locating such missed persons. This will be clear from the following remarks.

Here N. R. P. can figure as missed by census due to a memory lapse of the respondent giving information to the enumerator. Such cases should not be frequent, but if they occur, mostly they are genuinely missed by census. Such instances occur more in the group of children and infants.

Greater caution is necessary in the case of N. R. A. who were moving about in the enumeration period. If the census instructions for their enumeration do not work out smoothly as envisaged and there is some confusion, N. R. A. is liable to be missed in list of inmates of the household and is also liable to be enumerated elsewhere. Some probing is necessary to bring this to light. In such cases, it may be pertinent to consider the relationship of the person to the head and the place he went to along with his period of absence from home, so that it may be possible to elicit whether he was enumerated elsewhere. Unrelated persons are more likely to be mere visitors.

A visitor should conform to the condition of being away from his home during 10-28th February before he can be taken as having been missed by census but even then a probing question about his having been enumerated elsewhere is necessary to safeguard against double counting.

It is realised that it may not always be possible to say definitely whether a person has or has not been enumerated elsewhere. In the absence of such positive information, the class of N. K. is to be taken as missed by census. It is therefore, necessary that, in so far as possible, an enquiry about his enumeration should actually be made from the person concerned or the member of the household, who originally gave the information to the enumerator, if available and on hand.

Re-Section III specifically.

(h) Now the Verification Officer should read out the names of the inmates as verified in Sections I and II and ask specifically reading out *group by group*, whether there is any other person who falls in the group and may have been missed by census. If there is none so missed in any group the 'No' box should be cross-marked, otherwise the name reported should be entered in Section II and the reference to the serial number of the line given against the 'Yes' box. Items (iii)-(vii) of Section II should also be filled in for the new entries now made.

This completes the work of the V. O. Paragraphs (a), (c), (e) and (h) indicate the types of probing questions he has to put.

On 27th March 1961 the Verification Officer has to send all papers to the Charge Officers.

Yours faithfully
M. K. DEVASSY
Superintendent of Census Operations

ITEMISED PROGRAMME OF POST-ENUMERATION GIVING THE DATE ON WHICH THE ITEM SHOULD BE COMPLETED

1.	Selection of sampled blocks	20-2-1961
2.	Appointment of Verification Officers by the Charge Officer	28-2-1961
3.	Despatch of instructions to Verification Officers by the Charge Officer with a blank copy each of Forms II and VI	10-3-1961
4.	Preparation of Censused Houselist selection of houses for PEC and copying the names of inmates of sampled houses in Form IV by the Charge Officer	12-3-1961
5.	Preparation of verification slips (Form VI) introducing ghost entries and deletions and their despatch to the Verification Officer, communication of the particulars of the blocks selected for post-enumeration check to the Verification Officer along with the notional map and the number of the first building in the block and despatch of Verification Houselist forms (Form II) to the Verification Officer	15-3-1961
6.	Preparation of Verification Houselist (Form II) and re-enumeration by filling up Verification Slips (Form VI) by the Verification Officer	22nd and 23rd March 1961
7.	Submission of Verification Houselist and Verification Slip duly completed to the Charge Officer	27-3-1961

APPENDIX XXXVIII—*contd.*

ITEMISED PROGRAMME OF POST-ENUMERATION GIVING THE DATE ON WHICH THE ITEM SHOULD BE COMPLETED—*(concld.)*

8. Processing of Verification Houselist
   1. *Matching of Verification Houselist* with Censused Houselist and preparation of Lists of Extras by the Charge Officer — 28-3-1961
9. 2. Re-survey by the Charge Officer — 31-3-1961
   3. Preparation of summary results with comments by the Charge Officer and its transmission with all papers (CHL, VHL, VS and Lists of Extras) to the District Census Officer for transmission to the Superintendent of Census Operations — 6-4-1961
10. Sending the State Statements with comments and Lists of Extras to the Registrar General — 30-4-1961

FORM I PEC

CENSUSED HOUSELIST

1. Village/Town.....
2. District .....
3. State .....
4. Location Code of Block.....
5. Its census population: Males.....Females.....
6. Boundary demarcation.....
7. P. E. C. Block No. .....

8. Houselist

Sl. No. (i)	Bldg. No. (ii)	House No. (iii)	No. of H. Hs. (iv)	Matching V. H. L. No. (v)	Sl. No. (i)	Bldg. No. (ii)	House No. (iii)	No. of H. Hs. (iv)	Matching V. H. L. (v)

FORM II PEC

VERIFICATION HOUSELIST

Section A–(To be filled in by Charge Officer)

1. Village/Town.....
2. District .....
3. State .....
4. Location Code of Block .....
5. Boundary demarcation (Also see attached notional map) .....
6. P. E. C. Block No. .....

Section B–(To be filled in by V. O.)

Sl. No.	If the house has a census No. its		If there is no census No. the location details of the house	Use of house R/PR/NR/V	Matching remarks
	Bldg. No.	House No.			
(i)	(ii)	(iii)	(iv)	(v)	(vi)

FORM III PEC

LIST OF EXTRAS

Location Code of Block..... PEC Block No. .....Rural/Urban

Sl. No.	Entry No. Ref:	Census No. or location details	In case the census is correct		In case the census is wrong					
			Code reason	*Description* reason	Code reason	Description reason	No. of inmates		No. censused elsewhere	
							M	F	M	F
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)

APPENDIX XXXVIII—*contd.*

FORM IV PEC

CHARGE CIRCLE SUMMARY OF HOUSE VERIFICATION

P. E. C. Block Nos.... .....Rural/Urban

P. E. C. Block No. / 1. No. of Houses									Charge Circle Total
(i) By CHL									
(ii) Found missed									
(iii) Found duplicated or wrongly included									
(iv) True No. in the block [(i) ÷ (ii) — (iii)]									

Sex / 2. No. of persons	M	F	M	F	M	F	M	F	M	F	P
(i) Censused in the block											
(ii) In missed houses											
(iii) In duplicated or wrongly included houses											

LIST OF INMATES

FORM V PEC

1. Location Code of Block..... 2. P. E. C. Block No..... .....
3. Sampled House No..... 4. No. of households.....

(The name of the head of the households should be entered in the first line.)

5. Inmates

Sl. No.	Household.....		Household.....		Household.....		Household.....		Household.....	
	Name	Sex	Name	Sex	Name	Sex	Name	Sex	Name	Sex
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)

APPENDIX XXXVIII—*contd.*

VERIFICATION SLIP — FORM VI PEC

1. Location Code..... 2. Household Nos. .....to.....of house

SECTION I

Note:—1. Ignore all changes after 1-3-1961; fill in blanks against each name.

2. If the household listed here has since moved away, just write 'Moved Away' in column 5 headed 'Check Mark' and nothing further need be done about that household.

