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CENSUS OF INDIA 1971

GUJARAT

SERIES 5

PART VIII-A

ADMINISTRATION REPORT ENUMERATION

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† Published in English & Gujarati

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PREFATORY NOTE

It has become customary for the Director of Census Operations to leave behind a detailed report of the work done by him, from the moment he took over until he completed the enumeratian work, and this is known as Administration Report-Enumeration-The second report, which is known as the Administration Report-Tabulation-gives details of the way in which the Regional Tabulation Offices were organised how the work was done there, has also been finalised now. Both the reports to my mind are at best, handing over notes prepared by the out-going officer for the benefit of the in-coming officer. The Census tradition lays down that this report should be printed and published. In the nature of things, such reports have limited utility. They are not likely to be read by more than a handful of persons-those who are associated with the drafting of this report in the present Census, and if one is lucky, and if the report is readable, by a few more persons at the next Census, to satisfy their curiosity about how things were done.

I have always felt that any handing over note, whether it is called by the high sounding and ostentatious name of an Administration Report or not, has extremely limited utility. It is a record of the work done at a particular point of time. In this fast changing world, it would not be right to assume that one's successor will have to face identical situations or circumstances in future. Even if it were so, it would be incorrect to assume that the reaction of one's successor would be the same and he would follow the beaten tract and execute his work in exactly the same manner in which his predecessor did. He would very much like to break the back of any problem which is facing him in his own way. A seasoned and an experienced officer as he is bound to be, he would have his own ideas about the manner in which he would like to deal with problems and insist on following his own methods of work. He would like to bring with his a freshness of approach and a new angle to bear on all problems on which I have vexed eloquent in the following pages. I would have sincerely liked to give him unfettered discretion in the matter, had it not been for the instructions received from "above" that the Enumeration Report has to be written. Even the guide lines had been prescribed, the synopsis had been given and one was left with no other alternative but to write and dilate on it. I have, therefore, in writing the following pages merely complied with the instructions like a good civil servant. I do not know whether this report would be of any use to my successor at all. Without meaning any disrespect, I may make a confession that the 1961 report has been of little use to me. I would not be surprised if 1971 report proves to be of equal utility.

However, I have tried my best to embellish the report with quite a few personal touches. I have tried to give a running account of the events as they occurred. I have admitted my failings as freely as I have highlighted my successes. The views that I have expressed on various problems are entirely mine, and not of the Organisation and I accept full responsibility for them. If by chance, the gamut of experience throuh which we have run could be of any use to posterity, it would be purely a matter of providence. While we were going through the mill, we never thought we were undergoing this for benefit of someone to follow a decade later. At least the Registrar General, India seems to think that some incidental advantage is likely to be derived, if a written (printed) record of the trials and tribulations through which we have been sieved is left behind. It is in the context of this background that I have laboured to prepare this report. I have brought it out belatedly, knowing full-well that no one is likely to read it, if at all, before the preparations for the next Census are afoot sometime in 1978 or so. I had, therefore, deferred any attempt to prepare this report until there was practically nothing else to do on my hands, that I liked to do more. I only wish I had followed the Registrar General's advice and kept notes of events as they occurred and finally put them together to save the enormous effort required in

refreshing the memory by referring to heaps of old files and consulting colleagues towards aid to memory. Apart from the other lessons which the future Director of Census Operations may learn from this report, I would request him, first and foremost to keep a note of events as they occur, while they are fresh in his mind, so as to save him such labour as I have been compelled to put and leave behind a more useful informative and vivid picture of what he had done than what is given in the pages that follow.

I must acknowledge the deep debt of gratitude I owe to Shri A. Chandra Sekhar, IAS, Registrar General, India for the complete freedom he had given not only in the matter of writing this report but also in performing every Census duty, whether big or small, throughout the entire period of nearly five years for which I was associated with him. There was not one occasion when the views of the Registrar General's Organisation were pressed on us, whether for acts of commission or omission. This inculcated a very high sense of responsibility in us and we knew that we were fully answerable for what we did or failed to do. The spirit of friendliness and cordiality which was fully imbibed by each member of the Organisation was largely due to the example set by our illustrious leader. Each one of us felt, that the Registrar General was not only the guiding force behind all we did, but he was a friend, philosopher and guide to whom we could always turn and evoke a sympathetic response. His warmth, easy accessibility and informal approach, even while dealing with major problems of policy have left an indelible impression on our minds. It was a pleasure to work with him. After all that is said above, about the futility of such reports, since the Administration Report-Enumeration has actually been written by me, I sincerely hope it proves to be of some help at the future Censuses. I shall be happy if it is found that the report is readable apart from other benefits it may confer, in its stride.

AHMADABAD,
15TH MARCH-1973

C. C. DOCTOR
Director of Census Operations,
Gujarat,

CHAPTER I

GENERAL INTRODUCTION

Appointment as Director

1. I was camping at a remote place in Kheda District in September 1968 when I got a telephonic communication that I was being considered for the post of Superintendent of Census Operations, Gujarat, and that I should be in readiness to join my new assignment in the near future. My instant reaction on hearing this news was not very warm or enthusiastic because I knew what lay in store for me. Having worked in the 1961 Census I was fully aware of the onerous responsibilities which devolved on the incumbent of this office. It was in a way very gratifying and I flattered myself that an important assignment which goes to the lot of those who belong to the category of "scholar administrators" was being given to me. In short my spontaneous reaction was not one of joy or fulfilment and my sixth sense told me that I was heading for a long period of toil and work. This came at a time when I was looking forward to a spell of respite because I had been in the field as Collector for seven long years from one difficult posting to another. I had had a particularly trying time during my tenure as Collector, Panch Mahals, for three years and three quarters during which I had to face two successive years of drought when scarcity relief operations had to be organised on a massive scale when we employed more than 2,50,000 persons a day on relief works throughout the peak period. My next posting in Kheda District where I had served for a year and half was another challenging assignment. This is the most important district in the State and is known for its complicated problems. The political consciousness and awakening of the people is so great here and the volume of work is so large that no Collector can afford to slacken his effort, without at the same time being prepared to stake his reputation. I had, therefore, no breathing time all along the years. I even regretted that I had declined some very attractive offers for a posting at Ahmadabad where the State HQ. was then located. Somehow I reconciled myself that in view of my past experience I was the obvious choice and there was no escape from it. Accordingly I decided to tighten up the belt and live upto the expectations raised in me.

2. The formal letter of my appointment as Superintendent of Census Operations which is enclosed (Appendix 1) came to me from the Chief Secretary while I was camping at Anand and making preparations for the visit of the President of India, Dr. Zakir Hussain to the Sardar Patel University at Vallabh Vidyanagar. I was informed by the Chief Secretary to take up my new assignment after the President's visit was over and hand over the charge to the Resident Assistant Collector. Immediately on receipt of this letter, I made a firm mental resolution that I would now "scorn delights and live laborious days". When I came to Ahmadabad to take over the formal charge of my office on the 14th October, 1968, I had resolved to dedicate myself to the cause of census for the next few years.

3. Immediately after taking over I went to call on the Chief Secretary. He described my new assignment in exactly the same words and told me that I should be prepared for very hard work and design my life accordingly for the next four or five years. I requested him for allotment of Government accommodation to which he did not agree on the ground that Government had taken a policy decision not to allot any accommodation to officers on deputation. My first worry was to secure a private house which I fortunately got within a short time.

4. My predecessor had left a legacy of sound work. He had worked during four consecutive censuses beginning from 1931 and ending with 1961. He was perhaps the most knowledgeable person on the subject in the State. He had joined the Organisation in 1960 after his retirement and had continued right through upto 1968. When I relieved him on 14th October, 1968 he was ex-officio Superintendent of Census Operations in addition to his full time work as the Chief Editor of the Gujarat District Gazetteer. He was holding his office quite close to mine. I knew him since the time I joined service and considered myself lucky that I would continue to get his benevolent advice as long as I needed.

5. There were not many Superintendents of Census Operations who had joined at the time I took over in October 1968. I had the privilege of meeting the Registrar General and a few of my colleagues who had joined, when I went to Delhi in December 1968 to attend a meeting called by the Registrar General to take a sample survey to estimate the growth of population in selected towns which had not crossed 50,000 population during 1961 Census. As the question of dearness and other allowances was linked with population, the survey was being conducted by the Registrar General at the request

of the Finance Ministry. Gondal and Dhoraji were the two towns from Gujarat in which sample survey was to be conducted. I met here for the first time Shri K.D. Ballal who had just taken over or was about to take over as Deputy Registrar General, India and built with him a lasting relationship.

6. The Registrar General and Census Commissioner for India had to discharge a very onerous duty in making preparations for the ensuing census in the country. It involved a vast organisational effort, the like of which has no parallel except in the general elections. He had to keep a close and vigilant eye on the progress of the work in different States so as to keep himself fully acquainted with the Organisation of the work there and satisfy himself about the level of training. For this purpose he was required to visit all the States at least once during the first stage and if possible twice during the second stage. This meant absence from headquarters for long periods of time. The available time at his disposal at the headquarters when he was there was very often taken away in attending meetings at higher levels for the efficient conduct of Census Operations. This meant that he must be properly and ably assisted in his office and be completely relieved of day-to-day worry of routine administration. For this purpose his choice fell on Shri K. D. Ballal, IAS, who had worked in 1961 Census and had given an excellent account of himself. He was personally requested by the Registrar General, India to accept the heavy responsibility of the post of Deputy Registrar General and relieve him of his anxiety. This request was sportively accepted by Shri K. D. Ballal even though he knew what it meant and smilingly sacrificed all the Sundays and holidays and leisure hours during week days for the entire period of his stay in the Census. But this left the Registrar General free to attend to policy matters and other urgent work.

7. I will forever cherish the memory of my association with him during the 1971 Census. He was a source of great inspiration and strength to us all. One could always ring him up at any time of the day or night and get a clear and satisfactory answer to any problem. One always felt the warmth of his heart, and his sincere desire to help. He took upon himself the entire load of the Registrar General's office and bore it cheerfully throughout. He was glued to his chair from early morning till late evening and there was nothing for which he did not have a ready solution. He gave magnificent support to the Directors of Census Operations in their day-to-day work. One always knew and felt all the time that he was backed by the Organisation. He was fully informed about everything, whether the matter was administrative or technical. All the time he knew more about everything than anyone else in the Organisation.

8. It was extremely fortunate for the Census Organisation to have got such an able officer as the second in command in the person of Shri Ballal who befriended all and antagonised none. The atmosphere of friendliness and warmth which pervaded through the Organisation was largely due to his efforts. In spite of the heavy burden of work he shouldered, he was always cheerful and accessible. His sincerity and devotion to duty would have few equals. He took pride in his work and brought honour to the Organisation. We all owe a deep dept of gratitude to him.

New Designation

9. All my predecessors had been known as Superintendents of Census Operations. This designation did not properly describe the work they were doing. It did not do justice either to the officer or to the work. There was a crying need for changing the designation for which several attempts were made in the past but without avail. The matter was agitating the minds of us all since we were sincerely suffering the privations of incorrect description wherever we went. One of our colleagues has described an incident where reservation in a guest house was not available to him as he was merely a "Superintendent" and another has described an incident where copies of a certificate attested by him as "Superintendent" were held in question on the ground that he was not a gazetted officer. The matter was vehemently agitated at the first conference of the Directors of Census Operations held at New Delhi from 16-5-1969 to 21-5-1969, when the Home Minister, Shri Y. B. Chavan, was present. He was quick to see the point and promised to do the needful in the matter soon. Thanks to his efforts we have now been designated as Directors of Census Operations. But for technical reasons we still continue to be called ex-officio Superintendents of Census Operations till the necessary amendment is carried out in the Act. We hope this appendage will be soon removed.

10. The new designation is quite satisfactory and has helped us to obtain the desired results. It was both awkward and embarassing to explain to anyone that a senior member of the Indian Administrative Service, though described as a "Superintendent" was actually shouldering the responsibilities of

conducting a vast operation known as the census which comes once in ten years and is so efficiently conducted that it is known as one of the best in the world.

11. The battle was, however, not fully won, as similar action with regard to the designation of IAS officers joining the Census Organisation was not taken in time. My request to the Registrar General to designate Kr. Fateh Singh Jasol, an officer from the Indian Administrative Service, as Joint Director of Census Operations on his promotion to senior scale could not be accepted, as I was told, the proposal was mooted at a stage when the posts were sanctioned already and the designations finalised. Kr. Fateh Singh Jasol was in the junior time scale when he was initially brought to the Organisation in June 1970. But he was promoted to the senior time scale within a few months. It created an anomolous position now since his designation was identical with that of his junior colleagues. If he was serving in the State Government, he would have been given a status and designation higher than that of his colleagues in the Census Organisation. Any other officer in his place would have resented this position and felt uncomfortable. But it must be said to his credit that he never allowed this to come in the way of personal or working relations. The spirit of friendliness and cordiality which pervaded through the Organisation was so great that they all soon became close colleagues working for the promotion of census and differences of seniority, rank, grade, etc., stood dissolved. All the same, mention must be made here that officers of IAS in the senior time scale, when drawn to the Census Organisation should be given the appropriate designation of Joint Director of Census Operations. This is considered necessary not merely to satisfy the requirements of service regulations but also to bring a sense of fulfilment in the officer that he is charged with higher responsibility according to his position in the service. We did not pursue the matter further because we were told it meant going to the Ministry again, which was a time-consuming process and the available time for using the new designation would be limited after it was conferred. However, it turned out that we could persuade Kr. Fateh Singh Jasol to stay with us for a third year and help us in drafting some of the reports. I have ever after regretted that I gave up this matter so easily, unlike my normal practice. If we had pursued this matter till the end, we would have brought the desired result and established a precedent which could be followed in 1981. I do hope that the matter will receive proper attention at 1981 Census and the embarassing situation which Shri Jasol was required to face in 1971 is not repeated. This will enable the officer concerned to establish his equation properly from the beginning and work with greater force and vigour.

Continuance of Organisation

12. My predecessors had the un-enviable distinction of laying the foundation for the Organisation every decade and building the whole edifice till the top and then see it being dismantled either during their own tenure or shortly thereafter until 1961 Census. Thanks to the foresight of Shri Ashok Mitra, ICS, the Census Commissioner of the 1961 Census that the Census Organisation does not now cease to exist on completion of its work and rise again like a phoenix at the next, but continues to work throughout even between the two censuses, though with a skeleton staff. The former Directors of Census Operations had to start their offices by borrowing a few chairs and tables and some stationery and paper. They had also to search for accommodation and beseech the authorities for installation of telephones. Considerable energy and time had to be wasted before the office could be set up and suitable persons were selected and put in position. I was lucky in succeeding to an Organisation which was a going concern and was saved from the bother of searching for accommodation, staff and equipment. It had the obvious advantage of putting the officer straight on the job so that he could devote all his time to the work which was ultimately going to claim everything that he could sacrifice from his moments of leisure and rest. I had the good fortune of inheriting a census office which had very high traditions of work. It was headed by a Deputy Superintendent of Census Operations at the headquarters named Shri K. F. Patel, who was backed by the experience of two censuses in the past, during the first of which he worked as an officer-in-charge of the Tabulation Office and in the second as Deputy Superintendent of Census Operations (HQ). We have profited greatly by his long association with the census during which he had developed a keen eye for the intricacies of work. He had given the best years of his career to the cause of the census. I had some very able and experienced persons in the office who had conducted the first pre-test and who knew the subject fairly well. I also had an asset in the office in Shri C. P. Vyas whose services were borrowed from Gujarat Statistical Service Class II during 1961 Census also. He was working at the time of my taking over as Research Officer but was later appointed as Assistant

Director of Census Operations (Technical). He had acquired proficiency in work related to special studies and had developed a very keen and perceptive eye for the interpretation of data thrown by the census. When added to his statistical background, this became an asset to the Organisation. His services were fully utilised by us for the Post Enumeration Check as well as during training at both stages. His presence proved very useful at the time of setting up the Mechanical Tabulation Unit. We had a fairly strong and well-equipped Drawing Section headed by Shri K. D. Vaishnav under whose guidance were prepared some of the excellent maps which decorate the Atlas Volume of 1961 Census.

13. I also had some seasoned and experienced Tabulation Officers and Statistical Assistants both from among the direct recruits and deputationists and they had ultimately to take the load of running the Census Office. These officers of proved ability were the pillars of the Organisation and discharged their duties with the utmost sincerity and devotion. Among them I would like to mention in particular the names of Sarvashri V. A. Dhagia, Tabulation Officer, and B. M. Patel and B. I. Patel Statistical Assistants. On Shri Dhagia fell the load of the technical section and right from the conduct of pre-test to the translation of Schedules and Handbook of Instructions for Enumerators and Supervisors to the sorting and tabulation of data and compilation of final tables, he rendered valuable services and won for himself the love and respect of all those with whom he worked. Shri B. I. Patel rendered excellent service in the finalisation of the Primary Census Abstract for all districts in record time. Shri B. M. Patel worked in the Mechanical Tabulation Unit and mastered the processing of Houselists and Establishment Schedules. He gave an excellent account of himself in the Coding & Punching Cell where he could deliver the goods admirably on account of the experience he had gained during 1961 Census.

Backlog of 1961 Census work

14. When I took over in 1968 there was a sizeable backlog of 1961 Census work which was yet to be completed. It mainly related to the work of the Social Studies Section which was the mainstay of that period as the related publications were supposed to be brought out during the inter-censal period. The particulars of the studies which were on hand when I took over and which were revised, edited and published during my tenure are as under.

15. As part of 1961 Census we conducted ancillary studies relating to (1) Socio-Economic survey of villages and (2) Handicrafts studies and (3) Ethnographic notes. We had selected 41 villages in the beginning for socio-economic survey and had completed field inquiries at all the places. But the data was tabulated for 25 villages only. The reports for all the 25 villages could not, however, be completed. The village survey reports for 14 villages were already published before I took over. Two more reports, one on village Vighodi and another on village Kajarda were published during my tenure. The drafts on both these reports were approved by the Registrar General but they were not edited by Shri R.K. Trivedi before he left. It appeared to Kr. Fateh Singh Jasol, IAS, Deputy Director of Census Operations, who was entrusted with these reports that it would be desirable to carry out some further investigation in the field for Kajarda. Accordingly this was done and both the reports have now been published.

16. There were 22 crafts selected for detailed study during 1961 Census. Of these, 21 crafts were edited before I took over. But the printing with regard to (1) Block Engraving of Pethapur (2) Block and Screen Printing of Jetpur and (3) Tie and Dye Bandhani of Jamnagar was done after I took over. The draft report on Wollen Blankets approved by the Registrar General could not be edited earlier and has therefore not been published.

17. Of the ten communities of scheduled caste and tribe selected for ethnographic notes, the report on only one could be prepared. This report on Siddis was completed before I took over. The preliminary work on Shenvas was done earlier but was incomplete. It was therefore decided by us to study the whole matter *de novo* and prepare a fresh draft. This was subsequently approved by Registrar General and has been published recently.

18. Considerable time and energy had to be diverted to complete the above projects. My thanks are mainly due for this to Kr. Fateh Singh Jasol, IAS, who had both the energy and aptitude to complete the projects on hand. He was ably assisted in this work by Shri. C. P. Vyas, then Research Officer and Shri B. I. Patel, Tabulation Officer.

Suggestion for the Future

19. There is one suggestion which I would like to make for the 1981 Census. The social studies and other projects which are taken on hand at any census must be completed before the preparations for the

next census begin and the full time Director of Census Operations is appointed. If for any reason any of them are not completed by this time, they should be given up. The extent to which the new Director of Census Operations's time and energy are diverted towards the completion of the earlier projects which are left half way through, the preparations for the new census are bound to suffer a set back. Sometimes the topics selected for study are so interesting and important and sometimes the work has reached such an advanced stage of development that one feels disinclined to give it up out of sheer consideration for the amount of labour and energy which would go waste if they were left unfinished. It is conceded that it is very difficult to meticulously plan in advance for studies of this nature which include field work, scrutiny, tabulation, interpretation, drafting and revision, one after another and if the time table is upset at one place it would reflect in the end. It must be said to the credit of the Registrar General that he made it clear from the beginning of 1971 Census that the main census alone had priority then and every other study to be taken up as ancillary to 1971 Census should be taken on hand only after the main work was completed. I am only asking for this reasoning to be adopted at the end of 1971 Census and beginning of 1981 Census.

20. The Registrar General's office has now decided that a small cell should be carved out for attending to the work in connection with special studies. It is necessary to make a realistic appraisal of the staff requirements of the projects to be taken on hand during the inter-censal period. A number of projects on which valuable field work was done during 1961 Census had to be given up because the required number of persons with accredited ability were not available to process them further. It would be improper to bring out any publication of 1961 Census during the seventees. All publications of 1971 Census should be so designed that they must be complete in every respect and duly published latest by end of 1978 by which time preparations for the next Census should normally begin. The scope of the projects to be taken on hand during 1971 Census should be cut down if necessary to meet with this requirement.

CHAPTER II

INITIAL PREPARATORY MEASURES

1. As stated earlier, I was fortunate in inheriting a well-established census office with high traditions of work. It had already started the preparations on several items for the coming census, but there were many more items on which the work was yet to be initiated. I am giving below the list of subjects on which the initial preparations had to be made well in advance.

The Registrar General's First Circular

2. The first circular issued by the Registrar General, India bearing No. 37/10-68/RG dt. 12-12-68 gave a full perspective of the coverage to be done during the 1971 Census. The opening sentence of the first para of this circular has inspired many of my colleagues. I cannot help reproducing the first para of the circular in full here:

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

3. It gave in chronological order the different items of work which were to be attended by the Director of Census Operations immediately. It started with the need for preparation of maps, then dealt with rural and urban components of census data, explained in detail the system of giving location code numbers, emphasised the need for preparation of lay out sketches and requested for determining the best agency suitable for enumeration work. It further elaborated on the method envisaged for the selection of area sample which was ultimately given up. It requested for the pretesting of the second draft schedules and translation of instructions in local language. It laid stress on intensive training of census officials at various levels. It explained the needs for the drawal of the Census calender and to its strict adherence. Finally it pinpointed the need for publication of provisional population totals as early as possible after the completion of census enumeration. Lastly it focussed the question of opening of Regional Tabulation Offices. The last para of the circular read as under :

> "We have a great task ahead and I have little doubt that the Census Organisation will fulfil the responsibilities the way it has always done."

These were inspiring words indeed and drew the best we were capable of giving.

The entire circular is reproduced at Appendix 2. It was a very lucid exposition of the tasks that lay ahead of us. It greatly helped us to comprehend the work in its depth and dimensions.

Freezing of Territorial Boundaries

4. The Ministry of Home, vide its letter No. 28/66/68-Pub-I dt. 15-4-68 which is enclosed (Appendix 3) had address a circular to all State Governments requesting them not to effect any changes in jurisdictional boundaries of any unit after 31st December, 1969. Thereupon the State Government in General Administration Department issued a circular bearing No. CNS-1568-191(2) Chh dt. 4-12-69 (Appendix 4) to the effect that there should be no territorial changes from 1st January, 1970 to 30th June, 1971. All the Gazette Notifications showing changes which were effected prior to this date had to be obtained. In order to exercise a cross check on the information furnished by the Collectors, we obtained copies of Gazette Notifications from the Government and made our files up-to-date. It was on the strength of this material that the boundaries of the territorial

areas were defined by us for the 1971 Census. In spite of the request of the Government of India to freeze the territorial boundaries of all units after 31st December, 1969, the State Government made quite a few territorial changes, particulars of which are given below.

STATEMENT II.1

Statement showing the names of local bodies whose limits have been extended by Government after freezing date

Name of local body whose limit was extended after freezing date	Government Order No. and date under which such limit was extended
1	2
1 Mahesana Municipality	Panchayat & Health Department's Notification No. MUN/1269/10647-DH dt. 6-1-70
2 Surat Municipal Corporation	Panchayat & Health Department's Resolution No. SMC-1267-8785-P dt. 16-1-70. Village Adajan and Nagar Panchayat Rander merged in Corporation's limit with effect from 1-2-1970
3 Surendranagar Joint Municipality	Panchayat & Health Department's Notification No. MUN-1267/1231 (70)-DH dt. 16-2-70
4 Dholka Municipality	Panchayat & Health Department's Notification No. MUN-1268/1349 (70)-DH dt. 23-2-70
5 Kalol Municipality	Panchayat & Health Department's Notification No. KP/1846/MUN-1269/1586 (70)-DH dt. 23-2-70
6 Patan Municipality (Dist. Mahesana)	Panchayat & Health Department's Notification No. KP/1893/MUN/1269/3001 (70)-DH dt. 13-4-70

5. We protested every time a fresh Gazette Notification was issued and requested the State Government not to make any further changes. But this game of hide and seek went on till the end. Before the extension of Mahesana Municipality was ratified by us as promised, came the first departure in respect of Surat where the notification including Rander within the jurisdiction of Surat Municipal Corporation was issued on 1-2-1970. This caused considerable dislocation in the distribution of work and involved refixing of responsibilities. Until now the charge Rander was looked after by the Mamlatdar, Chorasi Taluka, District Surat, but on its coming within the jurisdiction of the Municipal Corporation, the selection of staff and imparting of training had to be started *de novo* by the Corporation. The earlier work done by the Mamlatdar was wasted. The jurisdictional maps for Chorasi Taluka as well as Surat City had to be altered at the last stage for both. In its train came similar other notifications altering the limits of Surendranagar, Dholka, Kalol and Patan Municipalities for reasons we could not understand or appreciate. But it disturbed our work to no small extent. We had to put up with it as there was no other alternative. It would be in the interest of the future censuses if the State Government strictly adheres to the request for freezing the boundaries of the territorial units. It was noticed that census as a subject was dealt with by the General Administration Department of the State Government while the changes in the territorial units were being made by the Revenue Department or the Panchayat & Health Department. We had, therefore, to point out to the General Administration Department every time that this was in complete disregard to the instructions issued by it. It intervened every time after the event had occurred. This gave a feeling that the other administrative departments merrily went on doing what they wanted to do in flagrant disregard of Government's instructions. It would be desirable if the general instructions are scrupulously followed in future.

Jurisdictional Maps

6. The jurisdictional maps were at an advanced stage of preparation when I took over. These maps were based on the 1961 Census and took into consideration the jurisdictional changes which had occurred during the inter-censal period. The location code number of each village and town and its boundary was shown on these maps and they were sent by us to the District Inspectors of Land Records for verification. These maps have ultimately been printed in the District Census Handbook Volumes and the Administrative Atlas Volume and depict for the first time the village boundaries in an authentic publication.

Location Code Numbers

7. Once the jurisdictional maps were finalised it became necessary to assign a location code number to each administrative unit. Since 1951 Census the primary data is presented upto the small administrative unit

which is a revenue village. As all the villages in the State of Gujarat have been surveyed, the boundaries of the smallest administrative units are quite well-defined. This is a great advantage we have for there are several States where all the villages are not surveyed, and it is impossible for them to fix the boundary of any unit with any degree of certainty. It became quite easy for us to identify and spot with the help of a location code number the unit for which the data was to be collected and presented. A question was raised whether it would be desirable to present the data for each Gram Panchayat. But this idea had to be given up because a Gram Panchayat could include one or more revenue villages. Similarly it was decided that we would not collect and present separate data for hamlets because they are not recognised as independent administrative units and in any case the area and population of the hamlet would be included under the location code number of the main village of which they form part. However, we had to make an exception in the case of Kutch district later because there were a number of hamlets here, the area and population of which were bigger than the main village of which they formed part.

Islands included

8. It was directed by the Registrar General, India that in the past some islands inhabited or otherwise were ignored for census coverage by the local administration. It was decided that all areas including islands in sea, rivers or lake should be duly recognised as part of jurisdiction of some local authority or the other and appropriately indicated in the administrative map of the district or taluka. The State Government was requested to give a complete list of islands indicating the administrative divisions in which they were included. We had considerable difficulty in getting the list of islands from the local administration. Once having got it, the real difficulty was to show their location on the map. This was particularly so in the case of Jamnagar District where it was reported by the Collector that there were some islands which were not permanently visible out of sea water but were seen only at the time of the ebb. It was decided that even such islands should be given location code numbers. This problem was also in existence in Amreli and Bhavnagar districts. A complete list of islands showing names of districts and talukas within whose jurisdiction they were situated was also sent to the Registrar General, India. Their positions on the map was also determined by the District Inspectors of Land Records.

Nesses in Forest Areas

9. A similar difficulty was experienced in the matter of giving location code numbers to nesses in the forest area. They are temporary habitations of Bharwads who are cattle breeders. As these nesses are prone to shifting at short intervals, it was difficult for the Forest Department to say with any degree of certainty about the exact number of nesses in the Gir Forest. However, the fact was verified by them at our request and all the nesses were given location code numbers as required.

10. In some States the jurisdiction of the police station is recognised as the administrative unit for which the data is presented. But in Gujarat we have always presented data at taluka level. Fortunately, the jurisdiction of the taluka and the development blocks is concurrent in all cases. The census data which is presented for the taluka level is equally useful for the block level.

11. The district is an important administrative unit of the State. Each district has, therefore, been given a separate location code number by this office. The numbers are given beginning from the north-west corner proceeding in a serpentine order towards the south-east corner. While proceeding further in accordance with the serpentine manner, the districts (coming one after the other) are given consecutive numbers. The list of location code numbers given to all the districts of the State is given at Appendix 5.

Formation of Gir Forest as a Separate Unit

12. At the time of finalising the location code numbers, we thought of recognising the Gir Forest as an independent administrative unit. This thinking derived strength from the fact that the area of Gir Forest was not included in the total area of any taluka or district in which it was spread. This position was confirmed both by the District Inspectors of Land Records concerned and the Settlement Commissioner and Director of Land Records. We referred the matter further to the Chief Conservator of Forests for his opinion as to whether he would have any objection to the treatment of Gir Forest as an independent administrative unit. He was all out for it, because it would give him separate figures for the Gir Forest area which would be very useful to him in preparing any scheme for its development. There was at this time a proposal before the Government for developing the entire Gir Forest into a National Park, and for this purpose the census data would have been extremely useful. However, the proposal did not find favour with Government on the ground that the Gir Forest was not treated

as a separate unit for the purpose of election. I tried in vain to convince the powers that be in the Government, that election and census are independent functions and one need not be linked with the other. Every time I had an opportunity to discuss the matter in person at Sachivalaya, the proposal was agreed to in principle. But the communication we received from Government later was of a dilatory character and it appeared that for some imperceptible reason the Government did not mean business on this point. Even though we had not succeeded in this matter during the first stage, we pursued it right through the second stage and had kept it open till the very end in the hope that we may get clearance from Government at the last minute. But our hopes were belied and we had to accept the existence of Gir Forest as falling within three districts *viz.* (1) Junagadh, (2) Amreli and (3) Bhavnagar, though in reality the survey records of these districts did not support this position.

The area of the Gir Forest does not fall within the jurisdictional limit of Junagadh district or any other district and yet Government wanted that its area and population should be divided, on an ad hoc basis among the districts of Junagadh, Amreli and Bhavnagar. We had to yield to this desire of the Government, though we were opposed to it from the beginning. According to the ad hoc arrangement a major portion of the Gir Forest falls in Junagadh district. A small fraction of it falls in Amreli district and much smaller fraction in Bhavnagar district. But as this forest area was not shown in the revenue record of any of the above districts, we were faced with the problem as to how to show it as falling within the limits of any taluka and district in the jurisdictional maps which we were preparing for inclusion in the District Census Handbook Volumes. The area of Gir Forest was divided in 1961 Census on an ad hoc basis and we had to perpetuate this error again in 1971 and to that extent our maps can be said to be inaccurate. It has been an enigma to me as to why the State Government was fighting shy of including the area of Gir Forest in the respective districts after regular survey and correct the records accordingly. Until this is done, there was every justification for allowing us to treat the Gir Forest as a separate administrative unit and it would have been to the advantage to Government in more ways than one. However, the decision of Government is to be taken as final and we have accordingly divided the area and the population of Gir Forest on an ad hoc basis among the three districts named above, and thereby perpetrated an irregularity which I still bemoan. I hope the Director of Census Operations of 1981 will succeed in convincing Government of the need for treating Gir Forest as an independent administrative unit if its area has not by that time been surveyed and included in the respective districts as suggested above.

Location of Taluka/Mahal

13. Similarly each taluka of a district is given a separate location code number, the particulars of which are shown in Appendix 5 referred to above. While giving these numbers the taluka in which the district headquarters is located is given No. (1). Thereafter the taluka to its south is given No. (2) and then proceeding in a clockwise direction, the remaining talukas are given consecutive numbers. All 19 districts and 184 talukas/mahals are given location code numbers in this manner.

Location Code of Village

14. The smallest administrative unit is a revenue village. A separate location code number is, therefore, given to every revenue village. Every small area under the State jurisdiction must form part of any village/town. In other words, there is no area in the State which is not included within the limits of any village or a town. For giving location code numbers to all the villages in a taluka/mahal, the method described above has been followed and we have started by giving location code No. 1 to the village from the north-west corner, allotting subsequent consecutive numbers to all other villages and proceeded in a serpentine order towards the south-east corner. The Mamlatdars who were appointed as charge officers were requested to verify the location code numbers given by us to villages on the basis of 1961 Census after taking into consideration the territorial changes which had occurred during the inter-censal period. The list of villages published by the Revenue Department under notification No. GHM/3081/M/PFR/1063-92658-L dt. 14-11-1967 was referred to solve doubts and discrepancies.

15. At some places, the limits of a revenue village are not co-terminus with the limits of a *gram panchayat*. In each case we have recognised the limit of a revenue village as our unit and the entire area covered within the revenue limits has been given one location number. This would include both the *gaothan* and *sim* lands. Persons residing in houses outside the built-up village site but within the *simtal*

of the village are to be enumerated under the location number of that village. Separate location code numbers have been given to forest settlement villages which are located in the forest areas under the administration of the Forest Department.

Location Code of Urban Areas

16. It has been the census tradition the world over to present the data by rural and urban. In order to do so, it is necessary first to determine what is rural and what is urban. The definition of the urban area followed during 1961 Census was adopted for the 1971 Census without any change. The same is reproduced in the next para.

17. A list of urban areas which have been so recognised for the purpose of 1971 Census had been finalised in consultation with the State Government. Names of urban areas and the location code numbers given to them are shown in Appendix 5 referred to above. The urban areas in a district are indicated by the use of Roman figures as distinguished from the Arabic numerals which are used to indicate the location code numbers in rural areas. All the urban areas within a district are given consecutive numbers in Roman figures.

Urban Areas

18. There were 181 urban areas in 1961 in the State. This list was revised for the purpose of 1971 Census during which a total number of 216 places were recognised as such. The following criteria were laid down for determining an area as an urban place.

(1) All places where there is a Municipal Corporation or a Municipality of a Town Committee, or a Notified Area or a Cantonment Board have been treated as urban areas.

(2) The remaining places have been determined as urban areas only if the following conditions are fulfilled :

  (a) the estimated population at 1971 Census should be at least 5,000 persons;

  (b) the density of population per one sq. kilometre should not be below 400;

  (c) 75 per cent of the male working population should follow non-agricultural pursuits, and

  (d) in the opinion of the Director of Census Operations, any other place where urban characteristics are found.

19. The list of urban areas prepared by us was sent to the State Government for approval before it was published. It raised some querries about declassifying towns which were given urban status in 1961 and new towns which were being given this status for the first time during 1971. It was at the suggestion of the State Government that Beyt was continued as urban during 1971.

20. Some of the places were considered as towns during 1961 Census merely on the ground that they were governed by a municipal body. This list was re-examined and only those places which had (i) 60 to 74% of male working population following non-agricultural pursuit and (ii) density of at least 1,000 persons per square mile were retained as urban areas.

21. Only those taluka places with population over 4,000 at 1961 Census (likely to go up to 5,000 during 1971) of which 60% male working population was engaged in non-agricultural pursuit, and which had pronounced urban characteristics were recognised as urban.

22. Some places with at least 65% of male working population following non-agricultural pursuit and pronounced urban characteristic were treated as towns during 1971.

23. Some places like Sardarnagar, Gandhinagar, Fertilizernagar, Jawaharnagar and Atul were considered urban irrespective of size of population and density.

24. Some places were declassified on the ground that they did not meet with the criteria about population and density.

Urban Agglomeration

25. In several areas around a core city or statutory town, there have come up fairly large and well recognised railway colonies, university campuses, port areas, military camps, etc., and even though these are outside the statutory limits of a corporation, municipality or cantonment, they fall within the revenue boundary of the place by which the town itself is known. It may not be altogether realistic to treat such areas lying outside the statutory limits of a town as rural units and at the same time each such individual area by itself may not satisfy the minimum population limit to qualify to be treated as an independent urban unit. Such areas deserve to be reckoned alongwith the main town and the continuous spread including such urban outgrowths would deserve to be treated as an integrated urban area what is being called Urban Agglomeration at the 1971 Census. There are different situations in which the urban agglomerations would be constituted, for example :

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

(b) One town with similar outgrowth or two or more adjoining towns with their outgrowths as in (a) and

(c) A city and one or more adjoining towns with their outgrowth all of which forming a continuous spread.

26. We had considerable difficulty in identifying the urban agglomerations all over the State. The charge officers unfortunately could not fully comprehend the extent and implication of this new concept, and therefore it became necessary for us to request the Regional Deputy Directors to visit several areas where the point was held in doubt and satisfy themselves that the prescribed conditions were fulfilled. The Deputy Directors usually asked the charge officers concerned to accompany them for field investigation. The main point for verification here was the continuity of the outgrowth. It was noticed here that several general impressions were falsified. For instance in the case of Vadodara, we found that Fertilizernagar and Jawaharnagar did not constitute a continuous outgrowth, contrary to our expectations. Many thanks are due both to the Deputy Directors and charge officers for the trouble they took in verifying on site that continuous out-growth did exist before labelling a place as urban agglomeration. Similar field verifications were necessitated in the case of Bhavnagar, Jamnagar, Godhra, etc.

Spellings of Names of Villages and Towns

27. It was noticed that there was no uniformity in the spellings of names of villages and towns in English and Gujarati. It was, therefore, thought necessary to standardise the spellings. It was for the first time that such an exercise was attempted. In doing so we standardised the spellings at our end by comparing the spellings adopted by the Revenue Department and Taluka Mamlatdar's offices and our own personal knowledge of the area. In the process we found that we landed ourselves in many difficulties for the simple reason that there was no standard by which the correctness of a particular pronounciation could be judged. It varied from area to area and from person to person. For instance Vejalpur in Saurashtra area became Vejalpore in South Gujarat. Similarly Noghanvadar at one place became Navghanvadar at another place. In the same manner, what was known as Paliyad at one place was spelt as 'Paliad' at another place. Hadmatiya of one region became 'Hadmatia' of another region. Similarly, the local pronounciation of the alphabet 'l' and 'a' presented many difficulties as in the case of 'Devalia' and 'Devaliya'. The long and short 'i' and 'u' in Gujarati language presented unsurmountable difficulties. In the end we came to the decision that it is very difficult to standardise the spellings either in English or in Gujarati and spellings according to local variations in pronounciation have to be tolerated.

First Pre-test

28. The first pre-test of the draft census questionnaires was carried out in November 1967. These questionnaires were evolved in consultation with data users, experts and State Governments. It marks the beginning of the preparations for the 1971 Census.

29. At the 1971 Census it was originally proposed to go in for sampling for canvassing of certain questionnaires. This procedure was proposed to be resorted to in order to facilitate quicker tabulation of data from the schedules canvassed in about 10% of sample areas and also it would held the collection of a little more sophisticated data by appointing specially trained and better qualified enumerators in these sample areas.

30. The two categories of the schedules to be canvassed were (1) those to be canvassed in all areas other than the sample areas and (2) those to be canvassed in areas falling in the sample.

The first category included the following :

(1) (a) General Houselist (Schedule 'A')
(b) Manufacturing Establishments (Schedule 'B')
(2) Individual Slip

31. The second category, i. e., those to be canvassed in sample areas included the following :

(1) (a) Special Houselist (Schedule 'A')
(b) Manufacturing Establishments (Schedule 'B')
(2) Household Schedule
(3) Individual Slip

The Individual Slip and the Manufacturing Establishment Schedules to be canvassed in general areas as well as the sample areas were the same.

32. The General Houselist was designed to collect the information about the purpose for which the census house was used, whether vacant and if so, the reasons thereof, material used in roof, wall and floor of the census house, name of the head of the household, whether rented or owned, number of

rooms occupied and number of persons residing therein.

33. The Special Houselist was expected to collect, in addition to the above information, the age of the house in years, source of drinking water supply, supply of electricity, whether it has a privy, occupation of the head of the household, total living area (in sq. metres) and rent paid.

34. The Manufacturing Establishment Schedule was expected to collect the name of establishment or proprietor, whether the establishment was private or public, whether it was a household industry, description of product, processing or serving, type of power or fuel used and average number of persons engaged as family members and hired workers.

35. The Household Schedule which was to be canvassed only in sample areas contained three parts, *viz.*, Part I – Identification Particulars and Household and Economic Activities, Part II – Population Record and Part III – Fertility Schedule.

36. The Individual Slip contained 16 questions on name, relationship with head, age, marital status, place of birth, place of last residence, duration of present residence, nationality, religion, whether scheduled caste/scheduled tribe, literacy, educational level, mother tongue, other languages known, main economic activity, secondary work and activity, if not working.

37. The first category of the census schedules were canvassed in 12 blocks, the details of which are given below.

STATEMENT II·2

Particulars of blocks in which (1) General Houselist, (2) Manufacturing Establishment Schedule and (3) Individual Slip were canvassed during first pre-test

Name of district	Name of taluka	Name of village	No. of blocks	Name of town	No. of blocks
1	2	3	4	5	6
Rajkot	Rajkot	Amirgadh	1	Rajkot	1
Bhavnagar	Gadhada	Raliana	1	Gadhada	1
Mahesana	Patan	..	..	Patan	1
Ahmadabad	Ahmadabad City Taluka	Isanpur	1	Ahmadabad	1
	Daskroi	Medra	1	..	..
Vadodara	Padra	Jambuva	1	Padra	1
Valsad	Valsad	Saron	1	Abrama	..
Total			**6**		**6**

38. The second category of the census schedules were canvassed in 6 blocks, the particulars of which are given below.

STATEMENT II·3

Particulars of blocks in which (1) Special Houselist, (2) Manufacturing Establishment Schedule, (3) Household Schedule and (4) Individual Slip were canvassed during first pre-test

Name of district	Name of taluka	Name of village	No. of blocks	Name of town	No. of blocks
1	2	3	4	5	6
Rajkot	Lodhika	Pardi	1	..	..
Bhavnagar	Botad	..	..	Botad	1
Ahmadabad	Ahmadabad City Taluka	Memnagar	1	Ahmadabad	1
Vadodara	Vadodara	Samiyala	1	..	..
Valsad	Pardi	..	..	Vapi	1
Total			**3**		**3**

39. In 11 blocks of general area part-time enumerators selected from among the school teachers and staff from Mamlatdar's office and the Taluka Panchayat office were appointed and the work was supervised by the District Statistical Officers.

40. In the remaining one block of general area and all the six blocks of sample areas, full-time enumerators and supervisors were appointed from the State census office.

41. A detailed report about the time requirement for canvassing the schedules in rural as well as urban areas, the quality of enumeration by enumerators of different educational levels and sex, whether it was possible to canvass the Fertility Schedule, the clarity of instructions and suitability of formats, was sent to the Registrar General on completion of work.

42. The findings of the first pre-test were discussed at the meeting of the Directors of Census Operations held in New Delhi in January 1968. A detailed discussion about the difficulties encountered in the understanding of the concepts both on the part of the enumerator and the person enumerated was held at length. As a result of these discussions, the schedules had undergone considerable change.

Second Pre-test

43. The census schedules which were canvassed during the second pre-test were as under :

(1) Houselist
(2) Establishment Schedule
(3) Individual slip
(4) Household form

The houselist was more or less similar to the general houselist canvassed during the first pre-test. It had one more column i.e. whether the household cultivates the land either owned or rented.

44. The Manufacturing Establishment Schedule underwent considerable change and its place was taken by the Establishments Schedule during second per-test. Its concept was enlarged so as to cover all types of establishments instead of restricting it only to manufacturing establishments. It now included shops, offices and several other institutions. This was now designed to collect information as to whether the factory was registered or unregistered or household industry, if it was manufacturing, processing or servicing establishment; whether the business was wholesale or retail, if it was used as a shop or business house, whether the establishment was Government or private or cooperative, types of fuel or power used, average number of persons working daily last week, etc.

45. The Individual slip contained 20 questions. The additional questions which it now contained were as under :

(1) If studying now

(2) period available for additional work (in months)

Question No. (1) of the Individual Slip of the first pre-test was split up into two and (i) Name and (ii) Relationship to head became two independent questions.

46. The household form was divided into four parts as under :

Part I-Population Record
Part II-Housing Schedule
Part III-Fertility Schedule
Part IV-Family Planning Schedule

Eight blocks from urban areas and five blocks from rural areas were selected for the conduct of the second pre-test.

47. While (1) Houselist, (2) Establishment Schedule and (3) Individual Slip were canvassed in all the 13 blocks, the Household form was canvassed in 4 out of 8 urban blocks and 3 out of 5 rural blocks, the particulars of which are given below.

STATEMENT II-4

Particulars of blocks where (1) Houselist, (2) Establishment Schedule and (3) Individual Slip were canvassed during second pre-test

Name of district	Name of taluka	Name of village	No. of blocks	Name of town	No. of blocks
1	2	3	4	5	6
Jamnagar	Jamnagar	..	..	Jamnagar	2
	Okha Mandal	Kuranga	1	..	..
Amreli	Amreli	..	..	Amreli	2
	Khambha	Aninda	1	..	..
Ahmadabad	Ahmadabad City Taluka	..	..	Ahmadabad	2
	,,	Vastrapur	1	..	..
	Daskroi	Barejadi	1	..	..
Valsad	Valsad	..	..	Valsad	2
	Pardi	Udwada	1	..	..
Total			5		8

48. In 4 blocks of Ahmadabad district and 3 blocks of Valsad district mentioned above, the Household form was canvassed in addition to (1) Houselist, (2) Establishment Schedule and (3) Individual Slip.

49. The school teachers and talati-*cum*-secretaries of Panchayats were appointed as enumerators. The District Statistical Officers and Research Assistants and Statistical Assistants working in the Taluka Panchayat offices were appointed as supervisors. The officers from the State census office were also sent in the field to supervise the work. The enumerators and supervisors were given thorough training before the commencement of the work.

50. The second pre-test was carried out from 21-3-69 to 13-4-69.

51. Detailed remarks were offered on each question of the Individual Slip and each column of the Houselist and the Establishment Schedule and Household Form. All these points were discussed at length at the first conference of the Directors of Census Operations held in New Delhi in May 1969. The forms of (1) Houselist, (2) Establishment Schedule, (3) Individual Slip and (4) Household Form canvassed during the second pre-test are reproduced at Appendix 6. The remarks of this Directorate on the four schedules which were canvassed during the second pre-test are given at the end in Appendix 7.

Standard Urban Areas

52. It was felt that the concept of town group as was adopted in the past was of limited use as it did not bring out spatially contiguous territory of urban-rural settlements. Further this concept did not help to effectively tackle the problem of furnishing statistical data in respect of urbanised or urbanisable areas in the near future outside the jurisdiction of the existing towns. Since the administrative boundaries of statutory towns changed from time to time the data thrown up by the successive censuses of the individual towns or the town groups were not strictly comparable. It might be more desirable to have a fixed area covering a large core town as well as the adjoining areas, which will be

kept constant for at least three decades so that comparable data for such area would be made available and it could be put to good use for urban developmental planning. It has, therefore, been decided that an attempt should be made to delineate the contiguous rural and urban areas which are at present under intensive influence of all towns and cities with population of fifty thousand and above in the different States. Such areas will be designated as Standard Urban Areas.