(i) Household I No.....						(i) Household II No.....					
Sl. No. (ii)	Name (iii)	Age (iv)	Sex (v)	Relationship to head (vi)	Check Mark (vii)	Sl. No. (ii)	Name (iii)	Age (iv)	Sex (v)	Relationship to head (vi)	Check Mark (vii)
1						1					
2						2					
3						3					
4						4					
5						5					
6						6					
7						7					
8						8					
9						9					
10						10					

SECTION II — DETAILS OF PERSONS MISSED

Sl. No. (i)	Name (ii)	Age (iii)	Sex (iv)	Relat-ion-ship (v)	Residential status (NRP/ NRA/V) (vi)	Whether enum. (Yes/No/ N.K.) (vii)	Sl. No. (i)	Name (ii)	Age (iii)	Sex (iv)	Relat-ion-ship (v)	Residential status (NRP/ NRA/V) (vi)	Whether enum. (Yes/No/ N. K.) (vii)
1							6						
2							7						
3							8						
4							9						
5							10						

SECTION III

1. Read out the names of the inmates of each household as listed above. Then ask, if any person has been missed (including dead after 28th February), reminding the respondent about the following groups and putting a cross (x) in the relevant box that applies.
2. In case of yes, fill in details in Section III and give a reference to the line number in this Section.

(Missed) Infants & Children (i)		(Missed) Normal residents at home during 10th–28th February						(Missed) Visitors away from their homes throughout 10–28th February (v)	
		Throughout		Only some time					
		Related or unrelated to Head (ii)		Related to Head (iii)		Unrelated to Head (iv)			
Household I	Household II	Household I	Household II	Household I	Household II	Household I	Household II	Household I	Household II
☐ Yes, details in line No...	☐ Yes, details in line No...	☐ Yes, details in line No...	☐ Yes, details in line No...	☐ Yes, details in line No...	☐ Yes, details in line No...	☐ Yes, details in line No...	☐ Yes, details in line No...	☐ Yes, details in line No....	☐ Yes, details in line No...
☐ No	☐ No	☐ No	☐ No	☐ No	☐ No	☐ No	☐ No	☐ No	☐ No

APPENDIX XXXVIII—*concld.*

RE-ENUMERATION OF PERSONS
(WORKING SHEET)

FORM VII PEC

Location code of Block.....P. E. C. Block No. .....

Sl. No.	Census No.			No. of persons censused			No. of persons verified as								
							Overcounted			Missed			Enumeration not known		
	Bld.	H	H.H.	M	F	P	M	F	P	M	F	P	M	F	P
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)	(xv)	(xvi)

FORM VIII PEC

CHARGE CIRCLE SUMMARY OF RE-ENUMERATION OF PERSONS

P. E. C. Block Nos. .....Rural/Urban

Block No.										Charge Circle Total	
1. No. of houses (i) Total											
(ii) Checked leaving 'Moved Away'											
2. No. of bogus entries (i) Total											
(ii) Detected											
Sex	M	F	M	F	M	F	M	F	M	F	P
3. No. of persons in sampled houses leaving 'Moved Away'											
(i) Censused											
(ii) Missed by Census											
(iii) Reported extra whose enumeration is not known											
(iv) Over-enumerated											

FORM IX PEC

LIST OF ENUMERATION ERRORS

State.....Rural/Urban

Sl. No.	PEC Block No.	Name	Age	Sex	Relationship	Res. Status NRP/NRA/V	Group No.	Enum. Status M/O/NK
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)

APPENDIX XXXIX

LIST OF TALUKS AND TOWNS FROM WHICH BLOCKS WERE SELECTED FOR THE POST-ENUMERATION CHECK

RURAL AREAS (TALUKS)

1. Kasaragod
2. Hosdrug
3. Taliparamba
4. Cannanore
5. Tellicherry
6. North Wynad
7. Badagara
8. Quilandy
9. Kozhikode
10. Tirur
11. Ernad
12. South Wynad
13. Perintalmanna
14. Ponnani
15. Ottapalam
16. Palghat
17. Alathur
18. Chittur
19. Talappilly
20. Trichur
21. Chowghat
22. Cranganore
23. Mukundapuram
24. Parur
25. Alwaye
26. Kunnathunad
27. Kanayannur
28. Cochin
29. Muvattupuzha
30. Thodupuzha
31. Devicolam
32. Udumbanchola
33. Meenachil
34. Vaikom
35. Kottayam
36. Changanacherry
37. Kanjirappally
38. Peermade
39. Shertalai
40. Ambalapuzha
41. Kuttanad
42. Thiruvalla
43. Chengannur
44. Karthigapally
45. Mavelikkara
46. Pathanamthitta
47. Kunnathur
48. Karunagapally
49. Quilon
50. Kottarakara
51. Pathanapuram
52. Chirayinkil
53. Trivandrum
54. Neyyattinkara
55. Nedumangad

URBAN AREAS (TOWNS)

1. Kasaragod
2. Kanhangad
3. Trichambaram
4. Chirakkal
5. Chovva
6. Tellicherry
7. Badagara
8. Elathur
9. Beypore
10. Calicut
11. Feroke
12. Tanur
13. Palghat
14. Chittur-Thathamangalam
15. Ponnani
16. Chowghat
17. Kunnamkulam
18. Trichur
19. Chalakudy
20. Parur
21. Njarakkal
22. Mattancherry
23. Edappally
24. Ernakulam
25. Perumbavoor
26. Kanjirappally
27. Changanacherry
28. Kottayam
29. Palai
30. Shertalai
31. Alleppey
32. Kayamkulam
33. Pandalam
34. Chengannur
35. Kundara
36. Quilon
37. Varkala
38. Kadinamkulam
39. Katakampally
40. Nemom
41. Trivandrum
42. Vizhinjam
43. Neyyattinkara

APPENDIX XL

DISTRICTWISE STATEMENT OF ALLOTMENT OF CENSUS MEDALS

Name of District	Enumerators engaged in house numbering operations		Enumerators engaged in actual enumeration		Supervisors engaged in house numbering operations		Supervisors engaged in enumeration		Charge Officers	
	silver	bronze	silver	bronze	silver	bronze	silver	bronze	silver	bronze
Cannanore	2	4	9	27	1	1	4	4	2	4
Kozhikode	2	4	14	40	2	2	6	7	2	4
Palghat	2	4	9	27	1	1	4	4	2	4
Trichur	1	2	9	25	1	1	4	4	2	2
Ernakulam	2	4	10	28	1	1	5	5	2	4
Kottayam	1	2	9	27	1	1	4	4	2	2
Alleppey	2	4	9	28	1	1	5	5	2	4
Quilon	2	4	10	30	1	1	5	5	3	4
Trivandrum	1	2	9	27	1	1	4	4	2	2
Total	**15**	**30**	**88**	**259**	**10**	**10**	**41**	**42**	**20**	**30**

APPENDIX XLI

INSTRUCTIONS AND QUESTIONNAIRE ISSUED FOR THE FERTILITY SURVEY

Explanatory Note

1. The object of the Post-Census Survey is mainly to collect information on the fertility pattern of Indian women and incidentally to obtain information on working force, since each individual in the household is being followed in any case. A similar survey on fertility has been carried out in the Sample Census conducted practically in each State where only still-married women were taken into account and the study of fertility differentials was confined only to the wife of the head of the household. In the present survey, all ever-married women are to be included and their fertility differentials by the various characteristics are to be studied. This variation requires that the details of the survey should be different.

2. Two schedules have been prescribed for this survey. One is a household schedule. It has three sections.

Section 1 is primarily meant to obtain a list of all persons including visitors in the household on the date of investigator's visit, which should lead to detection and complete count of all ever-married women. The particulars regarding relation to head, sex, age, marital status have been provided mainly to yield clues about possible omissions in the list of inmates so prepared.