53. One of the first duties I had to perform after taking over the reins of the Census Organisation was to demarcate the standard urban areas. The Registrar General accompanied by Shri C. S. Chandra Sekhar from the Town and Country Planning Organisation of the Government of India visited Gujarat during the month of August 1969 when we held a meeting with the Consulting Surveyor to Government of Gujarat and discussed at length the concept of the standard urban areas which was being developed for the first time during 1971 Census. As a result of the discussions which took place it was decided that the maps relating to 14 standard urban areas should be prepared by the Consulting Surveyor to Government immediately. This list was extended to 20 on further consideration and maps for them all have been prepared by the Consulting Surveyor to Government of Gujarat and they have been approved by the Town and Country Planning Organisation of Government of India. The essentials of the standard Urban Areas are (1) there should have a core town of a minimum population size of 50,000, (2) contiguous areas made up of other urban as well as rural administrative units should have close mutual socio-economic links with the core town and (3) the probabilities that this entire area will get fully urbanised in a period of two to three decades. The underlying idea of this concept is that it should be possible to provide comparable data for a definite area of urbanisation continuously for three decades which would give a meaningful picture. This replaces the town group concept which prevailed during the 1961 Census. A town group was made up of individual urban units not necessarily contiguous to one another but being to some extent inter-dependent. The data of such town group ceased to be of any utility and became incomparable from census to census as the boundaries of the towns changed themselves and intermediate areas were left out of count. The data of the standard urban area will be made available for the next two to three successive censuses and is likely to yield a meaningful picture for the study of urbanisation around large urban nuclei. The data for the standard urban areas has been tabulated separately in Table A-V and is being published as a separate volume. The Particulars of standard urban areas and their constituent units are given in Appendix 8.

The Census Calendar

54. The census is a national stock taking organised at an interval of every 10 years. It is a massive organisation and touches every department of the State and Central Government. It is carried out in the country at the same point of time except in cases of snow bound or inaccessible areas. The preparations for the census had, therefore, to be carefully made well in advance and in great detail. The various stages of work are to be so dovetailed that there is a smooth flow of work from one stage to another. Census is a time-bound operation. As the reference date for the taking of the census is the same throughout the country it is necessary that the operations are uniformly conducted in all parts of the country. Rigid deadlines have to be set for every stage of work and have to be strictly adhered to. Every census official right from the Director down to the enumerator has to be subjected to a very rigorous discipline. With a view to achieving this end, the Registrar General had prescribed a model census calendar. It indicated broadly the period of time within which each stage of work had to be accomplished. The calendar prepared by the Registrar General was to serve as a guide line and the Directors of Census Operations were free to make suitable changes depending on the local conditions. Once the calendar was finalised the Director of Census Operations and his colleagues were committed to it and bound to fulfil it. If there was any failure anywhere, it would ultimately reflect the successful conduct of the entire operation. The census calendar prepared by me was enclosed with circular No. 2 dt. 13th September, 1969 and is enclosed at Appendix 9 to this volume. A copy of the calendar was circulated among the Collectors, Asstt./Deputy Collectors and Mamlatdars and they were requested to ensure that the work at each stage was definitely completed before the dates prescribed. All the other officers connected with the work were also requested to ensure that the work at each stage was definitely completed before the dates prescribed. They were requested to treat the time-table as final and not to make any request for a change in the same.

55. The charge officers were requested accordingly to prepare a charge register particulars of which

are given hereafter and send a copy of the same to the Directorate. The period during which they were supposed to complete the training of enumerators and supervisors was also specified in the calendar. The charge officers were asked to select and make appointment of enumerators and suppervisors and indicate the area for which they were appointed to work. The Collectors were requested to arrange the trainers' training at the district level and the charge officers were expected to arrange similar training at taluka level.

56. However, we had to eat our own words because the census calendar had to be changed following the announcement of mid-term poll for the Lok Sabha. Fortunately the dates for the censustaking were postponed and therefore happily it did not interfere with the training programme which was by then over. The only change brought about by the revised time table was that the enumeration did not follow immediately after the last round of training. In the intervening gap, took place the general elections and a large majority of our enumerators were likely to forget what they had learnt during the training. In order to refresh their memory it was directed that a fresh round of training should be given to them, before their embarking on the enumeration job.

57. The census calendar was useful in so far as it identified the period of time during which a particular stage of work had to be completed. If it was not complied with at one stage, the charge officer was bound to hurry through the next stage, for the final date was fixed and could not be altered. If the broad indicators were respected, the charge officer could wade through the water comfortably. In case he did not do so for any unforseen reason we had kept some cushion to absorb marginal delays. But if one was indolent beyond the leg room provided by the cushion, he could not escape being noticed.

Preparation of Charge Registers

58. Immediately after the appointment of charge officers was notified by the Government, they were asked by us under circular No. 1 dt. 14-8-1969 to prepare charge registers for their respective areas (Appendix 10). The charge register for the rural area was different from the charge register of the urban area. The charge register of both rural and urban areas was divided into two parts. Part I contained information about the location code number and the names of the villages and the total number of blocks within a village. Particulars about the number of houses in each block was to be furnished by showing the number of houses beginning from a particular number and ending with a particular number which were comprised in each block. The houses in the block were to be classified into (1) Residential and (2) Non-residential. The approximate population was to be arrived at by multiplying the number of residential houses by five.

59. Part II of the charge register contained particulars about the staff appointed for the preparation of houselists. It showed the name and designation of the enumerator and supervisor. It further gave particulars of the total number of blocks in the village. It gave definite information about the block number or numbers entrusted to a particular enumerator or supervisor.

60. The charge register for urban area largely follows the pattern of that for the rural area, the only difference between the two being that instead of the name of the village is shown the name of the town/city and the ward number and the total number of blocks in a particular ward. It also gives particulars of the number of houses which are comprised in each block by showing them as beginning from number one and ending with the last number shown therein. It also gives classification of the houses in each block into residential and non-residential. The approximate population of the block is worked out by multiplying number of residential houses by five. This part of the register likewise contains particulars of the staff appointed for the preparation of houselist. This also follows the pattern of the charge register of rural area except that in place of villages is shown the name of the town/city and ward. The total number of blocks in the ward are shown here in place of the total number of blocks in the village. Particulars about the name and designation of the person appointed as enumerator and supervisor are given in this part.

61. The idea behind preparing the charge register in advance is to delimit the areas and enable us to ascertain manpower requirements for census of each area. In case sufficient number of persons to work as enumerators and supervisors were not available in any particular pocket, it would come to light and the charge officer will have to provide them from any other part of his area. Most of the charge officers were not faced with any difficulty in this regard, but a difficult situation could arise in any tribal or backward area where sufficient number of educated persons were not available to work as enumerator or supervisor.

62. The pointed attention of charge officers was drawn to the fact that the selection of enumerators

and supervisors was to be done by them well in advance. They were requested to call for lists of persons working in various Government and semi-Government offices within their jurisdictions. They were specially requested to ensure that persons appointed as supervisors belonged to a higher category than persons appointed as enumerators. A number of cases had been reported in the past where a person in the lower category was appointed as a supervisor while a person in the higher category was appointed as an enumerator. This affected the working relationship between the two to such a great extent that in some cases the work came to a standstill. The relative seniority of persons within the same department and comparative seniority between two different departments had also to be honoured in order to achieve the best results. The charge officers were advised not to draw the entire staff of any office for the census work because the complaint was often voiced that some offices could not function when every one was sent out for training. They were advised to make the selection of staff as far as possible in consultation with the heads of the concerned offices. Once the selection of the persons was made, they were asked not to accede to any request for change as a rule. After the selection of staff was over, they were requested to issue appointment orders immediately. This enabled them to get a complete picture of the manpower resources available to them in each pocket.

63. We had difficulty on account of persons so appointed being transferred or sent on leave or training contrary to Government orders on the subject. Much trained potential was thus wasted and there was often not enough time to fully train replacements.

Preparation of Notional Maps by Enumerators

64. The enumerators appointed for filling up Houselists and Establishment Schedules were expected to prepare the notional maps of the areas entrusted to their care, according to the booklet of instructions given to them. Their task was made easy in view of the fact that the notional maps prepared for the introduction of the Permanent House-numbering Scheme in the State were already in existence. These maps contained all the blocks of a particular village at one place. The number of houses within each rural block was, however, confined to the range of 125 to 150 and the urban blocks to the range of 100 to 125. The Talatis-*cum*-Panchayat Secretaries who had prepared these maps in rural areas were appointed as enumerators for houselisting work. They were, therefore, advised to copy out from the map of the village the relevant portion which now constituted the enumerator's block for the work of which they were specially appointed. This arrangement worked quite satisfactorily in the rural areas. So far as urban areas are concerned, we had exempted several Municipalities and Nagar Panchayats which had a satisfactory house-numbering scheme in force from the operation of the scheme. They did not have any preliminary maps on which to rely. They were not at all enthusiastic about the preparation of fresh maps and some of them opposed the idea tooth and nail and said it was impossible for them to prepare such maps. I could appreciate their point of view. It was difficult enough in urban areas to get any one to do census work. If we added this new item of work to the already recalcitrant group, they feared, it would be the last straw on the camel's back and the census could never be taken. We had, therefore, to coax and cajole the local bodies and in most cases make personal visits to explain to them how important it was for us to have the maps before the work started. Theoretically the enumerator was supposed to keep these maps with him during the field work so that no house was omitted while canvassing. In spite of the best intention with which we got these maps prepared, we found in practice that the enumerator preferred to go to his block without being armed with the map. He was supposed to return a copy of the map alongwith the census record, with which requirement he complied with in most of the cases. We had, however, to undertake a long and tiring exercise after the enumeration was over in checking the number of blocks for which the maps were not received. The bundles of maps so prepared by the enumerators have been tied neatly and stored with us. They would be available for further reference for any survey to be conducted in future. A geographical frame has thus been prepared for the first time in the Census of India under which a complete coverage has been achieved.

65. Ahmadabad Municipal Corporation chose to make a departure from the normal pattern of working during the first stage. In doing so it relied on the tradition established by it in 1961 when full-time staff was appointed for houselisting operations. Somehow from the beginning I was not in favour of following the 1961 pattern during 1971. But as the work involved was voluminous and the time at our disposal was short, I succumbed to the persuasion of the Census Officer of the Corporation and forever thereafter regretted the erroneous decision I had taken. The initial stand of the Corporation was that within the ceiling of expenditure that was

applicable to part-time enumerators they would do better work by employing full-time enumerators. They also lured us by the argument that they would appoint some tracers on full-time basis to prepare excellent maps and some painters to prepare the number plates where they did not exist. As was expected, they could not complete the work within the time prescribed and asked for extension. The argument was advanced that they could not get qualified tracers and other persons to do the work in time. We agreed to the extension of time for completion of work on the assumption that, as the total mandays were not exceeded, the expenditure would remain within the ceiling. It was much later that we found that the expenditure had exceeded far beyond the limits laid down for employment of part-time staff and the Corporation wanted us to pay, in addition, for the rent of the building, telephone, purchase of stationery and an establishment much in excess of the sanctioned strength and long beyond the prescribed time. The Census Officer of the Corporation claimed a special pay of Rs. 250 p. m. while we were giving only Rs. 300 to the Collectors for the entire duration of work from December 1969 to April 1971. A long and protracted correspondence had to be pursued with the Corporation during which we told them that we could recommend to the Registrar General only the expenditure limited to the ceiling laid down for employment of part-time enumerators as originally agreed. For future censuses, I would like to urge that no exception should be made and only part-time enumerators should be appointed in all the stages.

CHAPTER III

HOUSE-NUMBERING AND HOUSELISTING

(a) Introduction of Permanent House-numbering Scheme

General

1. The need of developing a system for identifying every house and household has been increasingly felt in modern times for several purposes such as providing of postal and telegraphic services, health and family planning programmes, socio-economic surveys of towns and villages, preparation of electoral rolls, housing and population censuses and so on. A good house-numbering system will serve the need of the public, the local authorities, government departments and several other agencies who have to deal with the location and identification of the house or household. This is one of the basic needs of local administration.

2. In order to develop a uniform system of house-numbering throughout the country and to maintain it effectively and continuously so that it can serve different purposes outlined above, the Registrar General, India prepared a scheme on Permanent House-numbering and requested the State Government to introduce the same in the State *vide* his letter No. 23/1/67-Map dt. 4-4-67 a copy of which is enclosed at Appendix 11.

Appointment of Committee

3. Consequent upon this recommendation, the Government of Gujarat in the Panchayat and Health Department under its Resolution No. 4567/6058/Gh dt. 31-8-67 appointed a committee of the following persons to go into the question and to make necessary recommendations to the State Government for the implementation of the scheme.

(1) The Director of Municipalities, Chairman
(2) The Chief Electoral Officer, Member
(3) The Deputy Development Commissioner, Member
(4) The Representative of Posts and Telegraphs Department, Member
(5) The Superintendent of Census Operations, Convenor.

4. Pursuant to the recommendations of the committee, the Government had appointed the Settlement Commissioner and Director of Land Records as one of its additional members. The committee held four meetings on 29-6-1967, 28-12-1967, 18-1-1968 and 27-2-1968. After considering the different aspects of the scheme in detail and after due deliberations, the committee made its recommendations to the State Government on 26-3-1968. A copy of the recommendations made by the committee is enclosed at Appendix 12.

5. The main recommendations of the committee were as under :

(1) For various purposes, it is necessary to have the Permanent House-numbering Scheme uniform for rural and urban areas and the system should be in uniformity with the system prevailing through out the country.
(2) The Superintendent of Census Operations should be persuaded to assume full responsibility for the implementation of the scheme on behalf of the State.
(3) As house-numbering is to be done by the panchayat in rural areas, the District and Taluka Development Officers would be the most appropriate authorities to implement the scheme at the district and taluka level respectively. The chief officers of the municipalities and panchayat secretaries-*cum*-talatis of the gram panchayats should be made responsible for the introduction and maintenance of the scheme, within their areas.
(4) A separate cell may be established at the State level comprising of a Deputy Collector, one Aval Karkun, two Junior Clerks, two Draftsmen, one Typist and one Peon.
(5) The scheme should be executed within a period of one year from April 1968 to April 1969.

6. The Government in Panchayat and Health Department accepted the recommendations of the committee in principle *vide* its letter No. MUN-4567-6628-Gh dt. 21-8-68, a copy of which is also enclosed at Appendix 13.

7. The stage for the introduction of the Permanent House-numbering Scheme was thus set when I joined the Census Organisation on 14-10-68. I found here was something on which if I concentrated, I could achieve solid results before houselisting operations began. The subject caught my fancy and I plunged myself headlong into it and devoted all my time and energy to the fulfilment of this scheme before February 1970, when the houselisting operations were about to begin. Having joined the Census Organisation a little earlier than my

colleagues in some other States, I had acquired a slight lead over them and wanted to make full use of the time at my disposal.

Instructions issued by Government

8. To begin with, I thought of taking the State Panchayat Council into confidence as the scheme was to effect all the villages in the State and I could not proceed one step without the active support of the local bodies at the village level. The matter was discussed at the meeting of the State Panchayat Council held in November 1968 and it was agreed that the Gram Panchayats should take the responsibility of affixing the number plates. Thereafter Government in Panchayat and Health Department issued a circular No. GPB-3068-Ch dt. 6-12-68 (Appendix 14) addressed to the Development Commissioner, all Collectors and District Development Officers informing them that Government wished to affix number plates on all houses before the Census of 1971. It was clarified that while the taking of the census was a Central subject, the functions of assigning permanent house-numbers pertained to the Municipalities, Nagar Panchayats and Village Panchayats under the acts by which they were governed. Under Section 94 of Gujarat Panchayat Act, 1961 the village panchayat could give a direction to affix number plates on houses and in case of failure to comply with it, was empowered to carry out the same and recover amount of expenditure incurred in doing so from the owners of the houses concerned. With a view to secure uniformity in affixing the permanent house-number plates on the houses, the Director of Census Operations, was authorised to issue instructions and guidance in regard to the size of the plate, metal from which the plate should be prepared, the method of writing the numerals and other action to be taken for completing the work in time. The district panchayats were requested to see that the scheme was executed by taluka panchayats and village panchayats. It was also directed that the initial expenditure should be borne by the village and nagar panchayats and recovered from the owners of houses in due course if necessary. This resolution strengthened the hands of the Director of Census Operations who was put in over-all charge of the scheme by the State Government. A consciousness was now created in the district administration that census was coming and its demands would be exacting, and it would have to gird up the loins to meet with its challenge.

9. In the interest of execution of the scheme, I undertook the work without sanction of any staff for which a proposal was made earlier and negatived by the State Government. I issued three exhaustive circulars on 30-1-69, 10-3-69 and 4-12-69 explaining the whole scheme of Permanent House-numbering to Gram Panchayats, Nagar Panchayats and Municipalities in detail. Copies of all the three circulars are enclosed at Appendices 15 to 17.

10. Shri G. F. Mankodi who was then working as Secretary to Government, Panchayat and Health Department and holding additional charge of the post of the Development Commissioner was an active supporter of the scheme. On my request, he not only included the item of Permanent House-numbering Scheme on the agenda of the meeting of the District Development Officers held on 18-2-69, but also made a strong plea to the District Development Officers for their active and whole-hearted support in the implementation of the scheme. The ground was thus broken and the way paved.

11. The work of Permanent House-numbering was divided in three stages as under :

(1) Preparation of notional maps
(2) Numbering of houses
(3) Preparation of houselists, their verification and maintenance on a permanent basis

Agency for Execution of the Scheme

12. The agency for the execution of the scheme was fixed as under :

District Level

(i) The District Development Officers were made responsible for the execution of the scheme in panchayat areas.
(ii) The Collectors were made responsible for the execution of the scheme in municipal areas.

Taluka Level

The Taluka Development Officers were made responsible for execution of the scheme in village and nagar panchayat areas.

Town and Village Level

Urban Areas : The Commissioners of Municipal Corporations, Chief Officers of Municipalities and Secretaries of Nagar Panchayats were made responsible for the execution of the scheme in their respective areas.

Rural Areas : The Talatis-*cum*-Secretaries of Village Panchayats were made responsible for the execution of the scheme in their areas.

The Unit for House-numbering

13. According to the Permanent House-numbering Scheme circulated by the Registrar General, India, all structures or parts of structures having separate access from a road or common courtyard, staircase, etc., and which are normally recognised as separate units for all practical purposes, whether used as dwellings or non-dwellings should each bear a distinct house-number. When a cluster of structures form one unit as for example, a main building, out-houses and garage within a compound with a main entrance, then one common number is to be given to this cluster but with sub-numbers to each separate unit of this cluster.

14. However, in Gujarat we have not adopted the system of giving one common number to the cluster of houses forming one unit with sub-numbers to each separate unit of this cluster. Instead, we have given a separate number to each house, which formed a separate unit by itself, and avoided giving sub-numbers.

Preparation of Notional Maps

15. The introduction of the Permanent House-numbering Scheme envisaged the preparation of notional maps of villages. These maps were not to be drawn to scale. They were to be prepared according to our instructions on drawing paper of the size of 28" x 30" for the sake of uniformity. In rural areas, villages were divided into blocks of 125 to 150 houses and every house was given number in consecutive order beginning from 1 onwards from north-east and ending with the last in south-west. In urban areas the municipal wards were kept intact but each ward was divided into several blocks of 100 to 125 houses. Thus in rural areas we adopted the block-house-number system while in urban areas the ward-block-house-number system. The location of every single house is shown on the map. *Kutcha* houses are shown by triangles and *pucca* houses by squares. Non-residential houses are shown by hatched lines. The demarcation line dividing one block from another is distinctly shown. Public buildings, *e.g.*, school, chawdi, temple, mosque, post office, panchayat ghar, etc., are shown by use of distinctive symbols. Detailed description of the streets, lanes, paths, etc., comprised in each block is clearly given and the numbers progressing in any direction are shown by use of little arrows. The Talatis have prepared *kutcha* maps by going from house to house and they have been given finishing touches and converted into *pucca* maps by the Taluka Overseers in the offices of the Taluka Panchayats.

16. As a result of the perseverance and indefatigable efforts put in by all, we were able to prepare before the houselisting operations began, the notional maps of all the villages of the State. In some cases the Taluka Development Officer's office prepared tracings of all the village maps and took out amonia print copies. In other cases the Panchayat Secretaries got the drawing teachers to beautify the maps in excellent colours. We have with us in the State Census office the above maps neatly bound in 184 volumes, at the rate of one for each taluka. It is our proud possession and we are never tired of showing it to everyone who comes to our office. It can form the subject-matter of detailed study which may be taken up by any one in future.

17. In order to gain some practical experience in the line and for see the difficulties likely to be experienced in the execution of the Permanent House-numbering Scheme, the District Development Officers were requested to introduce the scheme, as a pilot measure in about 10 villages of their district. This proved very useful and gave us a deep insight at the time of execution of the scheme on a wide canvass and we could proceed with confidence relying on what we had learnt during these exercises. We were now able to anticipate and give unequivocal decisions to the Taluka Development Officers on several points raised by them.

Requirement of House-number Plates

18. Once the notional maps were prepared for all the villages, it was easy to ascertain the requirement of house-number plates for each village. The Taluka Development Officers could then prepare a statement showing the requirement of house-number plates for each village and this was totalled up for the taluka and the district. The next question was who would prepare the number plates and the final question was who would pay for the same.

19. As the work was to be done on behalf of the State Government, a rate contract for supply of the same had to be finalised through the Central Stores Purchasing Organisation. It was decided that the number plates in rural areas would be of the size 2" x 3" and the block number would be shown above the line drawn in the middle of the plate and the house-number below the line. The cost of one plate for rural areas was initially fixed at 15 paise per piece but was later raised to 18 paise due to rise in the cost of material at the time of fixing the second contract. The rate contract for supply of number plates for urban areas was finalised later. The size of house-number plate for urban area was fixed at

4" x 3". The cost of one number plate for urban area was fixed at 40 paise. The plates for rural as well as urban areas were enamelled and made from mild steel. The supply of number plates for rural as well as urban areas was made by M|s. Baban Enamel Works, Pratap Nagar, Baroda.

20. A statement showing the position about affixing of house-numbering plates in rural areas of the State as on 1-2-73 is enclosed at Appendix 18. It would be seen that house-number plates have been duly affixed in 17,787 villages in the State and the number of houses on which plates are already affixed works out to 4,528,244. The requirement of house-number plates for urban area works out at 314,434. Indents for the entire requirement have been placed and are at an advanced stage of supply at the time of prepreting this report in January 1973. Those gram and nagar panchayats, municipalities and municipal corporations which had an intelligible system of house-numbering in force, were exempted from incurring expenditure on fresh purchase of house-number plates.

21. My sincere thanks are due to Shri R. Parthasarathy, who was then working as Central Stores Purchasing Officer for fixing the agency and securing expeditious supply. In the midst of voluminous stores, his Organisation was purchasing at a cost of several crores of rupees for the various departments of the State Government, he kept in mind the insignificant requirement of my small Organisation. But for his personal involvement and the care and concern he always showed to me, we would never have been able to finalise the rate contract for supply of number plates. We had to go to the Secretary's Purchase Committee on several occasions and my thanks are also due to Shri V. B. Ishwaran, Secretary, Finance Department, and Shri S. M. Ghosh, Secretary, Industries Department, for clearing the proposal most expeditiously.

22. We found there existed a provision under Section 95 of the Gujarat Panchayats Act, 1961 under which the Panchayat could require the owner of any premises to put up a number plate. There was a further provision under which the expenses in affixing the number plates could be recovered from the owner of the premises, in case of failure on his part to do so. A similar provision also existed in Section 179 of the Gujarat Municipal Act, 1963. We, however, left to the discretion of the local bodies whether to pay for the cost of the same from their own funds or recover from the owner of the premises. We found later that all the local bodies chose to pay from their own funds. There was a question as to who should make initial payment to the manufacturer who sent his products through bank receipts. I could persuade the Government to ask the taluka panchayats to meet with the funds required for the purpose from their own grants and ask the gram panchayats to reimburse subsequently. This system worked quite smoothly and except for a few stray complaints about short supply and inferior quality, which were remedied immediately, there was no serious handicap.

23. On some occasions we found that though the number plates were actually received in the taluka panchayat offices, they were not dispatched to the gram panchayat offices. We also found numerous instances where the talati-*cum*-panchayat secretaries could not find time for affixing the number plates immediately after they were received. We had, therefore, to keep a close watch not only over the number of villages for which the indents were placed and the quantity of number plates dispatched by the supplier, but also over the number plates received and number plates actually affixed. In the initial stages we had to literally chase the District Development Officers for forwarding their indents. Later we had to coax the manufacturer for timely supply. In the end we had to be harsh with the districts where the number plates were received but not affixed. In this process, we acquired a kind of reputation for our ability to persuade, chase, drive and sometimes intimidate the erring officers in the field.

Preparation of Houselist

24. After the notional maps were prepared and the houses were numbered, a houselist was to be prepared by the talati-*cum*-panchayat secretary, showing the number of houses, whether it was used as residential or non-residential, the material used in the construction of wall and roof, the purpose for which the house was used and the name of the head of the household etc. A copy of the houselist is enclosed at Appendix 19. The houselist was to be revised every year and made up-to-date. This was different from the house-list which was later to be prepared for the purpose of 1971 Census.

Bringing House-numbers up-to-date every Year

25. The house-numbers are to be checked and list made up-to-date every year and a certificate to that effect is to be sent to the Taluka Development Officers by the gram|nagar panchayats, who has to forward the same to the District Development Officer by the end of every year. In case of municipal

area, such certificate is to be sent by the municipal authorities to the Collectors concerned, through their respective Asstt./Deputy Collectors. The District Development Officers and the Collectors have to ascertain in that such certificates for all the areas are received and send a report to that effect to Government by 15th August every year. In case of Municipal Corporation such a certificate has to be sent by the Municipal Commissioner to Government.

Building Completion Certificate-Affixing of Number Plates as One of the Conditions

26. We have also requested municipal authorities to prescribe affixing of house-number plates as one of the conditions for obtaining the building completion certificate. We have received good response from many municipalities. If this is universally accepted, it will solve the problem of house-numbering to a great extent in urban areas, at future censuses.

Introducing the Director of Census Operations

27. It may be stated as a point of information that I had not approached the State Government after taking over the charge of the office of the Director of Census Operations with a request to issue a circular directing the district officers to extend every help and cooperation to me in my work. On account of my long association with the field, I thought I needed no introduction. My contacts with the officers in the Sachivalaya were equally close and intimate. I, therefore, did not see the necessity of requesting the Government to introduce me to them. The first circular issued by the Government introducing my work to the field officers bearing No. GPB-3068-Ch dt. 6-12-68 was issued within less than two months of my taking over, by the Panchayat and Health Department. It informed the District Development Officers and Collectors that Government wished to affix house-number plates in each village and town of the State before 1971 Census. The Government informed the District Development Officers and Collectors that detailed instructions about the implementation of the scheme would be issued by the Director of Census Operations. It authorised me to issue instructions to the field officers directly. I do not regret in retrospect that I did not request the Chief Secretary to issue the customary letter. I am happy at the thought that I introduced myself to the field with a definite programme of work in hand. I am extremely happy to place on record that what we have achieved within this short period is magnificient. Had it not been for the sincerity and devotion of the people who worked with me, I would have achieved nothing.

Appreciation of the Registrar General

28. I sprang a very great surprise on the Registrar General, India during his visit in the State in August 1969 when I took him to a few districts like Mahesana, Rajkot, Jamnagar and showed him the notional maps in respect of several villages prepared in amonia print or on exquisite drawing paper with the help of panchayat agency. On his return to Delhi he wrote to me a letter which is reproduced at Appendix 20 where he has been very generous in his praise for the work done. We greatly profited by the guidance he gave us during this visit. He later suggested that a few of the maps should be taken to the seminar which was shortly being held at Darjeeling for showing them to our colleagues. A copy of this letter addressed to all Directors of Census Operations in which he has paid high compliments is enclosed at Appendix 21.

29. The interest and enthusiasm my office evinced in the implementation of the Permanent House-numbering Scheme was extra-ordinary. For one whole year my office was humming with activity in connection with the Permanent House-numbering Scheme. I devoted all my time and energy to this work. On account of the dedicated efforts of my colleagues in the office, we have been able to achieve the distinction of being perhaps the only State in the country where the Permanent House-numbering Scheme has been implemented in its entirety in all the areas.

Subsidy from Central Government

30. As a token of recognition for the work done the Registrar General gave a grant of Rs. 65,000 to the State Government for giving by way of subsidy to the panchayats which had implemented the scheme. A copy of Registrar General's orders is enclosed at Appendix 22. The grant was placed at the disposal of the Development Commissioner by the Panchayat and Health Department. The Development Commissioner distributed the subsidy among the districts under his order No. BGT-39-Misc-U-7 dt. 25-3-70, a copy of which is also enclosed at Appendix 23.

(b) HOUSE-NUMBERING AND HOUSELISTING

House-numbering

31. The Permanent House-numbering Scheme was handy in developing the house-numbering and houselisting operations for census purposes. The

blocks formed under the Permanent House-numbering Scheme were kept intact and were adopted for houselisting operations. The houselist and notional maps prepared under the Permanent House-numbering Scheme also served as a guide line for canvassing the houselist for 1971 Census. Our intention was to affix house-number plates to all the houses in the State before the operations for houselisting began. But we could not do so for want of fixing the agency for supply of house-number plates in time. Instructions were, therefore, given that whenever house-number plates were not affixed, the houses should be numbered with *Geru* or chalk. At some places there was reluctance on the part of enumerators to go from house to house with tin of *Geru* and brush. But after considerable persuasion by the Charge Officers, the work of house-numbering could be completed without any serious handicap.

Agency for Houselisting

32. The main agency for houselisting was talati-*cum*-secretaries of village panchayats in village panchayat areas and staff of nagar panchayats and municipalities for their respective areas. Wherever necessary this agency was supplemented by school teachers and local Government officials.

Training

33. The training for house-numbering and houselisting was organised at district, sub-divisional and taluka levels. District level training was imparted by me to the normal as well as special charge officers. The Deputy Directors of Census Operations were allotted 2 to 3 districts for supervising the training at sub-divisional and taluka levels. The dates of training at sub-divisional and taluka level were fixed by the charge officers in consultation with the Deputy Directors who used to attend those training classes and supplement the training wherever necessary.

34. The charge officers were asked to fix the training centres in such a way that the enumerators and supervisors were not required to travel beyond 5 miles of their headquarters. The training centres were, therefore, fixed by the charge officers at convenient places accordingly. As it was not possible for the charge officer to impart training to enumerators and supervisors at all the centres, he was allowed to appoint training assistants at these centres for imparting training. The charge officers were asked to see that the training assistants were fully trained before they were put on the job. The Mamlatdar was required to attend personally at least two training classes at each centre. The Asstt./Deputy Collector was required to attend at least two training centres at each taluka, of which one should be other than the taluka headquarters and should be in the interior. The Collectors were required to attend one training centre in each taluka according to their convenience. After the training period was over, a review of the training classes attended by the Mamlatdars and Asstt./Deputy Collectors was taken and in cases where any deficiency was noticed it was brought to the notice of the officers concerned through the Collectors.

35. The enumerators and supervisors were required to attend six training classes. During the first three classes the charge officers were required to explain to the enumerators and supervisors the forms which were to be filled in. In the fourth class the enumerators and supervisors were required to fill in the specimen forms supplied to them by visiting the neighbouring area. During the last two classes, the mistakes found in the specimen forms filled in by the enumerators and supervisors were discussed and they were given further training and guidance. Every charge officer was required to obtain from each enumerator and supervisor of his area a certificate to the effect that he had thoroughly understood the training and followed the definitions and concepts of the various forms. The training period was spread over a period of a month and a half from 16-12-69 to 31-1-70.

Difficulties in filling up Houselist and Establishment Schedules

36. No difficulty was experienced in filling up the houselists and establishment schedules. But at some places, it was found that the concept of institutional house was not properly understood. In cases of school building each room of the school building was treated as a separate census house and as a result the number of schools had increased disproportionately. This came to light at the time of scrutiny of the houselists in the Mechanical Tabulation Unit, when they were corrected suitably. Except this the quality of the returns was good.

Mistakes noticed in Posting the Enumerator's Abstract

37. Special instructions were given to the enumerators at the training classes for filling of the Enumerator's Abstract. As a result the quality of the Enumerator's Abstract was generally good. In some cases, it was found that the institutional houses were included in col. 6 (houses with other uses) instead of col. 2 (wholly residential) or col. 3 (partly residential) of the Enumerator's Abstract.

There were some cases in which the number of households in col. 8 of the Abstract did not tally with the number in the houselists. The figures of males and females were not entered correctly in cols. 10 and 11 of the Abstract.

Arrangements for Receipt of Record

38. Instructions were issued that the enumerators should hand over the filled in schedules to their supervisors on 16-3-70. The supervisor was supposed to hand over the same to his charge officer on 26-3-70 after carefully scrutinising the filled in schedules. The special charge officer was required to send the filled in schedules to the normal charge officer by 30-3-70, who had to send the same to the Collectors on 31-3-70. The Collectors had to send the same to the Director of Census Operations by 6-4-70. A special cell was created in this Directorate for receipt of the record. A register was maintained in which the details of the records received were entered and ensured that the records in respect of all the blocks were received.

39. The Houselists and Establishment Schedules were supposed to be filled by enumerators by 28th February, 1970. However, the enumerators and supervisors had represented that because of the limited number of working hours available to them during February 1970 they were experiencing difficulty in completing the work before the end of the month. In order, however, to enable them to complete the work with due care, it was decided to extend the time for filling up these schedules upto 15th March, 1970. As a result, they got in all 43 days of which there were 9 holidays.

Houselist Population

40. Districtwise population according to houselists was as under.

STATEMENT III·1

Districtwise Population according to Houselists

State/District	Houselist Population
1	2
GUJARAT STATE	**26,171,575**
1 Jamnagar	1,091,774
2 Rajkot	1,597,194
3 Surendranagar	836,935
4 Bhavnagar	1,413,637
5 Amreli	854,727
6 Junagadh	1,624,769
7 Kutch	835,860
8 Banas Kantha	1,201,651
9 Sabar Kantha	1,166,409
10 Mahesana	2,096,092
11 Gandhinagar	180,950
12 Ahmadabad	2,777,686
13 Kheda	2,405,442
14 Panch Mahals	1,847,695
15 Vadodara	1,930,749
16 Bharuch	1,066,749
17 Surat	1,726,674
18 Valsad	1,426,955
19 The Dangs	89,627

41. Variations in the growth of population during intercensal period were checked and it was noticed that the charge abstracts contained some mistakes. They had, therefore, to be checked in detail and corrected wherever necessary.

Suggestion for the future

42. One mistake we made at the time of collection of Houselist and Establishment Schedule dully filled from the districts I would like to mention here, to prevent its recurrence in future. We instructed the charge officers to send the material to the Collectors and asked the Collectors to send the entire material of the district in one lot to us. We found by experience that this was a mistake. It would be much easier for the Mamlatdar to send the material of his district directly to us than route it through the Collector. There were problems of storage of material at the district headquarters where it had to lie in wait till the entire material for the whole district was received. Again the verification of this material, on its arrival at the State Census Office presented an intricate and embarrassing problem. The persons who came to deliver the record could not be relieved untill the entire record was tallied and checked. There were instances when more than two districts record arrived at the same time and one had to wait until the other could be cleared. There were days when there was no record to be received and there were days when staff had to work late in the night. It was difficult to be rigid and fix the dates on which particular districts should report with the record. The only lesson that could be learnt is to be ready to open more than one counter to cope up with receipt of record from several districts at one time. The person who sits to receive the record must be patient, keen and with an eye for detail. They should not be in a hurry to dispose of the persons and retire home early. Some of my staff had worked till midnight to receive the record and shown a high sense of responsibility. This is true of the first stage of work as of the second. The problems of both are identical and need the same treatment. Receipt of record is a very important work and should be done with the utmost care and precision by tried hands of proved ability.

CHAPTER IV

THE FIRST AND SECOND CENSUS CONFERENCE AND TRAINING SEMINARS OF CENSUS OFFICIALS

The First Census Conference

1. The First Census Conference was held at Vigyan Bhavan at New Delhi from 16th to 21st May, 1969. It was inaugurated by Shri Y. B. Chavan, Home Minister in the Government of India. Shri Ramaswamy, Deputy Home Minister, Shri L.P. Singh, Secretary to Government of India in the Ministry of Home Affairs and Shri H. Lal, Secretary (Services) attended the conference in addition to the Directors of Census Operations who were in position in most of the States by then. A copy of the inspiring speech of the Home Minister, Shri Y. B. Chavan, is enclosed at Appendix 24. Some of the Directors of Census Operations had joined only a few days before the conference and did not have the advantage of earlier association with any census or pre-test. However, everyone took a very keen interest in the proceedings which have been published in a booklet form by the Registrar General's office.

2. Most of the time of the conference was spent in discussing the various schedules, i.e., (1) Individual Slip, (2) Enumerator's Abstract, (3) Establishment Schedule, (4) Household Form (including population record), (5) Housing Schedule, (6) Fertility Schedule and (7) Family Planning Schedule.

3. In order to provide suitable background to the officers on the subject of demography and statistics it was decided by the Registrar General to hold a seminar in September 1969 at Darjeeling at which the complicated and technical aspects of census work would be explained in detail by the experts.

4. As a result of the deliberations which took place during the first conference the following important decisions were taken among others.

5. The formats of the Houselist and Establishment Schedules were revised keeping in view the limited space available on the form which was to be ultimately used.

6. The original Individual Slip was printed on both the sides and was most inconvenient to handle. A large size Individual Slip printed only on one side was favoured by all. After threadbare discussion the final size and format of the Individual Slip was decided upon. There was considerable discussion about the arrangement of sub-questions under question 16 and 17. Some felt that the arrangement would be more logical if the sub-questions about the nature of industry, trade, profession or service preceded another sub-question about the name of the establishment. However, it was decided in the end that the sub-question about the name of the establishment would precede the other sub-question. No satisfactory definition of the 'Census House' had yet been evolved. Almost every Director of Census Operations attempted the definition which had posed a great challenge, all along. It was found to be extremely difficult to couch in proper language the full content and meaning of the term 'Census House'. As a result of the combined effort made by several Directors a new definition was evolved and it found its place in the Instructions to Enumerators and Supervisors for the 1971 Census.

7. The final formats and schedules which were evolved as a result of the discussions are given at the end of this report in Appendices 26 and 29 and consisted of (1) Houselist, (2) Establishment Schedule, (3) Individual Slip, (4) Population Record, (5) Enumerator's Daily Posting Statement for Males and Females, (6) Enumerator's Abstract, (7) Degree Holders and Technical Personnel Card.

8. The following points were also discussed during the conference.

1 Result of the Second Pre-test
2 Sampling Procedures
3 Standard Urban Areas—Concepts and definitions of various terms used during 1971 Census like towns, kuchha and pucca houses, etc.
4 Census Calendar
5 Training Programme
6 Location Code
7 Enumeration Agency
8 Unit of Enumerators–Village/panchayat in rural areas and block in urban area
9 Printing
10 Tabulation Plan
11 Permanent House-numbering Scheme
12 District Census Handbook–Village and Town Directories and Primary Census Abstract
13 Honorarium to Enumerators and Supervisors
14 Staffing pattern for district and taluka offices

9. Shri Pitamber Pant, Member of the Planning Commission, attended the meeting on the last day of the conference. He was in full agreement with the Directors of Census Operations that some of the census schedules were overloaded. It was also conceded that if the Census Organisation was used to collect data needed for various other departments, it could not possibly do so without damaging its main work. A special meeting of the Planning Commission was held soon after Directors of Census Operations' conference at which all the schedules were again discussed and finally revised. Some of the concepts were also radically changed. The above decision was communicated by the Registrar General under his DO No. 9/3/69-CTU dt. 27-5-1969 addressed to all the Directors of Census Operations which is enclosed at Appendix 25. It provided a great relief to the Directors of Census Operations whose work now became both light and clear. The area sampling methods were abandoned. The work of the enumerator and supervisor was considerably simplified. The original idea of taking a 10% sample was given up. The sample was restricted to tabulation of data in 20% urban sample and 10% rural sample. The Primary Census Abstract was, however, to be prepared on cent per cent count.

10. In the earlier houselist form data on items like the age of the house, material of the floor of the census house and amenities like water supply or electricity, etc. was to be collected. The whole household form was scrapped and with it went away the Fertility Schedule and Family Planning Schedule. They were substituted by a small question in the individual slip about age at marriage and any child born in the last one year in the case of currently married women. Questions on nationality and employment were eliminated. It was accepted that census cannot provide data on unemployment. Copies of (1) Instructions to Enumerators for filling up Houselist and Establishment Schedule and explanatory note about filling of various columns of Houselist and Establishment Schedule and (2) Instructions to Enumerators for filling up Individual Slips in English and Gujarati are enclosed at Appendices 26 to 30.

The Second Census Conference

11. The second conference of Directors of Census Operations was held at Courtallam, District Tirunelvelli, and Kanyakumari in Tamil Nadu between the 18th and 22nd of June 1970. This marked the completion of the houselisting work in most States. We were then about to launch an intensive preparatory campaign for the census enumeration and the deliberations at the conference proved very useful for making a concentrated attack on the main subject of our work, namely enumeration. It was the most appropriate stage when in the middle of our work we could look back and see whether what we had already done was proper and look forward to make preparations for the main work to follow in the near future. The following items were discussed during the second conference.

(i) Review of houselisting operations,
(ii) Finalisation of the Tabulation Plan for 1971 Census,
(iii) Compilation of Village and Town Directories/ District Census Handbooks,
(iv) Consideration of the publication programme of the 1971 Census,
(v) Printing of the Individual Slips, Instruction booklets and other ancillary schedules for the main census,
(vi) Review of the progress in the setting up of the Coding & Punching Cells,
(vii) Setting up of Regional Tabulation offices for manual sorting and finalisation of the steps for the sorting of Primary Census Abstract, mother tongue and religion data,
(viii) Publicity for the main census enumeration, and
(ix) Administrative problems relating to above subject.

12. The conference was inaugurated by Shri K. S. Ramaswamy, Deputy Home Minister, Government of India. A copy of the inaugural speech of Shri Ramaswamy, Deputy Home Minister, is enclosed at Appendix 31.

13. The proceeding of the meeting has been brought out in the form of a booklet by the Registrar General's office and is available in the office and therefore it is not necessary for me to discuss at length the deliberations which took place there.

Trainning Seminars for Directors of Census Operations

14. A training seminar for the Directors of Census Operations was held in September 1969 at Darjeeling. It was contemplated by the Registrar General, India during the first conference held in May 1969 that the Directors of Census Operations should be equipped with the technical background so as to enable them to fully understand the various technical aspects of the work they were doing so that they could discharge their duties satisfactorily. With

this end in view a seminar was held at Darjeeling during 17th to 25th of September 1969. A number of technical subjects were dealt with by experts at the seminar. It proved to be a rather heavy dose and many of us felt that it would be difficult to retain what we had learnt here till the time came for its application when we commenced the writing of reports. However, the seminar did give us a deep insight into the subject of demography and statistics with which many of us were not quite familiar. It enabled us to see the dimensions of the subject we were handling and its potential to the world of statistics. The Assistant Registrar General, Shri S. Raghavachari, held the platform for most of the time in a desperate bid to make light and attractive what was heavy and boring. It helped to purge our minds with regard to some concepts which were discussed thread bare and out of existence. This seminar brought home to the Director the inexorable fact that he was a nonentity in the world of statistics and demography. A seminar of this kind has its own utility. It helps to give a proper perspective and depth to the officials engaged in collecting the census data. It is a good sign that it is not taken for granted by the Organisation that the Director of Census Operations can digest this indigestible stuff merely by virtue of his appointment to the census job. Even if it is difficult to reconstruct what one has learnt at these seminars and to apply the formulae that were taught when it became necessary, it is sufficient that one could fathom the depth to which the experts can delve in the sea of figures that the census produces.

Seminars of Deputy Directors and Tabulation Officers

15. A seminar on Demography, Sampling and Statistics was held at Bangalore from 15th July to 1st August, 1969 and was attended by Shri K. F. Patel, Deputy Director of Census Operations (HQ) and Shri C. P. Vyas, Research Officer.

16. A similar seminar was held at Chandigarh from 13th to 24th November, 1969 and was attended by (1) Shri V. A. Dhagia, Tabulation Officer and (2) Shri M. P. Zala, Tabulation Officer.

17. The last two seminars were intended to give intensive training to officials in demography, statistics, sampling and scientific analysis of data, etc. These seminars were the unique features of 1971 Census.

18. The census conferences and seminars were indeed very useful in expanding the sphere of knowledge of those who attended them. But one great advantage they conferred beyond improving the personal competence of census officials was the close affinity it brought about among them. Officials coming from different States, staying together for a few days and facing the same problems more or less, became like members of a family. The Census Organisation, at its best, is a closely knit family. The concern, regard, love and affection shown by each member for the other will for ever remain a cherished memory. There is hardly any other Organisation in the country where the bonds of friendship, love and affection are more strong.

19. The advantage in having such Conferences in different parts of the country has also been great. It has helped the understanding and appreciation of problems from a national angle. The difficulties in laying down formulae which are acceptable to all parts of the country can be appreciated only if there is close and intimate knowledge of the conditions existing in different parts of the country. Coming as I do from a State where all villages are surveyed, I could never have appreciated that identification of an administrative units can create a problem anywhere until I was informed that there are several States in the country where most of the villages are not surveyed. The assimilation and integration which was achieved due to these conferences is beyond description. It has enabled us to see things from a wider perspective, and observe how decisions which would have far reaching effects in all parts of the country are taken. It has at the same time narrowed or obliterated State boundaries from our minds and we have become true nationals of India. The process of national integration was witnessed by us at every conference.

CHAPTER V

BUILDING UP OF THE STRENGTH OF THE STATE CENSUS OFFICE AND DISTRICT/TALUKA/MUNICIPAL OFFICES

Selection of Staff

1. One of the most difficult duties of the Director of Census Operations is to draft for his Organisation persons with necessary experience, training, background and aptitude and a willingness to serve in the census, the last the most difficult of all to find. He has to rely for this purpose on his ability to persuade the State Government and the District Collectors and District Development Officers to spare on deputation the services of persons with proved ability and excellent record. The success or failure of the census would depend on the selection of persons at this stage. The persons selected should be ready to work in team spirit, take pride in the work they are doing and be willing to sacrifice a lot of their spare time, leisure and comfort. It is difficult to get such missionaries from the Government machinery today. It is impossible without the goodwill and understanding of one's colleagues in the Sachivalaya and the district offices to pick and choose the lot you want. The Director of Census Operations should consider himself lucky if persons who are well disposed towards him are occupying positions from where they could extend a helping hand. In so far as it concerns the selection of gazetted officers of the Deputy Collector's cadre to the posts of Deputy Directors of Census Operations, there was an inducement of a special pay of Rs. 150 p.m., but this was more than offset by the expense of living in a big city like Ahmadabad. But it was not easy to make a selection and to arrange for their immediate release so that they could take over their new assignment at the time when we needed them.

2. During the course of my visit to all the districts in the State for the implementation of the Permanent House-numbering Scheme, I had kept a mental note of the officers of above average ability whom I wanted to join the Organisation at a later stage. In some cases I had inquired of their superiors whether they would have any difficulty in relieving them at the time I wanted. The response, I got was uniformly heartening. The next question was to approach the State Government with a request to agree to spare the services of these officers on deputation. Fortunately for me, Shri S. M. Dudani was Secretary to Government in the Revenue Department from which my Deputy Directors were to be drawn. I had worked under him as Deputy Collector and it was his unbounded kindness that he never refused anything I asked for. I have no hesitation in saying that he allowed me to draw the best officers available from the Revenue Department. There is always a very heavy demand on the Revenue Department from various quarters for securing the services of able officers. The special kindness and concern shown towards me by Shri Dudani became the envy of many. But for the most unstinted help extended by him to me every time I went to him with an establishment problem, I would not have achieved even half of what I have done. I am equally grateful to the Chief Secretary, Shri L. R. Dalal for having allowed me to draw, for the first time in the census history of Gujarat an IAS officer at the level of Deputy Director.

Appointment of Deputy/Assistant Directors and Other Officials

3. A statement showing the names of officers selected for appointment as Deputy/Assistant Directors together with the dates of their entry and exit from the Organisation is furnished below.