It is necessary to record separately the fertility experience of women married more than once but families which do not favour remarriage of women may resent a question if it is put as a matter of routine in respect of all women in the household regardless of their susceptibilities. It is for this reason that

Section 2 has been inserted to elicit information about households which possibly may have remarried widows or divorced women. On the right hand top of the individual slip particulars of remarriage are to be entered only in respect of those, who are indicated as such in item (2) of this Section 2; if Section 2 of the household schedule contains no entry at all, it is to be presumed that an ever-married woman married only once.

Section 3 is designed to find out the number of persons working as defined in 1961 Census. According to census definition a person engaged in non-seasonal activity was taken as working if he was at work on any day during the preceding 15 days. In the case of seasonal activity, the reference period was the current or last working season. A pointed opening question in 1 (a) will separate out the bulk of those, who are clearly and easily classifiable as working for whom the further Questions 1 (b) to (d) will be unnecessary. Question 1 (b) is plainly a second stage question which will pick out and expose those who were engaged in some kind of work or other during the last 15 days, but whose activity is liable to be concealed in the beginning. Question 1 (c) should account for those who are unemployed and looking for work. Question 1 (d) will take account of those who are normally working but did not work during the reference period of last 15 days, owing to special contingencies like sickness, off-season etc. The 'working' group will then comprise of those returned as 'working' in Question 1 (a) or Yes in Question 1 (b) or Yes in Question 1 (d).

Questions 2 (a) and 2 (b) should also be put in respect of every person. Question 2 (a) will account for casual workers that is, those who owing to the uncertainties of employment are not always engaged continuously and work whenever they can get it, and may not have found work at all in any of the 15 days of the reference period. This will also help in the classification of those returned as 'working' in Question 1 into 'casual' and 'regular' workers.

Questions 2 (b) and (c) are meant to obtain information about usual occupation of non-casual workers. Question 2 (b) should give the number of persons, who during the last 15 days, were doing some work other than their usual occupation. Question 2 (c) should furnish information about the number of seasonal workers. These should throw light on the significance of occupational pattern based on 15 days' reference period and the position regarding seasonal workers.

3. The other schedule is a fertility slip, suitable for hand sorting, on which information about children born to an ever-married woman is to be recorded. Here the object is to get information on the total number of children born to a woman for analysing with reference to her age at marriage, duration of married life, religion and education and her husband's occupation, industry and education.

4. Most of the terms have already been defined in the Census instructions. A set of instructions on special points, which should be borne in mind, when filling the schedules is given in the Annexure.

ANNEXURE

Instructions

A—Household Schedule

1. (i) In Section 1 all persons of the household present in the village or town at the time of investigator's visit should be entered. The requirements are more or less the same in filling census individual slip.

(ii) It may be suggested to the respondent to give the name of residents in the sequence of their natural relationships e. g. head, wife, sons, son's wives and children, unmarried daughters and then any others. A wide variety of related and unrelated persons come under others, e. g. parents, married daughters and their husbands and children, nephews, nieces, grandsons, granddaughters.

(iii) Consideration of the entries of relation to head, age and marital status will indicate whether any person has been missed in the list. This should be checked up in order to catch omissions of residents.

2. Section 2 aims at finding out if there is any woman who married more than once. A direct question on the point may be resented by many families and hence a general question (a) is asked. Only if the answer is in affirmative, should question (b) be asked, otherwise not. If there is any woman who married more than once, it is desirable to complete forthwith her particulars in respect of remarriages at the top right hand corner of this woman's fertility slip. This question of remarriages should not be broached lightly or more often than is necessary.

3. (i) Section 3 is to be filled only in respect of persons above age 10 to find out the number of working persons in the household. The following gives the definition of 'working' for the purpose of this survey :—

A person is 'working' if his activity brings him or to his family earnings in cash or kind. Such earnings should arise from repairs done or services rendered or sale of own or somebody else's produce including manufactured goods. The earnings arising from interest, dividend, pension, rent, royalty and begging are not relevant in this connection.

The object is to see how this definition works operationally. In 1961 Census, the concept of work was made clear through a number of illustrative examples. The two basic concepts in the definition adopted for this survey should be particularly explained to the field investigators. The first is that in return for the activity some earning in cash or *kind* should accrue to him or *to his family*. This does not involve any question of dependency. The other is that the earning should accrue from the type of economic activities specified in the definition. In the case of seasonal work like cultivation, live-stock, dairying, household industry etc., a person should have had some regular work of more than an hour a day throughout most of the reference period of 15 days to be considered as 'working'. This should be particularly borne in mind in the case of a family worker.

(ii) The answer to Q. 1 (a) may be recorded as

Wkg — Working
H — Keeping house
O — Doing other work
UW — Unable to work

(iii) A person's usual work is what he considers it to be.

(iv) Seasonal work is one which can be carried on only during certain periods of seasons of the year and not throughout the year.

B—Fertility Slip

It is to be filled for every woman, who was ever-married.

Question 5.

For Hindu write	H
Muslim write	M
Christian write	C
Jain write	J
Buddhist write	B
Sikh write	S

For others write the answer actually returned.

Question 6. Education may be filled according to the highest standards reached as follows :—

Formal schooling but high or equivalent examination not passed	— E
Passed High School or equivalent examination	— H
Graduated from College	— G
Others comprising just literate and uneducated	— O

Questions 8—10 are on marriage particulars, designed to elicit a woman's age, when she came to live with her husband and the duration of married life. Care should be taken to collect them correctly and tactfully without causing any annoyance to the informant. Collection of these particulars will present some difficulty in the case of women married more than once. Such women must have already been marked on the top right hand corner of the slip. In their case special instruction given in (iii) below should be carefully followed.

(i) In some communities, there is a separate formal ceremony or occurrence such as gauna, muklawa or dwiragaman which takes place quite some time after the wedding celebrations. This is a custom which continues from the time when girls used to be married before attainment of puberty but used to start married life with the husband some time after the attainment of puberty. This second ceremony, therefore, marks the time when the girl comes to live with her husband, and her age at this time is sought in question 8 (c) through two subsidiary questions 8 (a) and 8 (b). Information on question 8 (b) should be obtained tactfully in two stages: first by a preliminary sorting question as to whether she came to her husband's home to live with him immediately after her wedding. If answer is yes, O may be entered in 8 (b) and age entered in 8 (a) may be repeated in 8 (c). If 'No' is the answer, the interval should be asked and entered in 8 (b). Before entering the total of 8 (a) and 8 (b) in 8 (c) it should be checked up with an apparently superfluous third question whether this total represents her age when she came to live with the husband.

(ii) The difference between the present age of a woman and her age in 8 (c) gives the duration of total married life, only where the woman has been married once and still continues in the married state. However, even in this case the duration so obtained should be verified by a direct question on duration before recording in question 10. That is to say, if the informant gives the duration of married life to be the same as calculated above, the figure should be recorded in question 10. If it differs, her present age as recorded in question 4, her age when she began to live with her husband as recorded in question 8 (c) and the duration as now returned in question 10 should be severally checked again with the informant in order to find out which one of these three items should be revised so that question 4 and question 10 can tally with each other. The necessary revisions in the recorded entries should be made.