STATEMENT V·1

Statement showing names of Officers selected for appointment as Deputy/Assistant Directors together with the dates of their entry and exit

Sl. No.	Name of officer	Date of entry	Date of exit
1	2	3	4
1	Shri K. T. Parmar	1-10-69	28- 2-73
2	,, N. C. Dave	3-12-69	..
3	,, M. G. Deolekar	20- 1-70	15-10-70
4	,, R. K. Shah	2- 4-70	31- 3-72
5	,. M. K. Trivedi	23- 4-70	17-11-70
6	,, Fateh Singh Jasol	16- 6-70	..
7	,. J. S. Rajput	15-10-70	12- 4-71
8	,, J. A. Patel	12-11-70	6- 5-72
9	,, S. M. Nayak	12-12-69	..

The copies of Government of India's Notifications appointing the above officers and others are enclosed at Appendices 32 to 43.

4. All the above officers were known for their outstanding performance in their parent department. By coming to the Census Organisation, they had to sacrifice a lot in terms of status symbols, leisure hours and creature comforts. To start with, all Deputy Collectors working in the sub-divisions are provided with a vehicle. In some mofussil places they are

provided with government accommodation also. We could give them neither. As sub-divisional officers they certainly command greater respect and authority. We could not even provide them with satisfactory sitting arrangements when they first came to us. Against a retinue of peons available to them in the field, in the census they had to share a peon among 2 or 3. Almost all of them had to pay higher rent for smaller accommodation when they moved to Ahmadabad. The move also disturbed the education of their children. They had to compromise with bus journeys in the headquarters and during the tour and had to be at the mercy of local officials for reservation of accommodation and transport. But it must be said to their credit that they did not complain. Census became a mission with them, and they carried its message from one taluka to another and quite often even upto small places within the taluka. The pecuniary compensation we offered them was nothing compared to the hardships they had to suffer, the privations they had to undergo and compromises they had to make.

5. Fortunately we were able to persuade the State Government to allow us the use of block vehicles during both the stages of Census Operations. But this was always subject to the formal condition that these vehicles were not required for other Government work. Where the local officers were personally known to us, they were cooperative and the vehicle was never required for other Government work before census. But there were a few hard cases, as there are bound to be, when the Deputy Director of Census Operations was not accommodated and had to fret and fume to reach a place in time. There were a number of occasions when 2 or 3 training classes had to be attended in a day and this could not be done without a vehicle at his command.

6. An extract from the report of Shri K. T. Parmar, Deputy Director of Census Operations which is enclosed at Appendix 44 describes in vivid terms the spirit with which he and his colleagues in the Organisation worked and the heights to which they rose, in spite of the severe limitations to which they were subjected in the matter of touring.

7. It was very thoughtful of the Registrar General to have sanctioned several posts of Deputy Directors in addition to the post of Deputy Director of Census Operations (HQ) well in advance of the census-taking. As against only five posts of Deputy Directors sanctioned during 1961 Census, we had seven posts of Deputy Directors and two posts of Assistant Directors during the 1971 Census. They were also sanctioned quite early and therefore they were very useful in imparting training during the first stage. The posts were sanctioned quite late during 1961 and there was little time left to initiate them in census procedures. Luckily, during the 1971 Census we had enough opportunity to give them adequate background and training in census methods and procedure before they went to the field and were placed in independent charge of Regional Tabulation Offices. In addition, they were able to do much valuable work on the formation of blocks, scrutiny and approval of charge registers, checking of village directory schedules, etc., during the first stage when they were posted to work in the State census office.

8. On careful consideration I decided to put each Deputy Director in charge of a definite region and make him responsible for the training of charge officers, supervisors and enumerators of a well defined area. During the first stage of operations, each Deputy Director used to operate from the State headquarters. But during the second stage we shifted the headquarters of each Deputy Director to his respective region. It was intended that the Regional Tabulation Office would also be set up at the same place in future. It was hoped that the Deputy Directors who had trained the census personnel of a particular area would find it easier during the sorting and tabulation stage to handle the subsequent work in respect of that area as they would have developed familiarity with the area and the field agencies there. It was expected that the intimate knowledge of the persons and the problems of the areas of which they were put in charge would be helpful to these officers in the end. This arrangement worked well for all regions except Vadodara where the idea of setting up a regional office had to be given up for want of accommodation and its slips had to be redistributed among the remaining tabulation offices.

9. The division of the State among various regions done during the second stage of operations and the final distribution of slips among the Regional Tabulation Offices for processing was as under.

STATEMENT V·2

Names of districts allotted to Deputy/Assistant Directors during the second stage of operations

Name of officer	Name of district allotted
1	2
1 Kr. Fateh Singh Jasol	1 Ahmadabad (excluding Ahmadabad City) 2 Gandhinagar
2 Shri K. F. Patel 3 Shri S. M. Nayak	Ahmadabad City

STATEMENT V-2–*Contd.*

Name of officer	Name of district allotted
1	2
4 Shri J. A. Patel	1 Rajkot 2 Junagadh
5 Shri R. K. Shah	1 Surendranagar 2 Bhavnagar 3 Amreli
6 Shri K. T. Parmar	1 Kheda 2 Panch Mahals 3 Vadodara
7 Shri N. C. Dave	1 Bharuch 2 Surat 3 Valsad 4 The Dangs
8 Shri J. S. Rajput	1 Banas Kantha 2 Sabar Kantha 3 Mahesana 4 Kutch
9 Shri C. P. Vyas	1 Jamnagar

STATEMENT V-3

Final Distribution of Slips Among the Regional Tabulation Offices for Processing

Name of region	Name of district included in the region	Name of the Deputy Director of Census Operations
1	2	3
Entire State	All Urban Areas of the State	Kr. Fateh Singh Jasol, IAS.
Surat	Rural Areas of (1) Surat (2) Gandhinagar, (3) Ahmadabad, (4) Panchmahals, (5) Bharuch, (6) Valsad, and (7) The Dangs districts	Shri N. C. Dave
Rajkot	Rural Areas of (1) Rajkot, (2) Jamnagar, (3) Junagadh, (4) Kutch, (5) Mahesana and (6) Vadodara districts	Shri J. A. Patel
Bhavnagar	Rural Areas of (1) Bhavnagar, (2) Surendranagar, (3) Amreli, (4) Banas Kantha, (5) Sabar Kantha and (6) Kheda districts	Shri R. K. Shah

10. Shri K. T. Parmar who was the first to join us continued with us till the end. When the Regional Tabulation Offices were set up, he was entrusted with the Mechanical Processing of 1 per cent and 20 per cent samples of Individual Slips and the special sorting of slips of Scheduled Castes and Tribes. In between he also handled the processing of 1,150,899 slips of Delhi Union Territory. He left the Census Organisation on 1-3-73 to join as Deputy Collector, Scarcity Relief at Sachivalaya, Gandhinagar.

11. Shri N. C. Dave was the first to close the Regional Tabulation Office when his headquarters was again shifted to Ahmadabad. He was entrusted with the drafting of the Establishment Report on completion of which he took over as Deputy Director of Census Operations (HQ.) on repatriation of Shri K. F. Patel.

12. Shri M. G. Deolekar was put in charge of Mechanical Tabulation Unit which was started to process the data collected in the Houselists and Establishment Schedules. Unfortunately, he could not continue with us longer, because he had to be repatriated to the State Government on account of his promotion in the parent department.

13. Sarvashri R. K. Shah and J. A. Patel were repatriated on closure of the Regional Tabulation Offices. Shri M. K. Trivedi had to leave us very early on grounds of health. Shri Rajput stayed with us for a short period during the second stage of census operations only.

14. Kr. Fateh Singh Jasol joined us in the month of June 1970 when we had launched upon the training programme for the first stage. He was entrusted with some districts of North Gujarat which he covered speedily. He was asked to relieve Shri Deolekar in October 1970 and assume responsibility of the Mechanical Tabulation Unit in addition to the Social Studies Section and the publicity for 1971 Census, both of which he was attending to. He discharged this new responsibility of processing the data collected on the Houselists and the Establishment Schedules until the Unit was wound up on completion of its work. Thereafter he was put in charge of training for the second stage for more or less the same area. On completion of this work, he was placed in charge of the Urban Tabulation Unit to which he attended until its final closure. Thereafter he was busy with preparing of write-ups for the Administrative Atlas Volume and the draft of the Tabulation Report. Whatever was the nature of work entrusted to him he put his heart into it and set an example by his sincerity and devotion to duty. His willingness to help on every occasion when any help was needed was a source of great strength to us. His control over language and expression was admirable, and full use of this capacity of his was made by the Organisation. He created an excellent image of a conscientious civil servant wedded to his work.

15. Shri S. M. Nayak was Assistant Director of Census Operations for Ahmadabad City. As I have stated elsewhere, the conduct of the census in

urban areas of the State is a tough job. No place is more difficult in this regard than the Ahmadabad Municipal Corporation. We perceived at an early stage that if the census was at all to be conducted in this area, the Assistant Director of Census Operations, Ahmadabad City, must function from the Corporation's office. Much of the organisation of the census in the Corporation area was done by Shri Nayak. Beginning with the preparation of the charge register and selection of staff for appointment as enumerators and supervisors and training them for the job and ending with handing over the record at the end of the census, things would have been in a mess, if our representative was not kept in the Corporation's Office or had his participation been less effective. In Shri Nayak we found an officer who was determined to set right an office which was at sixes and sevens. He began with spending a few hours every day with the Census Officer of the Corporation and ultimately planted himself in his chair so firmly that he was asked by him to vacate it at a later stage. But the Census Officer of the Corporation was greatly relieved by his presence and accepted him as a necessary evil in his office. It was in the face of these circumstances that Shri Nayak finalised the charge register which was not prepared until quite late and finalised the appointments of enumerators and supervisors. He refused to oblige any one by making changes in the appointments already made, even though a lot of pressure was brought on him. His firmness paid the charge officer in the end who was not required to worry about the fresh training of new entrants. Shri Nayak took the odium and the displeasure of so many in sticking to his guns.

16. According to the recruitment rules for the post of the Deputy Director of Census Operations, an officer drawn from the State Civil Service is entitled to a special pay of Rs. 150 p. m. But the benefit of the special pay is not available if the officer is drawn from any other service like the State Statistical Service or State Educational Service, unless the State Government furnishes a certificate to the effect that no officer from the State Civil Service is available to man the post. In view of the sophisticated processing of the data that we are doing at present, and the large extent to which mechanical processing of data is to be resorted to, it is time for us to consider as to why an officer from the State Statistical Service Class I should not be offered the same special pay to which his colleague from the State Civil Service is entitled. It must be recognised that a person with statistical background and training has a very important and positive role to play in the processing of the data collected during the census. The officers from the State Civil Service would find it difficult to take decisions on matters with which they are not familiar and for which they have not been trained. It must be candidly admitted that a lot of damage can be done to the programme if the necessary bias is wanting on the part of the official entrusted with this job. Instances are known to have occurred at other places where we have paid dearly due to ignorance of the officers taking decisions on several technical matters, in an ad hoc manner. It would, therefore, be worthwhile if at least for one post of Deputy Director of Census Operations in charge of the Mechanical Tabulation Unit, we are able to get an officer from the State Statistical Service and offer him the same special pay to which an officer from the State Civil Service is eligible. This will provide the Director of Census Operations' office with the necessary technical assistance which is so very necessary in the light of the circumstances described above. The recruitment rules may be suitably modified before the Census of 1981.

Obtaining Services of Aval Karkuns and other Non-gazetted Staff on Deputation

17. Apart from securing the services of gazetted officers on deputation, we had also to obtain the services of able and experienced Aval Karkuns and Clerks from various districts. For this purpose we addressed a letter to the Collectors and District Development Officers and requested them to suggest the names of those who were willing to come and who could be spared for our purpose. The lists of persons we got from different districts when consolidated became formidable. This was so for the reason that the persons who came got deputation allowance at the rate of 20% and had an opportunity to stay in Ahmadabad. The persons working as Research Assistants and Statistical Assistants in District Panchayats also volunteered in a large number. I thought best to interview them during my visits to the districts while I was implementing the Permanent House-numbering Scheme and decide upon the suitability of candidates. Some of these persons were later utilised in Regional Tabulation Offices. Experience has taught us that persons of Aval Karkun's cadre are better suited to man posts of Statistical Assistants in Regional Offices though some sprinkling of persons with technical background and experience is useful. We had drafted the services of experienced Aval Karkuns in the State census office also. They have worked very sincerely and given a very good

account of themselves. In making these selections, one is always guided by the personal knowledge about the work of a person derived from the districts where one has served. Little had I realised then that this could be a subject matter of so much discontent among the Gujarat Census Employees Association which alleged that a number of persons working in administrative and other sections were obtained from districts where the Director of Census Operations had served and as they were his favourites were given undue advantage. Any selection of this nature has necessarily to be based on personal knowledge and experience. It is not enough that the persons selected should possess good ability but it is also necessary that they should be persons in whom confidence could be placed. These persons must have long experience in administrative matters, and should be in a position to meet with the exacting demands of a large and growing organisation. They should not be ruffled or perturbed in the face of situations the like of which they have never experienced in the past. The administrative branch of the census office in particular would always need the services of a few hands well-versed in civil service, accounts and miscellaneous matters and their services have to be obtained on deputation from the State Govenrment.

18. There was only one post of a Head Assistant in the beginning which was occupied by Shri H. J. Nimavat whose services were obtained on deputation from General Administration Department.

19. During the 1971 Census a new post of Office Superintendent was created in the scale of Rs. 325-15-475-EB-20-575. This post was initially manned by Shri P. G. Vaghela whose services were obtained on deputation from the Ahmadabad district establishment. On his promotion to the post of Mamlatdar he was given gazetted status in the Census Organisation. On his repatriation to the State Government this charge was taken over by Shri A. U. Munshi who had worked as Tabulation Officer in the first Coding and Punching Cell and later in the Urban Tabulation Unit. As he is an officer in the Mamlatdar's cadre, gazetted status in the Census Office was given to him also. Both of them have served us very well.

20. The number of posts which were filled in and the stages and the number of posts by which the strength was increased till the census enumeration was over, are given in Appendix 45 to this report.

Clerical Assistance to District, Taluka and Municipal Offices

21. In order to enable the district and taluka offices to cope with the census work which was in addition to their normal work, special staff was sanctioned in the district and taluka offices with effect from 1st November, 1969 upto 31st May, 1971. The idea in sanctioning the staff well in advance of the taking of the census was to help them in taking preliminary measures like delimitation of census charges, preparation of charge registers, selection, appointment and training of staff, receipt and dispatch of census schedules, handbook of instructions and other literature and census publicity material. The scale of assistance provided to the above offices was as under :

1	District Census Offices	1 UDC 1 LDC 1 Peon
2	Taluka Census Offices	1 LDC
3	Local bodies	
	(a) Cities with population between 1 to 2 lakhs	1 UDC
	(b) Cities with population over 2 lakhs	1 UDC 1 LDC for every additional population of 1 lakh.

22. The above posts were created in the corresponding cadres of the State Government and were to be treated as temporary additions to the respective cadres. There was a welcome departure in the matter of sanction of budget grant to meet with the expenditure. At the earlier census the expenditure was initially met by the State Government and later reimbursed by the Census Organisation. During the 1971 Census, however, the grant was placed at the disposal of the Collectors and the charge officers who were designated as drawing and disbursing officer for the staff sanctioned under them. The expenditure incurred by the local bodies on the staff was reimbursed to them at the end of the year. The expenditure was to be debited to the head "39-Misc-Social Service Organisation-B, Enumeration". The posts were available from 1-11-69 to 31-5-71.

23. A copy of the Registrar General's letter giving details of the accounting procedure is enclosed at Appendix 46 at the end. Copies of Government Orders sanctioning the staff for the district and taluka offices and the municipalities are also enclosed at Appendices 47 and 48.

24. There was only one case where the Jamnagar Municipality did not recruit the the special staff of one U. D. C. sanctioned to it for the purpose. Instead it entrusted the census work to one of its employees

and asked him to do this work in addition to his normal work and recommended a special pay to be given to him. We could not agree to this because we were prepared to pay the entire cost of a full time person. We never wanted the census work to be done by anyone in addition to his own duties in lieu of special pay. A similar question had arisen in case of Broach Municipality but was solved by the charge officer at an early stage.

25. In case of municipal areas the yardstick of one U.D.C. for a population of 1 lakh and one additional L.D.C. for every lakh of population raised some difficulties in actual working. The Municipal Corporation of Vadodara pointed out that the population of Vadodara was 298,398 during last census but had gone up in the last decade to more than three lakhs and therefore additional staff should be sanctioned on the basis of estimated population during 1971 for which they had to work. There was considerable force in this argument and it had to be, and was met. Similar demands were made by the Surat Municipal Corporation and Nadiad, Porbandar, Junagadh and Broach Municipalities. Once the point was agreed to in principle by Registrar General's office there was no difficulty in making it applicable to other municipal area also. In the end, the Ahmadabad, Vadodara and Surat Municipal Corporations got early sanction of staff which was extremely useful to them.

26. We had insisted that the Aval Karkun to be appointed at the district level should have put in not less than 7 years of service in the Aval Karkun's cadre. We had also insisted that the Clerks to be appointed at the taluka level should have put in not less than 10 years of service in District Establishment. We also insisted that the staff sanctioned for census should not be utilised for any other work. However, we found that there were many instances where these instructions were not complied with and other work was done at the cost of census work by the staff sanctioned for census work.

CHAPTER VI

REQUIREMENT OF CENSUS SCHEDULES, TRANSLATION, PRINTING AND DISTRIBUTION OF SCHEDULES AND INSTRUCTIONS

Requirement of Census Schedules

1. In order that the various census schedules and other literature may not run short and to avoid eleventh hour rush for printing, the Registrar General, India had laid down certain formulae for working out the requirement of various census schedules and other literature and the need for this State had been worked on that basis as under.

(a) Houselist

2. Total estimated population was divided by 5 to get the estimated number of households. 1961 census houses returned as non-residential and vacant were inflated by 25% and added to the estimated number of households to give the total number of units for houselisting. The total number of such units was then divided by 40 (number of lines in one houselist form) to get the estimated number of forms, which were then further supplemented by 10% to cover wastage and emergency requirements. In order to safeguard against blank entries in some forms, this estimate was enhanced to the extent of the number of enumerators. As the houselists were to be prepared in duplicate, the estimated number of forms thus worked out was then doubled.

(b) Establishment Schedule

3. Four forms of establishment schedule were given to each enumerator. The requirement was calculated at the rate of two forms per enumerator on an ad hoc basis. As the establishment schedule was to be filled in duplicate, four forms were given to each enumerator.

(c) Individual Slip

4. The requirement of Individual Slip was worked out on the projected population estimates, which was further increased by 10% to cover wastage and emergency.

(d) Population Record

5. The total estimated population for the 1971 Census was divided by 5 (average size of a household). This estimated number of households was then inflated by 10% to cover wastage and to meet with emergency requirements.

(e) Handbook of Instructions for Houselisting

6. The requirement of Handbook of Instructions for Houselisting was calculated at a time when we did not have a clear picture of the number of blocks that would be formed in rural and urban areas for the 1971 Census. It was later decided that each enumerator would be entrusted with the work of 5 blocks and each supervisor will have to attend to the work of 5 enumerators. To arrive at the approximate number of enumerators and supervisors for whom the handbooks of instructions would be required, we had followed the following method.

7. The form of houselist had 20 lines in the front and the same number of lines on the back. It was calculated on an ad hoc basis that each enumerator would be required to use five forms and fill in 200 entries in the houselist. The approximate number of enumerators was arrived at by dividing the total number of houselist entries by 200. As each enumerator was to be put in charge of 5 blocks, the requirement of the number of handbooks was arrived at by dividing the number by 5. To this was added 20% for supervisors and 25% for other census officers, wastage and reserve.

(f) Handbook of Instructions for filling the Individual Slip

8. It was based on total estimated number of enumerators and supervisors. The number of enumerators was worked out by dividing rural estimated population by 750 and urban estimated population by 500 to which the number of supervisors was added at the rate of one supervisor for every five enumerators. This estimate was further enhanced by 25% to cover other census officers and emergency.

(g) Enumerator's Daily Posting Statement for Males and Females

9. The estimated number of male/female population was divided by 40 (number of lines in each form) to work out the requirement of the number of Enumerator's Daily Posting Statement for males/females. This estimation was enhanced by 10% to cover wastage and to meet with emergency requirement.

(h) Enumerator's Abstract

10. This was equivalent to the numbers of Handbooks of Instructions to Enumerators for filling up the Individual Slip.

11. A statement showing the requirement of various forms as estimated above has been given at Appendix 49.

12. It was apprehended that even though the census schedules and other literature were given to the charge officers according to their requirement, there would be eleventh hour demands for the same. We had, therefore, kept some reserve stock with the District Census Officers and the Director's office. This reserve stock proved very useful and was freely drawn upon when we received several demands from the charge officers for supply of more census material at the last moment.

13. There was no wastage of the census material on the part of enumerators. But some census material was found surplus with the charge officers who were requested to send the same to this office.

14. The details regarding number of various census schedules printed, supplied and utilised in Gujarati and English during the first and second stages of operations are given in Appendix 50.

15. Some of the special charge officers from Railways and Military area required census schedules in English. The requirement of material in English was calculated on the basis of 1961 population which was enhanced by 30 per cent.

16. Some charge officers of Railways required the instructions in Hindi. 200 booklets of instructions to enumerators for filling up Individual Slips in Hindi were, therefore, called for from the Registrar General's office. Of these only 58 booklets were actually utilised.

Translation of Census Schedules

17. Both during the first and second pre-tests the census schedules as finalised by the Registrar General's office were translated in the regional language and locally printed. A few printed copies of the handbook of instructions for enumerators and supervisors in English were provided by the Registrar General's office. These instructions were translated in to Gujarati at the State census office and cyclo-styled. As the requirement of forms, schedules and instructions during the pre-tests was small, it did not pose any serious problem. The requirement of the census schedules and forms during the first and second stage of census was, however, incomparably large.

18. The forms of Houselist and Establishment Schedule were translated by us and the art-pulls were sent to the Registrar General's office which arranged for their printing centrally. We received printed forms from Delhi by road transport well in advance. The supply was quite liberal and we could use surplus forms after the houselisting stage was over, for various other purposes. The handbook of instructions for enumerators and supervisors was prepared by the Registrar General's office in English language and supplied to us in a small quantity. We had already indicated to the Registrar General's office that the bulk of our enumerators and supervisors was Gujarati knowing only and therefore we had not much use of the English version. It was supplied to the Collectors of the districts and the Charge Officers in small quantity and served as authentic reference for the purpose of understanding of the proper meanings of terms used. The handbook of instructions had to be translated by us in Gujarati. It needed an indefatigable effort on our part to find the exact equivalents which conveyed the true meaning and expression of the words used. It was particularly difficult to translate satisfactorily the meaning of certain concepts and for this we had to mobilise the resources and ability of every knowledgeable person in our office. We sat with English-Gujarati, English-Hindi and English-Sanskrit Dictionaries from morning till evening for days together to prepare a satisfactory translation. It was during these exercises that we discussed thread bare every shade of meaning that could be attributed to the expressions used by us. I must say without hesitation that much of what I learnt during these exercises has been of great value to me. A mere reading of handbook of instructions, no matter how many times, may not have given the same result. I must candidly admit that the translation that we did was the result of a combined effort made by me together with my colleagues. Apart from expanding our vocabulary we delved deep into the subject during this period and acquired mastery over it. We tried to adopt an objective angle and tried to read meaning in our language, that a reader of average prudence would attribute. I would strongly recommend that at all future censuses the translation of schedules and handbook of instructions should be the collective effort of a number of persons who have background and experience of census-taking. The value of this exercise for the proper understanding of the concepts and satisfactory expression of the same in local language is incalculable. Census ultimately would mean what the enumerator understands of it. If the language used is not lucid enough and does not register quickly with him, it can completely defeat the intention to collect data on difficult concepts evolved after years of debate. One must always try to keep the average enumerator in the centre of his

focus while translating any material of this nature. I distinctly remember how we used to struggle for selecting a single expression which would properly describe the content of some technical jargon. It used to be my delight, when during the training classes I found that the very words were the only words which could drive the nail home. It is so very difficult to find words, which are just the right words and cannot be substituted, without damaging the meaning. The choice should be such that no other meaning could be attributed to them. We have to keep in mind the limitations of those who are to use them, and make special effort to avoid high sounding expressions. As the teachers form the bulk of our enumerators, and they have a tendency to examine every thing closely, the construction of our sentences had also to be made simple to the extreme, so as not to give them a chance to read anything different from what is meant.

Printing of Forms of Individual Slip and Population Record at Nasik

19. The printing of the Individual Slip and Population Record required for Gujarat during the second stage was done at the Government Central Press, Nasik, under the instructions from the Registrar General, India. The printing was supervised by one of the Deputy Directors from Maharashtra office. The printing material was transported by road from Nasik to Ahmadabad and reached us well ahead of the time. It must be mentioned that the quality of printing on the Individual Slip was far from satisfactory and left much to be desired. It seems that the art-pull was photographically reduced and during the process the letters became so small as to be illegible on the slip. We received several complaints from the charge officers as well as the enumerators that the ink spread was uneven and the letters were not legible. We also brought this fact to the notice of the Registrar General. He advised us that we should get a few copies of the Individual Slip printed in bold type and distribute among the enumerators. But this was hardly a satisfactory solution. The fact remains that the printing of the Individual Slip was far from satisfactory and could certainly have been bettered. Let us hope that the printing of the most important census schedule at the next census is not neglected. It would, however, be appropriate to record here the reply given to us by the Manager, Government Central Press, Nasik, who was contacted in the matter on telephone on receipt of the first consignment. He told us that the uneven ink spread was due to the mechanical arrangement made for mass production and the quality of paper was partly responsible for not obtaining the best results. The worst sample of printing at the 1971 Census was the Degree Holders and Technical Personnel Card. The printing on this card was so small, and so nearly illegible that several graduates gave up the attempt to fill due to sheer exasperation. It became a joke whether we were giving magnifying glass along with that card for facility of reading.

Local Printing of Instructions in Regional Language and Printing of Other Census Schedules

20. As stated earlier, the handbook of instructions which was printed in English by the Registrar General's office was translated by us by putting in a very strenuous effort. The printing of handbooks of instructions to enumerators for (1) Houselisting and (2) for Filling up Individual Slip, etc., in Gujarati was done at the Government Presses. The quality of printing was excellent and it was done within the time prescribed. The paper required for the purpose was supplied by this office. The Managers of both the presses did an extremely good job on both the occasions.

21. Enumerator's Daily Posting Statements and the Enumerator's Abstracts were likewise printed at the State Government Presses. Similarly, the Sorter's Tickets, Compiler's Posting Statements and Table Forms required at the Regional Tabulation Offices were also printed at the State Government Presses. "A Brief Note on Mother Tongues (based on 1961)" meant for use at Regional Tabulation Offices was printed at the Government Photo Litho Press, Ahmadabad. Though the bulk of printing was substantial, it was completed in time during each stage.

22. We had obtained a few copies of the handbook of instructions in Hindi from the Registrar General, India in order to distribute among the charge officers of special areas like Railways. The handbook of instructions in English were, however, used in a very small measure by the enumerators and supervisors in the army areas and the railway colonies. The number of handbooks in Hindi and English language which were distributed among them amounted to 58 and 1,330 respectively.

Distribution

23. During the first stage of Census Operations, the Houselist and Establishment Schedules as well as the Handbook of Instructions were distributed by the State census office directly to the charge officers concerned. This involved considerable work in the

office which had to prepare a separate bundle for each charge. The Divisional Controller (Commercial) of the Gujarat State Road Transport Corporation at our instance issued instructions for giving top priority to the dispatch of the census material. A copy of the instructions issued by him is enclosed at Appendix 51.

24. During the second stage, however, we thought it fit to call a representative of the Collector's office (Census Aval Karkun) to collect the material from Ahmadabad. The quantum of material to be dispatched to every district at this stage was so large as to run into a truck load, depending on the size of the district. Besides, it would eliminate delay in dispatches and complaint about short supply of any form or schedule. This arrangement worked quite satisfactorily except in a few cases where this was the first occasion for the Collector's representatives to arrange for dispatches of material in this quantity, where it simultaneously became an educative programme. The Collectors on their part followed the same method and asked the representative of every charge officer to receive the material from the district headquarters. This system of distribution in which the burden of work is divided between the Director's office and the Collector's office proved to be quite convenient. Perhaps we could have avoided the additional burden we undertook voluntarily, of doing distribution directly upto the charge officers' level during the first stage from the State census office. I should recommend for the future that all distribution should be decentralised and the Collectors should be brought into the picture and entrusted with the responsibility of doing the same within their jurisdictions. This will give some training to their staff, for lack of which, as we shall see later, considerable damage could occur.

25. We had informed all the charge officers in advance that they should carefully work out their requirement of census schedules and forms and inform us accordingly. In order to facilitate this work we informed them of the basis on which we had calculated their requirements and were arranging for dispatches. We requested them to verify that the calculations were correctly done and inform us in case there was any discrepancy. There were hardly a few cases where requests for additional supplies were made in advance, and they were duly fulfilled in all cases where they were made. However, after the census schedules were distributed among the charge officers by the Collectors and as the date for the taking of census came near, we got innumerable requests for additional supplies. We subjected each request for additional supply to a rigorous scrutiny and found that it was not based on any real calculation and in most cases were unduly inflated. However, we had to give them a fraction of the extra supplies they had asked for, lest by any chance, the work may suffer in any pocket on the ground of inadequate supply. In spite of our conservative and rigid attitude from the beginning, we had to give in on several occasions as a measure of expediency. In spite of this, we were faced with an unprecedented rush during the enumeration period itself. To deny any request at this stage would be tantamount to agreeing to the non-taking of the census in that area.

26. We were, therefore, forced to print at the eleventh hour the following schedules at the State Government Press.

1	Individual Slip	4,000 pads of 100 slips 4,000 pads of 25 slips
2	Enumerator's Daily Posting Statement	20,000 for males 20,000 for females
3	Population Record	6,000 pads of 25 forms
4	Degree Holder and Technical Personnel Card	200,000

27. We had not revised our requirement of any census schedules after the houselist results were known. However, we were forced to comply with the last minute rush for fear that non-supply would mean omission from census count. In the end, however, we saw that there was a large surplus in the districts and an equitable distribution would have saved a lot of botheration.

28. The requirement of census forms and schedules was very carefully worked out by us in advance. We had kept in view the need for laying aside a small percentage towards reserve and wastage. However, we found that all our calculations were falsified when the actual work started. It is my belief that no calculation, however carefully made, stands the test till the end, and the fault is not of those doing the calculations. The one single reason which I would like to attribute for this is the faulty distribution at the district, taluka and charge level. Even though the charge registers had been prepared well in advance and gave the approximate figures of population for each block, the requirement of Individual Slip was not calculated upto the last unit at the time of distribution. Position in urban charges was particularly disturbed by the influx of migrants and mushrooming of new residential colonies between house-numbering and enumeration. But even so, such excuse cannot be advanced by any charge officer worth his name. In

order to avoid wastage and exercise economy to the extent possible, we had bound Individual Slips in bundles of 100 and 25 slips. We found to our dismay in the end that full benefit of the small binding was not taken and they were indiscriminately issued. Perhaps the charge officer is too busy and cannot be expected to mind distribution upto the block level. But I have no doubt that thousands of slips could have been saved if a little more vigilance was exercised by someone at the time of distribution at every place. Apart from the expenditure, it would have saved a lot of tension and anxiety that was involved in the eleventh hour printing of this schedule. Even if a systematic review was taken towards the end and the surplus of one area was diverted to the deficit of another within the same charge, the eleventh hour rush for printing could have been reduced substantially if not altogether avoided. In a massive and multiple operation of this nature the emphasis needs to be laid equally on small and big points. It is not enough for the charge officer to mind the training aspect alone. He must devote time to details of this nature also. But I have little doubt after knowing intimately the way in which our administration works at levels below the district, that the eleventh hour rush of any schedule will be the normal feature of all future censuses, unless a miracle happens or everyone is whipped from bottom to top, both of which are unlikely. Whatever threat one may have advanced beforehand that no last minute requirement for additional supplies would be honoured, one has to yield and provide them in the end, however late the requisition, because one wants the programme to be carried out. It is clear that reasonable calculation of requirement at taluka level either in the beginning or in the end is never made by any responsible person. They become panicky in the end and force us to comply with their requests under duress. It appears in the eyes of the district administration that the census people are a fussy lot, who in addition to compelling them to ask all kinds of funny questions, and count the population correctly, also insist on very accurate calculation of miscellaneous items to be done, which should be made available in abundant quantity without any question even if the demands are fantastic. All the same, the census should continue to make estimates of their requirements and be prepared to fulfil eleventh hour demands in the end.

29. On completion of the census we found that there was a surplus of census forms and schedules at several places. We had, therefore, to issue a circular to the charge officers and ask them to return the unused forms to this office. We used them for rough calculations and in several other ways for a long time. The amount of surplus reported by each district is shown in Appendix 52.

Printing of District Census Handbooks (Parts A & B and C-I)

30. Once the data was compiled and tabulated, the printing of the District Census Handbook Volumes was the avowed responsibility of the State Government. As the State Government Presses were overburdened, most of the work was farmed out to private presses by the Director of Government Printing and Stationery under orders of State Government. The particulars of the name of the Government or private press to which a particular district was allotted for printing are listed below.

STATEMENT VI-1

Name of Government or Private Press to which a Particular District was allotted for Printing of District Census Handbook Volumes

Name of the Private/Government Press	Name of the district allotted for Part X-A & B District Census Handbook		Name of district allotted for Part X C-I District Census Handbook
	English	Gujarati	English
1	2	3	4
1 Nayan Printing Press, Ahmadabad	1 Jamnagar 2 Rajkot 3 Surendranagar 4 Amreli 5 Junagadh 6 Sabar Kantha 7 Panch Mahals 8 Surat	1 Jamnagar 2 Surendranagar 3 Amreli 4 Sabar Kantha 5 Panch Mahals 6 Surat	1 Jamnagar 2 Rajkot 3 Surendranagar 4 Amreli 5 Junagadh 6 Sabar Kantha 7 Panch Mahals 8 Surat 9 Bhavnagar

STATEMENT VI-1-*Contd.*

1	2	3	4
2 Jasvant Printing Press, Ahmadabad	9 Banas Kantha 10 Bharuch 11 The Dangs	7 Banas Kantha 8 Bharuch 9 The Dangs	10 Banas Kantha 11 Bharuch 12 The Dangs
3 Prakash Printing Press, Ahmadabad	12 Kutch	10 Gandhinagar	13 Kutch 14 Gandhinagar
4 Rajratan Press, Ahmadadad	14 Valsad	..	..
5 Government Press, Vadodara	15 Ahmadabad 16 Kheda	..	15 Ahmadabad
6 Government Press, Bhavnagar	17 Bhavnagar	..	..
7 Government Press, Gandhinagar	18 Mahesana	..	16 Mahesana
8 Government Press, Rajkot	19 Vadodara	..	17 Vadodara
9 Navjivan Trust, Ahmadabad	..	11 Rajkot 12 Bhavnagar 13 Junagadh 14 Kutch 15 Ahmadabad 16 Vadodara 17 Valsad	..
10 Rajni Printery, Ahmadabad	..	18 Mahesana	18 Kheda 19 Valsad
11 Evershine Printers, Ahmadabad	..	19 Kheda	..

31. It was due to the perseverance of the State census office in chasing the printing presses that Parts A and B of the District Census Handbook Volumes for all the districts in the State were published by the end of 1972. They were exhibited at the Census Centenary Celebrations held at New Delhi in December 1972 and were much appreciated by the Registrar General in his inaugural speech. Part C-I of District Census Handbook for all the districts of the State was published by 31st March, 1973. Many thanks are due to the State Government for fixing the agency in time and for dividing the work efficiently among the different presses according to their handling capacity.

Printing of Central Publications

32. But the time we gained in printing of District Census Handbook Volumes which are State Government publications was lost in the printing of Central census publications. The fact remains that till March 1973 the rate contract for printing of census publications at private presses had not been finalised. The main reason for this was that for some reason or another the office of the Chief Controller of Printing and Stationery could not finalise the rates for printing at private presses. In the first instance there are not many private presses of 'A' class in the State which are registered with the Chief Controller of Printing and Stationery. There are not many other presses which have sufficient resources in terms of mono or lino machines or types of the required point in adequate quantity and cylinder printing machines and binding sections, etc. Most of the presses are not willing to offer any rates for Government work. It was difficult to get a sufficient number of presses to bid for the same without sending the Printing Inspector personally to collect the tenders. In the meantime we could push the printing of two census publications through the State Government Press, *viz.*, (1) Town Directory and (2) Administrative Atlas. The Town Directory is a small volume and did not present any serious problem. The Administrative Atlas was for the most part, a compilation of the off-prints of the district and taluka maps obtained by our farsightedness while the printing of the District Census Handbook Volumes was going on, though it did involve some additional printing. It is a pity that the printing of several census publications for which the manuscripts were ready could not be undertaken for want of fixing an agency to do the work. As a last resort, I flashed an SOS to the Registrar General and requested him to entrust our printing to any of the Central Government Presses. He very kindly acceded to our request and the manuscripts of the following publications have been sent to the Government of India Press, Nasik.

Part No.	*Subject*
II-A	General Population Tables
III-A	Establishment Report
III-B	Establishment Tables

33. I would like to sound a note of warning for future. Even though my first proposal for approving the tender rates was submitted in September 1970, the second in August 1972 and the third in November 1972, the matter has not been settled for one reason or the other, till I am writing this in March 1973.

34. During the 1961 Census the Chief Controller of Printing and Stationery had visited the Gujarat Director of Census Operation's office personally and finalised the rates by calling a meeting of the tenderers in his presence. Unless this or similar other expeditious measures are taken, the rate contract cannot be finalised early. The delay in printing of the manuscripts which are ready is bound to dampen the enthusiasm of those who have laboured for them. Besides the damage to the country as a whole is incalculable, for the data users, planners and administrators are denied the data which can be put to profitable use at an early date. The census has been often blamed for bringing out publications after more than half a decade after the census is taken and for offering outdated material of limited utility. I would, therefore, like to urge that some machinery for expeditious printing must be devised and procedural bottlenecks must be cracked. Even if it means slightly higher rates for printing, it would be more than set off by the numerous advantages flowing from the timely publication of data on which several policies could be framed or revised.

CHAPTER VII

PREPARATION OF MAPS AND FINALISATION OF AREA FIGURES

Preparation of District and Taluka Maps

1. The district and taluka maps prepared during the 1961 Census were not found useful for reproduction at 1971 Census. The district maps were then prepared in the scale of 1" = 2 miles and the taluka maps in the scale of 1" = 4 miles. Territorial changes had taken place during 1961-71 in case of 81 talukas out of 184. The boundaries of 103 talukas were, therefore, not affected. But since the system of assigning location code number was changed by the Registrar General during 1971 Census, all the maps were required to be drawn afresh. No village boundaries were shown on the taluka maps during 1961 Census. This was done for the first time during 1971. The work was started during the inter-censal period and completed by the end of 1969.

2. Once the tracings were prepared blue prints were taken out and sent to the District Inspectors of Land Records for confirmation of the village boundaries. The changes suggested by them were incorporated in the maps and they were revised accordingly. However, it was found that the District Inspectors of Land Records do not maintain these maps up-to-date. They were not posted with the latest territorial changes. The date of preparation of the maps did not seem to be of any relevance to them. They seem to be using the old maps which do not show correct and up-to-date territorial jurisdictions. The District Inspector of Land Record's maps were also found inaccurate with regard to the details on the following items :

(1) boundaries,

(2) location and alignment of roads, rivers, canals, etc.,

(3) tally with boundaries of adjoining districts/ talukas.

The maps drawn by the census office were, however, sent to the District Inspectors of Land Records for verification and they were certified by them accordingly.

Preparation of Town Maps

3. The Registrar General's office had issued detailed instructions for the preparation of district, taluka and town maps as well as the base map of the State. It was required of us that the town maps should also be prepared on the same lines as the taluka and district maps and brought up-to-date according to the jurisdictional changes that had occurred during the inter-censal period. We could not obtain the latest jurisdictional maps of the towns from the local bodies in time. But later on we succeeded in obtaining from them some jurisdictional maps. This was particularly difficult because city survey has not been introduced in all urban areas and therefore the maps drawn to scale were not available there. But we were greatly delighted when they could furnish us maps showing functional areas as required by us. As these maps were not to scale and not very well drawn, we had to pour a lot of labour in giving finishing touches to them. They depict the functional areas like educational, administrative, recreational and old and new residential areas, industrial and commercial area, banking area, etc. They are a valuable addition to our treasure of maps.

Scale of Maps to be prepared for District and Taluka

4. The Registrar General had issued instructions about the scale in which the maps were to be prepared for the State, district and taluka. This matter was also discussed at the Courtallam Conference in July 1970. It was laid down by the Registrar General that the district map should be prepared in the scale of 1" = 4 miles and taluka map in the scale of 1" = 1 mile. We, however, requested the Registrar General, India to allow us to prepare the taluka maps in the scale of 1" = 2 miles. This argument was advanced on the ground that if the taluka maps were to be prepared in the scale of 1" = 1 mile, the size of paper to be used would be very large. Again, since the maps were to be reduced to the demy-quarto size for the purpose of inclusion in the District Census Handbook Volume, it was thought that the scale of 1" = 2 miles would be quite in order. This proposal was agreed to and we adopted the revised scale throughout. It was also laid down by the Registrar General that UNO pens of varying sizes should be used for depicting the various features in the maps. This did not suit us. We, therefore, requested for permission to use UNO pens of different numbers according to our requirement. The problem was really one of the appearance of the maps on reduction. We argued that use of pens uniformly

would render the appearance of the maps patchy and advocated that pens should be used depending on the size of map and extent of final reduction. These suggestions were agreed to and the final maps were prepared accordingly.

Base Map

5. According to the instructions received from the Registrar General the base map of the State of Gujarat was to be prepared in the scale of 1"=2 miles. On this outline map was to be shown only the international, State, district and taluka boundaries and no other detail. This skeleton map was then to be used for plotting information collected from census and other sources. The taluka boundaries shown on this map were first to be approved by the Survey Department of the State. The map was later to be certified by the Surveyor General's office. No State map could be printed without concurrence from Surveyor General. 500 copies of the blue print were to be taken on very good drawing paper and 500 copies of black print on ordinary drawing paper for experimental work. Another map of the State was to be prepared in like manner showing the administrative boundaries, important rivers with their names, major roads and railways and important towns/places. The outer boundaries of the State were to be printed in black while the other boundaries were to be printed in blue so that it could be used later for various other purposes for which maps were to be compiled for the Atlas Volume. Copies of the above map were to be sent to the Registrar General's office for approval before printing. We had a lot of trouble over finalising the base map. Registrar General's approval had to be followed by approval of Survey of India office. The approval was duly received after which plotting was done on the maps as per detailed instructions received.

Strength of Drawing Section

6. The strength of the Drawing Section of the Director of Census Operation's office at the time I took over consisted of only 2 Draftsmen. It was, however, expanded to meet with the requirement of 1971 Census immediately. One new post of Geographer created by the Registrar General, India *vide* letter No. 4/4/70-RG (Ad-I) dt. 25-8-70 was filled up with effect from 22-5-71. One more post of Draftsman was created *vide* Registrar General's letter No. 4/4/70-RG-Ad-I dt. 13-4-70. Three more posts were created in June 1971 under this office order No. CSE-1 dt. 10-6-71 and one more post on 10-9-71. We had some more posts of Draftsman created in the District Census Handbook Unit of the State Government. These additional posts helped us greatly in preparing district and taluka maps.

Drawing Equipments and Materials

7. The drawing branch of the census office had to be properly equipped in order to meet with the exacting demands made on it. I, therefore, decided to provide the most sophisticated equipment available to the section. I requested the Geographer to give me a list of items required to equip the section properly. There was nothing which was demanded by the section that was not given to it. We already had in our possession two German hatch-cross machines which are rare to obtain. We had also a pentograph which is used to reduce and expand maps of varying sizes. In addition to this we purchased expensive equipment to bring the map section up with the times. A list showing the number of expensive articles in the possession of the drawing branch with brief description of the use to which it can be put is given at Appendix 53. In addition to this, we got a new wooden drawing table prepared at a cost of Rs. 1,585. Its design was sent to us by the Map Officer of Registrar General's office. It is so large that four persons can work on it at a time. It is in addition to another steel drafting table we have in our possession which was purchased during inter-censal period.

8. A welcome addition to the equipment of this section are the plastic stencils for the Gujarati alphabets we purchased from M/s. Navlakhi & Co., Bombay, at a cost of Rs. 2,860.31 Ps. We used them to write the names of villages and towns and other miscellaneous work connected with the preparation of the district and taluka maps. It saved a lot of time which we would otherwise have spent in writing the names in hand. The Map Officer in Registrar General's office has been a strong advocate of the use of handpress machines. Somehow we have found that the use of the handpress machine is not conducive to the saving of time and does not lend itself easily to consistantly good results. In spite of his persistent request, we have so far abstained from using it, and have been able to manage very well, with the plastic stencils as a look at our Atlas will bear out.

Finalisation of Area Figures

9. As regards the area figures for the State, districts and talukas are concerned, it was decided that the area figures upto district level given to us by the Surveyor General should be considered as final and adopted. We were free to adopt the area

figures of units smaller than the district as furnished by the Land Record Department of the State Government. In so far as the area figures of towns were concerned, those furnished by the local bodies were to be accepted. As far as the area figures of villages were concerned, the figures furnished by the District Inspectors of Land Records have been adopted by us throughout. But it was noticed that the latest corrections had not been incorporated in the village records. The area figures we obtained from village officials for the Village Directory did not agree with the area figures we obtained from the District Inspectors of Land Records for the taluka as a whole. We had, therefore, to organise a campaign during which the Deputy Director, District Census Handbook Unit, had to move from district to district and attend the combined meeting of the Taluka Development Officers and District Inspectors of Land Records called by the District Development Officers at our instance, to reconcile the discrepancies. In terms of time and energy spent, it has cost us much to reconcile the area figures of villages and talukas. In the end we have attained only a reasonable degree of success.

10. The figures of the area for the State were furnished to us by the Surveyor General of India. Similarly the base map initially prepared by this office was approved by the Surveyor General's office. As our State map touches the international boundary, it had to be prepared very carefully. Before the final map approved by the Surveyor General was prepared by us, it was returned to us twice to reconcile some discrepancies.

11. It is recognised that the area figures given by the Surveyor General may not agree with the area figures furnished by the Director of Land Records. It was, therefore, directed that the following note should be inserted at the end.

> "These figures represent provisional 'geographical area' figures supplied by the Surveyor General. Figures for urban areas are those supplied by the local bodies. Area figures for rural areas are derived by substracting the urban area from the total area of the district. The total of the area figures of taluka/mahals will not tally with the district figures because the former represents 'land use area' and are derived from the figures supplied by the Director of Land Records."

CHAPTER VIII

CENSUS HIERARCHY AT DISTRICT/SUB-DIVISIONAL/TALUKA LEVEL, APPOINTMENT OF CENSUS OFFICERS AND INTENSIVE TRAINING

Census Hierarchy

1. At the head of the census hierarchy is the Registrar General, who is also Census Commissioner for India. At the State level the Director of Census Operations tops the census hierarchy and is assisted in his office by a Deputy Director of Census Operations (Headquarters). As stated earlier, during 1971 Census the Collectors, Resident Assistant/Deputy Collectors, Assistant/Deputy Collectors in charge of sub-divisions, Mamlatdars/Mahalkaris and Aval Karkuns were designated as Census Officers within the limits of their jurisdiction. Copies of Government notifications under different sections of the Census Act under which they were appointed to perform various functions are enclosed at Appendices 54 to 60.

2. A new feature of the 1971 Census in Gujarat was the active involvement of the Assistant/Deputy Collectors in census work. Until now, the active participation of these officials was wanting, though they were formally notified under the Act. We decided that the responsibility of training and enumeration in the municipal areas should be fixed on the Assistant/Deputy Collectors in the areas falling within their jurisdictions. This had a salutory effect on the quality of census-taking in the urban area where it was becoming difficult for the Chief Officers of the Municipalities to handle the problem in all its ramifications.

3. At the taluka level the Mamlatdars were designated as Census Officers within their areas. Below them were the training assistants who were entrusted with the responsibility of training a specified number of persons in a defined area. At the last rung of the ladder were the enumerators and supervisors. Each supervisor had to supervise the work of five enumerators, and each enumerator had to his care a block of 100 to 125 houses and 500 to 650 persons in urban areas and 125 to 150 houses and 600 to 750 persons in rural areas.

Appointment of Census Officers

4. With the introduction of Panchayati Raj in the State since 1962 we were faced with the question as to whether or not we should appoint the Taluka Development Officers as Census Charge Officers. The census work had always been done in the past by appointing the Mamlatdars as Charge Officers. However, during the 1971 Census we had brought the Taluka Development Officers in the picture at an initial stage. While introducing the Permanent House-numbering Scheme in the State, we had involved them in the task of preparing notional maps of villages and towns. The work was executed by them quite satisfactorily. A kind of tempo was created among the Taluka Development Officers and they were feeling confident of handling important national programmes like the election and the census. However, by convention the authority of the Mamlatdar had always been invoked to carry out such programmes. I, therefore, consulted a few senior colleagues and also inquired of what was happening in the neighbouring State of Maharashtra. My own office was not in favour of making a departure from the well-established tradition of using the revenue officials for this work. After examining the various pros and cons I decided to follow the convention and requested the Government to notify the Collectors, Resident Assistant/Deputy Collectors, Assistant/Deputy Collectors, Mamlatdars, Mahalkaris and Aval Karkuns as Census Officers within their respective jurisdictions. This arrangement has worked well. An officer of the Revenue Department is known for his capacity to successfully handle any new job which is thrown in his lap. This decision, however, caused a slight discontent among the Taluka Development Officers. Some of the very able and energetic Taluka Development Officers who had evinced a very keen interest in the preparation of notional maps of villages and towns felt that they were being let down. Some of them felt that when the time came for taking the reward by way of honorarium which is generally given to the Charge Officers, they were forgotten. It must be said in fairness to the entire cadre that they are as good or as bad as any other lot. But since tradition was in favour of one, they were chosen to do the work. It does not cast any aspersion on the ability of the other whatsoever. I have no doubt that even if the work was entrusted to the panchayat agency, they would have done it with equal efficiency. As a matter of fact they had the advantage of having the entire cadre of talatis and school teachers directly under them and therefore they could have exerted better influence and imposed higher discipline on them. Given a chance again, I would certainly like to try

them out in the field. I am placing this on the report in clear terms lest there may be any misunderstanding in the mind of any one about the esteem in which we hold them.

5. So far as the municipal areas are concerned, we appointed the Chief Officers/Secretaries of the Municipalities to work as Charge Officers. It has been our experience that the Assistant/Deputy Collectors/Mamlatdars had to supplement the efforts of Chief Officers/Secretaries at most of the places. The organisation of training and enforcement of discipline at the training classes with special reference to punctuality in attendance and study of instructions required the support of a seasoned officer of a department of Government.

6. As regards the Municipal Corporation areas are concerned, we had appointed the Municipal Octroi Superintendent at Ahmadabad, the Municipal Census Officer at Vadodara and the Deputy Municipal Commissioner and City Engineer at Surat to be the Census Officers within the limits of the Municipal Corporation concerned. At the time we made this proposal to Government, independent posts of Deputy Municipal Commissioners were not in existence in all the Corporations. I would strongly urge that at all future censuses one of the Deputy Commissioners should be designated by name as the Census Officer of the Corporation. Much of what we have been able to achieve in the Corporation area of Ahmadabad has been due to our personal relationship with the Municipal Commissioner himself. The appointment of a retired Government Officer as Census Officer is not recommended as was done in case of Vadodara. In Surat where the duties of the Deputy Commissioner were combined with that of the City Engineer, the load of work became extremely heavy when census was added to it. However, the Deputy Commissioner and City Engineer of Surat displayed extraordinary interest in the work and provided an excellent example of what a willing worker could achieve. Nevertheless, as a system it would be best to stipulate the Deputy Commissioner as the Census Officer in each Corporation in future.

7. It is very difficult to execute any programme in urban areas with the same speed and efficiency that we do in rural areas. There is a great change in the perspective here. Firstly the persons appointed to work as Training Assistants are most reluctant to work. So are the enumerators and supervisors who have to be literally dragged to do this work. There is the question of distance to be covered for attending training classes and it is difficult to enforce discipline in attendance. There is little personal contact between the heads of offices and the charge officers. Protracted correspondence with their superiors and threats of Government's displeasure are not conducive to harmony in work. Everyone is anxious to find an excuse to keep away from the census. In the years to come we would need officers with extraordinary drive, ability and persuasive power to undertake the responsibility of census-taking in urban areas. The quality of work in urban areas, in spite of the best efforts put in, has remained relatively poor.

8. A novel feature of the 1971 Census was the appointment of special charge officers for areas like railway colonies, police headquarters, irrigation colonies and forest areas, etc. It has been our experience that this has not proved beneficial. The charge officers of the special areas have largely relied on the normal charge officers in the matter of training, enumeration and supervision. It has created a new hierarchy which has been unable to function independently. It has created difficulties in work and resulted in increase of correspondence and the number of units to be supervised. If the experience in other States has been similar, it would be worthwhile to abandon this scheme at future censuses.

9. So far as military areas are concerned, we found that the normal charge officer, i.e., the Mamlatdar had considerable difficulty in establishing liaison with military officers. The Census Officers of the Corporation were working under so much pressure of their own that they had hardly any time to devote to the problems of military area. Both at Ahmadabad and Jamnagar which have large defence establishments, I found to my surprise that practically no training was imparted to the enumerators and supervisors up to a late stage. I was, therefore, compelled to ask for the training to be arranged in my presence which was done. This was subsequently followed by the normal charge officer with advantage. But it would be in the interest of proper census-taking in military area if in future the Assistant/Deputy Collector in whose jurisdiction such area falls is made personally responsible for training the persons working in defence establishments. By virtue of his status he would be in a better position to establish coordination and ensure better level of training.

10. A statement showing the normal and special charge officers and the number of enumerators and supervisors for each district is given below.

STATEMENT VIII·1

Statement Showing Number of Normal and Special Charge Officers, Supervisors and Enumerators

Sl. No.	Name of State/District	No. of Normal Charge Officers	No. of Special Charge Officers	No. of Supervisors	No. of Enumerators
1	2	3	4	5	6
	GUJARAT STATE	**241**	**91**	**8,416**	**39,671**
1	Jamnagar	11	9	375	1,766
2	Rajkot	20	7	525	2,522
3	Surendranagar	13	3	259	1,287
4	Bhavnagar	17	8	423	1,944
5	Amreli	11	1	422	1,307
6	Junagadh	19	7	552	2,579
7	Kutch	13	4	290	1,314
8	Banas Kantha	12	5	357	1,718
9	Sabar Kantha	10	1	339	1,646
10	Mahesana	18	3	612	2,967
11	Gandhinagar	1	..	61	381
12	Ahmadabad	12	5	914	4,740
13	Kheda	17	7	724	3,477
14	Panch Mahals	13	8	519	2,605
15	Vadodara	14	8	602	2,897
16	Bharuch	14	3	331	1,595
17	Surat	14	8	584	2,690
18	Valsad	11	4	499	2,121
19	The Dangs	1		28	115

11. It would be seen from the above that the total number of normal charge officers come to 241 [(184) taluka Mamlatdars, (52) Chief Officers of Municipalities, (3) Census Officers of Municipal Corporations, (1) Executive Officer, Cantonment Board and (1) Administrator, Sardarnagar Notified Area Committee]. The total number of special charge officers came to 91 as per particulars given below.

STATEMENT VIII·2

Statement Showing Names of Special Charges, Number of Special Charge Officers, Blocks, Enumerators and Supervisors

Name of Special Charge	No. of Special Charge Officers	No. of Blocks	No. of Enumerators	No. of Supervisors
1	2	3	4	5
1 Police HQs.	19	80	73	24
2 S. R. P. Force	6	16	16	6
3 Railway Colonies	39	229	200	58
4 Port Area	6	54	51	12
5 Forest Area	6	226	52	14
6 Irrigation Colonies	6	51	50	13
7 Military Area	7	21	23	9
8 Border Security Force	1	2	2	1
9 O.N.G.C. Colony	1	3	3	1
Total	**91**	**682**	**470**	**138**

12. These 91 special charge officers were looking after the work of 470 enumerators. This means a special charge officer had on an average to supervise the work of only 5 enumerators which is the norm of a supervisor. Against this, a normal charge officer had on an average to supervise the work of 163 enumerators. The comparison is drawn only in order to show how very insignificant was the load of the special charge officers. If this load is transferred to the normal charge officers, it will not mean any substantial addition to his work, but may relieve him of his anxiety of coordinating the training and enumeration of the special areas. The charge officers were requested to train 10% extra staff and keep them in reserve for meeting with emergency requirements. In case any enumerator or supervisor was disabled from attending his duties due to illness or any other cause, the charge officer could draw upon the reserve list. He was supposed to operate on this list only when the enumeration work began. But strict adherence to the maintenance of ten per cent reserve list till the end was found to be difficult in several cases and it had been drawn upon even earlier to accommodate erring and influential officials. Even so it proved a great boon at all times. It gave so much leg room to the charge officer and helped him to retain confidence in his arrangements. I would strongly urge the strict enforcement of ten per cent reserve list at future censuses. Looking to the present trend, it may be worthwhile to enlarge this to fifteen or even twenty per cent.

13. Copies of circulars No. 11, 11-A and 11-B issued by this office for the preparation of charge register are enclosed at Appendix 61. It enabled the charge officers to fix responsibility on a particular individual for a definite area. It also helped in distributing uniform work load among enumerators and supervisors.

14. The charge registers prepared by the charge officers were furnished to the Director of Census Operations's office long before the commencement of the enumeration. These registers were subjected to a rigorous scrutiny by the Deputy Directors of Census Operations who were ultimately to be put in charge of that region. Whenever it was found that the blocks were not properly formed and were either too big or too small, the charge officers were requested to amend them suitably. As a rule, no block of the first stage was split up for the purpose of preparing a new block of the second stage. However, in cases where the block of the first stage did not contain sufficient population, two or more blocks were clubbed together to form a new block of the second stage. The normal size of the block during the second stage ranged from 750 to 1,000 persons in rural areas and 600 to 750 persons in urban areas. However, in exceptional cases, this was reduced to 600 persons and upper limit was raised to 1,150 persons. In the same way, the lower limit in case of urban areas was reduced to 500 persons and upper limit was raised to 850 persons.

15. Wherever the strength of the reserved enumerators was not sufficient the charge officers were requested to make up the deficit and send a revised reserve list for the approval of this office. The charge registers were finally approved only after all the requirements were fully complied.

16. This exercise was extremely useful to the Deputy Directors and helped them to identify areas from where systematic work was not flowing. They arranged their tour programmes in such a way that the weak areas received due attention and care. It created a consciousness among the charge officers lagging behind that they were being observed and chased. This went a long way in creating an impact of the organisation on the field agency. There was no doubt in any one's mind that our grip on the field was becoming stronger.

17. The bulk of our enumerators comprised of school teachers and talatis-*cum*-panchayat secretaries during the enumeration period. During the house-listing stage, however, we had largely relied on the services of the talatis-*cum*-panchayat secretaries and the cadre of the school teachers was operated upon only to the extent to which the talatis-*cum*-panchayat secretaries were not available. The requirement of enumerators and supervisors during second stage was more than five times the requirement of the first stage. As against five blocks which were entrusted to the enumerator during the first stage, only one block was entrusted to each enumerator during the second stage. For this purpose we had to freely draw upon the cadre of talatis-*cum*-panchayat secretaries as well as primary school teachers. It would be clear from Appendix 62 showing the distribution of enumerators and supervisors by broad categories that 75 per cent of the total strength of the enumerators and 35 per cent of the strength of the supervisors was drawn from the cadre of the school teachers. The village officials, i.e., talati-*cum*-panchayat secretaries constituted only 13 per cent of the strength and the remaining enumerators were drafted from the other departments of State Government. At the level of supervisors, the services of the primary school teachers were utilised to the extent of about 33 per cent only. The main bulk of persons from this category was drawn from local Government offices. The services of clerks were utilised for enumeration work only in highly urbanised areas where village officials and primary school teachers were not available to the extent required. At these places persons of higher categories like Aval Karkuns, etc., were appointed to work as supervisors.

18. It may be mentioned here that the appointment of enumerators and supervisors which was made under Sub-Section (4) of Section (4) of the Census Act by the charge officers concerned was printed on thick paper of post card type and size. This served the purpose of both the appointment order as well as the identity card. Relevant sections of the Census Act which made it obligatory for the persons so appointed to perform census duties and prohibiting them from putting any offending questions not connected with the census and the penal provisions for not attending the census duties were reproduced on the back of this appointment order and identity card. A copy of the same is reproduced at Appendix 63. It would, however, be better if a special badge or identity card could be given to the enumerator in future.

Intensive Training

19. The need for giving intensive training to the enumerators and supervisors cannot be under-

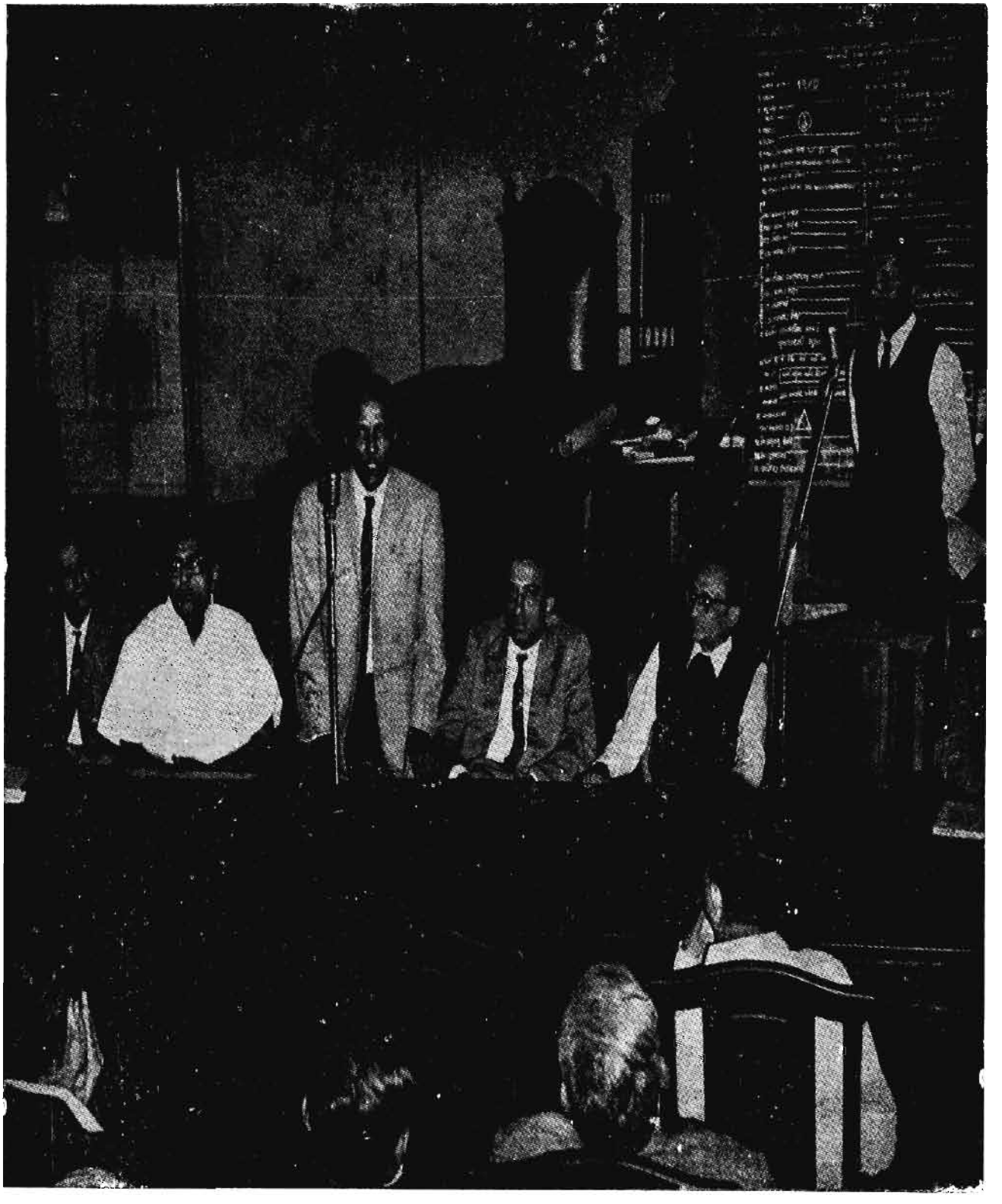
estimated. It was observed during the houselisting stage that it yielded very valuable results. Whatever may be the number of circulars issued and however detailed they may be in character, they are seldom even read by everyone as carefully as they are written. Even the handbook of instructions given in advance to the charge officers, supervisors and enumerators was hardly found to have been read before the actual date of the training in spite of the insistence that they should come prepared to the meeting after one reading at least. It is my firm conviction that whatever instructions are given during the training classes are far more useful than any amount of literature distributed in advance among the field staff. Most of the enumerators and supervisors profit more by the discussions which take place during training classes than by serious reading at home.

20. In view of the above, we had prescribed that the training should be imparted by the charge officers to the supervisors and enumerators in six rounds. The period within which each training class (first, second, etc.) was to be held was also prescribed. During the first three training rounds the charge officers were expected to explain in detail how each column of the census schedule was to be filled. During the fourth round the enumerators were expected to go to the field and fill in the various schedules in order to understand the practical difficulties they were likely to face when they started the work. During the fifth round the charge officers were expected to point out the common defects noticed in the filled in schedules scrutinised by them and discuss in the open class the measures to be taken to avoid their recurrence and give necessary guidance for improvement of the quality of the returns. The Individual Slips to be utilised during such training classes were printed in red to distingish them from other Slips. During the sixth round the enumerators and supervisors were required to give certificate to the effect that they have punctually attended all the training classes and fully understood the instructions given to them. In case any enumerator had not fully followed the instructions on any point, the charge officer was expected to explain the same to him satisfactorily. If the number of such enumerators was large he was expected to arrange a special training class for clearing their doubts. It was also laid down that the supervisors should meet the enumerators every day at the time and place fixed in advance during the enumeration period. The difficulties of the enumerators, if any, were to be solved by supervisors at such meetings. If supervisor was unable to offer any solution, the matter was to be referred to the charge officer for guidance. The census schedules for the second stage were to be given to the census enumerator only after he had furnished the above certificate. We introduced this new practice of obtaining the certificates from enumerators and supervisors because the charge officers were likely to give such certificates easily on demand. If the enumerator was required to certify that he had understood fully the instructions given to him, he was likey to attend the training classes punctually and seriously and read the handbook in detail and with a greater sense of responsibility and approach for clarification wherever necessary. A seventh class was also prescribed for the benefit of those who had remained absent due to illness or any other reason. The charge officers were authorised to call any person for the seventh round of training where they felt it was necessary to do so. The enumerator and supervisor had to certify in the end that he had taken the training prescribed and was confident that he would be able to discharge the duties entrusted to him in an efficient manner. An intensive programme of training to be imparted by officers of the different levels was chalked out by this office as under. It would be seen therefrom that the training period extended from 1-9-70 to 22-1-71.

STATEMENT VIII-3

Statement Showing Programme of Training to be Imparted by Officers of Different Levels

Sl. No.	Training Officer	Trainees	Period of Training	No. of Classes
1	2	3	4	5
1	Director of Census Operations or Deputy Director of Census Operations	District level Officers, Asstt./ Deputy Collectors, Charge Officers, Talatis, Mamlatdars and Special Charge Officers	1-9-70 to 5-11-70	1
2	Deputy Director of Census Operations	Sub-divisional Officers, such as Asstt./Dy. Collectors, Charge Officers of the Talukas and Municipalities and Special Charge Officers as well as their Training Assistants	15-9-70 to 15-11-70	2
3	Charge Officers	Training Assistants/Training Instructors	1-10-70 to 30-11-70	1



Shri A. Chandra Sekhar, Registrar General, India addressing the training class at Ahmadabad during his visit to Gujarat. Shri C. C. Doctor, Director of Census Operations, Shri Panachand Shah, Municipal Commissioner, Ahmadabad, Shri J. P. Raval, Collector, Ahmadabad and Shri G. G. Shaikh, Octroi Superintendent, Municipal Corporation, Ahmadabad are also seen in the picture

STATEMENT VIII·3–*Contd.*

1	2	3	4	5
4	District Level Officers, Asstt./Dy. Collectors, *Charge Officers*, Taluka Level Officers and Training Assistants	Enumerators and Supervisors	16–11–70 to 30–11–70	1
5	District Level Officers, Asstt./Dy. Collectors, Charge Officers, Taluka Level Officers and Training Assistants	Enumerators and Supervisors	26–11–70 to 5–12–70	2
6	-do-	-do-	6–12–70 to 15–12–70	3
7	-do-	Filling up of Schedules on the spot by the Enumerators and Supervisors	16–12–70 to 25–12–70	4
8	District Level Officers, Asstt./Dy. Collectors, Charge Officers, Taluka Level Officers and Training Assistants	Discussion and guidance on the discrepancies noticed in the Census Schedules filled in by the Enumerators and Supervisors	26–12–70 to 4–1–71	5
9	-do-	Issue of literature, obtain certificate to have undergone thorough training	5–1–71 to 14–1–71	6
10	-do-	Enumerators and Supervisors who were incapable of attending due to sickness, transfer, etc.	15–1–71 to 22–1–71	7

21. Because of the postponement of census, even an eighth class was recommended to refresh the memory of the enumerator.

22. It was recognised that the charge officer in rural areas would find it difficult to impart training in six rounds personally at all the training centres within his taluka. He was, therefore, authorised to select a few persons from among the ranks of Aval Karkuns or other officers of comparable level and entrust them with the responsibility of training at selected centres. However, it was laid down that the charge officer should personally attend training at each centre at least twice. The intention behind prescribing the personal attendance of the charge officer, on at least two occasions at each centre, was to ensure that there was uniformity in understanding of concepts and general principles. This raised greatly the general level of understanding of census concepts throughout the State. We went to the length of calling for information about the number of training classes attended by the charge officer personally at each centre. Any shortfall that was found was brought to the notice of the officer concerned and to that of his superiors.

23. Similarly the Assistant/Deputy Collector was requested to attend two training centres in each taluka of his sub-division. It was prescribed that at least one of these two training centres should not be the taluka headquarters, and should be in the interior as far as possible.

24. It was recommended that the Collectors should attend at least one training centre in each taluka according to their convenience.

25. The ideal size of the training class was fixed at 40 persons though an addition of 10 more could be absorbed at the most. The charge officers were discouraged from arranging classes where the attendance exceeded 50, so that personalised attention could be given. However, we found that the charge officers favoured big classes and went to the extent of providing loud speakers and arranged mass training programmes. To improve the quality of training in future, I would like to discourage this and restrict the strength of the training class to 40 persons only.

26. The dates for the training at sub-divisional level were fixed in the presence of the Director at the district level meeting. The dates for taluka level training were fixed in the presence of the Deputy Directors at the sub-divisional level meeting. The dates for the training within the taluka were required to be fixed by the Mamlatdars at the first taluka training class. Copies of training programmes so fixed were furnished to the Director's office to enable him to visit any class without advance intimation.

27. It was pointedly brought to the notice of every one that the success or failure of census would depend upon the quality of training. The charge officers were particularly requested to insist that the supervisors should justify their designation by mastering the instructions and show that they were really in a position to supervise the work of enumerators. However, they never did so in far too many cases and some of colleagues of mine raised a fundamental question whether we should have the

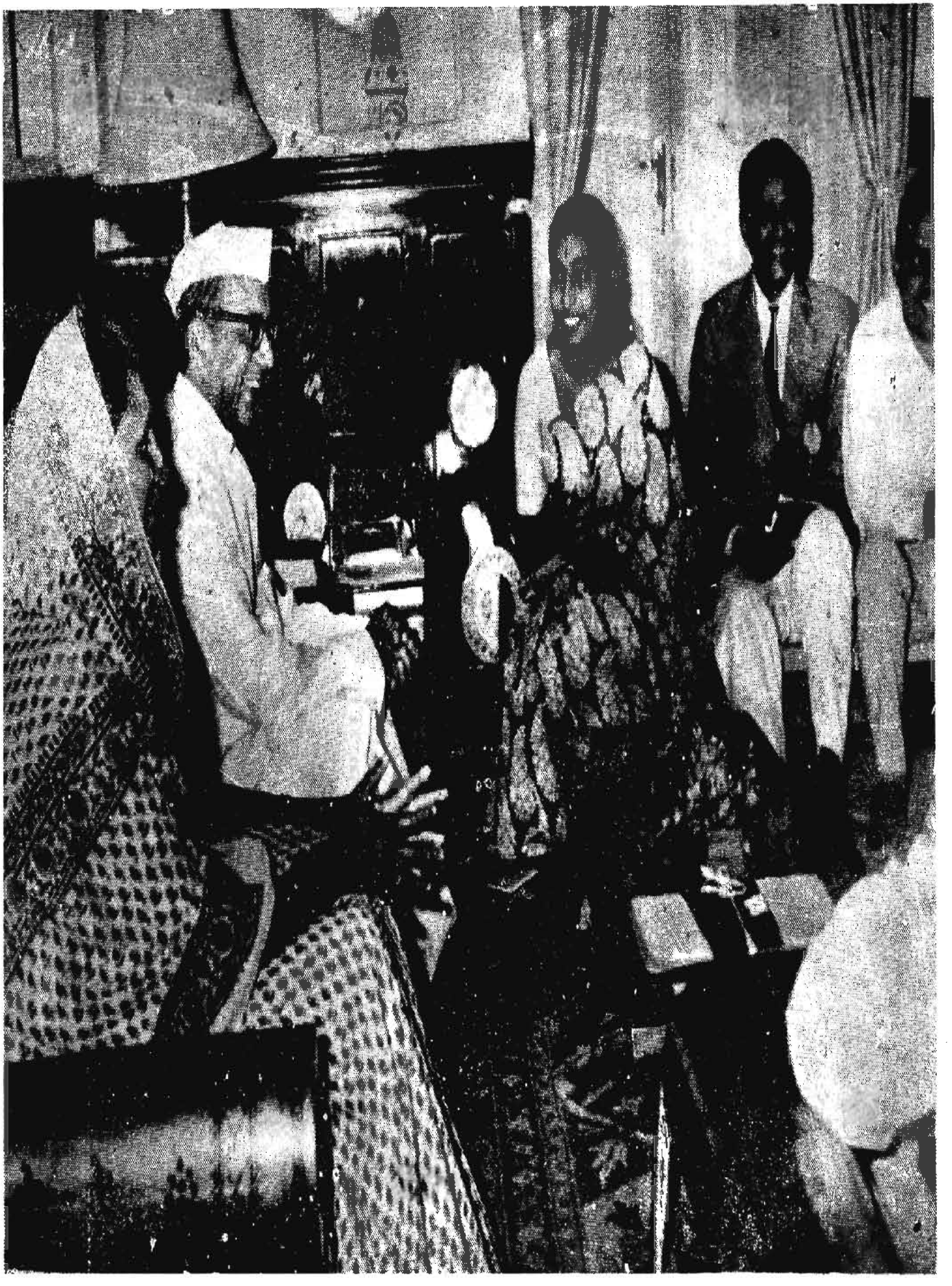
level of supervisors at all. This is the weakest link of the census hierarchy and something must be done to improve it in future, if it is to exist.

28. As stated earlier, the Assistant/Deputy Collectors were made personally responsible for the proper conduct of enumeration in urban areas falling within their jurisdiction. Their association with the census now was not merely formal as before and they were expected to remain present at least at two training centres in each taluka within their charges. By entrusting the urban areas to the care of Assistant/Deputy Collectors we could raise the level of training at these places. They could pull their weight with any officer wherever the Chief Officer was experiencing difficulty in securing the attendance of enumerators during training and enforcing discipline at the training classes.

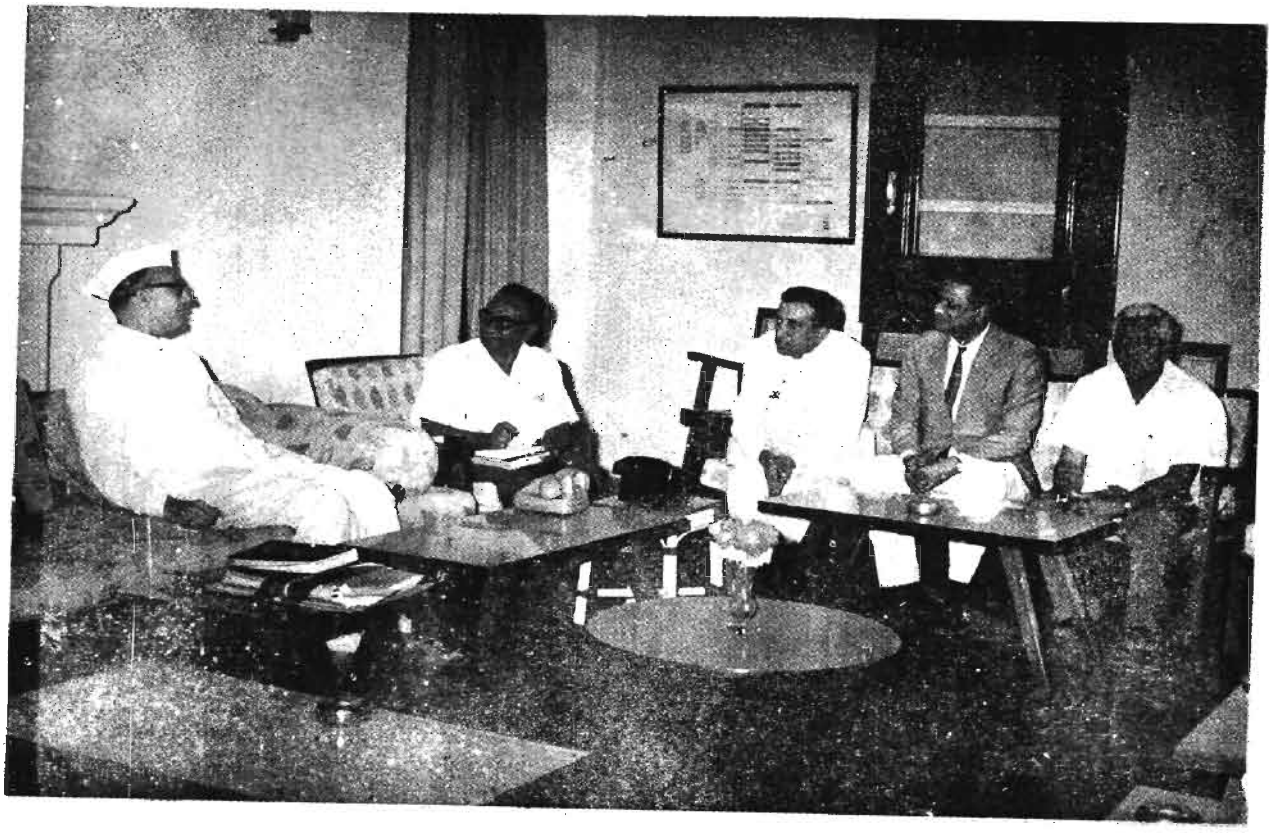
29. The charge officers were instructed to arrange the training classes in such a way that no one had to travel for more than 5 miles from his headquarters. But this was not always possible. We received some complaints that the training classes were arranged at distant places and the expenditure on transportation was excessive. We advised the charge officers to fix additional centres wherever possible and avoid recurrence of such complaints.

30. I used to carry with me two roll up boards during the tours. On one was written the Individual Slip and on the other the Population Record. In addition I had to carry a pointer and a few pieces of chalk. We thought of preparing such roll up boards for all the charge officers centrally at Ahmadabad. But when we worked out the cost, it was staggering. However, the need for supplying the charge officers with large copies of the Individual Slip and the Population Record which could be hung up on the wall or a black board during the course of training was genuine. After examining a number of alternatives we came to the conclusion that it would be most economical to make amonia print copies in sufficient quantity and supply them to the charge officers centrally. A tracing was, therefore, prepared by the Map Section of our Directorate and amonia copies were taken out in required quantity. We were compelled to make local purchase of amonia paper for this purpose because we needed amonia paper of maximum available width for preparing the training schedules. The cost of preparation of one copy of Individual Slip and Population Record on amonia paper worked out to less than a rupee each. As against this, the cost of a roll up board with a round stick nailed at each end worked out to more than ten rupees exclusive of the cost of writing on the board which was estimated at five to seven rupees. The amonia paper could be hung on the wall or black board and fixed with drawing pins without any difficulty.

31. By careful planning and calculation we could effect substantial economy in this regard. It was very convenient for the charge officers and training assistants who were usually travelling by public transport to fold the amonia print schedules and take these with them on tour. A roll up board is not convenient to handle during journeys by bus. The folding schedules proved to be extremely handy and useful and saved the charge officers from the bother of getting them locally prepared at several times the cost at different places. We could supply them in liberal quantity and the charge officer could provide each training assistant and yet have one or two surplus with him for emergency.



The Governor of Gujarat, Shri Shriman Narayan is being enumerated



The Chief Minister of Gujarat, Shri Hitendrabhai Desai answering the questions of Individual Slip being filled by Shri S. M. Nayak, Assistant Director of Census Operations. Shri C. C. Doctor, Director of Census Operations is also seen



The Mayor, Shri Narottam Zaveri, the first citizen of Ahmadabad City is being enumerated

CHAPTER IX

THE CENSUS ENUMERATION

Reference Date

1. The first notification under Section (3) of the Census Act declaring the intention of the Government of India to take the census during the 1971 with the sun rise of 1st March, 1971 as the reference date was published in Government Gazette dated 3rd July, 1969 (Appendix 64).

2. The reference date for the 1971 Census which was originally fixed as 1-3-1971 was subsequently changed to 1-4-1971 on account of the last minute decision of the Government of India to conduct the poll to the House of the People in March 1971. This upset our arrangements to no small extent and at one stage we were wondering whether we would be able to take the census at all. Immediately after the decision to hold the general elections in March 1971 was taken, the Registrar General called a meeting of a few Directors of Census Operations to confer about the difficulties which were likely to be faced, if the dates for elections and the census were running close to each other. My own view was that census time-table should not be disturbed. However, to avoid clash with the mid-term poll the census enumeration programme had to be revised and the reference date was fixed as the sunrise of 20th February, 1971. The enumeration was to commence from 1st February, 1971 and the houseless persons were to be enumerated on the night of 19th February, 1971. The revisional round was to take place from 20th to 22nd February, 1971. We received a telegram from the Registrar General, India to take further action on the above lines. Postponement of census as was suggested from some quarters was considered preposteorous and firmly ruled out. As the arrangements for the census-taking had reached an advanced stage, no difficulty was likely to be experienced by enhancement of dates. Almost every enumerator was in a state of readiness to launch on the census enumeration work at any time. The tempo which was built up by several months of hard work and preparations could not be allowed to be slackened. As the polling dates were to be fixed around 28th February, 1971 and 1st March, 1971, this was the best solution which could be reached. However, there was a bolt from the blue when the dates for the census-taking were further revised and 1st April, 1971 was fixed as the referenece date. This was done as it was represented by several Chief Electoral Officers that it would be difficult for the operational staff to cope up with the work of Census and Election in a single stretch. The preponement of the census had to be given up as it was likely to adversely affect the election with which all administrative officials were likely to be preoccupied. If the revised dates of census enumeration came in clash with annual examinations anywhere, it was decided to postpone the examinations.

The Best Time for the Census-Taking

3. The best time for the taking of the census is when the agriculturists are free and all communication routes are open. The only difficulty we experienced in this period was the preoccupation of teachers with examinations. The month of April is the examination month. During summer vacation most of the teachers are likely to be away from their place of work. It is followed by monsoon when communications are disrupted. The days in winter months are short and the season is not quite suitable for such a massive operation. February-March are the best months. As the reference date for the Indian Census has been the 1st of March for a long time, it should be restored to its original place from 1981 onwards.

Census Packet for Enumerators

4. The census material was issued to the census enumerators on completion of the sixth round of training. It consisted of the following :

(1) Identity Card
(2) Handbook of Instructions
(3) Notional Map of Enumerator's Block
(4) Abridged Houselist
(5) Pads of Individual Slips
(6) Pads of Population Record
(7) Enumerator's Daily Posting Statements for Males and Females
(8) Enumerator's Abstract
(9) Degree Holders and Technical Personnel Cards.

Abridged Houselist

5. After the completion of the first stage of work, the Registrar General's office decided to prepare an abridged houselist which was to work as a frame for the second stage of census. The houselist which was prepared as prelude to the actual

1971 Census provided the source material for building up the frame for this. An ideal frame must consist of well defined areal units of uniform size that are mutually exclusive and exhaust the entire land area of the country. Since the census blocks prepared during houselisting stage were likely to be of varying population sizes, it was thought fit during the second stage to club two or more blocks of first stage and show particulars of both in the abridged houselist. The form of the abridged houselist is enclosed at Appendix 65-A.

6. Section I of the abridged houselist is comprised of identification particulars like location, name/ number and code. Section II is comprised of the enumerator's blocks according to second stage of 1971 Census. Section III was the houselist of the first stage itself which was to be copied out from the original houselist. It gave particulars like the census house number, purpose for which it was used, household number and name of head of household. Section IV of the abridged houselist was in the nature of an addenda to Section III in which the houses and households not covered in Section III but found by the enumerator during enumeration were to be added. Likewise the houses shown in Section III but not in existence at the time of the enumerator's visit were to be deleted at the time of enumeration. The abridged houselist was to be prepared in duplicate.

7. The preparation of the abridged houselist was perhaps an after thought and was an additional burden cast on the enumerator. A person who was appointed as an enumerator for the first time in the second stage had no idea as to how the houselist was prepared during the first stage. He was, therefore, required to be specially trained in the matter. It took some time for him to grasp the concepts of the census house and household at this stage. It was difficult for him to appreciate that while Section III was a copy of the original houselist and Section IV its supplement, Section II could not be filled until the enumeration was over. He was also supposed to make necessary change in Section III in case the purpose for which the census house was used was altered. Similar change was to be made about the name of the head of the household if any change had occurred.

8. The abridged houselist was a kind of a check list. The enumerator was supposed to prepare the abridged houselist before proceeding with enumeration. He was supposed to tick off the houses visited by him every day. It was in the nature of an aid to the enumerator which enabled him to locate each house in his block. As the original houselist was prepared a year before the taking of the census and had to some extent become obsolete, the abridged houselist enabled the enumerator to make it up-to-date and bring on record the new houses, delete the old houses which had fallen, and make a note about the change in the use to which they were put, as also about change in the name of the head of household where such a change had occurred.

9. The abridged houselist so prepared provided a suitable frame for any socio-economic survey to be conducted in future.

10. We commenced the enumeration programme in the State on 10th March, 1971 with a message from the Governor of Gujarat, Shri Shriman Narayan, which is reproduced at Appendix III.

Interesting Anecdotes

11. A few interesting anecdotes reported by the enumerators are reproduced below.

(1) Some of the eunuchs insisted before the enumerators that they should be returned as females because they were wearing female apparel and had female names.

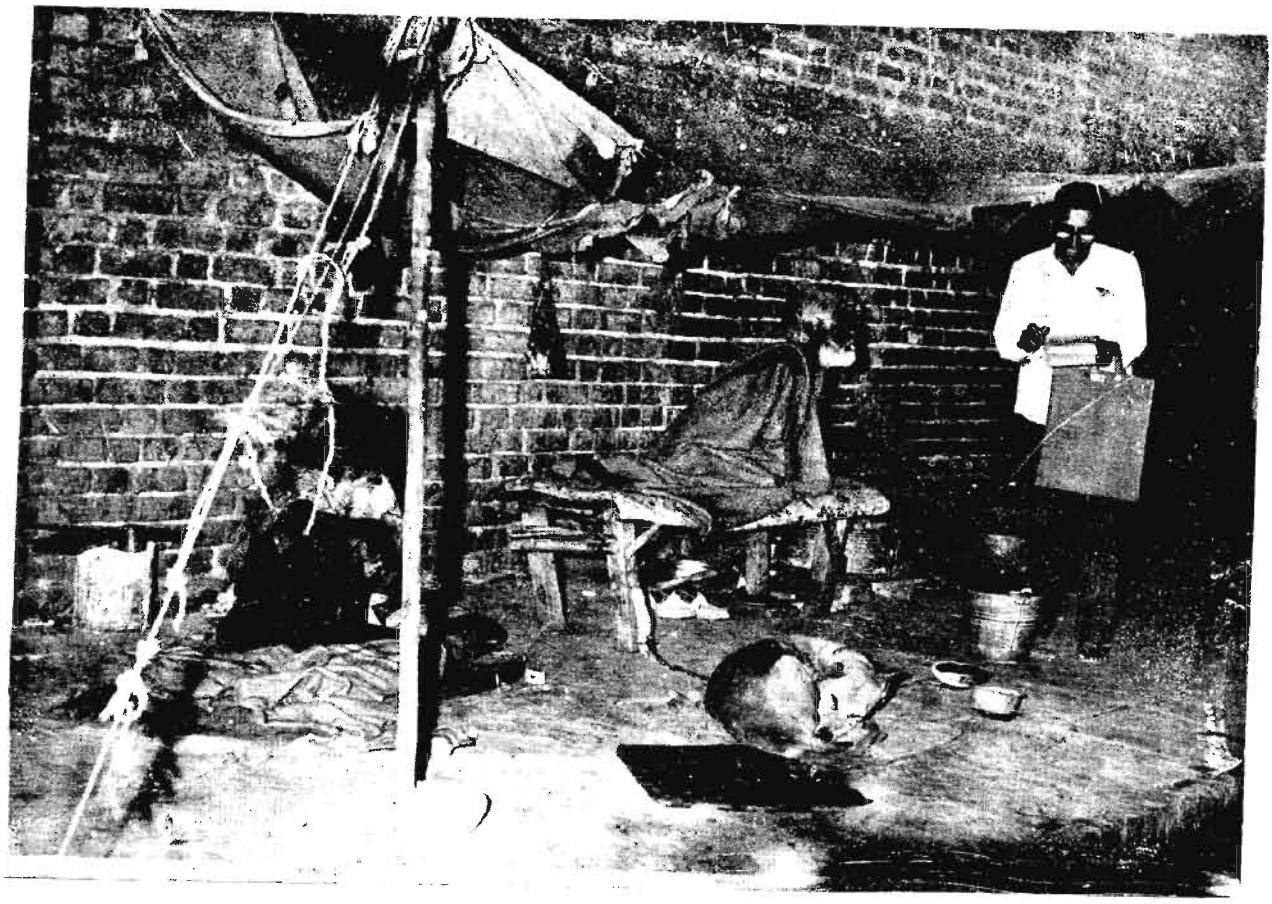
(2) An old female in a tribal area was asked about her age by the enumerator. She informed the enumerator to write whatever age he thought fit. On further probe however she reported her age to be about 40 years. While answering the question about her son's age she said he was about 30 years of age. Can any one really guess the correct age of either in a situation like this ?

(3) After filling the Individual Slip of a certain individual an enumerator started filling the slip of his wife. When he inquired about her educational qualification, he was told by the husband that she was a graduate. The enumerator promptly brought out the Degree Holders Card and requested that the same be filled by the wife at her convenience and he would collect it during the revisional round. No sooner the gentleman saw the Degree Holder's Card he told the enumerator that his wife had studied only upto 4th Standard.

(4) The head of a household helped the enumerator to fill up the Individual Slip of all the members of his household. In the end he insisted that he must fill the Individual Slip of his son who had gone abroad since two years. He wanted his son's name to be included in the electoral roll and confused the census with the elections. He would not allow the enumerator to leave the house before filling his son's slip.



Enumeration of houseless persons





Enumeration of houseless persons

(PHOTOGRAPHS : BY COURTESY OF AHMADABAD MUNICIPAL CORPORATION)

Response of the People

12. It was observed that the response of the people in general was quite heartening. But they were a little impatient about the time taken for filling the Individual Slip. It was found that the Degree Holders and Technical Personnel Card did not evoke a good response among the educated. The printing was very small and eyes had to be strained to read it. It required an exercise of mind before any particulars could be filled in this card. People had to scratch their memory to ascertain dates of passing different examinations and the pay scales which they enjoyed on different assignments. As this card also suffered from the limitation of small printing, it did not receive an enthusiastic acceptance. The question on specialisation was not properly understood by many. The term "previous employment" was not sufficiently lucid as to its intentions.

13. The people in the villages were by and large not worried about the number of the questions put to them. But the lack of proper understanding of concepts of industry and occupation gave overlapping returns. It was difficult in many cases to determine whether the place of birth was rural or urban. Similar difficulty arose in determining the last place of residence and there was endless debate about children born at the house of the mother's father. There was no bias in answering any question except in the case of Surat and Valsad districts where some people returned both their mother tongue and ligion as "A. C.". There was no difficulty about the return on mother tongue anywhere, and no campaign of any kind was launched by any one. We, however, received a formal communication from Gujarat Buddhist Society alleging that some of the enumerators were pressing the Buddhists to give their sub-caste though no sub-castes existed in the Buddhist religion. The society was informed that the enumerators were under strict instructions to record the name of the religion as returned by the persons concerned. Another communication was received from the Radha Soamy Satsang Sabha, Agra, which is their headquarters, stating that the census staff was not recording the actual religion fully as "Hindu Radhasoamy" and should be instructed suitably. They were likewise informed that the enumerators were instructed strictly to record the religion as returned.

14. There was no difficulty in the enumeration of Scheduled Caste and Scheduled Tribe persons. The definite instructions to record the full name of the Scheduled Castes or Scheduled Tribes were properly understood and appreciated. There was some misunderstanding due to the fact that a certain tribe could be returned as such only in the area for which it is recognised under the Presidential Order. There were a number of heated discussions between the census officers, enumerators and the general public alike on this point.

Enumeration of Houseless Persons, Nomads, etc.

15. The enumeration of houseless persons was done on the night of 31st March, 1971 with the help of the police in urban areas wherever necessary. I personally visited the Railway Station in company with the Deputy Director, headquarters, Shri K. F. Patel, and Kr. Fateh Singh Jasol, Deputy Director of Census Operations, Urban Tabulation Office and the Census Officer of the Corporation and found that the enthusiastic charge officer of the Railways had listed more than a hundred houseless persons by 10.00 p. m. A number of other houseless persons were brought near the Karanj, Kalupur, Kagdapith, Ellis Bridge and Navrangpura Police Stations which were visited by us about mid-night. They were all duly covered. A photograph showing the enumeration of the houseless is included in this report.

16. Though we had no serious problem of nomads, our instructions were that they should not be lost sight of on the last day.

17. There are no inaccessible areas in the State for which non-synchronous enumeration was necessary. The enumeration of special areas has been dealt with elsewhere. It would be conducive to the saving of time and energy if the distinction of special areas is eliminated and the normal charge officers are made responsible for all the areas within their territorial jurisdiction. The enumeration of defence personnel was a small affair, though it was found that the training aspect would have remained neglected in this area, if it was not noticed in time. The existence of a special post of Assistant Director for Ahmadabad City has been of very great help in conducting the census in this area. The City was divided into several zones and the responsibility for training enumerators and supervisors in each zone was fixed on the Zonal Officers.

Omission during Enumeration

18. In spite of these elaborate arrangements, there were cases of omission during enumeration. We received a number of telephone calls and letters during the enumeration period itself and all of these were promptly attended. Complaints about non-enumeration received after the enumeration period was

over were carefully looked into and investigated and in certain cases disciplinary action was also taken. The Commissioner of Sales Tax withheld increment of an Inspector for six months for the lapses observed in the discharge of census duties on his part.