(b) Where a woman was married only once and is now widowed, separated or divorced, the period that elapsed after she was widowed or divorced should be ascertained as required in question 9. Entry in question 10 then is given by subtracting the total of entries in question 9 and question 8 (c) from that in question 4.

(iii) Where a woman has been married more than once, duration of total married life is the total of several periods lived in the married state during each marriage. This can be conveniently obtained by first enquiring about the period of break between the earlier marriage and the remarriage, and adding up the periods of breaks. This total of breaks in married life should be subtracted from the difference between the entries in question 4 and 8 (c) to get the duration of total married life. The intervals have to be ascertained tactfully and carefully.

Question 11 (i) In question 11 (a) on nature of work the *kind of the work* done by the person himself should be recorded if the person is not working at all, 'not working' should be written.

(ii) In question 11 (b) on nature of industry the activities of the employer or the establishment where the person works should be fully recorded. The activity may relate to a production industry, business, trade, profession or service. The description should give the chief articles or goods produced or repaired or services rendered by the employer or the establishment.

Question 12 If a child is born alive, it is a live birth, even though it may die soon after. However, if the child is born dead i. e. it does not show any sign of life after birth, it is a still birth. In such cases, it should be ascertained whether the still birth occurred before or after the completion of six months of pregnancy. Thereafter the type of birth in question 12 (i) (b) should be entered according to the following code:

Live birth	...	L
Still birth after six months of pregnancy	...	SA
Still birth before six months of pregnancy	...	SB

Question 12 Children born are to be recorded in two Sections. Those born after Onam of 1960 are to be entered in question 12 (i) and (ii). All children born before Onam of 1960 will be entered in question 13. In States, where Onam is not readily recalled any other important festival, which occurred near about this time may be taken. The object in question 12 is to find out if there was any birth during a period of 12 months but most persons find it difficult to fix a span of 12 months and hence are unable to give correct information. Keeping this in view, question 12 has been divided into two parts. Part (i) enquires about all births that took place after the preceding Onam in 1960, which the informant can well fix in his mind. Part (ii) requires the informant to fix his attention to the Onam of 1961 (which will be just over) and say if the birth occurred before or after this date. By considering answers to parts (i) and (ii), it would be possible to locate births that occurred between the two Onams of 1960 and 1961.

Question 13 In this question information is to be collected only about children born alive, leaving out still births. The informant has to closely recollect the past and needs assistance. He may first be asked to concentrate on those still alive. He can then easily fill in those who are no longer alive.

If no child is reported to have been born it should be asked specifically if there was none born, who may have died.

Column 4 of question 13 really works out the present ages of dead children if they had not died and were now alive. A quick glance of the entries against Column (1) and Column (4) will show the internal consistency of the information. Births generally occur with a time gap of 2 to 3 years. Only in a few cases will the gap be shorter, in which case confirmation of the fact should be obtained. Where there is a wider gap, it should be made sure that there is no omission. It will be a good thing if the entries against Column (1) and Column (4) are reviewed with the help of the respondent asking for confirmation of the time interval between successive births, which, ordinarily, should be easy.

Total number of children recorded in question 13 have to be shown in the margin as provided there.

Question 14 In question 14 the number of all the children born *alive* including any shown in question 12 but *excluding* any still birth is to be recorded.

POST-CENSUS SURVEY

HOUSEHOLD SCHEDULE

Census Location Code.....S. No. .....

SECTION 1.

1 (a) [Persons (including visitors) in the household on the date of investigator's visit]

	Name	Rel. to Head	Sex	Age	M. S.	Name	Rel. to Head	Sex	Age	M. S.
1						7				
2						8				
3						9				
4						10				
5						11				
6						12				

APPENDIX XLI—*contd.*

SECTION 2.

(a) Is remarriage after widowhood or divorce permissible in your family? (Yes/No).....

(b) If 'Yes' is the answer, is there any woman in the family who has been married more than once, give reference to S. No. in Section 1 (a).....

SECTION 3.

Fill for all males and females above age 10 enumerated in the household.

Activity during the last 15 days	S. No. in 1 (a)
1 (a) What was the Person doing most of last 15 days? Wkg/H/O/UW.	
(b) If answer is H/O/UW, did the person do any work at all for pay or wages or in own business or profession or farm or as unpaid family worker on any day or days during the last 15 days? (Yes/No.)	
(c) If 'No' is the answer to (b), was the person looking for work? (Yes/No)	
(d) If 'No' is the answer to (c), does the person have an occupation or business or profession, even though he or she did not work during last 15 days? (Yes/No)	
2 (a) Is the person a casual worker, that is, working whenever he or she gets some work? (Yes/No)	
(b) If 'No' is the answer to 2 (a), whether his or her usual work is different from present work (Yes/No)	
(c) If 'Yes' is the answer to 2 (a), whether his or her usual work is of seasonal nature. (Yes/No)	

APPENDIX XLI—*contd.*

POST-CENSUS SURVEY

FERTILITY SLIP — REMARRIAGES

(For ever married woman)

1. S. No. of the household to which the woman belongs and the serial number of the relevant entry in section 1 (a) of the household schedule separated by a hyphen.....

A. If remarried after widowhood or divorce write R.

B. How many times remarried?

C. Duration in years of current marriage

2. Location Code.....
3. Name.....
4. Present Age (Completed years).....
5. Religion.....
6. Education.....
7. Marital status (M/W/S).....
8. (a) Age at wedding (Age at first wedding, if remarried).....

   (b) Interval between wedding and the time she came to live with her husband .....

   (c) Her age when she began to live with her husband: [Total of (a) & (b)]
9. If W/S, No. of years when marriage was broken by death or divorce.....
10. Duration of total married life: [(4)—(9)—8 (c)].

11. HUSBAND'S PARTICULARS;	Code
(a) Nature of work	.....
(b) Nature of Industry in which working	.....
(c) Education	.....

12. (i) Births after Onam 1960
    (a) Sex .....
    (b) Type of birth.....
    (L/SA/SB.)

    (ii) Did this birth occur before or after Onam 1961? (before/after)

13. All children born alive to this woman before Onam 1960

	Present/age of still alive (1)		Age at death of those now dead (2)		No. of years passed since death (3)	Total of (2) & (3) (4)
	M	F	M	F		
1st						
2nd						

APPENDIX XLI—*concld.*

POST-CENSUS SURVEY—(*concld.*)

	Present/age of still alive (1)		Age at death of those now dead (2)		No. of years passed since death (3)	Total of (2) & (3) (4)
	M	F	M	F		
3rd						
4th						
5th						
6th						
7th						
8th						
9th						
10th						
No. of entries					Total children	M / F

14. Total No. of children born alive including that given in Q. 12 but excluding still births

.....Male, ...Female.

Total

APPENDIX XLII

Sample letters addressed to the Superintendent of Census Operations by Enumerators

(*1*)

Copy of letter dated 3rd August 1961 from Shri. T. Jayaram, B. A., L. T., Teacher, High School, Munnar, Devicolam Taluk.

Dear Sir,

Thank you very much for the kind appreciation of the Census work done by me.

I am of the opinion that every citizen of India should give 10 days free service to the nation once in ten years and that too without accepting any remuneration or honorarium.