19. During the visit of Deputy Registrar General Shri K. D. Ballal to Surat it was mentioned in the course of a casual conversation by Shri J. V. Vyas, Municipal Commissioner, Surat, that he was left out of census count. Shri N. C. Dave, Deputy Director of Census Operations, Surat, was also present when this mention was made. He could not believe this because Shri Vyas had attended several training classes of enumerators and was so well known to them that he could never be missed. He, therefore, undertook to make a thorough inquiry into the matter. It was soon revealed that the Municipal Commissioner was not left out of enumeration and his slip was filled in accordance with the particulars furnished by a member of his family present at the time of the enumerator's visit. Shri Vyas was informed accordingly and it was confirmed by him that he was covered by the census without his knowledge.

Relay of Provisional Population Totals

20. The provisional population totals were to be intimated by the charge officers in the prescribed form. They comprised of male and female figures of population, literate males and females, scheduled castes and scheduled tribes with break-up of main activity according to sex. They were to be compiled from the abstracts, prepared by the enumerators and delivered alongwith the record. These figures were posted in the register which were kept ready by the charge officers in their offices. They were expected to communicate the figures in respect of their charges (including special charges and military areas) by the quickest possible means to the Director of Census Operations on 5-4-71 either by telephone or telegram. Both the telephones of this office were continuously manned for this purpose on 5-4-71 and 6-4-71 from 8 a. m. to 10 p. m. The District Census Officers were required to communicate the district totals to the Director of Census Operations on phone or by express telegram, to be followed by a post copy in confirmation. They were also expected to send an express telegram to the Registrar General, India to be followed by a post copy in confirmation. A copy of the form prescribed for relay of provisional totals is given at Appendix 65-B. The charge officers were expected to furnish further details about workers and non-workers, Scheduled Castes/Scheduled Tribes, literacy, houseless and institutional population, etc., in the proforma given in circular No. 20 which is included at Appendix 65-B. We were not among the first few to communicate the provisional totals to the Registrar General. We were let down firstly by Rajkot district from which the totals were received on 7-4-71 and Bhavnagar district from which the totals were received only on 8-4-71. They were finally communicated to the Registrar General on 8-4-71. A statement giving provisional figures for each district, the date on which the figures reached the Director of Census Operation's Office and the final figures compiled after sorting for Primary Census Abstract is given below. The percentage variation for each district and State is given in the last column.

STATEMENT IX·1

Statement Showing Date of Communication of Provisional Totals by Districts, Provisional Population Figures, Final Population Figures and Percentage Variation

Sl. No.	State/ District	Date of communication of provisional population totals	Provisional population figures	Final population figures	Percentage variation
1	2	3	4	5	6
	**GUJARAT STATE .. **		**26,660,929**	**26,697,475**	**(+) 0.14**
1	Jamnagar	6-4-1971	1,111,376	1,111,343	(—) N
2	Rajkot	7-4-1971	1,621,578	1,624,072	(+) 0.15
3	Surendranagar	6-4-1971	845,919	845,454	(—) 0.05
4	Bhavnagar	8-4-1971	1,405,664	1,405,285	(—) 0.03
5	Amreli	6-4-1971	847,912	848,730	(+) 0.10
6	Junagadh	6-4-1971	1,654,169	1,656,677	(+) 0.15
7	Kutch	6-4-1971	849,557	849,769	(+) 0.02
8	Banas Kantha	6-4-1971	1,265,257	1,265,383	(+) 0.01
9	Sabar Kantha	6-4-1971	1,186,833	1,187,637	(+) 0.07
10	Mahesana	6-4-1971	2,091,129	2,092,468	(+) 0.06
11	Gandhinagar	5-4-1971	200,581	200,642	(+) 0.03
12	Ahmadabad	6-4-1971	2,905,233	2,910,307	(+) 0.17
13	Kheda	6-4-1971	2,442,446	2,451,387	(+) 0.37
14	Panch Mahals	6-4-1971	1,846,280	1,848,804	(+) 0.14
15	Vadodara	6-4-1971	1,976,196	1,980,065	(+) 0.20
16	Bharuch	6-4-1971	1,106,076	1,109,601	(+) 0.32
17	Surat	6-4-1971	1,782,148	1,786,924	(+) 0.27
18	Valsad	6-4-1971	1,428,334	1,428,742	(+) 0.03
19	The Dangs	6-4-1971	94,241	94,185	(—) 0.06

N=Negligible

21. The provisional population totals were released in the form of a booklet under the title "Paper No. 1 of 1971-Provisional Population Totals" on 19-11-71. A supplement to the provisional population totals was published on 25th May, 1971. The publication on the provisional population totals contained the following :

1 Statement showing a Comparative Picture of the Population of Different States of India

2 Provisional Population Table I : Distribution of Population, Sex Ratio, Growth Rate and Density of Population by Districts

3 Provisional Population Table II : Decadal Variation in Population since 1901

4 Provisional Population Table III : Population by Sex of Cities over 100,000 Population in 1971, and the Growth Rate of Population, 1961–71

5 Provisional Population Table IV : Literacy

22. The supplement to the Provisional Population Totals contains the following tables :

(1) Rural and Urban Composition of Population

(2) Population of Towns

(3) Distribution of Population by Workers and Non-workers

(4) Distribution of Working Population by Agricultural and Other Workers.

CHAPTER X

PAYMENT OF HONORARIUM AND CENSUS MEDALS

Payment of Honorarium

1. The Indian Census takes pride in the fact that it is the most economical operation of its kind in the world. This has become possible so far on account of the voluntary nature of census duties cast on individuals. The coverage of the Indian Census is universal and on account of the low cost of operation, the census enumerator is in a position to contact each and every individual personally. In a prosperous country like America it is impossible to employ an enumerator to go from house to house and personally contact each individual and fill up his particulars. They are required to mail the questionnaire and depend on the replies received. In case the response is not heartening, they have to be followed up by telephone calls and personal contact is established only in exceptional cases.

2. No remuneration was paid to the census enumerator until the Census of 1961. The work was mainly done on a voluntary basis with the help of persons drawn from lower levels working in Government and semi-Government offices. The school teachers and the village accountants have always constituted the bulk of the census enumerators in India. They were paid Travelling Allowance and Dearness Allowance in case they were required to perform journeys beyond a radius of 5 miles from their headquarters. But the clerical work involved in the preparation of Travelling Allowance bills etc. and its scrutiny and sanction was enormous. In order to do away with the huge labour involved in this process, a new system was developed during 1961 Census at which a flat amount was paid as honorarium. It was not intended to remunerate the census worker fully for his troubles, and the honorarium was supposed merely to meet with the out of pocket expenses incurred by the enumerator while attending to census duties. It may be mentioned here that census duty for the enumerator began with the attending of the first training round and ended with the delivery of the census records. The earlier census also left an unsatisfied enumerator whose actual expenses sometimes exceeded what he got by way of Travelling Allowance and Dearness Allowance wherever it was admissible to him. The lump sum of amount of honorarium which he began to receive since 1961 Census may have relieved the botheration of the administration in processing Travelling Allowance claims but the enumerator's lot did not stand substantially improved. Some enumerators still feel that the actual expenses they have to incur on transport etc., while attending the training classes and the labour they have to put in while doing the enumeration work is far in excess of the amount they get by way of honorarium. The only possible answer that can be given to this argument is that the time during which they are attending training classes is paid for by their parent departments. They cannot, therefore, expect to get double wages for the same period. The expenditure they have to incur on transport while attending the training classes (and this is mainly true of urban areas only) would not normally exceed half the amount they get by way of honorarium. The main item of work for which they are employed is the enumeration. This is to be done by them, outside their normal working hours and they are compensated for this trouble by grant of honorarium. Here again, it is only a token payment and not given as remuneration, but meant to cover their out-of-pocket expenses only. It may be termed as a small token of appreciation for the gigantic work they are called upon to do as their part towards the national effort that the census is. In practice, however, several further concessions are given by the Government to the enumerator for attending to census duties. Reasonable relaxation in attendance has been given to all school teachers and clerks and others both during training and enumeration. It cannot be contended that the census enumerators should be given a holiday during the entire enumeration period. The work is required to be done according to the convenience of the enumerator in the course of a period which is spread over three weeks. Certain enumerators are known to have completed this work by working full time for 3 or 4 days falling on Sundays and holidays.

Rate of Honorarium

3. The rate of honorarium sanctioned during the first and second stage of 1971 Census work was as under :

(1) *Enumerators*

(i) Honorarium for house-numbering and house-listing and filling up of establishment schedule (including the cost of house-numbering material) for an enumerator's block .. .. Rs. 15

(An average block in rural area consisted of about 120 houses. An amount of Rs. 5 was to be set apart towards cost of house-numbering material. This could be drawn in advance and

paid to the enumerators if required). An average enumerator was given 5 blocks during houselisting stage and could earn Rs. 75 for this work of which a maximum amount of Rs. 25 was to be paid towards the cost of material for house-numbering.

(ii) Actual enumeration of an enumerator's block. .Rs. 25
(An average block in the rural areas covered about 750 persons or 150 households and in urban areas about 600 persons or 120 households.)

(2) *Supervision charges*

(i) House-numbering and houselisting and filling up of establishment schedule for a supervisor's circle consisting of 4 to 5 enumerator's blocks. .Rs. 15

(ii) Actual census enumeration for a supervisor's circle consisting of 4 to 5 blocks .. .. ..Rs. 25

4. The amount of honorarium sanctioned for both the stages of work beginning from December 1970 and ending with April 1971 to the District Census Officers and Taluka Census Officers were as under as per the Registrar General, India's letter No. 8/17/69-Ad-II dt. 24-1-70 and DO No. 8/12/70-Ad-II (Pt. III) dt. 1-4-71 (Appendix 66).

	Designation of the Officer	*Amount of Honorarium Sanctioned*
1	District Census Officer	Rs. 300
2	Sub-Divisional Census Officer	Rs. 250
3	Taluka Census Officer	Rs. 150

5. Block sanction for acceptance of honorarium by employees of the State Government for performing census duties was conveyed by Government in General Administration Department under its letter No. CNS-1069-790-AES dt. 27-10-71 (Appendix 67).

6. We had some difficulty in obtaining sanction from Registrar General for grant of honorarium to the Prant Officers but are happy that we could succeed in the end in convincing the Registrar General, India of the need for recognising the importance of this link.

7. The total amount of honorarium disbursed to each district was as under.

STATEMENT X·1

Statement Showing Amount of Honorarium Disbursed to each District

Sl. No.	Name of district	Amount disbursed
1	2	3
	Total	**1,216,828-34**
1	Jamnagar	52,513-28
2	Rajkot	77,122-89
3	Surendranagar	40,711-12
4	Bhavnagar	61,881-74
5	Amreli	38,160-06
6	Junagadh	77,128-97
7	Kutch	40,540-54
8	Banas Kantha	56,317-06
9	Sabar Kantha	52,078-70
10	Mahesana	92,544-65
11	Gandhinagar	8,526-72
12	Ahmadabad	140,252-30
13	Kheda	107,829-35
14	Panch Mahals	80,099-35
15	Vadodara	90,281-25
16	Bharuch	50,793-82
17	Surat	82,236-20
18	Valsad	63,472-21
19	The Dangs	4,338-13

We have created an anamolous position by sanctioning the same rate of honorarium, both for the enumerator and supervisor though there is large variation in the quantum of their work.

Need for Increase of Rates of Honorarium

8. There was a time in the history of this country when the census work could be done on a voluntary basis without a word of protest from the primary school teachers, talatis-*cum*-panchayat secretaries, clerks, etc. But with the change in the times it is apparent that it would not be any more possible in years to come to get this work done even on payment of lump sum honorarium to cover out-of-pocket expenses unless it is made sufficiently attractive. Gone are the days when we could inspire people on grounds of patriotic considerations and national duty to do this work as a labour of love. The rates of honorarium will have to be substantially revised to get good quality of work done. With the increase in the cost of living, the economic considerations outweigh every other consideration. The call to the national consciousness in the performance of the census duties was already found to be falling on deaf ears during 1971. The employment of full time enumerators is ruled out, because of short duration of work, want of stake in service and lack of experience and background of any Government work on the part of newly recruited candidates coming fresh from schools and colleges.

9. We were called upon to face a most difficult and embarrassing situation when it was brought to our notice by the enumerators that they were being paid a magnanimous amount for the election duties which also they were asked by the local administration

to perform during the same period. It was argued to the point of deafening our ears as to why they are being paid less than half the remuneration for doing more than double the work in census. It was spelt out that though the number of rounds in which training was imparted for election and census was nearly the same, the actual election duties were limited to one or two days while the census duties extended to over three weeks. The election duties were to be performed in the polling stations only. The census duties were out-door in nature and the enumerator was required to go from house to house and fill up individual slips of 700 to 800 persons. There were 17 main questions and an equal number of sub-questions to be answered for each individual. The enumerator was sometimes required to visit areas with which he was not familiar and confront people who were not always good characters. He was generally an unwelcome visitor and was subjected sometimes to insult and humiliation. The call on his time and energy was heavy. He did not command any authority and had to use persuasive measures to solicit the information required. The rates at which he was paid for performing these arduous duties have been given above.

10. By way of contrast, the rates sanctioned by the Chief Electoral Officer for doing the election work were as follows :

(1) Staff employed for polling and counting of votes were paid at the following rates.

	Designation	*Rate per day*
1	Presiding Officer	Rs. 10
2	Counting Supervisor	Rs. 10
3	Polling Officer	Rs. 6
4	Counting Assistant	Rs. 6
5	Class IV	Rs. 5

(2) Government servants and others who were required to attend duties outside municipal limits of their headquarters were remunerated at the following rates, provided the place of duty was beyond 8 kms. of their headquarters.

	Designation	*Rate per day*
1	Presiding Officer	Rs. 15
2	Counting Supervisor	Rs. 15
3	Polling Officer	Rs. 9
4	Counting Assistant	Rs. 9
5	Class IV	Rs. 7.50

(3) Government servants and others when required to attend training classes held in connection with election work at places beyond a distance of 8 kms. from their headquarters were remunerated at the following rates :

	Designation	*Rate per day*
1	Presiding Officer	Rs. 10
2	Counting Supervisor	Rs. 10
3	Polling Officer	Rs. 6
4	Counting Assistant	Rs. 6
5	Class IV	Rs. 5

11. Copy of General Administration Department's resolution bearing No. ELC-2370-60 (2) Chh dt. 11th January, 1971 is enclosed at Appendix 68.

12. Any census worker who compared the election rates with what he was getting for census found that he was getting a poor pittance for census duties and it was a raw deal. There was a clamour for equalisation of rates if enhancement was not possible, in view of the large quantum of work involved. Since both Census and Election are Central Government programmes, it was difficult to explain why the remuneration for laborious work was low. The contrast was very pointed because both the programmes came at nearly the same point of time. We could not satisfactorily explain why the Central Government was not convinced that Census was as important, if not more, than the Election.

13. The size of the blocks in rural areas comprises of 120 to 150 houses. If we estimate the number of persons living in a household at 5, the maximum number of persons in a rural block would be 750. The enumerator was paid Rs. 25 per block of 150 houses or 750 population. In other words, the price for filling one individual slip in rural areas works out to 3 paise approximately. In an urban block, where the maximum number of houses were 120 and the number of persons was 600, the price for filling one individual slip works out to 4 paise approximately. We have already discussed elsewhere that the total number of questions and sub-questions together in a slip amount to 34. It took anywhere between 3 to 5 minutes to fill up the individual slip depending on the tenacity of the enumerator and the responsiveness of the person to be enumerated. If we take the average time taken as 4 minutes it would take 750 x 4=3,000 minutes or 50 hours for an average enumerator to complete his work in rural areas. Calculating on the same basis, the average enumerator in urban area would take 625 x 4=2,500 minutes or 41 hours. By any standard this is rigorous work in addition to normal duty and must be properly compensated.

14. I have already said earlier that it is no longer possible to persuade people to do census

work as national duty without payment of adequate remuneration. It is no longer possible to arouse national consciousness for doing any work on a voluntary basis. It is the good fortune of the Indian Census that it has been able to get the work done on a voluntary basis so far. It would perhaps be difficult in years to come to continue this tradition. There is a good case for making a substantial rise in the amount of honorarium so as to make the work more attractive and eradicate the disparity between the two national programmes of equal importance.

Recourse to the Penal Provisions of the Census Act

15. There was no occasion to take recourse to the penal provisions of the Census Act. However, the threat of these provisions had to be extended in some cases. We had taken a policy decision not to prosecute any one as far as possible. Such a step would have caused more harm than good to the cause of the census. There were a few glowing instances where the enumerators had prepared a rough copy of the houselist on their own paper during the field and then prepared fair copies in duplicate in good hand to be delivered to the charge officers. Similarly some of the notional maps were prepared on paper purchased at their own cost and beautifully decorated in colours by sincere efforts which could win nothing short of genuine applause.

Suggestions for the Future

16. There is a small suggestion which might be considered to make training more attractive. A small payment could be announced for punctual attendance at all training classes and paid in the last class at the end. This inducement will lead to regularity in attendance. So far as the urban areas are concerned, a small payment to cover the cost of transport incurred, if any, could also be paid alongwith this. The amount of honorarium for actual enumeration could be earmarked and paid on satisfactory completion of work.

17. There is another point of caution which I would like to mention here for the benefit of my successor. The honorarium for doing the houselisting work includes the cost of material for house-numbering. The time is ripe now to divest the enumerator from the responsibility of house-numbering with colour or *Geru* at least in urban areas. The enumerators in Rajkot and Bhavnagar municipal areas flatly refused to carry with them a tin of *Geru* and brush with which they were expected to write the house-numbers. It was particularly true of female workers who found it difficult to manage a tin of colour or *Geru* in addition to a babe in arms. The Chief Officers of some Municipalities faced a riotous situation where the enumerators declined to have anything to do with *Geru* and brush. They were allowed to substitute the same by chalk or crayons. It needed unlimited powers of persuasion to change the mood of a large band of recalcitrant workers in urban areas. Perhaps the situation in rural areas is slightly better. With the introduction of the Permanent House-numbering Scheme in the State, the work of writing new numbers would be restricted only to the new houses which will have come up during the inter-censal period. The local bodies could be persuaded to entrust this work to a private contractor. The enumerator should of course be required to move in his block and gather particulars of houses on which there is no number in existence.

18. It was under consideration of the Register General, India at one stage to provide each enumerator and supervisor with a small aid to his work in the form of a ball point pen or a badge to be worn on the shirt, coat or blouse or a not very expensive plastic envelope bag in which he could put the census record and wrap it up and put under his arm. This was discussed at length during the first Census Conference held at New Delhi. However, these good plans could never be implemented and were given up when the cost was calculated. Purely from the point of view of expediency and for inducing the census worker to get involved in his work and take pride in the performance of his duties, it would be worthwhile to consider the award of an inexpensive gift to every member of the census army engaged in enumeration work. Even if it means prorata reduction in the amount of honorarium, it would be worth doing it. Every person working for the census should, if possible, be given an article of which he can make personal use. It would add pleasure to his pride if the article is such as can help him in the enumeration work. It is requested that the suggestion may be adopted for 1981 Census irrespective of the financial aspect involved. If it is not possible to envisage this at the national level, it may be left to the Directors of Census Operations to provide the suitable article within the ceiling prescribed.

19. There is another suggestion which I would like to offer for consideration for my successor at the 1981 Census. The State Government declares a holiday on the reference date at the request of the Census Organisation. I have often wondered whether it is really necessary for all to observe a holiday on the reference date. The entire population cannot be

and is not enumerated on this one holiday and the holiday, therefore, serves no real purpose. At the same time, the cost to the State exchequer on account of the closure of work for a full day could be enormous. If, instead, the State Government could be persuaded to agree to give half a day's leave to the entire army of census workers during the enumeration period, the cost to the exchequer would perhaps be less and the gain to the census would be infinite. The phsychological satisfaction which the census enumerator would derive from leave of absence for half a day for 20 days would be extraordinary and may take away the sting of the matter. Even if this period of half day's absence is restricted to a week, it may serve the purpose. It would be definitely more advantageous than a closed holiday for every one on the reference date. The census programme is different from the election programme, where the persons don't have to come to the enumerator but the enumerator has to go to every individual to collect his details. They are not to be collected on a single day, as is the case with elections but over a period of three weeks. There is, therefore, really no genuine need for declaration of a public holiday for everyone on the reference date. Some States like Mysore have declared 2 or 3 holidays during 1971 Census. The matter requires to be carefully considered on the next occasion.

A Welcome Feature of 1971 Census

20. A welcome feature of 1971 Census was the payment of honorarium not only to the District and Taluka Census Officers but also to the Sub-divisional Census Officers and Training Assistants. In spite of this, we were told that two important functionaries, namely the Resident Deputy Collector and the Head Clerk to the Collector were missed by us. It was argued that the burden of the census at the Collector's office was borne not so much by the Collectors themselves, but by the Resident Deputy Collectors and Head Clerks. It is difficult to say definitely who really bore the burden for it may have been the Census Aval Karkun alone. The position has, however, differed from place to place. Once the Collector has been designated as the District Census Officer, the honorarium has to be given to him. During the 1961 Census the Resident Deputy Collectors were designated as District Census Officers and were given the honorarium. This point was considered carefully before designating the Collectors as District Census Officers during 1971. I would like to maintain that given the authority to involve the district offices in the census machinery, the involvement should be made only of the top man and not of his number two. It has got several advantages. The crux of the whole matter lies in the fact that the Director of Census Operations should be in a position to mobilise him. If for any reason, there is the slightest doubt on this point, there would be no objection to notify the Resident Deputy Collector as District Census Officer.

21. But there is a good case for grant of honorarium to the Head Clerks in the Collector's offices. They have been often compelled by their superiors to read every line of the instructions given by the Director of Census Operations and have been hauled up for non-compliance. When the census is prepared to reward the District and Taluka Officers, this small functionary who works as a link between the two should not be forgotten.

22. A further point which came up for our consideration for the grant of honorarium was the cadre of Training Assistants. It is already stated earlier that the Charge Officers were empowered to select Training Assistants from among the Aval Karkuns or persons of equivalent level like Head Masters of Schools, etc., and put them in charge of training at particular centres. These officials devoted a good deal of their time and energy towards imparting of the training. It is also said elsewhere that the success or failure of census depends largely on the quality of training given to the enumerators and supervisors. As these persons were neither charge officers nor enumerators and supervisors, they did not initially qualify for grant of any honorarium. Pressing demands were, therefore, made for them from several quarters. In view of the sincerity and devotion with which the work was done, it was difficult to brush aside this genuine claim. A special case was, therefore, made out for them and submitted to the Registrar General, India. The case we made out was so genuine that it could not but meet with the approval of the Registrar General, who sanctioned a honorarium at Rs. 120 per Training Assistant. We, therefore, requested the charge officers to furnish the names of the Aval Karkuns who had relieved them of their burden of training and worked as Training Assistants. In reply we got a formidable list of at least a dozen Assistants per taluka and when we worked out the cost of payment of honorarium to them, we were stupefied. It was beyond all our expectations and far exceeded our resources. We had, therefore, to be firm and to request the charge officers to confine their recommendations to one individual only. The charge officers were most liberal in pressing for the claims of these persons who, they said, had completely

relieved them from the responsibility of imparting training. We could not agree to this and restricted the grant of honorarium to only one Training Assistant per taluka. It was, however, reported that this paltry sum was also divided among various claimants. We closed our eyes and ears to such reports. I would, however, like to maintain that provision should be made for payment of some honorarium to all Training Assistants.

23. In case of Municipal Corporation areas, one Zonal Officer was put in charge of population of nearly one lakh. He had imparted training personally and therefore the recommendations of the Municipal Corporation were honoured within the frame work of the formula.

24. We could not, however, agree to the grant of honorarium to special charge officers at all. There was no comparison between the work of normal and special charge officers. The area of operation of the special charge officers was in most cases limited from 5 to 20 blocks at the most. It would be unfair to equate the special charge officer with the normal charge officer and pay him the same amount of honorarium. We, therefore, decided not to give any honorarium to the special charge officer whatsoever. A sizeable correspondence ensued from the charge officers of the Defence Establishments who spent more time and energy in claiming the honorarium, as compared to the total time spent on census work. About the only letters we got from them related to the question of grant of honorarium. They were suitably replied and the chapter was closed. I have already recommended the abolition of special charge officers at future censuses. Even if they are continued, there would be no justification for grant of honorarium to special charge officers at any time.

25. Here I would like to make a special mention of special charge officers of colonies like Fertilizernagar, Jawaharnagar, Ukai Irrigation Colony, Tata Chemicals Colony at Mithapur etc., where the normal charge officers were able to achieve much due to close coordination with the authorities there.

Award of Census Medals

26. Since the 1951 Census it has been the practice to award medals to census enumerators and other census workers for outstanding services. The medals awarded are cast in silver and bronze and a quota system was fixed on the basis of a fixed number of medals of each type, per every one lakh of population. The medals were of prize type and no ribbon was provided with it. They were awarded in the name of the President of India. Gujarat was initially allotted 275 silver and 550 bronze medals. This was subsequently raised to 285 silver and 573 bronze medals. They were manufactured at the India Government Mint, Bombay and were awarded in token of outstanding zeal, sincerity and quality of work. Fifty per cent of the quota of silver medals and seventy five per cent of the bronze medals were reserved for census enumerators. The balance was to be distributed among the higher functionaries. Each such award was accompanied by a citation. In addition to the above, we requested the State Government to agree to the award of certificates of merit signed by the Chief Secretary to be granted to persons who had shown outstanding zeal and enthusiasm as was done at the 1961 Census but who could not be given medals due to limitation of number. This proposal was accepted by the State Government and we printed 5,000 copies of the certificates at the Government Photo Litho Press, Ahmadabad. 256 Certificates of Honour were also awarded by the Director of Census Operations to the staff working in the Head Office and Regional Tabulation Offices in recognition of the outstanding services rendered by them. Specimens of (1) the citation which goes with the award of the medal, (2) the Certificate of Merit awarded by the Chief Secretary to Government of Gujarat and (3) the Certificate of Honour awarded by the Director of Census Operations are enclosed at Appendices 69 to 71 of this report. The award of silver and bronze medals and certificates of merit was done on the recommendation of the Collectors who received proposals from the charge officers and scrutinised the same in accordance with yardsticks laid down by us for measuring the suitability of candidates. It was decided that only a small portion of silver and bronze medals should be awarded to higher functionaries and the bulk of the medals would be distributed among enumerators and supervisors. The recommendations received from the Collectors for award of silver and bronze medals were carefully examined with reference to the quality of work as revealed through the census records received at the Regional Tabulation Offices. The Deputy Directors in charge of the Regional Tabulation Offices were requested to offer their remarks about the quality of work of the enumerators who were recommended for award of medals. In cases where the work was not found to be of a sufficiently high order to justify the award of this distinction, the proposal was rejected. The charge officers were requested to announce beforehand at the training classes that outstanding work would be recognised by the award of medals. They were requested to prepare

lists of eligible persons keeping in view the following considerations :

(1) Neatness in the maintenance of census records.
(2) Thoroughness and accuracy in canvassing the various schedules and in the maintenance of related administrative records.
(3) Display of exceptional zeal and merit in shouldering the duties and responsibilities in connection with the census.
(4) The work of the supervisors selected for award should be uniformly accurate and of outstanding merit.
(5) As regards the selection of charge officers for award of medals, the Collectors were requested to select them after taking into consideration the quality of the administration of the census by the charge officers.

27. The census staff working in the offices of the Collectors, Mamlatdars, Municipalities, Director of Census Operations and the Regional Tabulation Offices was also made eligible for the awards. The Assistant/Deputy Collectors were also made eligible for the award.

28. In so far as the higher functionaries were concerned, the recommendations of the Collectors were scrutinised among other things with reference to the personal experience in the field of the Director of Census Operations and the Deputy Directors of Census Operations. The Deputy Directors were requested to keep a note of the outstanding zeal and enthusiasm displayed by any charge officer or his assistants and to the extent possible by any of the enumerators and supervisors in the area entrusted to them. These notes were compared with the recommendations received and the scrutiny note of the schedules returned.

29. The Registrar General, India had desired that a portion of the medals should be set apart for the persons working in the administrative and other branches of the Director of Census Operations's office and Regional Tabulation Offices. Accordingly, we had invited proposals from the Deputy Directors in charge of the Regional Tabulation Offices for award of this distinction in deserving cases. It was my desire to visit each Regional Tabulation Office personally and award the medals at a function specially arranged for the purpose before the formal closure of these offices. But I could not visit the Regional Tabulation Office in time towards the end except Rajkot. As far as the Urban Tabulation Office, Ahmadabad, was concerned, we decided to arrange a function on 26th January, 1972 and distribute the medals to the persons working in the Urban Tabulation Office as well as the Head Office. The work of the Urban Tabulation Office was still not completed and was likely to extend for the better part of the year. It is well-known that all can never be satisfied in the matter of award of medals and certificates. I would like to sound a note of warning for my successor and request him not to make any award until the work of the Tabulation Offices is actually over or about to be over. We found to our great grief that the award of medals created a kind of discontent among the staff and it was, thereafter, divided in its loyalty to the Organisation. It created unnecessary bickerings and left a trail of unpleasantness which persisted till the end.

30. We requested the State Government for the award of silver medals, at least to a few Chief Officers at the hands of the Governor on 26th January, 1972 at the ceremonial parade. Unfortunately as the proposal could not be sent in time before the details of the programme were worked out, it could not be accepted. However, the Government asked the Collectors to award census medals at their hands on 26th January, 1972 at the ceremonial parade which is held on this day at all district headquarters. This gesture of the Government was a great booster to the census workers. It gave them a feeling that good work done in the census is appreciated and recognised. The primary school teachers and talati-*cum*-panchayat secretaries felt quite elated on receiving the medals in the presence of a large and distinguished gathering at the hands of the Collector. I would strongly advocate for the continuance of this practice at all future censuses.

CHAPTER XI

TOURING AND TRANSPORT

Touring

1. The duties of the Director of Census Operations involve intensive touring till the enumeration is over and is thereafter limited to the visits to Regional Tabulation Offices. Unlike many other jobs, one gets during this work, the rare experience of personally seeing in the field the results of what one has designed in the office. I always used to treat my tours in the districts as excellent opportunities to test in the field the theories I had developed in the office. There is much that I have learnt from my tours which has been useful to me in my day-to-day work. The first major experiment which I launched immediately after I took over was the preparation of notional maps of all the villages and towns of the State. The officers in the field to whom my instructions were addressed quickly transmitted them lower down till they reached the talatis-*cum*-panchayat secretaries who had to prepare the maps. This otherwise resourceful body of functionaries flatly refused to have anything to do with the drawal of the maps, though talatis are known to be able to do any amount of jugglery with the area and account figures of villages of their charge. I had, therefore, to visit a few villages selected on pilot basis and get the maps prepared in my presence. It was during these exercises that I saw how necessary and important it is for any officer issuing instructions to persons to see the difficulties which come in the way of their implementation. My instructions underwent several changes in the light of experience gained by me in the field. The large mass of instructions which followed during the first and second stages of the operations were based on the rugged experience gained first-hand from the field.

2. The benefit one derives from establishing personal contacts in the field can never be underestimated. There are many things which can be solved by personal visits which may have defied solution in protracted correspondence fruitlessly carried on over a number of years.

3. Touring is very important to the Director of Census Operations from many angles. It gives him an opportunity of seeing the area and sizing up its problems. He can assess the ability of officers at various levels who are ultimately to do his work. He can identify the areas which would need more personalised attention and make special arrangements for them in advance. He can provide suitable additional assistance to the local administrative machinery. He can assess the degree of coordination among the officers of various departments from all of whom he has to draw the staff during enumeration. Most of all he can see for himself the amount of attention paid by the different districts to the subject of census till the date of his visit. In cases where he finds that a little personal intervention on the part of the Collector is necessary he can drop a hint to that effect and the work gets done. In cases where he finds that lack of interest or apathy on the part of a particular small official is required to be ticked off by the Collector of the district, he can play the necessary role. He can be helpful in achieving better coordination between the Revenue and Development officials which is sometimes found lacking at the taluka level. On account of the importance which the State Government gives to the taking of the census and the seniority of the person entrusted with the responsibilities for the taking of the same, a timely hint can help to avoid a number of complications and disorders which would otherwise arise.

4. Particulars of touring undertaken by me till the completion of enumeration is enclosed (Appendix 72). It would be clear from it that for the purpose of introduction of Permanent House-numbering Scheme as well as during the first and second stages, I undertook very intensive touring. I visited all the district headquarters on all the three occasions. I established personal contact with the Collectors and District Development Officers, the Mamlatdars and Taluka Development Officers and the Chief Officers and Secretaries of Municipalities which indeed went a long way. I also visited some sub-divisional headquarters and a few taluka headquarters. I trained the trainers first and then saw them training the trainees. I attended quite a few meetings of the enumerators and supervisors at taluka headquarters and in the mofussil. I have profited much from these rounds. The questions put by the charge officers and the enumerators during the first few rounds have taught me much. I have been surprised to see how much I had neglected some important aspects of my work which came to light only during the course of my discussions with the training assistants, enumerators and supervisors.

5. As a rule I never took any member of my staff on tour with me, not even a Peon. Whenever I was likely to be away on tour for more than 2 or 3

days at a stretch I used to get my post and files with a peon, who used to come either by train or bus. My instructions were that he could always come on the third day and return immediately after the post was seen and files were cleared by me on the same day.

Use of Jeep Station Wagon

6. A jeep station wagon purchased during the 1961 Census was available to me at the time I took over. I thought this vehicle had out-lived its utility and approached the Registrar General with a request to provide another vehicle. I was informed that it would be possible to get a jeep with a trailer attached in due course. It occurred to me that instead of exposing myself to the hazards of journeys by an open vehicle like a jeep, with a trailer attached, it would be worthwhile to change the engine block of the existing wagon itself. Since the condition of the body of the jeep station-wagon was quite good, I made a proposal accordingly to the Registrar General to allow me to purchase a new engine block directly from the manufacturer. This request was refused in the beginning on the ground of economy. Ultimately I could carry the point by pointing out that economy lay in purchasing the block and not the entire vehicle. Necessary permission was accorded by the Registrar General, upon which I purchased a new engine block from M/s. Mahindra and Mahindra at a cost of Rs. 7,298.45. The same has rendered good service and the machine till date is in excellent condition. Subsequently the Registrar General's office started providing Ambassador cars to such of the States where no vehicle was provided in the past or was required to be substituted. I feel it would be advantageous to provide the Director of Census Operations with an Ambassador car in place of the station wagon which will have to be scrapped in any case before the next census. It would not only be economical but the movement would be faster and more comfortable. The recurring expenditure on maintenance of the jeep station wagon is very high and the parts are not easily available. The Director of Census Operations does not normally have to travel into the interior places which are not connected by good roads. It is, therefore, not essential to have for him a vehicle with a four-wheel drive. All the district and taluka headquarters in the State are connected by good roads and even the State Government is contemplating to provide Ambassador cars instead of jeeps to the Collectors.

Journeys by Air

7. There are several places in Gujarat which are connected by air service. The number of such places is proportionately large in Saurashtra region. However, I always performed my journeys within the State by road, except when going to Kutch it is expedient to travel from Jamnagar to Bhuj by air. The advantage of road journeys is that you can touch many places on the way and review the progress of work there.

8. However, for attending the meetings called by the Registrar General at Delhi I performed the journeys by air quite often. I had to obtain a post-facto sanction only for the first journey when I had not crossed the limit of Rs. 1,800 p. m. after which no permission was required to be sought in advance.

9. There was no occasion when I had to use air-force sorties for covering certain special areas.

Use of Block Vehicles by Charge Officers and Assistant/Deputy Directors of Census Operations

10. I succeeded in persuading the State Government to issue instructions to allow the use of block jeeps to Charge Officers and Deputy/Assistant Directors of Census Operations during the first and second stage of Census Operations of work. This was issued subject to the condition that panchayat work was not adversely affected and further subject to the condition of the recovery of rent according to normal rules. Copies of the orders issued by Government are enclosed at Appendices 73 to 76.

11. Soon after the Deputy Directors of Census joined the Census Organisation they pressed for the allotment of a vehicle for each of them. We tried to obtain some surplus jeeps which were purchased by the Revenue Department for scarcity work but did not succeed. There was no other department which could spare the jeeps for the period of intensive training. Purchase of private vehicles by the Deputy Directors of Census Operations was out of question. It was explained to them that it was not possible for the Organisation to provide a separate vehicle to each of them. The period for which they were required to do intensive touring was short and it was not possible to expect Government to purchase vehicles in large number for use of such short duration. They were, however, advised to travel from their headquarters to the district/sub-divisional/taluka place by train or bus and avail of the facility of block vehicles for their touring within the district or taluka unit. As the Deputy Directors were quite senior and also friendly with their colleagues in the field, their movement did not generally pose any serious problem. As stated earlier, there were a few hard cases which had to be settled on a personal level.

Registrar General's Visit

12. The Registrar General, India paid us a second visit when we were actively engaged in training our staff for the enumeration work. This unfortunately coincided with the strike of the pilots of the Indian Air Lines Corporation. As a result he had to travel from and to Bombay by train and as a result his stay in Gujarat was proportionately reduced. In order to save time and enable him to gauge the level of training in the remote parts of the State within the limited time available at his disposal, I advised him not to get down at Ahmadabad Railway Station but to proceed straight to Viramgam which is the terminus of the Saurashtra Mail by which he was travelling. I received him at Viramgam in the early morning and we proceeded straight into the interior of Gujarat. In the first lap of his tour I took him to remote towns and villages on the Saurashtra coast which are not often visited even by the district officials. The Registrar General evinced a very keen interest in the training and participated in the discussions at the village, taluka and district headquarters of Junagadh and Amreli districts. It was a very long and tiring journey and we must have travelled for over 300 miles on a single day. On the next day we met the Municipal Commissioner, Ahmadabad, and attended the training of enumerators and supervisors at the Gandhi Hall in the Corporation's office. The discussion was interesting and lively and all those who participated in it profited greatly. Due to the continued strike of the Indian Air Lines Corporation pilots his return journey was also by train. This untimely strike took a heavy toll of time which the Registrar General could easily have devoted in acquainting himself with the training aspect in Gujarat. But I hope the little he saw of it satisfied him. It gave us a new strength and confidence in our work. It is difficult for the Registrar General to find time to visit all the States in the country and devote as much time there as each Director of Census Operations would wish. But every such visit has worked as a battery charger. The Director of Census Operation's offices have derived maximum advantage out of them. Apart from the benefit derived from mutual discussion due to which several doubts are resolved, we have also came to know of the thinking of the Government at the highest level on various problems that worried us. It would be indeed difficult for the Registrar General to keep away from his headquarters for more than a few days at a time but if one post of Additional Registrar General is created in 1981 Census it would help the Organisation to keep in constant touch with the field officers in each State. It would enable the Government to review the stage of preparedness of each State in the matter of training and enumeration and at the same time give those who are entrusted with this responsibility, a sense of renewed confidence which is so very necessary to raise the standard of perfection. It would also be advantageous from the Organisation's point of view since many problems could be seen in their proper perspective only in the field. No amount of paper work can provide as much force of conviction as a single visit to carry home any proposal through the Finance on the basis of personal knowledge.

CHAPTER XII

DIRECTIVES ISSUED BY THE STATE GOVERNMENT, HEADS OF DEPARTMENTS AND OTHERS TO FACILITATE THE CENSUS-TAKING

Deputing Staff for Census-taking

1. The census is essentially an educative and persuasive programme. It cannot be carried out without the active support of the State Government and local bodies. We had to mobilise a total strength of more than 50,000 persons in the State to carry out the operations. There is no other programme except the elections which is required to be organised on such a massive scale. During the elections, persons who have not reached the age of twenty-one are not entitled to vote and every adult individual is free to take a decision whether to vote or not. But during the census every living human being, whatever be his age, is to be covered and counted. The individual is not given the choice of deciding whether to be enumerated or not. The census enumerator goes from house to house and contacts every individual and fills his slip. The coverage of the Indian Census is, therefore, universal. It has to omit none and take care that no one is counted twice.

2. The rural and urban areas were divided for the purpose of census enumeration into enumerator's blocks of 750 to 1,000 persons and 600 to 750 persons per block in the two areas respectively. We had to appoint 26,283 enumerators and 5,545 supervisors in rural areas and 13,388 enumerators and 2,871 supervisors in urban areas. The enumerators were drawn from the cadre of School Teachers, Village Panchayat Secretaries and Clerks. The supervisors were drawn from the category of Circle Inspectors, Gram Sevaks, Aval Karkuns and Assistants. The charge officers were informed that they should give them training in batches of 40 to 50 persons at the most in six rounds. It was a difficult and challenging task for the charge officers to select and appoint suitable persons to work as enumerators and supervisors. The heads of offices from whom the lists had to be obtained sometimes did not co-operate. But it was even more difficult to secure the attendance of persons selected at the training rounds. Government had, therefore, to be approached to issue instructions to all the Secretariat Departments, Heads of Departments and Collectors and District Development Officers to the effect that they should extend every help and co-operation to the census authorities in this regard and furnish lists of persons working under them when requested. The Chief Secretary to Government of Gujarat issued a circular under his signature bearing No. CNS-1069-596 (2) Chh dated 28th October, 1969 informing that Government attaches great importance to the efficient conduct of the ensuing Census Operations and desires that those employed in this work of national importance should discharge their duties with the utmost care and proper understanding, so that valuable data collected through enumeration can be profitably utilised in various fields of development and planning. The Government in particular desired that the District Development Officers should pay personal attention and extend maximum co-operation to the census authorities. The Collectors were exhorted to see that more than ordinary interest and energy was displayed by their subordinates. It was further directed that a merit statement indicating among other things the enthusiasm and energy etc., shown by the officers should be submitted by the Collectors through the Director of Census Operations on completion of census work. Similar instructions were issued by the Panchayat and Health Department under its circular letter No. MUN-4568-6493-69-Gh dated 1-1-70 addressed to all Municipal Commissioners and Presidents of Municipalities etc. The Director of Education also issued further instructions in pursuance of the above, to the District Education Inspectors and others under his circular letter No. PRCH-Census-G dt. 20-1-70. Copies of all the three circulars are enclosed at Appendices 77 to 79. They went a long way in securing the wholehearted co-operation of all concerned. Government in General Administration Department issued instructions to all secretariat departments, all heads of departments and offices to make available to the charge officers the staff required by them in connection with the census work without fail-*vide* circular No. CNS-1069/2669-Chh dt. 18-2-70 (Appendix 80).

3. Similar instructions were issued at the request of the Registrar General, India by the various Ministries of Government of India *viz.* Home, Finance, Railway, Petroleum, Education, etc., copies of which are also enclosed at Appendices 81 to 91.

Facilities to the Staff appointed for Census-taking

4. The State Government issued further instructions under the Chief Secretary's signature-*vide* circular No. CNS-2070-3071-Chh dt. 8th September, 1970 at the time of the final census count and directed as under :

(1) The staff appointed for census enumeration should be given due facilities for attending the training and enumeration work.

(2) No transfers should be effected from 1-11-70 to 31-3-71 except under special circumstances and no leave of any kind should be sanctioned.

(3) Government attaches great importance to this national work and expects every individual employed on this work to do his duty sincerely. Any carelessness or derelection of duty would be viewed seriously.

A copy of the circular is enclosed at Appendix 92.

5. The Director of Education under his letter No. MISC-Census B-70-71 dt. 21-9-70 directed that reasonable concessions should be extended to teachers who were required to attend training classes. It was further directed that school timings should be suitably adjusted during the enumeration period. It was also decided that the annual examinations should not be held during this period. A copy of this circular is enclosed at Appendix 93.

6. The Revenue Department also issued further instructions in pursuance of General Administration Department's circular dt. 8th September, 1970 and issued a circular under No. MIS-1070-117294-D-1 dt. 28-10-70 (Appendix 94) and directed the Collectors as follows :

(1) The staff appointed on census duties should be given every facility for attending training.

(2) No staff should be transferred from 1-11-70 to 31-3-71 except in special circumstances and no leave of any kind should be sanctioned.

Similar instructions were issued by the Panchayat and Health Department under its circular No. VST-1070-9806-Gh dt. 4-12-70 (Appendix 95).

Change in School Timings and Holding of Annual Examinations

7. As the taking of the census coincided with the holding of the annual examinations in some schools and colleges it was brought to our notice by some school teachers who formed the bulk of our enumerators that they would find it difficult to attend the census duties. The matter was, therefore, taken up with the Education and Labour Department which issued instructions under circular No. MIS-1170-83629-B dt. 27-10-70 (Appendix 96) and directed that the programme of annual examinations should be so prepared as not to interfere with the census work. The matter was further aggravated due to change in the date of the census-taking on account of the sudden decision to hold mid-term poll. It appeared certain that there would be a head long clash between the examination dates and the census-taking because the school authorities would be anxious to set right what was disturbed due to unexpected poll. At this juncture a D.O. letter bearing No. 22-PMO/71 dt. 6-1-71 from the Prime Minister of India to the Chief Ministers of all the States came to our rescue. A copy of this letter is reproduced at Appendix 97. It gave us immense satisfaction to find that the census was receiving such close consideration at the hands of the Prime Minister.

8. The Director of Education also reiterated his earlier instructions and issued fresh circulars under his No. MISC-Census-R-70-71 dt. 16-1-71 and 29-1-71 (Appendices 98 and 99). The school authorities were requested to give concessions to the staff when required by the Collectors. The school timings were ordered to be kept in the morning from 10th March, 1971 to 5th April, 1971 and the annual examinations were to be held after 5th April, 1971 so as to help the Census Operations.

9. The S. S. C. Examinations were scheduled to be held from 16th March, 1971. Some teachers in the rural areas who were appointed to work as enumerators and supervisors represented that they would not be able to work for the census because of their pre-occupation with the S. S. C. Examination. When the fact was brought to the notice of the Government in Education Department, the Chairman of the S. S. C. Board was requested to contact the Director of Census Operations and decide whether any change in the date of the examination was called for. At the meeting held in the chamber of the Director of Census Operations on 5-2-71 the matter was reviewed and it was found that the number of teachers who were engaged with the S. S. C. Examination and were also at the same time required for census work was extremely small. The teachers were engaged either as Invigilators, Moderators or Examiners. It was found that the timing of the census did not substantially conflict with any of the above and these teachers could conveniently work for both. However, if any of them found it difficult to attend to both, the S. S. C. Board showed readiness to exempt those who did not find it convenient from any responsibility connected with the examination. As the examination work was more paying than census work, nobody sought for this exemption. The real fact was that the teachers who were busy with private tuitions found it extremely difficult to spare some time for census work from the other lucrative

assignment. When they saw the firm attitude of the S. S. C. Board and the Director of Census Operations they stopped complaining and attended to their duties. My thanks are due to Shri V. R. Mehta, Secretary, Education Department and Shri H. N. Shah, Chairman, S. S. C. Board for the whole-hearted support they gave to the census on this question.

Declaration of a Public Holiday on the Reference Date

10. The Government *vide* its Resolution No. CEN-1070-561-Gh dt. 28th September, 1970 declared a holiday on Monday, the 1st March, 1971. This was subsequently changed due to the postponement of census to 1st April, 1971 under General Administration Department Resolution No. CEN-1070-19-Gh dt. 21st January, 1971. The heads of departments were requested to spare the services of those who were required to perform census duties on this day. Copies of both the circulars are reproduced at Appendices 100 and 101.

11. The General Administration Department issued a further circular bearing No. CEN-1070-19-Gh dt. 18th February, 1971 (Appendix 102) and requested the Secretariat Departments to issue instructions to autonomous bodies under them to observe 1st April, 1971 as a holiday. In addition, it clarified that necessary instructions should be given to the statutory and non-statutory institutions working under them so as to facilitate the taking of the census.

Ban on Transfer of Staff appointed for Census-taking

12. In view of the change in the date of the taking of the census, the General Adminstration Department issued instructions under circular No. CNS-2070-3071-Chh-AES dt. 21-1-71 (Appendix 103) that no transfers of persons appointed for this work should be effected until 15th April, 1971 and no leave of any kind should be sanctioned.