The honorarium I got (Rs. 35/-) for the Census work, I have paid towards *The Flood Relief.*

Thanking you once again

Yours sincerely,

(Sd) T. Jayaram

APPENDIX XLII—*concld.*

(2)

Copy of letter dated 13th September 1961 from Shri M. Prabhakaran, Welfare Assistant (on leave), Assistant Labour Office, Munnar, P. O. Munnar, Kottayam District

Dear Sir,

I have yesterday received your very kind letter No. C3-153/61 dated 30th June 1961, extending your deep gratitude to all census workers. While expressing my humble thanks for the same, I wish to point out that this may be the first instance in the history of the Indian Republic, that the head of a department expresses his thanks in black and white to his subordinates for the works done by them. On going through the same, I felt not only your noble kindness towards subordinates, but also your masterly efficiency to lead a great and too much difficult task to the highest level of remarkable success. The prime factor for the great success of this Census in Kerala, in my humble submission, was the blessed leadership of thee, who captioned and steered the entire census works. The enthusiastic co-operation extended by the people to the census officials was another notable factor for the success. Our people showed a rousing national spirit to be enumerated as the members of the Great Indian Republic.

In this connection, I beg to submit that I was the first enumerator, who completed the entire census enumeration at the earliest in the mountain area of Munnar, and thereby I got oral admiration from the Charge Officer, Devicolam. But due to that heavy work, I was later seriously laid up and is even now undergoing medical treatment on proceeding leave. I have already received the honorarium by money order from the Charge Officer, Devicolam.

Concluding this, I may, as a representative of the mass census workers; express our humble respect towards thee for your able leadership and valuable advices extended to us in the census works.

Yours most obediently

(Sd) M. PRABHAKARAN,

Enumerator, Block No. 141,

Devicolam Taluk in Kottayam District.

APPENDIX XLIII

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, KERALA

CIRCULAR LETTER No. XLVII

Trivandrum dated 2—3—1961

Sir,

Return of Census Records and Preparation of the Final Census Register

(1) Instructions have already been issued to the Charge Officers that they should take charge of the Census records from the Circle Supervisors after physical verification on 6th March 1961. The next stage of operations is the preparation of the final Census Register and the despatch of Census Records.

A. Preparation of the Final Census Register

(2) The information for this register is to be extracted from the census records received from the enumerators other than the cards filled up for persons with technical qualifications. The register has to be prepared in triplicate. Since the tabulation of the slips relating to rural and urban areas is proposed to be done in different tabulation offices, those Charge Officers dealing with either rural or urban areas exclusively will have to prepare only one register in triplicate concerning their entire Charge and those Charge Officers dealing with both rural and urban areas will have to prepare one set of registers in triplicate relating to the urban areas in their charge and another set of registers in triplicate for the rural areas in their charge. Thus, the Commissioner of the Trivandrum Corporation, Commissioners of all Municipalities, Divisional Forest Officers, Tahsildars who have no non-municipal towns in their Taluks and Charge Officers of special areas have to prepare only one set of registers in triplicate while Tahsildars who have non-municipal towns within their jurisdiction have to prepare one set of registers in triplicate for the rural areas and another set in triplicate for the urban areas. Necessary number of registers for the purpose are being sent to them. The register contains 24 columns. The entries in these columns have to be confined to the information extracted from the records received back from the enumerators most of which have been given in Circle Summaries and Block Abstracts. The particulars of unissued forms kept by the Charge Officer in reserve need not be included in these columns. They will be dealt with separately. The order to be maintained in filling up the register is block by block as given in the Block and Circle Register within each Kara/Muri/Desom in the case of rural areas, wards in the case of urban areas and ranges in the case of Forest Divisions as given in the book of Code Numbers. In the case of special areas only the order of Blocks need be followed. In the case of blocks selected for post-enumeration check as per the letter of the Superintendent of Census Operations C2-30/61 dated 21-2-1961 a note should be entered in column 5 of the register below the block number "Retained for P. E. C.". Special blocks should be entered after entering the normal blocks in each Kara/Muri/Desom or ward or range as the case may be. When ships and other vessels have been enumerated in ports each vessel has been treated as a block. In their case, instead of the block number the name of the vessel may be entered in the column allotted to the Block Number. They may be entered after all the blocks in the Kara/Muri/Desom or ward have been entered in the case of rural and urban charges and in the case of the port of Cochin and the Cochin Naval Base after all the blocks in the charge have

been entered. In respect of blocks formed for the enumeration of houseless population in the district headquarters and Mattancherry they should be entered only after all the blocks in the charge have been entered. The preparation of the register should be completed, by the Charge Officers and despatched before 12-3-1961. The Charge Officers should sign at the bottom of the last page of the register and initial at the bottom of all other pages. The registers have to be sent as shown below:—

REGISTERS FOR URBAN AREAS

1 copy	To the Superintendent of Census Operations, Kerala, Trivandrum-4
1 copy	To the Deputy Superintendent of Census Operations (Tabulation), Sthanu Vilas, Trivandrum-1

(One copy should be retained with the Charge Officer)

REGISTER FOR RURAL AREAS

1 copy	To the Superintendent of Census Operations, Kerala, Trivandrum-4
1 copy	To the Deputy Superintendent of Census Operations (Tabulation) of Trivandrum, Kozhikode or Ernakulam as the case may be as shown in Annexure A

(One copy should be retained with the Charge Officer)

The following special areas will be considered to be urban for the above purpose:—

Military Lines, Trivandrum
L. S. S. Camp, Thirumala
505 Coast Battery
Cannanore Cantonment Military
do. Civil

B. Despatch of Census Records other than the Special Cards of Technically Qualified Persons

(3) Arrangements will be made by the Superintendent of Census Operations to send lorries to the Charge Officers for taking delivery of the records from the Charge Officers. One lorry will take the forms relating to urban areas and another lorry to rural areas as the records relating to urban and rural areas have to be sent to different tabulation offices. Charge Officers having both rural and urban areas in their charges should take special care to see that the records relating to urban areas are loaded only in the lorry carrying urban records and those relating to rural areas are loaded only in the lorry carrying rural records. When the lorry is brought to the Charge Officer the Charge Officer should arrange to get the records loaded in it properly. The cost of loading will be met by the Superintendent of Census Operations on receipt of vouchers from the Charge Officers.

(4) Before loading the records in the lorries the following steps should be taken :—

The special cards meant for persons with technical qualifications both filled and blank should be taken out from each block bundle. All the remaining contents of the block bundle including unused pads, instructions etc. should be kept in the bundle intact. Each block bundle should be properly packed separately preserving the original label intact and sealed. If the original label has been spoiled a new label should be put. Such of the block bundles relating to blocks selected for post-enumeration check as per D. O. No. C2-30/61 dated 21-2-1961 of the Superintendent of Census Operations will be retained by the Charge Officer. They will be sent to the tabulation office to which other records have been sent as soon as the post-enumeration check is over. But the special cards of technically qualified persons will be taken out from these bundles also. A list should be prepared in triplicate giving the total number of block bundles in the form appended as Annexure B. This list should be prepared separately for urban areas and rural areas. All the Block Abstracts and Circle Summaries relating to the block bundles meant for one tabulation office should be put in one packet, addressed to the concerned Deputy Superintendent of Census Operations (Tabulation) and sealed. A list of such Block Abstracts and Circle Summaries enclosed in each packet should be prepared in triplicate.