13. In view of the fact that some transfers had inevitably taken place on account of the general elections in March 1971 due to which trained census employees were distrurbed and it was not possible to train new persons within a short time, the Government ordered that if any transfer was effected due to extra-ordinary circumstances the original position should be restored immediately to facilitate census work *vide* Government in General Administration Department circular No. CNS-2070-3071-Chh-AES dt. 26-2-71 (Appendix 104)

Help of Police to Enumerators

14. As the houseless persons were to be enumerated on the night of 31st March, 1971, the Inspector General of Police was requested under this office letter No. CEN-62 dt. 28th September, 1970 to issue instructions to District Superintendents of Police to help the charge officers in collecting houseless persons living on the roadside, pavements, etc., at the nearest police chowki/station or other collection centres, where their slips would be filled by enumerators appointed for the respective areas.

15. The Inspector General of Police was also requested to issue instructions to extend help that may be required by enumerators while going for work in difficult areas inhabited by bad characters. The Commissioner of Police and District Superintendents of Police were requested by the Inspector General of Police to instruct their subordinates to extend whatever help was required by the enumerators and charge officers in the discharge of their duties. A copy of our circular and the Inspector General of Police's endorsement below it is enclosed at Appendix 105.

16. The number of instructions issued by the General Administration Department, Revenue Department, Panchayat and Health Department and the Director of Education from time to time will prove beyond doubt the importance which the Government attached to the taking of the census. The unequivocal terms in which the Government impressed upon all to co-operate with the census-taking gave a lot of encouragement to all those who were engaged in it.

CHAPTER XIII

PUBLICITY MEASURES

General

1. We are living in an age when nothing, including ideas and programmes, can be sold unless they are properly publicised. The importance of publicity in relation to a massive programme like that of census cannot be under-estimated. As we wanted the message of census to reach every remote corner of the State, we had to use several publicity media available to us. In a country where the majority of population is ignorant and illiterate, publicity through newspapers alone can have limited value. The publicity done by the Director of Advertising and Visual Publicity during the first stage was restricted to insertion of advertisements in local newspapers. But this was far from satisfactory. We supplemented this effort by preparing a few articles which were published in local dailies through the good offices of the State Director of Information. These articles were also published in the State Government's official organ *viz.* "Gujarat" which is issued every week. We, however, utilised mass media measures like publicity through cinema slides, films and special features like "*Gram jano Mate*", "*Majur bhaio Mate*" and women's and children's programmes of the All India Radio only during the second stage of work. We also made use of the Commercial Broadcasting Service under which some Census Slogans were announced at fixed intervals on All India Radio during the relevent period.

2. A number of talks by prominent persons were broadcast from different stations of All India Radio.

3. The various publicity measures to be taken in connection with 1971 Census were decided upon at the first Census Conference held at New Delhi in May 1969. The action taken by this office on various points in pursuance of the same was as under.

Publicity through Posters, Stickers and Folders

4. The posters, stickers and folders were centrally printed by the Registrar General, through the Director of Advertising and Visual Publicity. These posters, stickers and folders were distributed among charge officers by us. As there was a last minute change in the census programme, the dates for the taking of the census which were printed on the publicity material created an embarrassing situation. This material was received only a few days before the census count, and it had hardly reached the village level when the change in the dates was notified. There was only one thing we could do by way of changing the dates already printed and that was to ask the Collectors to paste a slip on the portion on which they were printed. It was quite late in the day even for them as the material had already left their offices also and we had, therefore, to remain satisfied with the fact that the Census Slogan was publicised even though the dates printed on the material had undergone a change.

5. We succeeded in arranging free publicity on the buses of the Gujarat State Road Transport Corporation, and the Ahmadabad Municipal Transport Corporation. They very kindly agreed to stick the posters on the body of the buses near the entrance in such a way that it could be viewed by any person on the road or while entering the bus. Similarly they agreed to paste the stickers inside the bus in such a way that it may attract the attention of the travelling public. We had to arrange for the pasting of the posters and stickers on the buses through the charge officers. The failing, if any, which occurred in this publicity was the failing of the charge officer concerned.

6. I am grateful to Shri Sanat R. Derasari, Deputy General Manager, Gujarat State Road Transport Corporation and Shri Sharad A. Desai, Commercial Manager, Gujarat State Road Transport Corporation for going out of their way to help me in making the above arrangement possible. The entire publicity of the Gujarat State Road Transport Corporation is done through M/s Associated Advertisers & Printers, Bombay. Both my kind friends named above used their good offices and requested the firm to allow us to do the census publicity for which they had monopoly rights and I was allowed by them to do so without any cost. I am grateful to M/s Associated Advertisers & Printers for the readiness with which they responded to our appeal for a national cause.

7. The Ahmadabad Municipal Corporation also very kindly agreed to extend the same facility to us and we had to pay nothing for this publicity except to arrange to stick our stickers inside and posters outside the Ahmadabad Municipal Transport Service buses. My thanks are due to Shri P. B. Mehta, Municipal Commissioner, and Dr. Nalin Vyas,

Chairman, Transport Committee, for having readily agreed to my request.

8. The folders in English and Gujarati under the title "Population Census-Why should we have one?" were prepared by the Director of Advertising and Visual Publicity and distributed by us among the charge officers. The draft of English version was prepared by the Registrar General's office and its translation in Gujarati was done by us.

9. The Registrar General's office had also brought out a booklet entitled "Plans and Programmes" giving details of the various stages of the census work, the hierarchy of the Census Organisation and the various census schedules. It gave further particulars about the preparatory measures, actual enumeration and methods of processing the data. The tabulation and the publication programme were also embodied in it. The Census Act of 1948 was reproduced here. Full particulars about the names of Directors and Deputy/Assistant Directors in all the States were given towards the end. This was meant for selective distribution and therefore a limited number of 500 copies were supplied to us. This was later increased by 200 more at our request. The total number of posters, stickers and folders received by us was as under :

	Size	*English*	*Gujarati*
Posters	28" x 19"	5,000	24,950
Stickers	19" x 9½"	5,000	24,950
Folders	...	25,000	124,750

10. Any publicity which is organised at the national level takes time to reach upto the remote village. Our experience of 1971 Census publicity through the D.A.V.P. was not different from our earlier experience. I hold the view that the Director of Census Operations should be given freedom to design and arrange publicity within the State through the State Director of Information. Unless this is done, the salesman of census will not feel fully involved in the campaign and will continue to feel a kind of detachment which is not quite helpful in the furtherance of this programme.

Publicity through Press

11. Learning from the experience of the first stage, the Registrar General's office took a welcome decision during the second stage about decentralising the publicity through the press and authorised the Director of Census Operations to furnish material directly to the newspapers instead of routing it through the D.A.V.P. A copy of Registrar General's letter No. 4/111/69-Ad. II dt. 26/28-8-70 addressed to all the Directors of Census Operations on the subject is enclosed at Appendix 106. An expenditure ceiling of Rs. 10,000 was accepted in respect of Gujarat by the Director of Advertising and Visual Publicity. The advertisements were to be issued to the newspapers approved by the D.A.V.P. The Director of Census Operations had the discretion to select newspapers from the list furnished to him. The release of instructions to newspapers was to be done on standard release order form and a copy of the same was to be endorsed to the D.A.V.P. in each case. Since the Director of Census Operations had the freedom to design his own advertisements, he had to select appropriate slogans for each stage of work and decide the format thereof. It, however, proved to be a very interesting exercise. Particulars of the newspapers, the dates on which the advertisements were inserted and details of each insertion in English and Gujarati are furnished in Appendix 107.

12. It was, however, laid down that no advertisement should be inserted in specified positions (i.e., on front page) which involved extra charge. It would be better if some advertisements at least were allowed to be given on front page. We had given some advertisements in specified positions through oversight but the matter was regularised later as the ceiling on expenditure was not exceeded.

13. We requested a number of eminent persons in different fields to write an article on the census. These articles were sent to the State Director of Information for release. A list showing the names of persons and the subjects on which they wrote is enclosed at Appendix 108.

14. Four Press Conferences were held in the office of the Director of Census Operations on 26-8-70, 15-12-70, 19-4-71 and 25-5-71. The first conference was called to brief the press about arrangements for enumeration, and the second was called during the visit of the Registrar General to Gujarat. The third conference was called for release of Provisional Totals and the fourth on the occasion of release of Supplement to Provisional Population Totals.

Publicity through All India Radio

15. A number of talks were organised through different stations of All India Radio. We also utilised the forum for special programme like the one for women, children, students and programmes for rural

areas, for industrial workers, "*Janjage*" and Hindi and Sindhi sections.

16. Due to the decision to hold the mid-term elections in March 1971, all our arrangements about broadcast by eminent persons in public life on the All India Radio were upset. We were informed by the Station Director, All India Radio, Ahmadabad, that in view of the impending mid-term poll, as per the normal practice, all talks by M.L.As., M.Ps. and political leaders and persons with particular party affiliations were not to be broadcast from A.I.R. during the period from 1-2-71 to 15-3-71. The elaborate broadcast schedule which was laid down by us during this vital period was, therefore, completely upset. This unforseen circumstance did considerable damage to our programme for publicity through A.I.R. and put us to endless difficulties. It was difficult to find substitutes at such short notice but it was even more difficult for A.I.R. to accommodate us when they took the line that they had to honour contracts entered earlier and failure to do so might attract audit paras since it involved financial commitments. After putting up a struggle to squeeze in as many broadcasts as possible we gave up the attempt in despair for we were bound to fade into insignificance in the floodlight of election activities on which every one's attention was bound to be focussed now. However, the publicity was well relayed and proved to be interesting.

17. A statement showing the dates on which, the names of persons by whom and the subject on which the talks were delivered is enclosed (Appendix 109).

Publicity through Films and Slides

18. A special film strip on "Operation Census" was prepared by the Films Division of the Government of India and it was released at a number of cinema theatres. The film was instructive and interesting. The distribution of these films was done directly by the Branch Manager of the Films Division; Ministry of Information and Broadcasting, Bombay. We have no particulars of the date of release and the places at which they were exhibited by the field units of the Directorate of Field Publicity. However, they supplied two prints in 16 mm and one print in 35 mm free of cost to the State Publicity Department. They also supplied 18 prints in 16 mm and 2 prints in 35 mm to the Director of Census Operations. All the films were released through the Director of Information. It was felt that there was scope of better coordination between the Director of Census Operations and the Regional Offices of the Films Division.

19. Cinema slides were also prepared through the Registrar General's office. We received 15 slides in English, 84 in Gujarati and 2 in Sindhi. A list showing the distribution of cinema slides in Gujarati in district headquarters and the mofussil is enclosed (Appendix 110).

20. The English slides were distributed only in six cities with a population of more than one lakh as under :

Ahmadabad	5	Rajkot	2
Surat	2	Bhavnagar	2
Vadodara	2	Jamnagar	2
		Total	**15**

Sindhi slides were also released in Ahmadabad and Kutch districts.

Publicity by Local Bodies

21. The local authorities were requested by us to prepare and publish pamphlets with a view to arousing public consciousness about the census. A few Municipalities responded to our request and prepared and distributed leaflets which contained an appeal to the general public to co-operate with the census-taking. Prominent among them were the Ahmadabad, Vadodara and Surat Municipal Corporations which issued a number of appeals through local newspapers on the page which is reserved for Corporation News on specific days of the week. The other Municipalities and Nagar Panchayats which took active interest in publicity were (1) Dwarka, (2) Gondal, (3) Dhoraji, (4) Morvi, (5) Kodinar, (6) Junagadh, (7) Porbandar, (8) Mangrol, (9) Bhuj, (10) Anjar, (11) Modasa, (12) Chanasma, (13) Kalol, (14) Mansa, (15) Viramgam, (16) Sojitra, (17) Mehmedabad, (18) Padra and (19) Godhra.

Messages

22. In a special broadcast by A. I. R. on 7-3-71 Shri Shriman Narayan, Governor of Gujarat, made an appeal to the people of Gujarat to help the census. It is reproduced at Appendix 111.

Census Emblem

23. The Registrar General, India's office had prepared an emblem which was supposed to be displayed on all census literature and publications. It depicted the profile of a man and a woman, in addition to a house and a wheel with the inscription 'Census' above and 'India 1971' below the above figures. However, the Government of India did not approve the use of any emblem other than the National Emblem. The use of this emblem was, therefore, given up and we confined ourselves only to the National Emblem.

CHAPTER XIV

GENERAL ADMINISTRATION, ACCOUNTS, STORES, STATIONERY, ACCOMMODATION AND CENSUS CIRCULARS

General Administration

(i) Recruitment of Staff for Regional Tabulation Offices

1. I have touched the question about obtaining on deputation the services of persons of various categories from the State Government in Chapter II–Initial Preparatory Measures. Far greater in size was the question of making direct recruitment of more than a thousand persons to the Head Office and the various Regional Tabulation Offices taken together. Under the Compulsory Notification of Vacancies Act, no recruitment to a public office can be made except by obtaining a list of qualified candidates registered with the Employment Exchange. Before this we had to obtain a clearance from the Central Surplus Cell to the effect that no person was available from that Cell to man the posts to which recruitment was being made. This was a time consuming process. This Cell never gave us any person, but took considerable time in giving clearance to us about every vacancy we wanted to fill. The Census Organisation should be exempted in future from getting a clearance from it in view of the special and temporary nature of work involved. The recruitment made both at the Head Office and the Regional Tabulation Offices was strictly in accordance with the provisions of the Act. We had to establish a close liaison with the Employment Exchanges in order to get the list of candidates in time. We normally called double the number of candidates for processing for selection than the number of posts to be filled. We used to give them a small test to judge their suitability for the post to which they were being considered for selection. The Regional Tabulation Offices had to face some difficulties in this regard because the Divisional Employment Exchanges could not send them the lists in sufficiently large size to meet with their full requirement at a given point of time. Again, there were several occasions when fresh lists had to be called because there were several drop outs, both from the call notices issued or from persons selected and even from persons who once reported for duty and later decided not to continue on account of the arduous nature of work. All our posts were required to be kept filled at all times in order that our manday calculations were not disturbed. The need to fill up the vacancies was, therefore, most urgent, for any delay there would ultimately mean extension of the life of the particular office. Some exchanges could not send a sufficiently large list and as a result the scope for selection was strictly limited. Some clerical assistance had also to be informally provided to them to secure timely dispatch of interview call, letters, etc. Somehow we could complete recruitment at all Regional Tabulation Offices in time as scheduled. But our difficulties became pointed when we could not get suitable candidates to fill in certain categories of posts like Stenographers, Draftsmen, Senior Technical Assistants and Tabulation Officers, even when the requisition was circulated among all the Exchanges of the State. In some cases the Employment Exchanges took considerabely long time even to furnish lists of candidates. This resulted in keeping the posts vacant for a number of days. But on the whole we had no serious difficulty in the matter of recruitment and all the Employment Exchanges co-operated with us very well.

(ii) Concessions to the Retrenched Census Employees

2. In most other States there were *"Dharnas"* at the time of closure of the offices. We were luckily saved from this ugly situation and were able to close the offices peacefully. There were no attempts made to compel us to keep any one in employment when there was no work available. We, however, took care to see that the process of re-employment of our retrenched employees elsewhere was smoothly paved. At the request of the Registrar General, India, the Director of Manpower Employment and Training, Ahmadabad, had issued suitable instructions in the matter to the Employment Exchanges. A copy of the note prepared by him for the information of Government is reproduced at Appendix 112. A substance of the same is, however, given below.

(1) A census employee who is likely to be retrenched within three months would be issued with a standard discharge certificate. He could contact the exchange with this certificate.

(2) Persons who have been in employment for a continuous period of not less than 6 months will be registered as discharged Central Governmet employees and will be eligible for priority in submission against

Central Government vacancies and will also be entitled to age concession.

(3) Persons who have rendered less than 6 months service would not be entitled to any priority or age concession but their original seniority at the exchange will be restored.

(4) Index cards of such discharged Central Government employees will be affixed with coloured identify tabs to facilitate identification on live register.

(5) As regards the relaxation in the age in favour of discharged Central Government employees who have put in continuous service for more than 6 months, the period of their previous service is deducted from his actual age and if the resultant age does not exceed the prescribed maximum age limit by more than 3 years, the person is deemed to have satisfied the condition in respect of maximum age. This concession is admissible for consideration against Central Government vacancies.

(6) Though they do not get priority in submission or age concession against vacancies occurring in State Government department, they get weightage on account of the valuable experience they have gained in submission against vacancies for which experienced candidates were required.

(iii) Fixation of Seniority of Census Staff

3. A number of administrative problems have arisen on account of the decision taken in 1961 to create a permanent census office. It came to the lot of the Director of Census Operations of 1971 to solve a number of complicated problems about seniority and confirmation, of which the roots were laid in 1961. Probably the magnitude of the problem was not forseen in 1961 when unknowingly an amalgam was made of persons initially recruited on fixed pay with those recruited on graded pay earlier or later than the persons in first category. The Gujarat Census Employees Association came to be established in 1972 and requested for the gradation list to be published. Much before this, the Registrar General had laid down that quasi-permanent status should be given to persons who have put in more than 3 years' service according to rules. On scrutiny we found that the recruiment of about 3/4th of persons who became eligible for quasi-permanency now was initially irregular. Either they were not recruited through proper channel or they were over-aged at the time of their entry in service or did not fulfil the requirements of educational qualifications prescribed. Again, some of them were recruited on fixed pay and were subsequently promoted to posts on graded scale. Some of them had worked for some time on the administrative side and were later diverted to the technical side. Some others though recruited on certain posts, had not always worked on those posts. Some were continued even after discontinuance of posts to which they were initially recruited, on whatever other posts were then available, on grounds which were not available on record. Such persons later claimed vested interest on the posts on which they were appointed as a stop-gap arrangement merely to prevent their exit from service. Others claimed seniority in a particular section on the ground that they were originally recruited there, though they had not worked for a single day in that section and had all along been used elsewhere, their recruitment to a particular post or in a particular section being guided only by convenience or expedience.

4. We fixed the gradation list of persons working in different categories in the office and first published a provisional seniority list and then published the final seniority list, after taking into consideration the objections received. In the process we had to follow the principle of "deemed date" which has been accepted in all civil service matters. There was no other way of determining the *inter se* seniority of persons initially recruited to posts on a fixed pay and then promoted to posts on graded pay. No seniority or gradation list, however, carefully prepared, can ever satisfy every one whose name is included in it. There were a number of cases where the interests of individuals were conflicting with each other. The only constitutional remedy available to a person who was aggrieved after the lists were finally published was to go in appeal to the Registrar General and get the matter finally settled.

(iv) Obtaining State Government Employees on Deputation

5. One of the persisting demands made by the Gujarat Census Employees Association was that all deputationists should be sent back immediately. It is the clear policy of the Registrar General's office that the burden of the census office will eventually lie on the shoulders of persons directly recruited

to it. But there is no gainsaying the fact that the State census office cannot function, at least during the peak period, without obtaining on deputation the services of experienced persons from the State Government. It is also valid that the deputationists should not create any vested interest in the organisation. Their aspirations are in their parent departments which are outside the census. The fact of the continuance of some persons from one census to another on deputation should not be misconstrued. If they were continued in the Organisation for such a long period, it was purely in the interest of the organisation and on the merits of the individuals concerned. Unfortunately, however, the regular recruits felt that their prospects were marred by the existence of deputationists and displayed their antagonism in a manner which assumed a personal character. It appeared they would stoop to any means to expedite their exit. Any realistic appraisal of the situation would reveal that a certain proportion of deputationists is unavoidable in an organisation like the census. Any kind of personal antagonism should not, therefore, have been allowed to come into the picture. The whole atmosphere of the census office, which was once known for its team spirit was vitiated and poisoned towards the end. Once the deputationists go away, and the gradation lists of regular recruits are finalised in appeal, the controversy would be settled. But even when the wounds have healed, the scars would remain. The seeds of factionalism, bitterness and mis-understanding which have been sown will continue to sway for a long time in the minds of misguided individuals.

6. I have no doubt that besides the higher levels at which the services of deputationists are a must, there would be imperative need to obtain on deputation the services of experienced persons at middle and lower levels also. Unless this help is available, the office cannot function properly and the census cannot be administered efficiently.

Accounts

(i) Expenditure incurred

7. A statement showing the actual expenditure incurred from 1968-69 to 1971-72 and 1972-73 (upto January 1973) is given at Appendix 113.

8. We were particular about asking the Accountant General to send his audit parties to inspect the accounts of all Regional Tabulation Offices before they were closed. Likewise we requested the Accountant General to send an audit party to audit the accounts of the Coding & Punching Cell, before its final closure on 28-2-73. The accounts of the Director of Census Operation's office were audited by the Accountant General's office thrice during the period from 1968-69 to 1972-73 on the following dates :

(1) 11-12-68 to 13-12-68
(2) 15-12-71 to 19-12-71
(3) 29-1-73 to 2-2-73

(ii) Permanent Advance

9. The permanent advance sanctioned for the Director of Census Operations's office was only Rs. 150 in 1968. It was later raised to Rs. 300 in view of the magnitude of the expenditure to be incurred for organising the Census of 1971. It proved very useful in meeting with the expenditure on contingencies.

10. The offices of the Deputy Directors of Census Operations were sanctioned a permanent advance of Rs. 200 by Registrar General as per particulars given below :

Sl. No.	Name of the Office	Amount Sanctioned	Authority of the Registrar General
1	2	3	4
1	Office of the Deputy Director of Census Operations, Urban Tabulation Unit, Ahmadabad	Rs. 200	No. 43/6/71-Ad-II dt. 30-7-71
2	Office of the Deputy Director of Census Operations, Coding & Punching Cell, Ahmadabad	Rs. 200	-do-
3	Office of the Deputy Director of Census Operations, Surat	Rs. 200	-do-
4	Office of the Deputy Director of Census Operations, Rajkot	Rs. 200	-do-
5	Office of the Deputy Director of Census Operations, Bhavnagar	Rs. 200	-do-

(iii) Delegation of Financial Powers

11. The following financial powers were delegated to the Director of Census Operations during 1971 Census. They went a long way in satisfying the requirements of a large organisation for which several posts were required to be created from time to time, to meet with the requirement of the day.

STATEMENT XIV-1

Financial powers delegated to the Director of Census Operations

Sl. No.	Nature of Powers	Authority
1	2	3
1	Powers to create class III and class IV posts for a period not exceeding 2 years, after obtaining formal approval of the Registrar General.	Govt. of India, Ministry of Home Affairs letter No. 2/16/59-Pub-I dt. 13-11-1959
2	Purchase of books, other news papers and other non-official publications—Full powers to purchase for use of the office.	-do-
3	Powers to sanction the grant of recurring and non-recurring honoraria upto a limit of Rs. 100 in each case to Government officials other than those in his office and to non-officials to work done in connection with 1971 Census Operations.	Govt. of India, Ministry of Home Affairs letter No. 28/199/68-Pub-I dt. 30-1-1969 read with No. FC (16) 59 Pub-I dt. 22-12-59
4	Powers to create temporary posts subject to the condition that the pay of the appointment does not exceed Rs. 200 p. m. in case where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance.	-do-
5	Controlling Officers for their own travelling allowance as also for the members of their establishment.	-do-
6	Declaring Director of Census Operations as Head of Office for Census Office, Gujarat.	Registrar General's letter No. 3/69/68-RG dt. 16-12-68
7	Local purchase of stationery—Powers of purchase of stationery locally upto Rs. 500 per annum.	Govt. of India, Ministry of Finance, O.M. No. F. 12(76) E-II(A)60 dt. 6-8-60 read with Registrar General's letter No. 17/3/69 Act. III dt. 25-7-69
8	Powers to draw on account advances not exceeding Rs. 1,500 at a time to meet contingent expenses.	Govt. of India, Ministry of Home Affairs, letter No. F. 28(60)69-Pub. I dt. 23-7-69
9 (a)	Contingent expenditure : Powers to incur expenditure upto Rs. 200 per annum on serving light refreshments at meetings and conferences of representatives of press, non-officials or officials (other than officers of the Director of Census Operations's office) in connection with 1971 Census.	Govt. of India, Ministry of Home Affairs, letter No. F. 2(16)59-Pub-I(i) dt. 13-11-59 read with Registrar General, India, New Delhi letter No. 4/36/58-RG dt. 15-1-1960
(b)	Other contingent expenditure : Powers to incur contingent expenditure upto Rs. 1,000 per annum in each case for recurring expenditure and Rs. 5,000 in each case for non-recurring expenditure subject to the monetary limits and other instructions specified in the Annexure to Schedule V of the Delegation of Financial Powers Rules, 1958 and also subject to the condition specified under Rule 10(5) of the aforesaid rules.	Govt. of India, Ministry of Home Affairs letter No. F. 2(16)59-Pub-I (1) dt. 13-11-59
(c)	Powers to sanction rent for hiring office buildings upto Rs. 500 in each case.	Paragraph 2(3) of the Ministry of Home Affairs No. F 2/6/59-Pub-1 dt. 13-11-59 read with Schedule V of the Delegation of Financial Powers Rules, 1958 as confirmed by the Registrar General's letter No. 3/26/60-RG dt. 20-11-61

(iv) Telephones

12. There were two telephones sanctioned for the office of the Director of Census Operations and one for his residence. The residential telephone installed at my predecessor's house was not disturbed as he continued to remain in office as the Chief Editor of the District Gazetteers but a new telephone was installed at my residence. A residential connection was also provided to the Deputy Director of Census Operations (HQ) for sometime while the Regional Tabulation Offices were functioning.

13. As far as the Regional Tabulation Offices are concerned, temporary telephone connections were provided on high priority basis according to the instructions issued by the Government of India in this regard. None of the Regional Tabulation Offices had to function without a telephone connection for any appreciable length of time. The existence of S. T. D. facility between Ahmadabad and Surat and Ahmadabad and Rajkot proved very useful for keeping in constant touch with the offices there. The existence of S.T.D. facilities between Ahmadabad

and Delhi greatly helped us in obtaining several clarifications on complicated points which arose after the opening of the Regional Tabulation Offices. I must mention again that many thanks are due to Shri K. D. Ballal, Deputy Registrar General, for the firm and unequivocal decisions he gave over the telephone. The facility of S. T. D. was a great boon and it has saved us considerable amount of time and worry.

(v) Travelling Allowance

14. There was no difficulty in obtaining sufficient grant to meet with the expenditure on Travelling Allowance for the officers and the staff of the census office. Similar expenditure incurred by the District Census Officers was met adequately. We did not pay any travelling allowance to the enumeration agency. There were a few stray cases where the charge officers had appointed persons for doing enumeration work beyond a radius of 5 miles from the headquarters and who had, therefore, to be paid travelling and daily allowances. In all such cases we took the stand that Travelling Allowance should be debited to the head of account to which the pay is debited. The charge officers were asked to request the heads of offices under whom such persons worked to permit them to draw Travelling Allowance according to rules. But such cases were very few and far between and we can say that we did not incur any expenditure worth the name on the Travelling Allowance claims of enumerators and supervisors. The Charge Officers and other Training Assistants were informed that they could claim Travelling Allowance for the journeys performed by them in connection with the census from the budget of their departments. This arrangement worked quite satisfactorily.

Indents for Stores and Stationery

(i) Stationery for the Director of Census Operations' office

15. The Director of Census Operations' office is supposed to get its requirement of stationery and stores from the Chief Controller of Printing and Stationery, Calcutta. It has been our uniform experience that we never got anything in time nor got everything we asked for. As we cannot function without stationery and stores, we had to request the State Government to issue orders to the State Director of Printing and Stationery to allow us to purchase our requirements on payment basis from him. Many thanks are due to the Industries, Mines and Power Department for having issued the orders immediately by which the name of our office was included in the list of offices entitled to supply of stationery against payment. The registration number alloted to this office was 122/A. The restriction on the scale prescribed for other State Government offices was relaxed as a special case for census office in view of the peculiar nature of our work. The Registrar General, India agreed to the above procedure under his letter No. 7/20-69-Ad-III dt. 9-7-70. He also encouraged other Directors of Census Operations to follow the example of Gujarat. But for this great facility extended by the State Government, we would have found it extremely difficult to run the census office. In spite of this concession, we had to resort to local purchase of items which were not available in the Government Stationery Depot. The ceiling of Rs. 500 beyond which local purchases could not be made within a year proved to be most inadequate. It would be worthwhile to extend this limit at least during the peak period of work.

(ii) Stationery for the Charge Officers

16. One of the new features of 1971 Census was the special sanction of stationery articles not only to the Collectors but also to all the charge officers. It is a well-known fact that our taluka offices are never supplied with sufficient stationery to last for the whole year. They are generally out of stock and manage to run the show by borrowing a few reams of papers or a few dozen pencils from other offices and even local bodies. It was, therefore, difficult for them to bear the drain of census on their limited resources. They were themselves struggling to make the ends meet with great difficulty and any further addition to their burden would have been the last straw on the camel's back. Since we did not want the census arrangements to collapse the only alternative left for us was to give additional items of stationery to them. We wrote to the Registrar General, India to accord special sanction for the purpose to which he kindly agreed. There was never any difficulty in obtaining sanction for any reasonable request from the Registrar General's office. But the real snag was about the securing the supplies after the sanction was received. There was no hope that the Chief Controller of Printing and Stationery would effect supplies for us from Calcutta before the census took place. The only recourse left for us was to obtain our requirement on chargeable basis from the State Director of Printing and Stationery. A copy of Government's orders permitting us to purchase stationery according to our actual requirement on chargeable basis is enclosed at Appendix 114. This organisation had stood with us

through the thick and thin of census. Government very kindly acceded to our request for supply of required quantity of writing paper, ruled paper, black pencils, red and blue pencils, tags and pins to the charge officers. The list was carefully drawn by us and the supplies were effected from the stationery Offices at Ahmadabad, Vadodara and Rajkot. Though we could not satisfy the full requirement of the charge officers, we could at least stop them from putting forward the argument that census work could not be done for want of stationery articles. We could create an impression on their minds that we were not asking the work to be done without providing the means to do it. Some of the taluka and district offices were so much inspired by this gesture of ours that they went to the extent of asking us to recommend to Government for the sanction of electrically operated duplicating machines to them for issue of census circulars. We did recommend their cases to the Government but do not know what happened in the end. Our only anxiety was to see that the taluka offices were not disabled in the matter of issue of census circulars for want of paper. We also saw to it that they got some stencil papers, duplicating papers and ink. Some carbon papers were also supplied to the charge officers. This gesture was very much appreciated. At every meeting of the taluka officers I attended at the district headquarters, I made a special mention of our intention to supply stationery articles to the charge officers, and saw the nod of appreciation from every corner. The value of this measure lay not so much in the quantity given but in the genuine appreciation of the difficulties of the charge officer. He was always at his wit's end how to procure the stationery required for the issue of census circulars. It would be greatly appreciated in future, if the full requirement of the charge officers is met by the Census Organisation in time. The additional cost involved on this is insignificant. But the satisfaction it gives to them is enormous. The crux of the problem lies, as I have said before, in securing the articles required well in time before the census. By proper co-ordination either with Chief Controller of Printing and Stationery or with the State Director of Printing and Stationery, it is not something impossible to achieve.

Accommodation

(i) Accommodation for Mechanical Tabulation Unit and Coding and Punching Cell

17. The State census office was housed in a busy locality in the Ellis Bridge area during the inter-censal period. It was occupying the first and second floor of a building meant for residential use. It had certain advantages on account of its location, as the shopping centre was very near and the place was easily accessible by public transport system and was within easy reach of the persons living in the walled city either by foot or on cycle. But its main limitation was that the area was insufficient and there was considerable wastage of space, as it was not designed for office use. Fortunately, however, the ground floor of the building fell vacant in 1969 and we could persuade the landlord to give the same to us in preference to others who were ready to pay more rent. But even with the addition of this space, it was not possible to satisfy the future requirements of this expanding organisation. We had to plan in advance for the accommodation needed for the Mechanical Tabulation Unit which was to start functioning soon after the filled in Houselists and Establishment Schedules were received. As a matter of fact we had to find accommodation for storage of this material well in advance. There was an obvious advantage if the accommodation for the Mechanical Tabulation Unit could be found near the main building of the administrative office so as to facilitate supervision and control. Fortunately we were able to locate accommodation which was suitable in every respect within a furlong of the main office. It was owned by a trust called Mahavir Jain Vidyalaya and the premises of the old building were falling vacant because a new hostel building was being constructed by them next door. But the new building was not ready and the hostel superintendent was not prepared to touch the left luggage of the students who had gone for the vacation and to remove the chairs, tables and cots before the new premises became available towards the end of June 1970. However, with the help of the Managing Trustee, we persuaded him to make some ad hoc arrangements by which at least a major portion of the building could be vacated immediately. We got the possession of the building with effect from 15-6-70. But this was the beginning of the problem. This area of the Mahavir Jain Vidyalaya building was found to be insufficient when the time came for the opening of the Urban Tabulation Unit at Ahmadabad. The Mechanical Tabulation Unit was converted into Coding and Punching Cell and had to function side by side by the Urban Tabulation Unit. If we could secure accommodation large enough to house both under the same roof, it would save us considerable time, energy and overheads. We had to undertake an intensive search for a suitable building. We saw a number of buildings and

rejected them on the ground that they were primarily built for residential purpose and unsuited to our requirements. We wanted a building with large halls where we could make a large number of persons to sit and work under the supervision of a limited number of persons. A large number of small rooms would require a larger number of supervisors which we could not afford. Besides, there would be considerable wastage of space on account of the openings and gangways to be provided in each room. The Children's Hospital building near the Law Garden in Ellish Bridge area alongwith the Nursing Unit which was constructed as its Annexe, came to our notice about this time. The building was constructed from some donation received by the Municipal Corporation which was now finding it difficult to open the hospital on account of the formidable recurring cost. On hearing this I established personal contact with my old friend, Shri P. B. Mehta, Municipal Commissioner, and requested him to rent the building to us. After fixing the reasonable rent, he had to obtain a General Board Resolution before allowing us to occupy the premises. Once it was known that the premises were available for being let out, there were several pressing claims from influential parties with the backing of powerful Municipal Corporators to secure the accommodation. My thanks are entirely due to Shri P. B. Mehta, Municipal Commissioner, who gave me a word of honour and did not slide back from it even in the face of the formidable pressure that was brought on him by many. This accommodation was ideally suited to our requirement. Its large OPD hall could accommodate about 200 persons and the remaining halls could take the surplus besides providing chambers for supervisory officers and the administrative section. It had more than adequate light and ventilation and its large open ground was soon put to use by our young and enthusiastic employees as a play ground. They established here what was later called a Sports Club. We had to provide tube lights and fans in the office building at our own cost. We could not have got better accommodation than this anywhere else. Its surroundings were quiet and peaceful. There was nothing to be desired and we would function very satisfactorily from this place.

18. We had retained one block in the New Mental Hospital Building Complex at Ahmadabad for storage of 1961 Census record, stationery and furniture. We vacated this block and saved on the salary of one chowkidar who was brought to the main office. We continued the possession of the Children's Hospital building until the Urban Tabulation Unit was wound up and thereafter released a portion of it in favour of the Gujarat State Financial Corporation and towards April 1973 in favour of the Pay Commission.

(ii) Accommodation for the Regional Tabulation Offices

19. The securing of accommodation for the Regional Tabulation Office at Surat did pose an acute problem. We had to reject most of the buildings we saw on grounds of unsuitability. As luck would have it, the Municipal Commissioner, Shri J. V. Vyas came to our rescue. The Deputy Director, Surat, Regional Tabulation Office had his eyes fixed on some slum clearance quarters which were being constructed by the Municipal Corporation on the outskirts and had thought of requesting the Corporation to hand over the same to us before the partition walls were constructed. But the Municipal Commissioner Shri Vyas, again a personal friend, offered better accommodation to us in a building which was being constructed for the Fire Brigade in the heart of the city. It was so designed that vehicles could be parked on the ground floor and the staff quarters could be constructed on the first and second floors. At our request, he agreed to defer the occupation of the building by the Fire Brigade until our use was over. He went out of his way to order that no partition walls should be erected so long as the building was occupied by us. He also agreed to the provision of temporary cabins for the Deputy Director and his staff. The Municipal Commissioner, Shri J. V. Vyas, and his Deputy Commissioner, Shri P. H. Parmar, took upon themselves the responsibility for the timely completion of the construction. They showed so much concern for our needs and problems that it appeared as though the census was a department of the Municipal Corporation. I have no words to properly describe how grateful I am to Shri J. V. Vyas for the personal interest he took in providing excellent accommodation for our office and seeing to it that we were comfortable.

20. The accommodation for the Regional Tabulation Office at Bhavnagar became so uncertain after kindling some initial hopes that we were afraid we would have to give up the idea of opening a tabulation office there. The Municipal School Board had promised us a large primary school building in Panvadi area. The School Board had already taken a decision that the existing primary school here would be shifted to another newly constructed building in the neighbourhood even before we had

broached the subject to them. The school in the new building had already started functioning and was designed to absorb the additional pupils from the Panvadi School. I had personally gone to see the building and approved it for occupation. However, at the eleventh hour, when the time for opening of the Regional Tabulation Offices came near, the School Board backed out of its promise on the ground that it was difficult for it to resist the opposition against closing of the existing school and ask the children to go to the newly constructed school building, even though it was better and quite close-by. Particularly as the school was located in labour area, it was difficult for the local body to withdraw the facility already conferred. When it became clear that this accommodation had slipped out of our hands, we made a frantic search and saw a number of other Government and private buildings. I revived my old contacts with Bhavnagar and made a desperate bid to find accommodation elsewhere. Fortunately we located the Meshri Mahajan Vanda (community hall) at Ruvapari Darvaja near Divanpara area where the Regional Tabulation Office was located during 1961. A small portion of this building with frontage on the main road was rented for a primary school and the remaining area was used for feasts and community dinners during marriage season every year. Such use was limited to a few days in a year and the rent derived was nominal. The Chairman of the Mahajan was persuaded to agree to rent the premises for a period of about a year or so which was the life of the Regional Tabulation Office so that the rent realised could be used on repairing the building which was not in very good condition. This building was ideally suited to our requirement as it had large halls which could be used by our Sorters and a few rooms which could be used by the administrative branch and for the chamber of the Deputy Director of Census Operations and Tabulation Officer. We had to install tube lights and fans in the building at our cost. The first floor of the building used to get very hot during summer and it would have been impossible to work but for the fans provided. The roof of the building was so weak that we passed quite a few anxious moments with the first shower of rain when water found its way into the rooms where the slips were lying in boxes. Fortunately this was repaired immediately and we were relieved of the anxiety. We occupied these premises till the end and did not have to undergo any further trouble.

21. The search of accommodation for the Rajkot office was also very extensive and spread over a long period. There were a number of large buildings available at Rajkot which were quite suitable to our requirement but there was none within our means which we could occupy immediately. We had nearly made up our mind to take over the building situated in the heart of the city, owned by the ruler of Rajkot and occupied by the Saurashtra University, which was going to move to its newly constructed premises shortly. However, we found on inquiry that though the University buildings were ready, the approach road was not ready and water supply and sanitation were yet to arrive. I met the Vice Chancellor who acquainted me with the situation and left it for me to judge how soon I could hope to occupy the premises to be vacated by them. A realistic appraisal of the situation commanded that a further search for accommodation should be continued if the Regional Tabulation Office was at all to be opened at Rajkot. My next choice fell on the Morvi House which was owned by the Maharaja and which was vacant but was too good for the rough use of the Tabulation Office. It was, however, found on inquiry that the property was on sale and the owner did not want to risk parting with vacant possession even for a short period, and least of all when the tenant was a Government Department. I failed to convince that the Regional Tabulation Office was such an expensive and time bound operation that I could never extend its life indefinitely even if I wanted to do so. The representative of the Maharaja of Morvi with whom we were negotiating the matter suggested to us politely that we would definitely get the type of accommodation we needed if we continued our search further and gave us a polite hint not to pursue the matter further. During the course of further inquiry continued by the Deputy Director of Census Operations, Rajkot, he could locate excellent premises at the Swaminarayan Gurukul on Gondal Road. The Swaminarayan Temple Complex was running a school here and was in need of funds for putting up one more floor on the existing building for opening new classes in the near future to meet with the rush of students. They had planned to run double shift in the portion they had kept in their possession during the period we occupied their premises. In the end they wanted to put up an additional floor from the rent realised by our occupation. The premises were large and airy with arrangements for running water supply and an independent entrance. They were ideally suited to our requirements. They were so airy that it was not necessary to use the fans even during summer though

they were installed. This accommodation was fixed almost at the last moment when despair loomed large on the horizon.

22. In this way we overcame the difficult problem of finding suitable accommodation for the Regional Tabulation Offices. I can say without hesitation that the accommodation at Ahmadabad, Surat and Rajkot was nearly the best we could think of. The accommodation at Bhavnagar was not so good but was quite satisfactory. I may sound a note of caution for my successor that unless the search is started early enough, and contitued with the same force and vigour throughout and unless every possible source is tapped, it would be difficult to secure the type of accommodation we need at future censuses. Our requirement is very special and very few houses are available that can meet with it. A building constructed for a residential purpose is not the ideal type of accommodation we need. Instead something constructed for institutional purpose like a school, dharmashala, community hall, etc., would suit us better. This aspect should never be lost sight of while selecting accommodation for a tabulation office. The wastage of space and operational inconvenience in a residential building is huge and must be avoided.

23. Details of office accommodation secured for each of the Regional Tabulation Offices, Mechanical Tabulation Unit and Coding and Punching Cell are given below :

STATEMENT XIV-2

Details of Office Accommodation secured for each of the Regional Tabulation Offices, Mechanical Tabulation Unit and Coding & Punching Cell

Name of Regional Tabulation Office	Name of accommodation secured for it	Period of occupation From (month)	Period of occupation To (month)	Monthly rent paid	Total rent paid for full period of occupation	Area secured and rent per sq. foot
1	2	3	4	5	6	7
1 Regional Tabulation Office, Rajkot	Shri Swaminarayan Gurukul Ayurvedic College, Gondal Road, Rajkot	15-3-71 to	31-12-71	4,200.00 p.m.	40,103.23	8,365 sq. ft. Rs. 00.50 P. per sq. ft.
2 Regional Tabulation Office, Bhavnagar	Meshri Mahajan Vanda, Ruvapari Road, Bhavnagar	25-3-71 to	7-1-72	1,300.00 p.m.	12,287.09	7,200 sq. ft. Rs. 00.18 P. per sq. ft.
3 Regional Tabulation Office, Surat	Surat Municipal Corporation, Ghanchisheri, Bhagad, Surat	(1) 15-3-71 to (2) 19-12-71 to	18-12-72 25-1-72	1,965.00 p.m. 94.50 p.m.	17,938.55	7,904 sq. ft.
4 Ahmadabad	Children's Hospital Building, O. P. D., Ellis Bridge, Ahmadabad	15-12-70 to	29-2-72	6,469.65 p.m.	91,813.64	11,763 sq. ft. Rs. 00.55 P. per sq. ft.
5 Mechanical Tabulation Unit	Mahavir Jain Vidyalaya Paldi, Ellis Bridge, Ahmadabad	15-6-70 to	31-12-70	2,052.00 p.m.	13,338.00	4,349.3 sq. ft. Rent on ad hoc basis
6 Coding & Punching Cell	Nursing Unit, Children's Hospital Building, Ellis Bridge, Ahmadabad	1-4-71 to	..	2,697.38 p.m.	..	5,485.04 sq. ft. Rs. 00.55 P. per sq. ft.

24. One of the most difficult problems at the time of opening of the Regional Tabulation Offices in hired premises is the securing in time of the fans and tube lights required for the purpose from the Director General of Supplies and Disposals. They are never provided by the landlords and we must fix them before our offices start working. Luckily we had placed an indent for supply of both well in advance and we got them almost simultaneously with the opening of the Regional Tabulation Offices, though the Bhavnagar office had to work without fans for some time and sufficient number of fans were not available at Ahmadabad office for quite some time. It is impossible to work at a place where so many persons are sitting together in hot summer without adequate arrangements for air

circulation. The speed and efficiency of work are bound to be impaired unless satisfactory arrangements in this regard are made in advance.

25. One more suggestion I would like to make for the Regional Tabulation Offices in future is about providing some equipment or device for movement of record within the office from one place to another. At least at places where the entire office is located on the ground floor and there is no obstruction in movement, we may consider obtaining trollies, the like of which are provided on railway stations for carrying luggage. The amount of time and energy which is consumed in the arrangement, rearrangement and movement of the record within the Regional Tabulation Offices cannot ever be imagined by anyone who has not done the work. It is amazing that we were able to move so much record and yet not damage it in transit or mix it up with any other record. There was a strong possibility of mixing it up, since we were moving it with the help of peons who were not aware of the importance and implication of the record they are handling. Once the census record is mixed up, it can be separated only with God's help but it must be available in an abundant measure. It is also surprising that we were able to get this done at all at the hands of persons who did not know what they had bargained at the time of entering the census office.

26. It is not an easy task to move boxes containing about 10,000 slips several times a day during the course of work. It must be said to the credit of our female employees that they participated in this work on a footing of equality, though some help was always extended to them by their male colleagues and peons. It is our good fortune that this work has always been accepted as a part of duty and done without much fuss about dignity and decorum. But some murmur was started about it and things may be different in 1981. Much of the opposition would be diluted if some device for movement of record within the office, on the lines suggested above, could be found.

Census Circulars

27. A number of detailed circulars were issued by this office during both the stages of work. The circulars issued during the first stage were published in the form a brochure published by this office. The circulars issued during the second stage have not been put together and published in book form. However, 5 sets have been bound for purpose of record and reference in future and are available in the office.

28. These circulars were issued from time to time as required. It is not possible to prepare such a volume in advance. There were several points on which clarification had to be issued when the work was in progress. They were in the nature of amplification on previous instructions issued. It would perhaps be difficult to bring out a comprehensive volume in advance before the census work is taken on hand, because the problems come to be dealt with by issue of the circulars as and when they arise. There is no way of knowing in advance the different situations which may arise at various places. They are meant to solve the problems as they arise on the spot. I prefer individual circulars to be issued according to the need of the hour during both the stages. The circulars we issued were addressed directly to the charge officers. We used to make 400 copies of each circular and endorse them to (1) All Municipal Commissioners, (2) All Collectors, (3) All Assistant/Deputy Collectors, (4) All Mamlatdars, (5) Chief Officers of Municipalities, (6) The Executive Officer of Cantonment Board and (7) The Chief Officer, Sardarnagar Notified Area.

29. The copies meant for the special charge officers were distributed through Collectors.

30. During the houselisting stage we issued a separate booklet of instructions to the enumerators and supervisors in addition to the standard handbook of instructions prescribed by the Registrar General. This was done with a view to explaining in detail the Permanent House-numbering Scheme introduced in the State. There were some points on which the house-numbering scheme introduced by us differed from the general scheme outlined in the standard handbook of instructions to enumerators in English. The supplementary booklet we issued was more in the nature of an amplification of house-numbering scheme we had introducted in the State. The Gujarati translation of the handbook of instructions that we prepared explained in brief the departures we had made from the general scheme followed elsewhere in the country. It helped the enumerators in fully understanding the scheme. During the second stage of census operations we issued a check-list of points for the benefit of supervisors. A copy of the same is enclosed at Appendix 115.

31. The total number of circulars issued during the houselisting stage of census work came to 24.

However, during enumeration stage the number of circulars issued came to 55. In addition to above, we had also issued some circulars which explained at length the instructions given earlier.

32. A list giving particulars of the circulars issued during the first and second stage of census operations is enclosed at Appendix 116. It would be seen from the list that some circulars which were issued in amplification of original instructions were given sub-numbers like A, B, C, etc. Some selected circulars, out of the above, are reproduced at the end, after the appendices.

33. We had made it a point to issue the circulars in Gujarati language for the benefit of the staff working at intermediate and lower levels. We found this extremely useful because not only the charge officers and training assistants could fully understand the meaning and implication of our instructions, but it was easy for them to expatiate and explain in detail the same to the enumerators and supervisors for whose ultimate advantage they were drafted. Since the acceptance of Gujarati as the official language, all correspondence from the State Government with the district and taluka offices was carried on in Gujarati. These offices had lost touch with instructions drafted in English and there was no need to insist on our issue of instructions in English merely because we were a department of Government of India. This practice has given us valuable results and we would commend it for future. Our only regret is that we could not get the circulars printed as the time at our disposal was short and no agency for printing was available except the Government Press which was already over-worked.