All other Census Records which remain with the Charge Officer including unissued forms, unused houselist forms and both used and unused Training Sample Census forms except cards for technically qualified persons, Block and Circle Register and houselist should be entered in another list showing the number under each item. This list also should be prepared in triplicate. All such records covered by the list should be packed in one bundle and labelled as "Miscellaneous Census Records with the Charge Officer" giving also the name and Code Number of the Charge. The above lists should be prepared in triplicate. The records bundled as above should be handed over to the clerk in charge of the lorry as shown below :—

Records	Officer to whom to be sent
The block bundles relating to urban areas	Deputy Superintendent of Census Operations, Tabulation, Sthanu Vilas, Trivandrum
The Block Abstracts and Circle Summaries relating to urban areas packed in one bundle	do. do.
The block bundles relating to rural areas	Deputy Superintendent of Census Operations (Tabulation), Trivandrum, Kozhikode or Ernakulam as the case may be as mentioned in Annexure A
The bundles of Miscellaneous census records with the Charge Officer	The bundles of all charges of Trivandrum district to the Deputy Superintendent of Census Operations, (Tabulation), Sthanu Vilas, Trivandrum and the bundles of all other Charges to the Deputy Superintendent of Census Operations (Tabulation) of

		Kozhikode or Ernakulam as the case may be as shown in Annexure A. These bundles should not be sent in the lorry which comes to take urban forms

The lists of block bundles, block abstracts and Circle Summaries and Miscellaneous records with the Charge Officer prepared as mentioned above should be sent as shown below:—

1	copy of the list of block bundles relating to urban areas	To the Deputy Superintendent of Census Operations (Tabulation) Sthanu Vilas, Trivandrum
1	copy of the list of Block Abstracts and Circle Summaries relating to the block bundles of urban areas	do.
1	copy of the list of block bundles relating to rural areas	To the Deputy Superintendent of Census Operations (Tabulation) of Trivandrum, Kozhikode or Ernakulam as the case may be as mentioned in the Annexure A
1	copy of the list of Block Abstracts and Circle Summaries of the block bundles relating to rural areas	do.
1	copy of the list of Miscellaneous Census Records with the Charge Officer	do.
1	copy each of all the lists	To the Superintendent of Census Operations, Trivandrum

A list giving the total number of bundles given for each Tabulation Office should be prepared in duplicate. One copy should be got signed by the clerk taking charge of the bundles and the other copy should be handed over to that clerk.

C. Special Cards of Technically Qualified Persons

(5) The special cards of technically qualified persons have to be taken out from each block bundle along with the abstract relating to such cards. All the filled up cards should be packed in one bundle and sent to the concerned District Census Officer before 12-3-1961 through a special messenger along with a pro forma in duplicate in the form appended as Annexure C. The pro forma has to be prepared in four copies. One copy should be sent to the Superintendent of Census Operations, Trivandrum, the other retained with the Charge Officer. The columns in the pro forma have to be filled up for each town/village/forest division/special area. The villages should be entered in the same order given in the code number for the charge. The charges also have to be taken in the order given in the Code Number book. The unused cards including those unused ones kept by the Charge Officer should be bundled separately and sent to the Deputy Superintendent of Census Operations (Tabulation), Sthanu Vilas, Trivandrum in the case of all Municipal towns and all other charges in Trivandrum district and in the case of all other charges to the Deputy Superintendents (Tabulation) of Kozhikode or Ernakulam as the case may be as mentioned in the Annexure A. These bundles may be sent in the lorries which take the other census records to the respective tabulation offices. A list showing the total number of unused cards should be prepared in three copies of which one copy should be sent to the Superintendent of Census Operations, Trivandrum, one copy to the Deputy Superintendent of Census Operations (Tabulation) to whom the unused cards have been sent and one copy kept with the Charge Officer. A list of bundles handed over to each tabulation office should be prepared for this item in duplicate, one copy got signed by the clerk receiving the bundles and kept by the Charge Officer and the other copy should be handed over to the clerk.

(6) The attention of Charge Officers is drawn to the instructions already given that at the top of the card the code number of the State should be written as VI and the location code should also be filled up. To verify whether these code numbers have been entered, the Charge Officers should examine the cards as and when they are taken out from each block bundle. If there is any omission in filling up the above two codes, the Charge Officers should enter VI at the top of the card and the location code taken from the block label in the column below it before sending up the cards to the District Census Officer. This should be done as and when the cards are taken out from each block bundle as otherwise the location code cannot be traced out.

(7) The District Census Officers are requested to acknowledge receipt of the filled up cards of the technical personnel received by them from the charges in their districts and send them to the Registrar General, Ministry of Home Affairs, Kotah House Annexe, 2/A, Mansingh Road, New Delhi, by insured railway parcel and a covering letter and one copy of the pro forma received from the Charge Officers after stitching together all the sheets of the pro forma in a book form before 20-3-1961 in a separate cover to the Registrar General. A copy of the letter to the Registrar General forwarding the pro forma should be sent to the Superintendent of Census Operations, Trivandrum. Your forwarding letter to the Registrar General should give the total number of the cards forwarded to him.

D. Unused Census Records with the District Census Officers

(8) All the unused census records with the District Census Officers except the Block and Circle Register and maps should be packed in one bundle, listed and sent in accordance with the instructions given in para 4 above relating to census records other than block bundles.

(9) The lorries for taking the records are proposed to be sent from 12-3-1961 onwards. The District Census Officers and Charge Officers are requested to prepare the registers and lists and get ready the bundles sufficiently early so that the lorries are not detained when they come for loading the records. This circular should be treated as *most emergent.*

Yours faithfully,
(M. K. DEVASSY)
Superintendent of Census Operations.

APPENDIX XLIII—*contd.*

ANNEXURE A

LIST OF DEPUTY SUPERINTENDENTS OF CENSUS OPERATIONS (TABULATION) TO WHOM REGISTERS AND CENSUS RECORDS (OTHER THAN BLOCK BUNDLES AND THE REGISTERS AND LISTS RELATING TO MUNICIPAL, NON-MUNICIPAL TOWNS AND SPECIAL AREAS SITUATED IN MUNICIPAL TOWNS) HAVE TO BE SENT

I. FINAL CENSUS REGISTERS FOR RURAL AREAS (SEE PARA 2 PAGE 3)

Name of the Charge or Area	Name of the Officer to whom to be sent
All taluk charges in the Trivandrum District (excluding non-municipal towns) and Forest Divisions.	Deputy Superintendent of Census Operations (Tabulation) 'Sthanu Vilas', Trivandrum-1.
All taluk charges (excluding non-municipal towns), Forest Divisions and special areas (excluding 505 Coast Battery) of Quilon, Kottayam, Alleppey and Ernakulam Districts. (In the case of Chalakudy Forest Division a separate register should be prepared for Kalady (F. I. T.) Range and sent to the Deputy Superintendent of Census Operations (Tabulation), Collectorate, Ernakulam.)	Deputy Superintendent of Census Operations, (Tabulation) Collectorate, Ernakulam.
All taluk charges (excluding non-municipal towns) and Forest Divisions in the Districts of Cannanore, Kozhikode, Palghat and Trichur. (In the case of Chalakudy Forest Division a register for Vazhachal and Pariyaram ranges falling in the Trichur District should be prepared and sent to Deputy Superintendent of Census Operations (Tabulation) Kozhikode.	Deputy Superintendent of Census Operations, (Tabulation,) Kozhikode.