CHAPTER XV

THE CENSUS ACT

General

1. The Census Act of 1948 is incorporated at Appendix 117. It is a small Act comprising of only 18 Sections. But it clothes the census officials with necessary legal authority. But for the enabling provisions of the Act, it would be difficult to secure the services of such a large number of persons to attend to census duties. No programme which extends to every nook and corner of the country can be executed without the necessary legal backing.

2. One of the main features of the Act is that it casts a legal duty on persons entrusted with census responsibility. The status of the census official is deemed to be that of 'public servant' within the meaning of the Indian Penal Code. They have powers to call upon persons to give assistance whenever required. They have also been clothed with authority to ask questions to persons which are included in the census questionnaire. The persons to whom the questions are put are under a legal obligation to answer them. The occupier or the Manager is legally bound to fill in the census schedules in respect of persons working in his establishment. The Census Law prescribes penalty for refusal to give assistance towards the taking of the census or for neglecting to use reasonable diligence in performing the duties cast upon him. It also safeguards the general public against the census officials putting offensive or improper questions or knowingly making a false return or disclosing any information received during census. The maximum penalty prescribed under the Act is fine which may extend to Rs. 1,000. But no prosecution under this Act can be instituted without the previous permission of the State Government, or of any authority authorised by it. Another salient feature of the Act is that the census record is not open for inspection nor is it admissible as evidence in the Court of Law. The Census Commissioner and Director of Census has been authorised to grant statistical abstracts at the request of any individual or local authority at its cost. The Central Government have powers to make rules under this Act.

Difficulties experienced after Publication of Data

3. It would be interesting to mention here one of the difficulties which is experienced after the data is published at every census. The local laws lay down that the data as published at the last census will determine the number of seats reserved for Scheduled Castes and Scheduled Tribes for the purpose of election to local bodies, i.e., Municipalities, Gram Panchayats and Nagar Panchayats. It has happened in a few cases that the persons belonging to the Scheduled Castes and Scheduled Tribes as returned by the enumerator at the last census are not in accordance with the position obtaining at a place. The enumerator had in some cases not shown inadvertently a single person belonging to Scheduled Caste/Scheduled Tribe when in fact there were a few hundred persons belonging to Scheduled Castes or Scheduled Tribes living in that town or village. This lapse on the part of the enumerator has been explained by him by saying that according to the handbook of instructions for enumerators and supervisors he is not supposed to enter generic terms like 'Harijan' or '*Achhut*' against this question and insist on the name of a particular caste or tribe being mentioned here. Unless the name of a particular Scheduled Caste or Scheduled Tribe as returned by the person is included in the Presidential Order, the enumerator is not bound to enter in the census return that the person belongs to Scheduled Caste or Scheduled Tribe. The argument advanced about the generic name being mentioned in place of the specific name of caste or tribe may or may not be true, but it is the cover which protects the enumerator. But when the figures are published for every town or village and the fact of the existence of a sizeable number of persons belonging to Scheduled Caste or Scheduled Tribe having been ignored in the census count comes to light, the position becomes delicate at the time of election to local bodies. We have received complaints of this nature on several occasions. The local bodies have asserted that there is something wrong with the census count and have told us to visit the village personally, if necessary and verify about the existence of persons belonging to the Scheduled Caste or Scheduled Tribe. In cases where there is a genuine lapse on the part of the enumerator and he has not returned the persons belonging to Scheduled Caste or Scheduled Tribe even when they did exist, it has resulted in loss of reserve seats to the persons belonging to Scheduled Caste/ Scheduled Tribe. There is no way left for us of remedying the situation because the Local Act refers to the results of published census data. But the fact remains that an awkward situation is created where on account of carelessness on the part of an enumerator, the guarantees given under the Constitution

are defeated. Happily such cases are few and far between but if the number of such cases is on increase, it will create a difficult situation in future. For the present we are tiding over the difficulty by requesting the local body to offer a general seat to a member of the Scheduled Caste/Scheduled Tribe and seeing to it that he wins and is represented. But this is at best a patch work and not a solution. Such a case arose in case of village Kamiala of Dhanduka Taluka of Ahmadabad District in 1971 where the population of Scheduled Caste was returned as nil against a sizeable population existing at the village and entitled to a reserve seat.

4. A slightly different situation arose in case of Jamnagar Municipality. According to final population totals published in June 1971, the population of Jamnagar Municipality was 199,709. The Collector of Jamnagar issued a notification and on the basis of the published figures of 1971 Census determined the number of seats for which the members were to be elected. The President of the Jamnagar Municipality took a stand that the population of Jamnagar City was over 2 Lakhs. It was contended by him that the population of military area which was included under the heading 'Jamnagar O. G.' was actually falling within the limits of Jamnagar Municipality. If this population was added to the population of Jamnagar Municipality, it would exceed 2 lakhs whereby the number of seats would be raised from 40 to 51. The Collector of Jamnagar, therefore, requested us to confirm whether the population of Jamnagar Municipality was correctly shown. The population of the Municipal area was confirmed by us at 199,709.

5. The Chief Officer of the Municipality was the charge officer of this area for the census. The limits of Jamnagar municipal area were supposed to have been carefully demarcated before the census was taken. The boundaries of the military area where not checked by us on the presumption that since there was a special charge officer for that area, it was not included within the municipal limits. It was, however, found later that the jurisdiction of Jamnagar Municipality was extended during the inter-censal period, and the military area was now falling within the municipality limits.

6. Since the Collector of Jamnagar adopted the figures of Jamnagar municipal area as finally published by us, the President of the Municipality went in a writ petition to the High Court. After hearing the parties on both sides the High Court ordered that the Government should hold an inquiry under Sections 6 and 7 of the Gujarat Municipalities Act and determine the correct limit of Jamnagar Municipal Area. The State Government entrusted the inquiry to the Consulting Surveyor to Government who decided that the stand of the Municipality was correct and the population of the military area should be added to the published population of the municipal area. When the Government inquired of us whether it would be in order to add the population of military area to the population of municipal area, we said in reply that we had no objection to the same since the area in question was included within the municipal limits.

7. But the question is how to simplify the matter and help the local bodies where a genuine mistake has occurred, either in determining the limits of any local area or in the count of Scheduled Caste or Tribe population. It would be difficult for the census authorities to undertake a fresh count either of the Scheduled Caste/Scheduled Tribe population or the general population. No census can be taken unless the preliminary notification under Section 3 of the Act has been published and reference date has been fixed and the officers to take the census are appointed under Section 4. Perhaps the enabling provisions could better be included in the local acts wherever necessary.

Gujarat Local Authorities Census Expenses Contribution Rules

8. There is a distinctly advantageous position for the Census of India in Gujarat and Maharashtra. The Bombay Local Authorities Census Expenses Contribution Act had been placed on the statute in the State of Maharashtra and applied to the State of Gujarat on bifurcation of the State. In exercise of the powers conferred by Section 6 of the Act, certain rules have been framed known as Bombay Local Authorities Census Expenses Contribution Rules in Maharashtra. Corresponding rules in Gujarat were not framed until we took up the matter with the Government during 1971 Census. The said rules have now been framed and have been notified under No. KS-51-CNS-1069-3280-Chh dt. 31-12-70. A copy of the same is enclosed at Appendix 118. At our request, the State Government issued an order under Rule 3 of the said Rules and ordered the Municipal Corporations and Municipalities to credit in the treasury under the Central Head of Account No. XXXII Miscellaneous-Social Services Organisation (Central Census) a total amount

of Rs. 772,567.88 towards their contribution to the taking of the census. A copy of Government's order giving particulars of the amount to be recovered from the Municipal Corporations and Municipalities is enclosed at Appendix 119. Similarly the State Government issued instructions under Rule 4 of the said Rules and ordered the District Panchayats to credit in the treasury a total sum of Rs. 46,000. A copy of Government in General Administration Department No. CNS-1069-3289-2-Chh-AES dt. 30-6-71 together with a copy of Director of Census Operation's letter No. CEN-5 dt. 6-7-71 is enclosed at Appendix 120. It is gratifying to note that the local bodies have been contributing the sum willingly.

Notifications issued under the Census Act

9. The Houselist and Establishment Schedule do not strictly come within the perview of the Census Act. However, we gave legal sanction to the same inadvertently by publishing both these schedules in State Government Gazette *vide* notification No. CNS-1069-433 (2) VI-Chh dt. 23-10-69 alongwith the Individual Slip. In practice we have, however, found that no one ever objected to any question being asked or inquired of the Gazette Notification under which he was bound to answer.

10. A series of other notifications issued under different Sections of the Act are reproduced at Appendices 54 to 60 previously.

CHAPTER XVI

POST ENUMERATION CHECK

Selection of Blocks

1. It has become customary for the census organisation to evaluate its own performance after concluding the enumeration in order to assess the extent of coverage error and content error. It is a kind of self analysis which is attemped in order to improve the quality of returns in future. By conducting the Post Enumeration Check we are in a position to examine the reasons which have contributed to the deficiency in enumeration and take remedial steps in advance to prevent its recurrence in future. The Post Enumeration Check is not conducted with a view to assess how badly the census was conducted but to know how well it was done. The broad objectives of the Post Enumeration Check were discussed at the Courtallam Conference. A note describing the field operations of the Post Enumeration Check was circulated by the Registrar General under his D.O. letter No. 10/9/69 dt. 10-12-70 which will be found in the records of the office.

2. The coverage error occurs due to (1) omission or duplication of individuals resulting from omission and duplication of houses and (2) omission or duplication of individuals in census houses.

3. The content error is evaluated in respect of a few selected items recorded in the Individual Slip. The work was divided into the following three stages in order to detect this kind or error :

(1) Re-enumeration of the samples in the field,

(2) Desk-matching of enumeration with related census records,

(3) Re-conciliation of unmatched events by revisiting the field.

4. The person appointed to do enumeration work during Post Enumeratian Check had to be of a supervisor calibre. We had, therefore, appointed the Statistical Assistants of the Taluka Panchayats to work as Enumerators. The District Statistical Officers and Research Assistants working in the District Panchayats were appointed to work as Supervisors. During the desk matching they had to take a decision as to whether two given sets of information match or do not match.

5. The third stage was the crux of the problem where the Investigator had to take a decision as to whether an element was omitted or duplicated. A total of 270 sample blocks were selected for Gujarat from the three different strata, *viz.*, (1) Rural, (2) Non-city urban and (3) City urban. The frame was prepared by arranging all the blocks serially by charge and district. In order to avoid selection of blocks of small size, blocks with less than 250 population and/or 50 census houses were clubbed together. The new blocks so formed were known as effective blocks. Their distribution in the State of Gujarat was as under :

Rural	170
Non-city urban	60
City urban	40
Total	**270**

6. The sample units were selected by the Registrar General's Office from the above list. A sub-sample of 50 blocks was selected for assessing the content error from the above 270 blocks selected for coverage error.

Organisational Aspect

7. The office of the Registrar General had suggested that we should send persons employed in the Regional Tabulation Offices or in the Coding and Punching Cell for canvassing in the field. However, we thought the risk in entrusting this important work to raw hands was great. We, therefore, utilised the services of Statistical Assistants, Research Assistants and District Statistical Officers working under the District Panchayats with the concurrence of the Director of Bureau of Economics and Statistics. It was nice of him to see our point of view and extend a helping hand as usual, even though the field staff was extremely busy at that time with some other survey work they had taken on hand. In addition, we utilised the Statistical Assistants working in the supply and planning branches of the Collectorates. There were a few areas where the number of blocks selected were in excess of the persons of Statistical Assistant's rank available to work as enumerators. In such cases we had to allot more than one block to an enumerator. Happily such cases were few and the problem did not become insurmountable. It came to the lot of the Statistical Assistants of Mahesana, Kheda and Vadodara Districts to attend to the work of more than one block. The number of blocks in Ahmadabad City were so large that the District Statistical Officer could not cope with it without necessary help from the census office.

8. Particulars about the number of persons appointed in different districts of the State to work in the effective blocks of rural, non-city urban and city urban areas are given below :

STATEMENT XVI-1

No. of persons appointed in different districts to work in effective blocks

Name of District/City	Total No. of Block (Effective) Selected				No. of Enumerators/ Investigators
	Rural	Non-city Urban	City Urban	Total	
1	2	3	4	5	6
1 Jamnagar	6	3	3	12	13
2 Rajkot	9	4	3	16	16
3 Surendranagar	5	4	..	09	10
4 Bhavnagar	9	3	3	15	15
5 Amreli	6	2	..	08	08
6 Junagadh	10	7	..	17	17
7 Kutch	06	3	..	09	09
8 Banas Kantha	10	2	..	12	13
9 Sabar Kantha	10	2	..	12	12
10 Mahesana	15	5	..	20	13
11 Gandhinagar	01	1	..	02	02
12 Ahmadabad	08	4	..	12	11
Ahmadabad City	..	..	20	20	07
13 Kheda	17	8	..	25	14
14 Panch Mahals	14	3	..	17	15
15 Vadodara	13	2	5	20	16
16 Bharuch	08	2	..	10	08
17 Surat	11	2	6	19	15
18 Valsad	10	3	..	13	10
19 The Dangs	02	..	..	02	02
Total	170	60	40	270	226

Honorarium

9. At our request the Registrar General had agreed to give honorarium, as a special case, to the Statistical Assistants, Research Assistants and District Statistical Officers who were employed to carry out the Post Enumeration Check at the following rates :

District Statistical Officer	...	Rs. 50
Research Assistant	...	Rs. 30
Statistical Assistant	...	Rs. 25

per effective block.

10. In order to maintain statistical independence the schedules were so designed that re-enumeration was kept independent of matching and field reconciliation. A person who worked as enumerator of one block was entrusted with the matching and field reconciliation of another block.

Training

11. Intensive training was organised at five regional centres viz. (1) Rajkot, (2) Bhavnagar, (3) Vadodara, (4) Surat and (5) Ahmadabad. The training was imparted by the Assistant Director of Census Operations (Technical) at which the Director of Census Operations also remained present. Shri S. Raghavachari, Assistant Registrar General, India, visited the training class at Ahmadabad and gave valuable guidance.

12. The field work was done during the period from 24-4-71 to 15-5-71. The data was compiled in the Regional Tabulation Offices and sent to the Director of Census Operation's office by 30-5-71 and by the Director of Census Operations to the Registrar General on 7-7-71. The tabulation was commenced on 10-6-71 and completed on 6-9-71.

13. The preliminary result of the Post Enumeration Check have since been brought out by the Registrar General in March 1973. A copy of the same has been received under Registrar General's letter No. 10-9/71-DD dt. 14-3-73 and is available in the office for reference.

CHAPTER XVII

ANCILLARY STUDIES

Survey of Small Towns

1. It is customary since the 1961 Census to undertake a number of ancillary studies as part of each census. But the emphasis has changed during the 1971 Census. The ancillary studies undertaken by the Census Organisation during 1961 Census related to (1) Socio-economic survey of villages, (2) Handicraft studies and (3) Fairs and Festivals. 41 villages were originally selected for the purpose of conducting socio-economic surveys, but the data was tabulated only for 25 villages and the report was brought out for 14 villages only. So far as Handicraft studies are concerned, reports on 21 handicrafts were published during 1961 Census. The 1961 report on Fairs and Festivals of Gujarat is one of the best of its kind published during the last Census. During the 1971 Census we shifted the emphasis from the rural to the urban area and decided to study the socio-economic conditions prevailing in small towns of the State. The study of the small towns has acquired a special significance in the context of the rapid transformation of rural societies in India. The insight gained through the study of some of the existing centres could be extremely useful for the planned development of these centres.

2. During 1971 Census it was proposed to undertake the study of 200 small towns in the country of which 14 were selected from Gujarat. A list of towns together with the prominent characteristics which has been the basis of its selection is reproduced below :

Sl. No.	Names of towns selected for special study	Name of district	Characteristics
1	2	3	4
1	Bedi	Jamnagar	Port Town
2	Dwarka	Jamnagar	Temple Town
3	Mandvi	Kutch	Decadent Port Town
4	Vanthali	Junagadh	Trading and Commercial Town
5	Tharad	Banas Kantha	Low Growth Character Town
6	Unjha	Mahesana	Commercial Town
7	Vadnagar	Mahesana	Temple Town and the Place of Original Settlement of Nagar Community
8	Freelandganj	Panch Mahals	Railway Town
9	Sinor	Vadodara	Medium Town
10	Padra	Vadodara	Commercial Town dealing in Agricultural Commodities
11	Navsari	Valsad	An example of the Success of the 'Green Revolution'
12	Anklesvar	Bharuch	Oil Town
13	Sihor	Bhavnagar	Small-scale Industries Town
14	Vallabh Vidyanagar	Kheda	University Town

Besides these 14 towns, Sanand was also selected as an administrative town for Pilot Study.

3. The following schedules were designed by the Social Studies Unit of the Registrar General's Office.

(1) Town Schedule
(2) Household Schedule
(3) Institution Schedule
(4) Commercial and Establishment Schedule
(5) Bank Schedule
(6) Neighbourhood and Community Life Schedule
(7) Schedule for Temples, Churches and Mosques and Other Place of Worship
(8) Village Schedule.

4. The intensive study of Sanand which was taken up for pilot study as early as 1969 has been already completed. A draft report on the same prepared by this office has been approved by the Registrar General, and is likely to go into print soon.

5. It was decided to entrust the field work of these towns to the students studying in higher classes in colleges in the selected or neighbouring town provided their teachers were willing to guide and supervise the work. The work of canvassing the schedules was entrusted to the following colleges which had shown readiness to do this work for the towns shown against their names. Some of these colleges eventually dropped out, or were not able to handle the projects, or we ourselves withdrew the projects from them and had then conducted by our own staff.

Sl. No.	*Name of College*	*Name of Towns*
1	D. K. V. Arts & Science College, Jamnagar	Bedi
2	Shri Sardapeeth Arts College, Dwarka	Dwarka
3	Sheth S. V. Arts & Commerce College, Mandvi	Mandvi

Sl. No.	Name of College	Name of Towns
4	Bahuddin College, Junagadh	Vanthali
5	Banaskaptha Arts & Science College, Palanpur	Tharad
6	Shri B. P. Bhrambhatt Arts & M. H. Guru Commerce College, Unjha	Unjha
7	Vadnagar Arts & Commerce College, Vadnagar	Vadnagar
8	Shri Navajivan Arts & Cemmerce College, Dohad	Freelandganj
9	Shri H. C. Patel (Kandari) Arts & Commerce College, Miyagam Karjan	Sinor
10	Shri M. K. Amin Arts & Science College, College of the Commerce, Padra	Padra
11	Shri S. B. Garda Arts & P. K. Patel College of Commerce, Navsari	Navsari
12	Shri Jayendrapuri Arts & Science College, Bharuch	Anklesvar
13	Shamaldas Arts College, Bhavnagar	Sihor

6. A general note showing the method of selection of various types of institutions and households and giving particulars of the number of schedules to be canvassed etc. was prepared and circulated among them for facility of work. Exhaustive explanatory note on each schedule was also prepared and supplied, for facilitating understanding of concepts and definitions. In the beginning we issued a letter to the Principals of all colleges in the State requesting for their help in conducting the surveys and suggested that valuable experience would be gained by students of Economics and Sociology by filling the various schedules prescribed for the town studies. The students in higher classes with above subjects with aptitude for such work could be encouraged to take up this work during vacation period under the guidance of their teachers who were willing to assume this responsibility. In order to meet with the out-of-pocket expenses incurred by them, I had requested the Director of Education to give them necessary grant towards the Planning Forums which are usually organised in all the colleges. But the response we got from the colleges was rather disheartening. Most of the colleges declined to do this work and even those that did respond could not complete this work within given time in spite of innumerable reminders, expeditors and personal contacts. The filled-in schedules when received were found to be deficient in several respects and we had to send a team from this office to the towns concerned for reconciliation of the discrepancies. Our idea in entrusting this work to the University students was to gain some lead while our staff was busy with the tabulation work. This hope was falsified and we did not achieve headway to the extent desired. I would, therefore, like to sound a word of caution in adopting this procedure for future. The quality of schedules filled in by the students was not of the required standard and there was not much saving of time because a fairly exhaustive field inquiry became necessary at the end. It would be better to send an Investigator from our office to the field, if possible, so that back reference does not become necessary and field reconciliation is not required to be done in the end.

Restudy of Villages

7. Socio-economic survey of 10 villages was undertaken as part of 1961 Census. It was decided by the Registrar General to resurvey the following four villages during 1971 Census :

(1) Bhirandiara
(2) Sutrapada
(3) Isanpur
(4) Tavadia.

8. There is great demand in foreign countries for the reports on the socio-economic surveys of villages prepared by us. The Education Book Resources Centre, U. S. A., had made bulk purchase of copies of our report on village Isanpur. It had also asked for 500 copies of the report on resurvey of village Isanpur. The same would be furnished when the resurvey is completed and the report is published.

Survey about Re-settlement of Maldharis of the Gir Forest

9. One more ancillary study we undertook as part of 1971 Census was about the resettlement of Maldharis of the Gir Forest. For centuries the Maldharis have been living in the Gir Forest. There are only two places in the world which are known as the natural habitat of lions. One is the African jungles and the other is the Gir Forest. The Maldharis living in the Gir Forest maintain a large number of big and small cattle, and are known as cattle breeders. Besides selling animals they derive some income from milk and milk products. They cultivate the land of the Forest Department given on short term lease. They are not stationery at one place but move from one place to another at short intervals. But their existence in the forest area had proved to be a source of menace to the lions. On account of the destruction the lions did of their cattle, they took every conceivable measure to reduce

the number of lions in the forest. At one stage the number went so low as to cause anxiety and it was feared that the entire species may be extinguished unless immediate measures were taken for its preservation. The Government of Gujarat had accordingly undertaken a scheme for the rehabilitation of Maldharis. It was proposed under the scheme to take out the Maldharis from the centre of the forest and rehabilitate them either outside or on the periphery of the forest. A special officer was appointed to prepare a scheme for the systematic evacuation of Maldharis outside the Gir Forest. But it appears the scheme had in its centre the preservation of Gir lions and had overlooked the sociological aspect of the rehabilitation of the Maldharis. We, therefore, decided to study this aspect and prepare a report. Shri Singh, an Investigator from the Registrar General's office was deputed to make field investigations and prepare a draft report which was vetted by the Directorate. The same would be edited by the Director of Census Operations, Gujarat, and is likely to be brought out shortly under the name of the Gujarat Census Directorate.

General

10. It was decided by the Registrar General, India quite early that our focus of attention should be the main census work and until it was complete, our energies should not be diverted disproportionately to the ancillary studies. As a result, we have concentrated during these years on the activities connected with the main census and brought out the reports with unprecedented speed. The ancillary studies would, therefore, become the legitimate occupation of the census office during the inter-censal period. The foundations that have been laid for this purpose are quite sound and whatever superstructure is required could be built on it. We have carved out a small cell for attending to the work of Social Studies Section in order to maintain continuity of work. The requirement of staff for this Cell was discussed at length by a sub-committee constituted during the workshop held at Varanasi during January 1973. Out of twelve towns selected finally for detailed study, we have already completed field investigation in respect of Bedi, Vanthali, Unjha, Vadnagar, Freelandganj, Sinor and Padra at the time of writing this report in March 1973. We have also strarted tabulating the data in respect of Unjha. Learning from the experience of this town during tabulation, we shall design future tabulation of other towns. Looking to the headway we have made so far, we feel confident that we would be able to complete the entire project we have taken on hand before the preparations for the next census begin sometime in 1978.

CHAPTER XVIII

CONCLUSIONS AND ACKNOWLEDGEMENTS

1. At several places in the foregoing paras I have acknowledged the deep debt of gratitude I owe to the Registrar General, India, the Chief Secretary and the Revenue Secretary to the Government of Gujarat, and several other officials at Secretariat level and heads of departments for the whole hearted help given by them to me. There is no doubt in my mind that but for the care and concern they showed towards me personally and the high esteem in which they have held the value of the census data which this organisation was collecting, I would not have been able to achieve anything.

2. The census is a central subject. Its responsibilities are entrusted to a senior official of the IAS cadre allotted to the State. He is considered to be technically on deputation to the Government of India but continues to be stationed at the State headquarters. I have often wondered what would have happened to the census, which is a Central subject, if it was handled by an officer coming from the central without any roots in the State. My colleagues in the State Government have often told me that they have expedited the issue of orders of Government at my request not because I was Director of Census Operations but only since I was known to them personally. There is not an iota of doubt in my mind that census is nothing if not co-ordination at all levels of the State Government. If ever an attempt is made by any one in future to send an outsider to any State where he does not have his roots, as is done in various other departments of the Central Government like Small Savings, National Sample Survey, All India Radio, Income-Tax, etc., and entrust him with the Census responsibilities, the ship of census is bound to founder.

3. The contact which the Director of Census Operations has to establish with so many departments for several items of work to be done, cannot be imagined by any one who has not gone through the ordeal. Most of the people in Government seem to think that census is an innocent and unnecessary activity and nothing would be lost or gained whether it is carried on or not. They show a kind of tolerance towards the census because someone who has been known to them for years is coming to talk to them about it. This person happens to be someone who is not undesirable and they have faith he would not ask for anything to be done as a result of which they may be dragged into any kind of trouble that they continue to extend normal courtesies most of the time and abnormal courtesies on request. In other words, it is census by sufference most of the time. No one is ready to go out of way headlong to help the census. But census continues to get the help because it has the backing of a hundred years of tradition. So many things can be easily done in any Sachivalaya if there is a precedent. Thanks to the administrators of the olden days, who had enough time to apply their minds to the subject of census and build up the traditions.

4. Inspite of the fact that the Director of Census Operations is an officer of the IAS cadre allotted to the State, he is technically considered to be outside the State when working for the Census even though he functions from the State headquarters. I was made painfully aware of this fact not in Ahmadabad but in Delhi during my first visit when I went to stay at Gujarat Bhavan. I took it for granted that this excellent Circuit House maintained by the State Government in one of the most covetable localities of New Delhi was as much meant for me as for any other officer of my cadre working in connection with the affairs of the State. There was no difficulty in getting the reservation but when I asked for the transport, which is also maintained there, I was told that it was not meant for officers on deputation. I accepted this argument as logical and did not press further. But when I was leaving Gujarat Bhavan I found that I was billed as a private citizen. Officers of the State Government who are on duty were expected to pay only Rs. 3 per day for lodging and their boarding charges did not amount to more than Rs. 7 per diem. Against this, a private citizen was expected to pay Rs. 35 per day for lodging and boarding. Immediately on my return to Ahmadabad I went to the Secretary, Public Works Department, and inquired of him whether any officer of Government, however highly paid could afford to pay anything in this range. He was very quick to see the point and issued instructions that the rates be revised. Since Government drew this distinction between its own officers and those on deputation, it was decided that we should pay double the rate payable by officers working in the State Government. My contention that I was doing the work of the State Government, though acceptable in principle, could not place me at par with them. The point at issue is that such invidious

distinctions must be removed. By the mere fact of his deputation, which is purely technical, an officer of the Indian Administrative Service during the period he works on deputation, need not be denied the advantages which were accruing him in the State until now. Unless he is assured of adequate accommodation at reasonable rates at Delhi it is bound to affect his work and the disadvantage would be as much to the State as to the Centre. This is not true of Gujarat alone. My colleagues in other States had to face the same difficulty. They suddenly became persona non grata and were required to pay prohibitive rates both at Delhi and within the State for accommodation utilised by them. The Bhavans of almost all the States are located in the same area on Kautilya Marg at New Delhi. It would be of great advantage if the Directors of Census Operations of all the States could live within easy reach of each other during conferences which are held not more than once or at the most twice a year. The burden of the exchequer would be nominal but the gain to the Government would be great. This point could be considered at the 1981 Census and all the States could be requested to treat the Directors of Census Operations at par with State Government officials.

5. Luckily for me, there was no difficulty about reservation of accommodation and payment of charges at the Circuit Houses and Guest/Rest houses within the State. Myself and my officers could secure the accommodation at short notice and were extended the same courtesy and facility which were given to other officials of the State Government and to which we were entitled until now.

6. I would like to mention in particular the extent of help and co-operation which was given to me by the Collectors and District Development Officers. The notional maps could not have been prepared but for their wholehearted acceptance by the District Development Officers. Had it not been for the keen interest evinced by the District Development Officers, the Taluka Development Officers would never have been activated to the extent to which they were. It was not with a small measure of missionary spirit that this wonderful work was done by them. The notional maps could never have been prepared by the Talati-*cum*-Panchayat Secretary without visiting each land and path of every locality within a village. This functionary was used to do many things while sitting at his home or in the taluka office without for the most part taking the trouble of visiting the village or making local inspection. The particulars he was required now to furnish on the maps were such that his imagination was not required to be exercised. It was solid work which could be done only in the manner prescribed by visiting every house and there was no half way house to it. Having intimately known the way in which our administration works at the village level, I can well imagine the amount of personal effort which must have been put by the Taluka Development Officers to secure its timely completion. We always laid down rigid dead lines and pursued them relentlessly. We had been very punctitious in dealing with the District and Taluka Development Officers in the matter of preparation of notional maps: During my visits to the talukas, I saw to my great satisfaction a high degree of personal involvement of a number of Taluka Development Officers and Taluka Overseers and the Panchayat Secretaries in this work. To some extent this could be attributed to the personal loyalty of persons at various levels who had worked with me or my colleagues in the field at one time or the other. But this greatly helped the creation of an atmosphere of willingness to work. Contrary to the wind which was once blowing against preparation of the maps, which had been unceremoniously rejected as something impossible to achieve, now there was a healthy competition about who would complete this work first and whose work would be more ornamental and free from any blemish. When I first saw the resolution of protest against the maps by the Panchayat Secretaries of the District in which I had last worked, I immediately went there and contacted the persons leading the move. Once they knew who was at the back of these instructions, they withdrew all opposition and produced best results in the end. The Taluka Overseers who took upon themselves the responsibility of giving finishing touches to the maps rendered yomen's service without asking for consideration of any kind. I mention this again and again only to bring home what coordination and good will can achieve. There is no doubt in my mind that this work could not have been done merely by issue of instructions. There was a personal factor involved in it and once I went to the districts to meet the District Development Officers personally and explained its importance to them they had no heart or reason to say 'no'. When the subject was discussed at the meeting of the Taluka Development Officers in my presence in every district, there were always some loyal supporters who could never say 'no' to any assignment given to them by me purely out of personal regard for me or my colleagues developed during the period they worked with us in the field somewhere. Besides, some of them also

carried good weight with their present superiors and wanted to show what they could achieve. They fully vindicated the faith put in them by their past and present superiors. They helped so much in changing the atmosphere in favour of our cause that we did not pause in the midst of our work until it was complete. I would like to pay a tribute to the patience and perseverance with which in the midst of heavy odds, the District Development Officers and Taluka Development Officers have worked for us.

7. When it came to the question of making initial payment for the consignments for house number plates received through bank receipts, it became so easy when Government ordered that their initial payment could be made by taluka panchayats. If this bottleneck was not solved, I do not know how far we could have gone in implementing the scheme. I am pinpointing this again to highlight what co-ordination could achieve.

8. The Census of 1971 owes a world of debt to the Collectors. This institution has been much maligned of late on the ground that the personal involvement of the Collector is usually lacking to the extent desired and things are left to the care of lower levels. While there may be some truth in this, all that I can say is that this is not largely and uniformly true. There have been differences of degrees which have made all the difference. But there has been not a single case where the Collector of a district has not readily responded to any request made personally to him. The fact that the Collector was made responsible for a particular programme, gave a lot of importance to it in the eyes of the district administration. It was for this reason that we decided to follow the old tradition and make him responsible for the census work as usual. I am happy to say that the Collectors have by and large discharged their duties to our entire satisfaction and distinguished themselves and have brought honour to their institution. The degree of personal interest taken by them has varied indeed from individual to individual, but there was no case of total lack of interest. Whatever success the census has achieved has been entirely due to the effort made by the Collectors in organising it. They always put their weight wherever necessary either for improving the quality of training or for securing the attendance of erring officials.

9. The rapport we had established with the General Administration Department was extra-ordinary. If I do not mistake, no decision was taken at a level lower than the Deputy Secretary to Government. He was fully apprised of all our proposals and did not delay the issue of orders on any reference at any time. Sometimes we were afraid Government would not agree with our proposal and were nearly prepared for a negative reply. But when the decision came from Government it was always in favour of our proposal and gave us immense satisfaction.

10. All this I have mentioned repeatedly and never allowed an opportunity to go unsung, not because I want to flatter myself or satisfy my ego for what I have been able to achieve-but far from it-only to admit the fact of what a tragedy would have been fallen if these gentlemen working in the State Government had not shown the care and concern which they had shown for Census. The Census would not just have been possible but for their active support.

11. I would be failing in my duties if I do not mention the same glorious aspect of the Registrar General's office. The officers and the staff of the Registrar General's office were the most committed civil servants. Their thinking was always positively oriented. It appeared as though they had been specially trained to develop a constructive outlook and never to say no. They were keen to find a way to accommodate to the maximum extent possible to the wishes of the Directors of Census of all States. This healthy attitude gave unlimited confidence to the Directors of Census Operations. They were soon made aware that they could go ahead with full force on any point in consonance with the broad policy laid down by the Registrar General and their speed would never be interrupted. Even if there was a departure from normal practice and meant obtaining of special sanction of Government for any action taken beyond one's competence, it was understood that so long the action was bonafide it would always be supported and he would never be let down. The Director of Census Operations had not to wait for formal sanction or orders. He could go like a steam roller for he was sure that the road was always kept clear for him to rush with his work. This went a long a way in energising the State Census offices, which always got the unequivocal feeling of being backed by the organisation at all times. It must be said to the credit of the Registrar General's office that it has never in all these years summarily rejected any proposal or made light of anything which was thought serious by the Director of Census Operations. We were fortunate in having the S.T.D. facility and we knew that any decision was always available at the other end of the wire just for the asking. I have

dwelt at length on this aspect in the first chapter where I have paid a tribute to Shri K. D. Ballal, Deputy Registrar General, for the magnificent support he has given to the organisation. We, who have lived through it know what it means and how invaluable it has been to us. One would like to live and work for life time in the census, for such fraternity and solidarity would be rare in the annals of any administration. The fountain source of all this was the Registrar General, whose benign personality was watching in a paternal fashion all that was going on within his Organisation. He used to keep himself posted with the happenings of all the States and always extended a helping hand in time to one and all. One always felt so secure with his being at the helm of affairs, that he need not worry on any count.

12. I have not eulogised the Organisation merely because I have been a part of it. Others who have watched from a distance the happenings in the Organisation have seen the massive support which it has given to its members and have been full of praise for what they have seen. My intention in dwelling at length on the inside story of the State Census Office has been to show the sources from which it derived power and went from strength to strength. I have taken pains to show how a small Organisation like the Census was carefully nurtured and reared both by the Centre and the State. The future Directors of Census Operations will always have to establish close rapport with the State and Central headquarters in order to function effectively and efficiently.

13. The Census is essentially a co-operative effort. It cannot succeed unless the Director of Census Operations is able to secure the whole-hearted co-operation of his colleagues both in Sachivalaya and in the districts. He has as much to depend on the good-will and co-operation of the officers of almost all the departments. As I have stated earlier he has also to establish rapport both at the higher and lower levels of administration simultaneously to get his work done quickly. It is a gigantic organisational task. It has an immense amount of work to do in the field befitting a programme of national importance. The decisions concerning the Census are to be taken both by the various Ministries of Government of India and departments of the State Government. Unless the Census authorities are able to secure the appreciation of their point of view by those in authority, the programme cannot move. The multiplicity of the census work demands that there should be perfect understanding and co-operation at all levels. The nature of work is so urgent that one cannot afford to get into an argument or fall out with any one because the census time-table is running against him all the time. The census officials have to be very patient and hear a lot of criticism both against the programme as well as the demands made by the charge officers on almost every Government and semi-Government office. The Census official must have the courage of his conviction and should be able to convince others that whatever he is doing is right and whatever help he is asking must be provided. It must be remembered always that the census official thrives on the good-will of others. He has no power or authority over those he wishes to command and yet he must see that his presence is felt and his wishes are respected. This is not an easy task. If one is able to achieve it, it is on account of whatever image he has been able to build up before joining the Census Organisation. He has to encash this after joining the census to its best advantage. One is always at the receiving end in census. But it is no small satisfaction to learn that so much could be achieved by sheer goodwill, patience and perseverance.

14. There is only one thing more about which I would like a mention to be made before closing this report. There is much to be desired in the direction of awakening of the sense of responsibility among the enumerators and supervisors. The apathy and indifference with which they have sometimes treated the work has been appalling. It is necessary to generate a kind of consciousness among those entrusted with census duty that they are participating in a national programme where the cumulative effect of their individual contribution can be massive. There has been little cause to complain against persons who were to be covered by the census in such large numbers. They have shown great tolerance inspite of the claim made on their time and leisure hours during which they were disturbed by the enumerator. They were not prepared either for the enumerator's visit or his long and intriguing questionnaire. But yet they have stood it uniformly well. The census enumerators and supervisors are expected to show a little more indulgence after they have known the time we have spent on their training and the detailed attention which has been paid by us towards formation of enumerator's blocks for them. They have also been explained the implication of the work they are doing and how important it is from the point of view of national planning and policy that the data collected

should be faultless in every respect. The tone of the Indian Census will vary in direct proportion to the interest which is personally taken by each enumerator and supervisor in the work entrusted to him. The Charge Officers and the Training Assistants have by and large risen to the occasion. But unless and until the primary agency which is involved in the collection of the data shows involvement in the programme to the extent expected of it, it is bound to fall short of the ideal. Let us hope and pray that even if we are not able to reach the ideal, we shall be least removed from it in future.

APPENDICES

APPENDIX 1

CONFIDENTIAL

F. N. RANA, I.A.S.,
Chief Secretary

D.O. No. AIS-1568-C
GENERAL ADMINISTRATION DEPARTMENT,
Sachivalaya, Ahmadabad-15.
Date : 21-9-1968

My dear Doctor,

You have been selected for appointment as Superintendent of Census Operations in this State and Government of India have desired that you should be released immediately. You may, therefore, proceed to take up your new assignment after the President's visit, after handing over charge to Cowlagi, Resident Assistant Collector, Kaira.

Shri C. C. Doctor,
Collector of Kaira,
Kaira.

Yours sincerely,
Sd/-
(F. N. Rana)

APPENDIX 2

A. CHANDRA SEKHAR

D. O. No. 37/10/68-RG
MINISTRY OF HOME AFFAIRS
REGISTRAR GENERAL, INDIA
2A, Mansingh Road,
New Delhi-11
12th December, 1968

CENSUS OF INDIA 1971—CIRCULAR No. 1

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

2. Unlike at the earlier censuses when the Census Organization was being built up once in ten years like a phoenix, with the Census Superintendent as the first individual to report himself without even an office room for himself to start with, and had to create everything and build up the office and the rest of the Census Organization, you are fortunate that you have now succeeded to a continuing Census Office and there is a fairly adequate nucleus staff in the office which contains a good number of experienced personnel of the previous census. While you may thus be spared the initial problems of setting up an office, you will straightway

be diving into the thick of the preparatory measures for the next census, the success of which will depend entirely on your ingenuity, leadership and hard work and you shall have to enthuse the State officials at all levels for census work by your own personal example.

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

4. The work relating to Census Operations can be divided to fall under two broad heads, *viz.*, (1) the census enumeration, and (2) the census tabulation and publication of reports.

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

6. One of the earliest tasks in preparing for the Census, therefore, is the building up of district and tehsil/thana maps indicating the boundaries of all administrative units down to the village. You may be fortunate to have already inherited good maps prepared at the last census on a scale of 1" = 1 mile or 1" = 4 miles. I believe your office had already taken upon itself the task of bringing these maps up-to-date taking into account all changes of boundaries that might have occurred since the last census. It is important that this work should receive first priority so that these maps are finalised as quickly as possible. The State Governments were already addressed by the Ministry of Home Affairs vide their letter No. 28/66/68-Pub. I dated the 15th April, 1968, a copy of which should be available in your office, requesting the State Governments not to give effect to any changes of boundaries after 31-12-69. If at all the State Governments contemplate any changes, it is hoped that they would have given effect to them much earlier than this date. You may, therefore, in consultation with the State Government bring all your maps up-to-date well before the end of 1969. These maps will be useful for determining the location code numbers of each administrative unit which will facilitate the allotment of jurisdictions to Census Officers in a systematic manner without overlapping or omission thus ensuring complete coverage of territory.

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

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

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

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

(1) A minimum population of 5,000;

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

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

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

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

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

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

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

13. When once the State is divided into definite administrative territories down to the smallest unit of village or town, it will be convenient to develop a location code under which each district in your State is allotted a distinguishing code number and within each district, each tehsil or thana is allotted a serial number and ultimately within each tehsil or thana every village and town is allotted separate series of numbers so that by a combination of the code numbers allotted to each one of these units in the hierarchy, it would be possible to have a complete location code by which any particular village or town within a State can be conveniently indicated. The towns are distinguished from villages by the allotment of a Roman Code number for the town, where as for the villages, the code number will be in Arabic numerals. Thus 3/6/79 will represent village No. 79 in tehsil No. 6 of district No. 3. or 3/6/II would mean town No. II in tehsil No. 6 of district No. 3. If it is proposed to recognise each of the larger hamlets for the purpose of giving primary

census data, it may be necessary to give a sub-number to the main village number as say 79 (i), 79 (ii) and so on to identify the hamlet. If to this location code is added within brackets the house number that may be allotted to a house within a village or town, e.g., 3/6/79(1-109) we shall have a system by which every house and within it, every household in all local areas can be indicated by a convenient location code. This will be extremely useful for the purpose of depiction on the Census Schedules and also while demarcating the jurisdictions of census enumerators. You may like to acquaint yourself fully with the system of location codes that was developed at the 1961 Census. We shall follow the same system. However, on an examination of the location code system last adopted in your State, if you find any defects, they can be rectified.

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

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

16. The preparation of layout sketches of every village and town should be taken up immediately if not already done, in which the location of every building and house, residential or non-residential, should be shown and the important landmarks such as roads, rivers and canals, wells, temples, important public buildings, etc., should be indicated. This will serve as a basis for a rational house-numbering scheme to be evolved. I expect that your office, with the assistance of State Government, should have already started on the implementation of the scheme of permanent house-numbering. You may get yourself fully acquainted with the Manual on House-numbering that had been issued. In some States, good house-numbering system may be already in existence and every house may already be bearing a prominent house-number. In others the painting or affixing of permanent house-numbers may take their own time, depending on the finances of the local bodies concerned. But the preparation of a layout plan is an essential preliminary step which should be taken up immediately through the normal administrative agency of the Government or the municipal or panchayat administration. This can serve as the basis for you to allot house-numbers which can be indicated on the layout sketch and these can be marked on the doors of houses by chalk or tar, etc., on the eve of the houselisting operation. These house-numbering sketches need not be to scale but even notional maps with adequate details to identify every house will go a long way in achieving the objective in view, *viz.*, the ultimate demarcation of the jurisdictions of the enumerator's blocks so as to ensure equitable load on the enumerators and complete coverage of area. In the notional maps, not merely should the built up area be shown but the entire area of a village within its recognised boundaries. This will enable a complete coverage of the entire geographical area constituting the village. At the 1961 Census, at the stage of houselisting, such sketches were prepared. The quality of work vastly differed as the work had to be done in some hurry by some enumerators themselves. Now, if you start this work even now in a systematic way and get the work completed by the normal administrative machinery, such as the revenue or panchayat agency at the village level and the municipal or cantonment agency at the urban level, you are likely to have far better layout plans that will prove very useful for your work. Four copies of such layout plans could be prepared, one copy to be kept at the town or village itself, one to be kept at the tehsil or Police Station headquarters, and two copies to be kept in your office. These maps, if prepared carefully on sheets of uniform size, can be built up into convenient atlases for each tehsil/thana and can serve as invaluable reference material for the purpose of census operations as well as for various other statistical or administrative purposes. You, may, therefore, please concentrate on the preparation of these layout sketches immediately. The Manual

on Permanent House-numbering, a copy of which should already be available in your office, will be the guide for the preparation of these village and town layout sketches.

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

18. It will be advantageous for you to get the officials at various levels, *i.e.*, at the district, Subdivision, tehsil/thana and town level, notified Census Officers under the Census Act as early as possible. This will also give you the necessary authority to direct the operations and also make the local Census Officers responsible to you. You may get yourself thoroughly acquainted with the provisions of the Census Act. The State Governments generally extend all kinds of assistance to the Census Superintendent for the successful completion of the Census Operations. Various concessions are also extended to the personnel put on census duty. You may like to get yourself acquainted with the instructions issued in the past and you may persuade the State Government to issue suitable instructions to meet the present needs.

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

20. The experience of the last census, as also the first pre-test of the draft questionnaires for the 1971, showed that the size of the enumerator's block in rural areas may be about 750 to 1,000 in population, *i.e.*, about 150 to 200 households, and in the urban areas, about 600 to 750 population, *i.e.*, 120 to 150 households. You shall have to get your local charge Superintendents to demarcate the census enumerator's blocks accordingly. The formation of the enumerator's blocks is most important and the area of each enumerator's block should be clearly defined with reference to the boundaries as well as the house-numbers that actually fall within his block. The house-numbering layout sketches, in conjunction with the Houselist, will enable the Charge Superintendents to carefully demarcate the census enumerator's block. The census enumerator's blocks so formed at the census served as a frame for all types of future sampling studies as well. A general criticism has been levelled that the census enumerator's block were not easily identifiable. It is true that it may be difficult to reconcile between an area with some natural physical boundaries such as roads and streets, and the desired size of population ideally suited for an enumerator. For census purposes obviously, it is more important that we have blocks of convenient population size to ensure complete and convenient coverage. The enumerator's blocks had been generally indicated in the past in terms of merely house-numbers that constitute a block such as, for example, along a straight road, house-number 1 to house-number 150 may form one enumerator's block and house-numbers 151 to 250 may form another

enumerator's block depending on the population size. Sometimes, the layout may be such that a cluster of houses will have to be allotted to an enumerator. Again, in a village which has both the built up area as also the cultivated area around some odd farm houses, it will be necessary to clearly indicate the area allotted to an enumerator especially if a large village is divided between more than one enumerator. It is desirable that in an over all control map of the village the jurisdiction of each individual census enumerator's block should be clearly demarcated and shown, even if the enumerator's block may be linear merely following a now of house-numbers along a street. At the same time, it may be advantageous to get each enumerator to prepare a separate sketch of the area allotted to him in which he can set out in little more detail all the landmarks and all the individual houses that constitute his block. The name of the street along which his jurisdiction may lie and also the names of adjoining streets and localities can be shown. This may greatly help in easier identification of the enumerator's blocks in future. The census enumerator can be required to furnish this sketch along with the enumeration abstract which he would be required to furnish at the end of census enumeration.

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

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

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

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

responsible for the correct posting of these statements.

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

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

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

28. The intensive training of the census personnel at the various levels from the district staff down to the actual enumerator will be one of the most important items of census operations. Much of the success of the census will depend on the quality of training imparted. You will undoubtedly be assisted by a good number of Deputy Superintendents of Census Operations whom you shall have to appoint adequately in advance. Most of them will have to be in position by the end of 1969. You shall have to undertake training programme for the houselisting from early in 1970 and then after the census enumeration blocks are formed and census enumerators appointed, the training of the enumeration staff will have to be taken up in the second half of 1971. It is important that the District Census Officers, Charge Superintendents in charge of tehsils, towns and special areas etc. should be very thoroughly trained first as they have to train up in turn the other census personnel under them. Every census worker should receive not merely theoretical training but should have adequate practical training in actual enumeration. Each should practice and enumerate a good number of households before completion of the training. Your predecessor of 1961 must have already laid down guide lines in this regard and might have also suggested improvements of procedure. You shall have to give careful attention to the training programme. I enclose for your information a circular on training issued at the 1961 Census in Andhra Pradesh which you may find of some use.