II. BLOCK BUNDLES OF RURAL AREAS AND THE LISTS RELATING TO THEM (SEE PARA 4 PAGE 5)

All taluk charges in the Trivandrum District (excluding non-municipal towns) and Forest Divisions.	Deputy Superintendent of Census Operations, (Tabulation,) Sthanu Vilas, Trivandrum-1.
All taluk charges (excluding non-municipal towns), Forest Divisions and special areas (excluding 505 Coast Battery) of Quilon, Kottayam, Alleppey and Ernakulam Districts. (Block bundles of blocks 14 to 21 of Chalakudy Forest Division should be sent to Deputy Superintendent of Census Operations, (Tabulation) Collectorate, Ernakulam.)	Deputy Superintendent of Census Operations (Tabulation), Collectorate, Ernakulam.
All taluk charges excluding non-municipal towns and Forest Divisions in the Districts of Cannanore, Kozhikode, Palghat and Trichur. (Block bundles of blocks 1 to 13 and 22 to 24 of Chalakudy Forest Division should be sent to Deputy Superintendent of Census Operations (Tabulation), Kozhikode.)	Deputy Superintendent of Census Operations (Tabulation) Kozhikode.

III. BUNDLES OF MISCELLANEOUS RECORDS OF BOTH RURAL AND URBAN AREAS AND THE LISTS RELATING TO THEM (SEE PARA 4 PAGE 5)

1. All charges including urban and special areas in the Trivandrum District.	Deputy Superintendent of Census Operations, Tabulation, 'Sthanu Vilas', Trivandrum-1.
2. All charges including urban and special areas of Quilon, Kottayam, Alleppey and Ernakulam Districts.	Deputy Superintendent of Census Operations, Tabulation, Ernakulam.
3. All charges including urban and special areas in the Districts of Cannanore, Kozhikode, Palghat and Trichur.	Deputy Superintendent of Census Operations, Tabulation, Kozhikode.

IV. UNUSED CARDS FOR TECHNICALLY QUALIFIED PERSONS FOR BOTH RURAL AND URBAN AREAS AND THE LISTS RELATING TO THEM (SEE PARA 5 PAGE 6)

All Municipal towns of the State, and all other charges in the Trivandrum District.	Deputy Superintendent of Census Operations, Tabulation, 'Sthanu Vilas', Trivandrum-1.
All charges other than Municipal towns in the Districts of Quilon, Kottayam, Alleppey and Ernakulam Districts.	Deputy Superintendent of Census Operations, Tabulation (Collectorate), Ernakulam.
All charges other than Municipal towns in the Districts of Cannanore, Kozhikode, Palghat and Trichur.	Deputy Superintendent of Census Operations, Tabulation, Kozhikode.

APPENDIX XLIII—*contd.*

ANNEXURE B

LIST OF BLOCK BUNDLES

Name of District	Name of Charge	Total No. of Block bundles	No. of household schedule pads of 50 fully used and partly used	No. of unused household schedule pads of 50	No. of household schedule pads of 25 fully used and partly used	No. of unused household schedule pads of 25	No. of individual slip pads of 100 fully used and partly used	No. of unused individual slip pads of 100	No. of individual slip pads of 25 fully used and partly used	No. of unused individual slip pads of 25

ANNEXURE C

CHARGE OFFICER'S RETURN OF THE CARDS FOR THE ENUMERATION OF TECHNICALLY QUALIFIED PERSONS

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

Name of the Charge	Code No.	Name of the Taluk	Code No.	Name of Town/ Village/Forest Division/Special area	Code No.	No. of cards received for the enumeration of persons with technical qualifications (Total of Columns 8, 9, and 10)	No. of cards received filled up	No. of cards left with households with instructions to fill up and post	Balance	Total No. of cards returned to the District Census Officer (Total of Columns 8 & 10)
1	2	3	4	5	6	7	8	9	10	11

APPENDIX XLIII—*concld.*

CENSUS OF INDIA 1961

FINAL CENSUS REGISTER

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

Name of Village/Town/ Forest Division	Code No.	Name of Kara/Muri/ Desom/Ward/ Forest Range	Code No.	Block No.	Name of Enumerator	Circle No.	Name of Supervisor	Population of the Block			Literates of the Block		
								Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14

No. of occupied houses in the block	No. of households in the block	No. of pads of individual slips used		No. of unused pads		No. of unused slips in pads of individual slips		No. of cancelled individual slips	No. of household schedules filled up
		100-s	25-s	100-s	25-s	100-s	25-s		
15	16	17	18	19	20	21	22	23	24

Place.....

Date.....

Signature of Charge Officer

APPENDIX XLIV

CIRCULARS AND FORMS PRINTED FOR ENUMERATION PERIOD

Description of circular or form	No. of impressions	Date of printing	No. of copies printed	Size and weight of paper used	Units of paper used		Remarks
					Rms.	Shts.	
1	2	3	4	5	6	7	8
Circular letter No. I	1	2-12-59	300	F'cap	...	...	Supplied by the State Government
Circular letter No. IV	1	26-12-59	300	Double Royal white printing 46 Lbs.	...	235	
Circular letter No. IX Malayalam	1	8- 3-60	5,000	do.	3	79	
Circular letter No. IX Kannada	1		300	do.	...	76	As the Kannada forms where got printed by the District Census Officer, Cannanore the date of printing is not available
Circular letter No. XVII	1	23- 7-60	500	do.	...	210	
Circular letter No. XX	1	20- 9-60	5,000	do.	13	233	
House numbering Instructions—Malayalam	1	11- 2-60	7,500	do.	10	208	
do. cover	1	11- 2-60	7,500	Double crown 40 Lbs.	3	394	
House numbering Instructions—Tamil	1	5- 2-60	150	Double Royal white printing 46 Lbs.	...	114	
do. cover	1	5- 2-60	150	Double crown 40 Lbs.	...	39	
House numbering Instructions—Kannada	1		350	Double Royal white printing 46 Lbs.	...	310	do.
do. cover	1		350	Double crown 40 Lbs.	...	84	do.
Progress report of Enumeration—English	1	7- 7-60	1,83,000	Double Royal white printing 46 Lbs.	23	52	
Progress report of Training (English)	1	8- 7-60	4,000	do.	...	252	
Abbreviations printed on pulp board—Malayalam	1	9- 7-60	43,900	White boards 20″ x 26″	11	42	
do. Tamil	1	1- 8-60	400	do.	...	51	
do. Kannada	1	25- 1-61	450	White boards of size 22″ x 28″	...	57	
Explanation of abbreviations—Tamil—Black ink	1	27- 6-60	1,650	Double Royal white printing 46 Lbs.	...	42	
Explanation of abbreviations—Tamil—Red ink	1	27- 6-60	220	do.	...	6	
do. English—Black ink	1	23- 6-60	800	do.	...	20	
do. do. Red ink	1	23- 6-60	3,800	do.	...	96	
do. Malayalam—Black ink	1	4- 7-60	1,24,000	do.	6	131	
do. do. Red ink	1	4- 7-60	29,000	do.	1	232	
do. Kannada—Black ink	1		1,300	do.	...	33	do.
do. do. Red ink	1		220	do.	...	6	do.
Abstract of household schedules—English—Black ink	1	23- 6-60	800	do.	...	20	
do. English—Red ink	1	23- 6-60	3,800	do.	...	96	
do. Malayalam—Black ink	1	28- 7-60	1,24,000	do.	6	131	
do. do. Red ink	1	28- 7-60	29,000	do.	1	232	
do. Tamil—Black ink	1	28- 7-60	1,650	do.	...	41	
do. do. Red ink	1	28- 7-60	220	do.	...	6	
do. Kannada—Black ink	1		1,300	do.	...	33	do.
do. do. Red ink	1		220	do.	...	6	do.
Block and Circle register cover sheet	1	25- 5-60	400	do.	10	50	
do. inner sheet	1	25- 5-60	19,200	do.			

APPENDIX XLIV—*contd.*

CIRCULARS AND FORMS PRINTED FOR ENUMERATION PERIOD—*(contd.)*

Description of circular or form	No. of impressions	Date of printing	No. of copies printed	Size and weight of paper used	Units of paper used: Rms.	Units of paper used: Shts.	Remarks
1	2	3	4	5	6	7	8
Receipt forms for census forms—English	1	13- 6-60	31,000	Double Royal white printing 46 Lbs.	6	131	
Houselist extracts—Malayalam	1	8- 8-60	1,25,000	do.	28	28	
do. Tamil	1	14- 7-60	1,000	do.	...	112	
do. Kannada	1	15- 2-61	1,000	do.	...	113	
Circle Summary—English—Black ink	1	26- 7-60	6,300	do.	...	397½	
do. do. Red ink	1	26- 7-60	6,300	do.	...	397½	
Block Abstract—Malayalam—Black ink	1	10- 8-60	38,790	do.	4	448	
do. do. Red ink	1	10- 8-60	29,210	do.	3	344	
Block Abstract—Tamil—Black ink	1	12- 8-60	500	do.	...	32	
do. do. Red ink	1	12- 8-60	500	do.	...	32	
do. Kannada—Black ink	1		500	do.	...	32	As the Kannada forms were got printed by the District Census Officer, Cannanore, the date of printing is not available.
do. do. Red ink	1		500	do.	...	32	do.
Charge summary—English—Black ink	1	12- 8-60	300	do.	...	30	
do. do. Red ink	1	12- 8-60	150	do.	...	15	
Instructions to enumerators—Malayalam Volume I	1	12- 8-60	38,000	do.	124	368	
do. cover	1	12- 8-60	38,000	Double crown 40 Lbs.	19	95	
Instructions to enumerators—Malayalam Volume II	1	23-11-60	38,000	Double Royal white printing 46 Lbs.	95	475	
do. cover	1	23-11-60	38,000	Double crown 40 Lbs.	19	95	
Instructions to enumerators—Malayalam Volume III	1	7- 2-61	38,000	Double Royal white printing 46 Lbs.	9	262	
Instructions to enumerators—Kannada Volume I	1		1,050	do.	3	223	do.
do. do. Volume II	1		1,050	do.	1	428	do.
do. do. cover for Volumes I & II			2,100	Double crown 40 Lbs.	1	30	do.
Instructions to enumerators—Kannada Volume III	1		1,050	Double Royal white printing 46 Lbs.	...	200	do.
Instructions to enumerators—Tamil Volume I	1	3-11-60	1,250	do.	4	289	
do. do. Volume II	1	7-12-60	1,250	do.	2	114	
do. Cover for Volumes I and II			2,500	Double crown 40 Lbs.	1	32	
Instructions to enumerators—Tamil Volume III	1	8- 2-61	1,250	Double Royal white printing 46 Lbs.	...	157	
Appointment forms—Supervisors	1	13- 8-60	8,000	do.	10	386	
Appointment forms—Enumerators	1	13- 8-60	40,000	do.			
Questions to be asked by enumerators—Malayalam	1	4-12-60	38,000	do.	19	95	
do. do. Tamil	1	13- 1-61	1,250	do.	...	315	
do. do. Kannada	1		1,050	do.	...	265	do.
Block label	1	31-12-60	34,000	Red colour paper 20″ x 30″ 22 Lbs.	4	131	

APPENDIX XLIV—*concld.*

CIRCULARS AND FORMS PRINTED FOR ENUMERATION PERIOD

Description of circular or form	No. of impressions	Date of printing	No. of copies printed	Size and weight of paper used	Units of paper used		Remarks
					Rms.	Shts.	
1	2	3	4	5	6	7	8
Return of cards for the enumeration of technically qualified persons	1	20- 1-61	39,100	Double Royal white printing 46 Lbs.	4	451	
Circle Label	1	10- 1-61	12,500	Blue colour paper 20" x 30" 28 Lbs.	1	284	
Instructions to supervisors	1	10-12-60	5,550	Double Royal white printing 46 Lbs.	2	405	
Code number for Cannanore District	1	17- 3-60	1,050	do.	3	355½	
do. cover	1	17- 3-60	1,050	Double crown 40 Lbs.	...	265½	
Code number for Kozhikode District	1	17- 3-60	1,400	Double Royal white printing 46 Lbs.	5	62½	
do. cover	1	17- 3-60	1,400	Double crown 40 Lbs.	...	354	
Code number for Palghat District	1	12- 3-60	1,175	Double Royal white printing 46 Lbs.	3	132	
do. cover	1	12- 3-60	1,175	Double crown 40 Lbs.	...	297	
Code number for Trichur District	1	12- 3-60	1,000	Double Royal white printing 46 Lbs.	3	78½	
do. cover	1	12- 3-60	1,000	Double crown 40 Lbs.	...	253	
Code number for Ernakulam District	1	17- 3-60	1,000	Double Royal white printing 46 Lbs.	3	15	
do. cover	1	17- 3-60	1,000	Double crown 40 Lbs.	...	253	
Code number for Kottayam District	1	17-3-60	1,000	Double Royal white printing 46 Lbs.	2	263	
do. cover	1	17-3-60	1,000	Double crown 40 Lbs.	...	253	
Code number for Alleppey District	1	17-3-60	1,000	Double Royal white printing 46 Lbs.	2	389	
do. cover	1	17-3-60	1,000	Double crown 40 Lbs.	...	253	
Code number for Quilon District	1	17-3-60	1,000	Double Royal white printing 46 Lbs.	2	325½	
do. cover	1	17-3-60	1,000	Double crown 40 Lbs.	...	253	
Code number for Trivandrum District	1	17-3-60	1,000	Double Royal white printing 46 Lbs.	2	73½	
do. cover	1	17-3-60	1,000	Double crown 40 Lbs.	...	253	
Corrigendum for Code numbers	9	9-1-61	9,300	Double Royal white printing 46 Lbs.	1	85	
Weekly Progress report on house numbering	1	2-2-60	55,300	do.	3	231	
Houselist abstract	2	15-2-60 & 12-6-60	16,700	do.	2	42	
Houselist form (Malayalam)	2	20-1-60 & 2-2-60	12,500	do.	5	635	
Houselist form (Tamil)	1	30-1-60	150	do.	...	38	