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

30. The entire Census Organization should be fully keyed up and kept at a complete state of readiness to launch on the census enumeration as programmed. For this purpose you should draw up a census calendar indicating the various targetted dates by which each of the preparatory measures of the census enumeration should be completed. The census calendar drawn up for 1961 Census can help you to draw up the calendar for the next census. You should constantly review the progress of work and assure that the targetted dates are adhered to at each step. A mass operation such as the census can succeed only if each stage of the operation is planned and executed carefully according to a definite programme.

31. The provisional population totals will have to be announced as early as possible after the completion of census enumeration. At the 1961 Census the provisional totals of several States were relayed to the Registar General as early as 7th March, 1961. The provisional totals of districts and had started reaching the Census Superintendents immediately after the revisional round was over, i.e., 5th March, 1961 (In 1961 the revisional round was extended till 5th March, 1961 due to intervening

Holi festival). It should be possible at the next census to have the provisional figures even earlier. The revisional round is expected to be completed by 3rd March, 1971 itself. I had already referred to the form of Enumerator's Abstract prescribed for the next census. If these are carefully posted by the enumerator then and there each day there should be no difficulty in communicating the provisional figures by the targetted time. By careful organization and efficient system of relay it should be possible for us to publish the provisional population totals almost immediately after the completion of census enumeration.

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

33. In the regional tabulation offices the sorting of the schedules for producing the primary census data for the smallest unit of the village in the rural area and the enumerator's block in the urban area will have to be taken up manually as was done at the 1961 Census. The other tabulations are proposed to be done by taking a sample of the individual slips. Therefore, at the rogional tabulation office the drawing of the sample schedules will be an important item of work. A team of carefully trained staff may have to be earmarked for this purpose. It is tentatively proposed to tabulate 10 per cent of rural slips and 20 per cent of urban slips. The 10 per cent of the rural slips may be manually sorted and tabulated at State Headquarters and 20 per cent of the urban slips may be processed through computers. This means that cards, may have to be punched to take the data of the 20 per cent of the urban slips. The data from the household forms which are canvassed in 10 per cent sample areas will be fully processed. Adequate number of persons will have to be trained at each State Headquarters to see that by the time the punching of cards is taken up the trained punch operators are available. Further detailed instructions will issue in due course.

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

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

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

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

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

Wishing you every success.

Yours sincerely,

Sd/-
(A. Chandra Sekhar)

APPENDIX 3

No. 28/66/68. Pub. I
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

To
The Chief Secretaries
of all States and
Union Territories

NEW DELHI-1,
the 15 April, 1968
26 Chaitra, 1890

Sub :- Boundaries of Administrative Units-Fixity during 1971 Census Operations

Sir,

I am directed to say that the next decennial population Census would be conducted under the direction of the Registrar General and *ex-officio* Census Commissioner for India, in February-March, 1971. To ensure complete coverage at the Census, the entire country will be divided into small enumerator's blocks within the frame work of the administrative units in the States and Union Territories. The process of determining the blocks will start much in advance of the actual Census and they will be got marked on the census maps to obviate overlapping or omission of areas. For the efficient conduct of the Census Operations it is necessary to ensure that the boundaries of the administrative units are not disturbed after the blocks have been determined and until the census enumeration and tabulation of date are completed. It is expected that the demarcation of blocks would be taken in hand from the 1st July, 1969.

2. If the area of the administrative units on the basis of which the Census data are collected are altered thereafter the usefulness of the data would be considerably reduced. It is, therefore, desirable to ensure that as far as possible the boundaries of administrative units remain undisturbed throughout the major part of the next decade. Hence wherever any changes in the jurisdiction of the present administrative units are found necessary, it would be desirable to effect the changes well before the enumerator's blocks are demarcated.

3. In the circumstances, Government of India would appreciate if all proposals for reconstituting or making adjustments in the jurisdiction of municipalities, revenue Villages/Tehsils/Police Stations/Anchals, Districts, etc., which may be pending or which may be taken up in the near future are finalised and given effect to before the 1st July, 1969. All such changes may please be intimated to the State Census Superintendent concerned. In any case, the State Government may kindly ensure that no changes whatsoever are made in the boundaries of these units during the period from 1st January, 1970 to the 30th June, 1971.

4. Further correspondence in regard to this matter, if any, may kindly be addressed to the Additional Registrar General, India, 2/A, Mansingh Road, New Delhi-11.

Yours faithfully,

Sd/-
(K. R. Prabhu)
Joint Secretary to
the Government of India

No.28/66/68-Pub. I

New Delhi-1,
the 15 April, 1968
26 Chaitra, 1890

Copy, with 30 spare copies, to the Registrar General, India, New Delhi, for transmission to all Superintendents of Census Operations, for information and necessary action.

Sd/-
(K. R. Prabhu)
Joint Secretary to
the Government of India

APPENDIX 4

Population Census, 1971—Territorial Changes in the jurisdiction of Districts, Talukas and Mahals

GOVERNMENT OF GUJARAT

GENERAL ADMINISTRATION DEPARTMENT

Circular No. CNS-1568-191(2)-Chh

Sachivalaya, Ahmadabad-15, dated the 4th December, 1969

CIRCULAR

In order to facilitate the fixing of population according to well determined geographical units throughout the State and to ensure keeping in tact the various Census Divisions, Government is pleased to decide that there should be no territorial changes in the jurisdiction of Districts, Talukas and Mahals from 1st January, 1970 to 30th June, 1971.

By order and in the name of the Governor of Gujarat.

Sd/-
(B. C. Maru)
Deputy Chief Electoral Officer, Gujarat State, and Ex-officio Under Secretary to Govt., General Administration Department.

To,
The Secretary to the Chief Minister
The Personal Secretaries to all Ministers
The Personal Assistants to all Deputy Ministers
The Personal Assistants to the Parliamentary Secretaries to the Chief Minister
Ahmadabad
All Collectors
The Settlement Commissioner and Director of Land Records, Ahmadabad
The Revenue Department
All other Departments of Secretariate
The Director of Census Operations, Gujarat,

APPENDIX 5

A List showing Location Code Numbers assigned to Districts/Talukas/Mahals and Urban Areas

Name of District	Location Code No.	Name of Taluka/ Mahal	Location Code No.	Name of Urban Area	Location Code No.
1	2	3	4	5	6
Jamnagar	1	Jamnagar	1	Jamnagar	1/I
				Sikka	1/II
				Bedi	1/III
		Lalpur	2	Lalpur	1/IV
		Jamjodhpur	3	Jamjodhpur	1/V
		Bhanvad	4	Bhanvad	1/VI
		Kalyanpur	5	..	..
		Okhamandal	6	Dwarka	1/VII
				Mithapur	1/VIII
				Okhaport	1/IX
				Beyt	1/X
		Khambhalia	7	Khambhalia	1/XI
				Salaya	1/XII
		Jodiya	8	Jodiya	1/XIII
		Dhrol	9	Dhrol	1/XIV
		Kalavad	10	Kalavad	1/XV
Rajkot	2	Rajkot	1	Rajkot	2/I
		Kotda Sanghani	2	..	..
		Gondal	3	Gondal	2/II
		Jetpur	4	Jetpur	2/III
				Jetalsar	2/IV
		Dhoraji	5	Dhoraji	2/V
		Upleta	6	Upleta	2/VI
		Jamkandorna	7	..	..
		Lodhika	8	..	..
		Paddhari	9	Paddhari	2/VII
		Morvi	10	Morvi	2/VIII
				Tankara	2/IX
		Maliya	11	..	..
		Wankaner	12	Wankaner	2/X
		Jasdan	13	Jasdan	2/XI
				Vinchhiya	2/XII
Surendranagar	3	Wadhwan	1	Wadhwan	3/I
				Surendranagar	3/II
		Limbdi	2	Limbdi	3/III
		Sayla	3	Sayla	3/IV
		Chotila	4	Chotila	3/V
				Thangadh	3/VI
		Muli	5	..	..
		Halvad	6	Halvad	3/VII
		Dhrangadhra	7	Dhrangadhra	3/VIII
		Dasada	8	Patdi	3/IX
				Kharaghoda	3/X
		Lakhtar	9	Lakhtar	3/XI

APPENDIX 5–*Contd.*

Name of District	Location Code No.	Name of Taluka/ Mahal	Location Code No.	Name of Urban Area	Location Code No.
1	2	3	4	5	6
Bhavnagar	4	Bhavnagar	1	Bhavnagar	4/I
				Vartej	4/II
		Ghogha	2	Ghogha	4/III
		Talaja	3	Talaja	4/IV
		Mahuva	4	Mahuva	4/V
		Kundla	5	Savarkundla	4/VI
		Gariadhar	6	Gariadhar	4/VII
		Palitana	7	Palitana	4/VIII
		Sihor	8	Sihor	4/IX
		Umrala	9	Umrala	4/X
		Gadhada	10	Gadhada	4/XI
		Botad	11	Botad	4/XII
				Paliyad	4/XIII
		Vallabhipur	12	Vallabhipur	4/XIV
Amreli	5	Amreli	1	Amreli	5/I
		Dhari	2	Dhari	5/II
				Chalala	5/III
		Khambha	3	..	..
		Rajula	4	Rajula	5/IV
				Dungar	5/V
		Jafrabad	5	Jafrabad	5/VI
		Kodinar	6	Kodinar	5/VII
		Kunkavav Vadia	7	Vadia	5/VIII
				Bagasara	5/IX
		Babra	8	Babra	5/X
		Lathi	9	Lathi	5/XI
				Damnagar	5/XII
		Lilia	10	..	..
Junagadh	6	Junagadh	1	Junagadh	6/I
				Bilkha	6/II
		Mendarda	2	Mendarda	6/III
		Talala	3	Talala	6/IV
		Patan Veraval	4	Patan	6/V
				Veraval	6/VI
		Malia	5	Malia	6/VII
		Mangrol	6	Mangrol	6/VIII
		Keshod	7	Keshod	6/IX
		Porbandar	8	Porbandar	6/X
				Chhaya	6/XI
		Ranavav	9	Ranavav	6/XII
				Adityana	6/XIII
		Kutiyana	10	Kutiyana	6/XIV
		Manavadar	11	Manavadar	6/XV
				Bantwa	6/XVI
		Vanthali	12	Vanthali	6/XVII
				Shapur	6/XVIII
		Bhesan	13	..	..
		Visavadar	14	Visavadar	6/XIX
		Una	15	Una	6/XX
				Delwada	6/XXI
Kutch	7	Bhuj	1	Bhuj	7/I
				Madhapar	7/II
		Mundra	2	Mundra	7/III
		Mandvi	3	Mandvi	7/IV
		Abdasa	4	Naliya	7/V
		Lakhpat	5	..	..
		Nakhatrana	6	Nakhatrana	7/VI
		Rapar	7	Rapar	7/VII
		Bhachau	8	Bhachau	7/VIII
		Anjar	9	Anjar	7/IX
				Gandhidham	7/X
				Kandla	7/XI
Banas Kantha	8	Palanpur	1	Palanpur	8/I
				Kanodar	8/II
		Vadgam	2	..	..
		Deesa	3	Deesa	8/III
				Juna Deesa	8/IV
		Kankrej	4	..	..
		Radhanpur	5	Radhanpur	8/V
		Santalpur	6	Varahi	8/VI
		Deodar	7	Bhabhar Nava	8/VII
		Vav	8	..	..
		Tharad	9	Tharad	8/VIII
		Dhanera	10	..	..
		Danta	11	..	..
Sabar Kantha	9	Himatnagar	1	Himatnagar	9/I
		Prantij	2	Prantij	9/II
				Talod	9/III
		Idar	3	Idar	9/IV
		Khed Brahma	4	Khed Brahma	9/V
		Vijaynagar	5	..	..
		Bhiloda	6	..	..
		Meghraj	7	..	..
		Modasa	8	Modasa	9/VI
				Dhansura	9/VII
		Malpur	9	..	..
		Bayad	10	..	..
Mahesana	10	Mahesana	1	Mahesana	10/I
		Kadi	2	Kadi	10/II
		Chanasma	3	Chanasma	10/III
		Sami	4	..	..
		Harij	5	Harij	10/IV
		Patan	6	Patan	10/V
		Sidhpur	7	Sidhpur	10/VI
				Unjha	10/VII
		Kheralu	8	Kheralu	10/VIII
				Vadnagar	10/IX
		Visnagar	9	Visnagar	10/X
		Vijapur	10	Vijapur	10/XI
				Mansa	10/XII
		Kalol	11	Kalol	10/XIII
Gandhinagar	11	Gandhinagar	1	Gandhinagar	11/I
Ahmadabad	12	Ahmadabad City	1	Ahmadabad	12/I
				Sardarnagar	12/II
				Sahijpur Bogha	12/III
				Naroda	12/IV
				Hansol	12/V
				Cantonment	12/VI &VII

APPENDIX 5-*Concld.*

Name of District	Location Code No.	Name of Taluka/ Mahal	Location Code No.	Name of Urban Area	Location Code No.
1	2	3	4	5	6
Ahmadabad-*contd.*	12			Odhav	12/VIII
				Nikol	12/IX
				Ranip	12/X
				Sarkhej	12/XI
				Danilimda	12/XXII
		Daskroi	2	Nandej	12/XII
		Dholka	3	Dholka	12/XIII
				Bavla	12/XIV
		Dhandhuka	4	Dhandhuka	12/XV
				Ranpur	12/XVI
				Barwala	12/XVII
		Sanand	5	Sanand	12/XVIII
		Viramgam	6	Viramgam	12/XIX
				Mandal	12/XX
		Dehgam	7	Dehgam	12/XXI
Kheda	13	Mehmedabad	1	Mehmedabad	13/I
				Kheda	13/II
		Nadiad	2	Nadiad	13/III
				Vaso	13/IV
		Anand	3	Anand	13/V
				Vallabh Vidyanagar	13/VI
				Umreth	13/VII
				Vasad	13/VIII
		Petlad	4	Petlad	13/IX
				Sojitra	13/X
		Borsad	5	Borsad	13/XI
		Cambay	6	Cambay	13/XII
		Matar	7	..	..
		Kapadvanj	8	Kapadvanj	13/XIII
		Balasinor	9	Balasinor	13/XIV
		Thasra	10	Thasra	13/XV
				Dakor	13/XVI
				Pali	13/XVII
Panch Mahals	14	Godhra	1	Godhra	14/I
		Kalol	2	Kalol	14/II
		Halol	3	Halol	14/III
				Shivrajpur	14/IV
		Shehera	4	..	..
		Lunavada	5	Lunavada	14/V
		Santrampur	6	Santrampur	14/VI
		Jhalod	7	..	..
		Dohad	8	Dohad	14/VII
				Freelandganj	14/VIII
		Limkheda	9	..	..
		Devgad Baria	10	Devgad Barla	14/IX
Vadodara	15	Vadodara	1	Vadodara	15/I
				Fertilizer-nagar	15/II
				Jawaharnagar (Gujarat Refinery)	15/III
		Karjan	2	Karjan	15/IV
		Padra	3	Padra	15/V
		Savli	4	..	..
		Vaghodia	5	Vaghodia	15/VI
		Dabhoi	6	Dabhoi	15/VII
		Sankheda	7	Sankheda	15/VIII
				Bodeli	15/IX
				Bahadarpur	15/X
		Jabugam	8	..	..
		Chhota Udaipur	9	Chhota Udaipur	15/XI
		Nasvadi	10	..	..
		Tilakwada	11	..	..
		Sinor	12	Sinor	15/XII
Bharuch	16	Bharuch	1	Bharuch	16/I
				Palej	16/II
		Anklesvar	2	Anklesvar	16/III
		Hansot	3	Hansot	16/IV
		Vagra	4	..	..
		Jambusar	5	Jambusar	16/V
		Amod	6	Amod	16/VI
		Jhagadia	7	..	..
		Nandod	8	Rajpipla	16/VII
		Dediapada	9	..	..
		Sagbara	10	..	..
		Valia	11	..	..
Surat	17	Chorasi	1	Surat	17/I
				Katargam	17/II
				Udhana	17/III
		Olpad	2	Olpad	17/IV
		Kamrej	3	Kathor	17/V
		Mangrol	4	Kosamba	17/VI
		Mandvi	5	Mandvi	17/VII
		Songadh	6	Songadh	17/VIII
				Ukai	17/XI
		Uchchhal	7	..	..
		Nijhar	8	..	..
		Vyara	9	Vyara	17/IX
		Valod	10	..	..
		Bardoli	11	Bardoli	17/X
Valsad	18	Valsad	1	Valsad	18/I
				Abrama	18/II
				Atul	18/III
		Pardi	2	Pardi	18/IV
				Vapi	18/V
				Udwada	18/VI
		Umbergaon	3	Umbergaon	18/VII
		Gandevi	4	Gandevi	18/VIII
				Bilimora	18/IX
		Navsari	5	Navsari	18/X
				Jalalpore	18/XI
		Chikhli	6	Chikhli	18/XII
		Bansda	7	Bansda	18/XIII
		Dharampur	8	..	..
The Dangs	19	The Dangs	1	..	..

APPENDIX 6

CENSUS OF INDIA 1971

HOUSELISTING SCHEDULE-A

HOUSELIST (SECOND PRE-TEST)

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

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

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

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

Line No.	Building No. (Municipal or Local Authority or Census No. if any)	Census House No.	Age of the House	Predominant Construction Material of Census House			Purpose for which Census house is used. e. g. residence, shop, shop-*cum*-residence, business, factory, workshop, school or other institution, bank, commercial house, office, hospital, hotel, etc. or vacant
				Material of Floor	Material of Wall	Material of Roof	
1	2	3	4	5	6	7	8

If vacant, give reasons (e.g. Dilapidated, unsuitable for occupation, seasonally vacant, under repair or construction, etc.	Is it used wholly or partly as an establishment? Yes or No. If yes, enter further details in Establishment Schedule and indicate the serial No. of that entry here	If used wholly or partly as a dwelling		
		Household No.	Name of the Head of Household	If S. C. or S. T.
9	10	11	12	13

If used wholly or partly as a dwelling-(*Contd.*)					
No. of living rooms in the occupation of census household	Does the household live in owned or rented house? (a) Owned (O) (b) Rented (R)	No. of persons normally residing in Census Household on day of visit of the enumerator			Does the household cultivate land either owned or rented? (Yes or No.)
		Males	Females	Total	
14	15	16	17	18	19

Signature of Enumerator.....

Date.....

Signature of Supervisor.....

Date.....

APPENDIX 6–*Contd.*

CENSUS OF INDIA 1971

HOUSELISTING SCHEDULE–B

ESTABLISHMENT SCHEDULE (SECOND PRE-TEST)

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

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

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

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

Serial No.	Census House No.	If any manufacturing, processing or servicing is done, is it (a) Registered Factory (b) Household Industry (c) Unregistered workshop	If used as shop or business house, (a) Wholesale or (b) Retail	If used as any other establishment–Describe e.g. Govt. Office, school, hospital, railway station, barber's saloon, cinema, theatre, hotel, tea shop, etc.
1	2	3	4	5

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

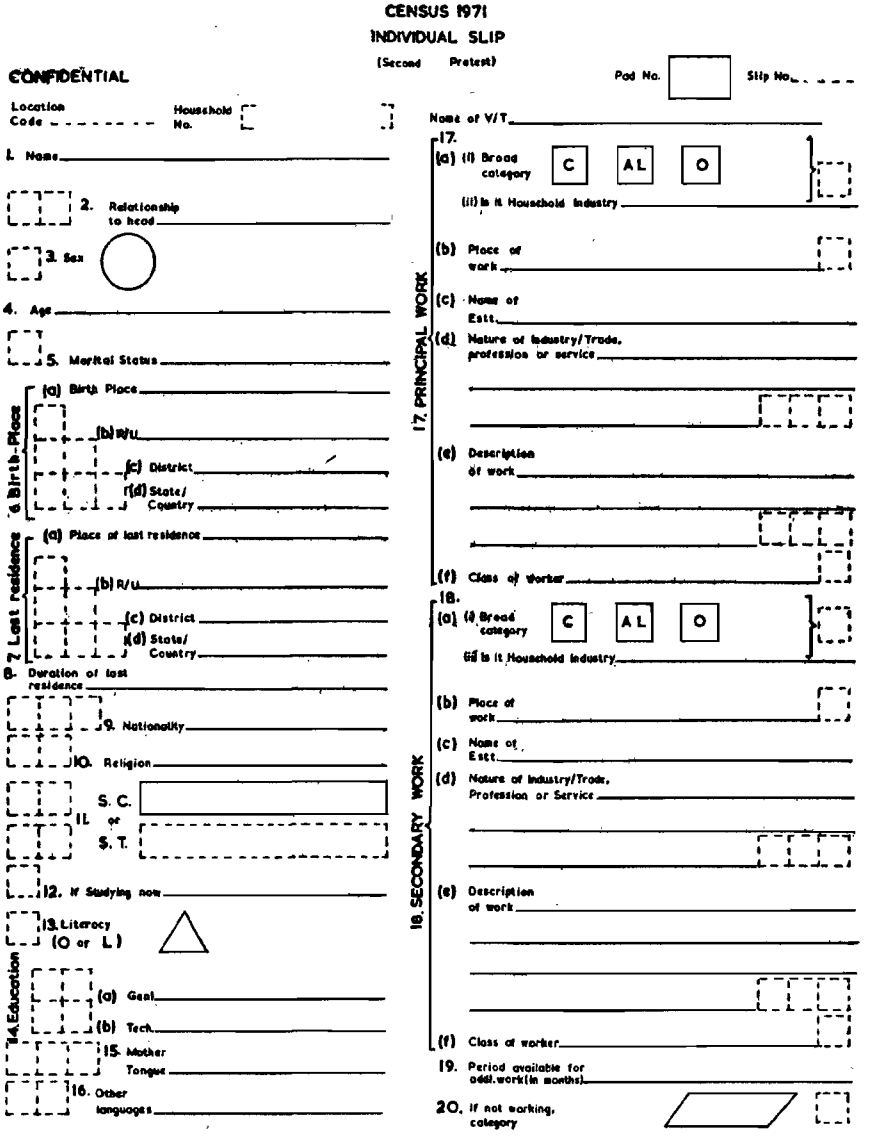
Signature of Enumerator.....

Date.....

Signature of Supervisor.....

Date.....

APPENDIX 6–*Contd.*


CENSUS 1971
INDIVIDUAL SLIP
(Second Pretest)
CONFIDENTIAL
Pad No.
Slip No.
Location Code
Household No.
Name of V/T
1. Name
2. Relationship to head
3. Sex
4. Age
5. Marital Status
6. Birth-Place (a) Birth Place (b) R/U (c) District (d) State/ Country
7. Last residence (a) Place of last residence (b) R/U (c) District (d) State/ Country
8. Duration of last residence
9. Nationality
10. Religion
11. S. C. or S. T.
12. If Studying now
13. Literacy (O or L)
14. Education (a) Genl. (b) Tech.
15. Mother Tongue
16. Other languages
17. PRINCIPAL WORK (a) (i) Broad category C AL O (ii) Is it Household Industry (b) Place of work (c) Name of Estt. (d) Nature of Industry/Trade, profession or service (e) Description of work (f) Class of worker
18. SECONDARY WORK (a) (i) Broad category C AL O (ii) Is it Household Industry (b) Place of work (c) Name of Estt. (d) Nature of Industry/Trade, Profession or Service (e) Description of work (f) Class of worker
19. Period available for addl. work (in months)
20. If not working, category

APPENDIX 6–*Contd.*

CONFIDENTIAL — HOUSEHOLD FORM — CENSUS 1971

Part I

POPULATION RECORD

(To be compiled from Individual Slip)

Serial No.	Name	Relationship to head	Sex		Age	Marital Status	Literacy (0 or L)	Description of work (Principal work)	If not working, category
			M	F					
1	2	3	4	5	6	7	8	9	10

Part II

HOUSING SCHEDULE

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

APPENDIX 6–*Concld.*

Part III

FERTILITY SCHEDULE

Location Code..... Household No.....

Name of Village or Town.....

Name of Head of Household.....

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

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

Part IV

FAMILY PLANNING SCHEDULE

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

1 Name.....

.....

2 Age.....

3 Religion.....

4 Educational level.....

5 Principal work.....

.....

6 Is he aware of Family Planning methods?.....

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

(ii).....

(iii).....

8 (a) Does he or his wife practice Family Planning.....

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

(c) Since when .....

APPENDIX 7

Comments offered by the Director of Census Operations on each question of the four schedules canvassed during the second pre-test

COMMENTS ON THE HOUSELIST

Format

1. The size of the Houselist is some what big and it would be difficult for the enumerator to handle this form during field work. The mass of information to be collected is so large that, it would be difficult for the enumerator to collect this information in a kutcha manner and then copy out later in the printed form in a neat hand. If loose forms are to be given to the enumerators for filling, two dangers are inherent. Firstly the forms would be difficult to handle and secondly it would be difficult for him to write down anything in a clean hand. The form is so unwieldy that it is bound to be folded during the process of filling and would ultimately give way from the fold. It may be considered whether the size of the form could be reduced so as to ensure proper handling. One form contains 20 lines and it is printed on both the sides. An average enumerator will be required to use 4 forms. It may be considered whether the form can be reduced to $\frac{1}{8}$ of its present size and made of approximately crown folio size. This can be stitched under cover and handed over to the enumerator.

The preservation of the houselist form has presented innumerable difficulties on accout of its awkward size. If it is reduced according to the above suggestion, it would not only be easy to handle but also to preserve.

2. Secondly some of the columns do not provide adequate space for canvassing the information required.

For instance the space provided for writing the name of the head of the household in Col. 12 is inadequate. In order to provide adequate space for Col. 12, other columns can be narrowed down without any difficulty.

The material of the column heads when translated into Gujarati becomes so lengthy that it can not be accommodated within the dimensions of the column provided in the specimen form. This was our experience, when we printed the forms for the Second Pre-test, in accordance with the specimen form received. We have, therefore, revised the dimensions of the columns, and devised a new form, a copy of which has been already sent. In preparing this form, we have increased the height of the columns so as to accommodate the Gujarati version in the same size of the types. In doing so, we have increased the width of the form by roughly an inch. The size of the columns 8, 10 and 15 has been slightly altered in order to accommodate the Gujarati version of the column heads. If it was not done, the column heads have to be photographically reduced and it would look awkward in print. We have, therefore, made the above change and printed all the columns a like so as to secure uniformity. A specimen of the form so printed has been sent to the Registrar General under this office letter No. CEN-54 dated 24-4-1969 with our comments as above.

The space provided in Cols. 4,11,16,17,18 and 19 can be slightly reduced so as to provide additional space for Col. 12. The dots provided on the top of the form can be dispensed with. The space provided for column numbers can be reduced.

Contents of Houselist

1. Cols. 4, 14 and 15 of the Houselist are similar to Cols. 1, 3 and 4 of Part II of Household Form, *viz.*, Housing Schedule.

It is true that the houselisting is to be done in all areas in early 1970 and the household form is to be canvassed only in 10 per cent sample areas. It can, therefore, be contended that as the above two activities are to be undertaken at different points of time, it is necessary that full particulars should be canvassed in respect of each. It is suggested that the particulars contained in Cols. 4, 14 and 15 of the houselist which are canvassed in early 1970 can be copied out at a later stage for the purpose of filling of household form, if there is no other objection.

2. The heading of Col. 14 of the Houselist is slightly different from the Col. 3 of Part II of Household Form, *viz*, Housing Schedule. It is for consideration which of the two headings should be continued, if it is decided to include this column only in one schedule instead of two.

It appears that the words "number of living rooms" in Col. 14 of the Houselist are substi-

tuted by the word "number of rooms" in Col. 3 of Household Form-Part II Housing Schedule. The words "living rooms" have a limited meaning in the sophisticated sense of the term and it includes certain rooms only to the exclusion of others. It would, therefore, be better to adopt the general term "number of rooms" as shown in column 3 of Household Form-Part II Housing Schedule.

3. It is stated in the Handbook of Instructions to the Enumerators at page 6 for Col. 2 in sub-para (iv) that if there are more than one structure within an enclosed or open compound belonging to the same persons, e.g., the main house, the servants' quarters, the garage, etc., only one building number should be given for this group. This is in conformity with the instructions issued on the subject in Chapters II and III of the Manual on Permanent House-numbering Scheme. But there is one difficulty in implementing these instructions. If separate sub-numbers are to be given to every independent structure within the compound, it would mean that these particulars are to be remembered at the time of ordering house-number plates. It would involve considerable work both for the indenting officers and for the suppliers of number plates. It is not clear as to whether any other purpose is to be served by giving sub-numbers to independent structures within the same compound. The purpose of the census seems to be served if a continuous consecutive serial number is given to such independent houses. It will save considerable labour at the time of preparation of notional maps and at the time of ordering and affixing number plates. This point, therefore, requires to be re-examined in the light of the observations made above.

4. It is understood that if new houses are constructed between two existing houses which are already numbered, such newly constructed house will be denoted by a sub-number. For example if a new house is constructed between house No. 10 and 11, such new house will be numbered 10/1. But it is also stated on page 12 of the Instructions against Col. 11 that if building No. 4 has two census houses, they will be numbered 4 (1) and 4 (2). In other words, when we read numbers 4 (1) and 4 (2), we cannot say definitely whether it is a new house which has come up between No. 4 and 5 or whether it is a separate census house in house No. 4 which has been in existence since long. It is for consideration whether for the sake of uniformity we may give a continuous and consecutive number to all the when census houses which are in existence on 1-1-70 the houselisting is done. This will render easy the task of preparation of notional maps and also of ordering and supplying of number plates for such houses. In big cities where one building consists of a number of census houses, it can be denoted by writing at the begining that the said building consists the census House No. 60 to House No. 80.

If the above suggestion is accepted, it will clear another concept about using alphabetic letters after the house number. According to the present instructions on the same page the alphabetic numbers are to be used only when more than one household are living in the same census house. There is no ambiguity on the subject in any of the instructions. But the system of writing of sub-numbers, both for denoting a new house which has sprung up between two old houses and to denote more than one census house in the same building, needs to be differentiated. On seeing the number on the house, one should be able to say with certainty what it represents. This can be fulfilled only if each census house is given an independent consecutive serial number irrespective of whether it forms part of the same building or is an independent building.

5. It is stated on page 6 of Instruction against Col. 2 para (vi) that street should be taken in uniform order from North-west to South-east. These instructions are not in conformity with those contained in Chapter III of the Permanent House-numbering Scheme, where it is stated that the numbering should be done from North-east to South-west. It is necessary that the instructions on the subject should be uniform in all the books so as to save confusion.

6. The definition of a census house on page 7 against Col. 3 is very cumbersome. The construction of the same is incomprehensible to an average enumerator. It is worth considering if it could be simplified so as to make it intelligible to an average enumerator. It is suggested that no definition should run in complex sentences. Each compound sentence should be broken into number of small and simple sentences. So far as the concept of census house is concerned it may be considered whether in addition to separate entrance, the element of occupation can be introduced. Considerable confusion has been created by defining a house as a structure or part of a structure with a separate entrance. A number of houses have more than one entrance and they are used as such. If it is clarified that the census house consists of an area with a separate entrance and recognised as a separate unit which will include the

entire area under its occupation, the misunderstanding which is created due to existence of several doors will be removed. This concept seems to have been touched while defining the units for house-numbering in Chapter II of the Manual on Permanent House-numbering Scheme where it has been stated that "they are normally recognised *as separate units* for all practical purposes". In other words, a unit of 20 rooms can be one census house and a unit of one room can be more than one household. As the concept was not clear in the definition, while preparing the notional maps in one taluka, a house having 5 rooms was given 5 numbers, on the ground that though the family was undivided and had a common kitchen, the married sons were using one room each for themselves and therefore constituted a house.

In order to avoid confusion about the concept, and to make it simple and intelligible to an average person, the elements of occupation would clear all doubts. The simple definition of a census house could be something like this.

"A Census house is a structure or a part of a structure having a separate entrance. IT SHOULD BE NORMALLY RECOGNISED AS SEPARATE UNIT for all practical purposes. It may be inhabited or vacant. It may be used for a residential or non-residential purpose or both. It also includes public buildings like schools, temples, panchayat ghar, etc".

7. It is suggested that abbreviations should be used for noting the material of which the floor, walls and roofs, etc., are made. The abbreviations would be made of the first alphabetical letter of the material used, e. g. S for stone, B for bricks, C. T. for country tiles, etc.

8. The word "Establishment" in Col. 10 is not easily comprehensible to an average enumerator. It would be desirable to give comprehensive and exhaustive notes to illustrate what an establishment actually means. Some enumerators have described a motor garage, a store room, a water room etc., as an establishment, eventhough no production, processing servicing or reparing etc., is done.

9. In Col. 12, the name of the head of the household is to be written. It is not clear whether name means full name with surname and father's name. If this is not clarified, it is likely that only the christian name will be written.

10. Col. 13 of the houselist is about Schedule Caste or Scheduled Tribe. It is presumed that the Scheduled Caste or Scheduled Tribe relates to the household and not to the Head of the Household who would be mentioned in Col. 12. It would happen that the Superintendents or Head Masters of a large number of Ashram School run in tribal areas or Superintendents of Scheduled Caste hostels at several places in the State would himself not belong to any of the Scheduled Caste or Scheduled Tribe. In such cases, the answer under Col. 13 should be Scheduled Caste or Scheduled Tribe eventhough the head of the household is not, as Col. 13 is related to the institution and not restricted to its head. The instructions contained on page 13 against Col. 13 say that Scheduled Caste or Scheduled Tribe is to be written, if the head of the household belongs to Scheduled Caste or Scheduled Tribe. Necessary modifications in instructions may please be made if the above view is accepted. The whole concept seem to have been based on the assumption that the head of the household of Scheduled Caste or Scheduled Tribe institution nacessarily belongs Scheduled Caste or Scheduled Tribe which may not be the case always.

11. The number of living rooms in the occupation of the census household are to be noted in Col. 14 of the houselist. The possibility of a common room between two households has been envisaged in the instructions to the enumerators prepared by the Registrar General's office, and it has been said that the number of such rooms should be given together against a bracket as common to such households. It would perhaps be difficult to code this data and we might at the time have to take such common room in one household or the other. The instructions on the subject may please be re-examined.

12. The implications of word "garden" used on page 13 against Col. 14, are not properly appreciated. It is requested that the same may please be elucidated.

13. (i) The construction of the question in Col. 19 "Does the household cultivate land either owned or rented" is dubious. It has been clarified in the Instructions to Enumerators that a household is deemed to be cultivating irrespective of the fact whether it is owned or rented. But to an average enumerator who has not carefully read the instructions, it would appear as if the question is in two parts. It is clear that the enumerator is expected to record the answer either in the affirmative or negative. But even so the sense is incomplete because of the words "either owned or rented" appearing in the later part of the question. Perhaps it will elucidate the point if the words "either owned

or rented" are put into bracket. In the present form of the question as it is, it gives a feeling that the question is not completely answered by the use of the monosyllabic term 'yes' or 'no'.

(ii) In the instructions to the enumerators for filling up the houselist at page 14, against Col. 19, it appears that the arrangement of sentence can be improved upon. The last sentence beginning from "Members of household working on somebody's land" should be lifted up and the sentence previous to it beginning with the word "if the household has visitor" should be brought down.

(iii) The word "elsewhere" in the last but one sentence on page 14 used in respect of a visitor cultivating land is redundant and should be deleted.

14. The instructions given on page 11 for filling up Cols. 11 to 19 are not in consonance with the instructions given on page 12 for the filling of Col. 12. It is stated earlier on page 11 that if a house is not being used for a residential purpose, put cross in Cols. 11 to 19. Then it is stated on page 12 that if the house is used as a sitting place, cattle shed, etc., write the use to which it is put and add the name of the owner. This name is to be written in Col. 12 against which a cross is to be put as it is used for a non-residential purpose, according to the instructions on page 11.

15. A form of houselist has been prescribed under the Manual of Permanent House-numbering Scheme. This houselist is to be prepared after the notional maps are prepared and before the number plates are affixed. It contains all the important columns which are included in the houselist to be canvassed in 1970 Census. It would be a duplication of work and information would be collected on the same items, twice at short intervals. It may, therefore, be considered whether only one houselist should be prepared, and if this is not possible, the two houselists should be supplementary to each other and the same columns need not be repeated. It appears that the present houselist is not complementary to the houselist prescribed under Manual of Permanent House-numbering Scheme, but is to some extent a repetition of it.

16. The instructions about the house-numbering given in the Manual of Permanent House-numbering Scheme should prevail at the time of filling up the present houselist. New instructions should not at least be at variance with the instructions contained in the Manual because the Permanent House-numbering Scheme would have been fully implemented by 31-12-69, before the houselisting starts in early 1970. Such a contradiction has occurred at page 6 of the instructions against Col. 2 of para (vi) read with the instructions contained in Chapter III of the Manual on Permanent House-numbering Scheme.

COMMENTS ON ESTABLISHMENT SCHEDULE

1. It may be considered if a mention could be made in the beginning before column 3 that the information in respect of an establishment must be covered either under Cols. 3 or 4 or 5. It cannot under any circumstances be covered under more than one of the above columns.

2. The definition given on page 15 should be more elaborate and exhaustive. The instructions about the manner in which particulars in column 4 are to be answered also needs elaboration. The concept of an establishment and of a shop or business house does not become clear from the instructions. It would be advantageous if some illustrations are given. It can happen that the same shop may be doing both wholesale and retail business. It may be clarified as to how such shops are to be classed under column 4. It is presumed that the volume of business will be the criterion.

3. It may be considered if the title of column 5 could be amended as under :

"It used as an establishment other than those covered in Cols. 3 and 4".

4. It may be added in Col. 9 that the information is to be furnished in respect of Cols. 3, 4 and 5.

5. In Col. 10 of the Establishment Schedule, the type of fuel or power used is to be mentioned. It has been stated in the instructions againt this column that the particulars of the power i.e., steam, kerosene, electricity, petrol, diesel etc., should be stated. But no mention has been made as to how this question is to be answered where more than one kind of power is used. It may happen that in addition to human and animal power, electricity and petrol may also be used. It may be clarified whether all the powers are to be mentioned here or only the power

which is used more than the others is to be stated here. In the latter case, it would be difficult to assess the unit of human power or animal power and compare it with units of electricity or petrol.

6. The instructions which are contained at the bottom under N.B. to the effect that the data collected is purely confidential, etc., should be inserted at the top.

COMMENTS ON INDIVIDUAL SLIP

Format

1. The individual slip should as a rule be printed on one side. If it is printed on both the sides, it is inconvenient to handle. Secondly at the time of preparing the posting statement the enumerator will find it difficult as he will have to refer to each side time and again.

2. If the slip is to be reduced, its size should be such that the legibility is not sacrificed. The boxes which are provided for coding in the slip itself, should be sufficiently large so as to provide adequate accommodation for lettering. Similarly sufficient space should be available against each question for the enumerator to record the answer.

The reduced size of the slip which seems to be under the consideration of the Registrar General's office, appear to be rather too small. This office has obtained a photo copy of the same and sent it to the Registrar General's office for the persual and scrutiny along with 50 printed copies. It appears that it would be difficult for the enumerator to record his answers satisfactorily on the reduced slip and perhaps for the coder to fill up the boxes.

3. The description of the main question given at Sl. Nos. 6 and 7, is printed sideways. It would be desirable, if these questions are also printed in the manner in which the rest of the slip is printed. In other words, particulars at Q. Nos. 6 and 7, should be printed vertically, one alphabet below another. This will ensure proper appreciation of the slip at a glance.

It appears from the sample of the reduced slip sent to us that the description of the main questions at Sl. Nos. 14, 17 and 18 is also proposed to be printed sideways. If this is so, my comments in respect of Q. Nos. 6 and 7 would apply to Q. Nos. 14, 17 and 18.

4. It is presumed that the boxes at Q. Nos. 6 (b), (c), (d) and 7 (b), (c), (d) are not separated because they are part and parcel of the main question. It seems to be for the same reason that the boxes at Q. Nos. 9 and 10 have been separated. But the separation of boxes at Q. No. 11, though it forms part of the same question, is not understood.

5. It takes about 2 minutes to fill up an individual slip. It would take about 9 to 12 minutes to fill individual slips in respect of a household consisting of 6 persons. The enumerator would need about 3 minutes to fill up the posting statements in respect of each household. The average time taken by an enumerator for filling up individual slip in respect of family consisting of 6 persons would be 12 to 15 minutes approximately.

6. In special areas the enumerator has to fill in the Household Form in addition to the individual slip. This form consists of four parts. It is estimated that the enumerator would need at least 15 minutes to fill in this form. Thus the enumerator in the special areas would be required to spend about half an hour in each household. In urban areas the maximum number of houses would be 125. But there would be non-residential houses to the extent of about 33 per cent. He will have, therefore, to cover about 80 households and the time that he would require for this work would be about 40 hours. This works out approximately to 2 hours per day during the enumeration period of 19 days. In an extreme case where all 120 houses are residential houses, he would be required to put in about 60 hours of work which works out to about 3 hours a day. As the enumerators are to be employed on part-time basis, they will have to spare about 3 hours a day in addition to their normal work. If, however, they work on 3 Sundays which are bound to fall during that period, the work load would be proportionately reduced. However, the work load appears to be very heavy and measures to remedy the situation to the extent permissible need to be taken. What is stated above for urban areas will apply mutatis mutandis to rural areas where the block will normally consist of about 150 houses.

As discussed above, an average enumerator will have to spend about 3 hours a day in special areas on filling up individual slips and household form.

If we count that he will take about one hour in going and coming from his place of residence to the place of enumeration, he would be required to spend about 4 hours a day. If we assume that a normal working day consists of 8 hours, he will have to put in half days' work every day. It would be difficult to assure good quality of work with such heavy load over a period of 19 days. The possibility of reducing the scope of inquiry under the various schedules may be examined, if possible. It is presumed that it would be difficult to extend the period of enumeration of 19 days which is already too long. The only manner in which we can compensate the enumerator and induce him to discharge his duties to the best of his ability is by giving an enhanced rate of honorarium, commensurate with the heavy burden of work he is required to shoulder. There has been considerable resistence on the part of the school teachers and other village officials who are always required to do this work to the exclusion of others. It is, therefore, earnestly requested that the honorarium for the census work should be enhanced and made sufficiently attractive. Unless this is done, it will be difficult to deliver goods.

7. The Appendices I, II and III enclosed with the Instructions to Enumerators have proved to be very useful. Necessary changes in the illustrations to suit the local conditions will, however, be made at this end.

8. The illustrations in respect of Industrial and Occupational Classifications against Q. 17 on page 37 may be grouped separately at the end of the text as Appendices IV and V, if no objection. This will reduce the bulk of the text.

9. The instructions to the enumerators should be coached in simple language and complex sentences should be avoided as far as possible. There are a number of places in which the entire para running into several lines consists of a single sentence. An attempt has been made by this office to simplify the construction by breaking the matter in small sentences while translating the same. This difficulty is particularly experienced where an intricate concept is to be explained, where the language should be very simple and lucid. It would be advantageous, if Sanskrit or Hindi equivalents of difficult conceptual terms are provided, so as to secure uniformity of expression throughout the country. The calibre of an average enumerator seems to have been lost sight of at places where the most difficult concepts have been explained in the manner of ceremonial pageant. It would be advantageous if standard Hindi versions are circulated for the benefit of all concerned.

Instructions

1. On page 2 of Instructions the penalties provided under Section 11(d) of the Census Act are enumerated. In the third line of Section 11(1)(d), the word "by" should be replaced by the word "of".

2. On page 4, third line from bottom, the particulars of how the location code numbers are to be reconstructed are given. After the word 'village/ town' the word 'or' has been used before the term 'ward'. The word 'or' should be replaced by the word 'and'.

3. In paras on 'Pad No. and Slip No.' and on 'Location Code and your jurisdiction', on page 4 the word 'Schedule' has been used for an individual slip. It would be better, if for the sake of uniformity only one expression is used throughout the text.

4. The narrative given on para on 'Location Code and your jurisdiction' on page 4, suffers from inconsistencies and when compare with the illustrations on page 60 to 65, do not seem to agree with each other. It is presumed that the district, tehsil and village number will be stamped in the case of rural areas and the enumerator has to write only the Block No. and the House No. Similarly in the case of urban areas the District No., Tehsil No. and the Town No. will be stamped. The enumerator will have to write the Ward No., Block No. and House No. in addition. But the slips at page Nos., 60 to 65 are not consistent with these instructions. The Household No. given in slip at page 64 does not seem to be in order. It gives Location Code No. as 15/2/II. This means that it refers to District No. 15, Taluka No. 2 and Town No. II. But the Household No. comprises of 3 units, *viz.*, 3-6-86 which means Ward No. 3, Block No. 6 and House No. 86. The first 2 numerals representing Ward and Block Nos. should go to the left hand side with the Location Code No. after II. The right hand side should indicate only the Household No. 86 and nothing else. The illustrations should be rectified and made to agree with the instructions.

5. On page 4 in the para on 'Pad No. and Slip No.' it would be desirable to clarify that the serial number of the individual slip in each pad will begin with 1.

6. In line 18 on Page 5 the use of words "an alphabetical appendix to the adjoining house-number" seem to be incorrect and are required to be replaced by the words "a sub-number to the lower of the existing house-numbers between which the new construction has come up." This is in accordance with the instructions contained in Chapter VI of the Permanent House-numbering Scheme.

7. The first line in para 3 on page 6 contains the expression 'usually living.' The third line from the bottom on the same page contains the expression "would have normally resided". It would be better, if the same expression is used to convey the same meaning throughout.

8. The last sentence on page 6 is required to be re-written as under :—

"Similarly a person who normally resides at another place but in fact was absent during the entire enumeration period from that place will be enumerated by you, if he is to be found in any household in your jurisdiction as a visitor".

9. The expression 'normally takes his bed' in the 3rd para on page 6 is unhappy. It can be replaced by the words 'normally lives'.

10. The sentence beginning with the word "Thus" in the fourth line on page 7 is complex and difficult to understand. It runs into 10 lines. It is a classical illustration of the type described above.

11. In line 23 on page 8 the word "top" should be replaced by the word 'outer cover'.

12. The instructions contained in the last few lines on page 9 are not in conformity with the instructions contained in the Manual on Permanent House-numbering Scheme. It would be very dangerous to leave the number plate with the household with a request to preserve the same. It is stated in Chapter V of the Manual on Permanent House-numbering Scheme that in case of huts which have neither doors nor walls for there may be constructions where a sloping thatched roof itself reaches the ground without walls, the number may be marked on any suitable beam, pillar or flat part in the house or failing all this on a small metal plate (preferably zinc) or wooden board which can be hung by a wire or rope from the roof of the dwelling at or as near to the entrance as possible and acknowledgement of the receipt of the number plate or board should be obtained from the person residing in the dwelling. It is requested that the instructions on the subject may please be reconciled and made uniform.

13. It is stated in line 7 on page 11 para 2 that "The Census house-number.....Col. 2". It is not clear as to which form or schedule Col. 2 relates. It is presumed that it relates to the houselist. It is requested that this may be specifically mentioned or the reference may be deleted.

14. It is stated in the last line on page 12 against Q. 1 that the word 'baby'-should be written for newly born infants who have not been given any name. In common parlance the word 'baby' is used for a female child and is likely to create confusion. There are always some popular expressions to distinguish a boy from a girl and it is suggested that such expressions may be allowed to be used such as लडका, लडकी—मुलगा, मुलगी etc."

15. It is mentioned at Q. 6 in line 3 on page 16 that there are 3 sub-items to Q. 6. As a matter of fact there are 4 sub-items to Q. 6. It is requested that the same may please be corrected.

16. (i) It is stated at Q. 6(b) that "For those born outside.....at the time of his birth". The definition of town has no-where been given in the Instructions to the Enumerators. It is requested that the same may please be given and a list of towns prescribed for each Census may please be furnished.

(ii) During the Census of 1961, the areas with a population of 5,000 and more were considered as urban provided 3/4 of its male population was engaged in non-agricultural pursuits.

The criterion for the 1971 Census seem to be under the consideration of Registrar General's office. But in the meantime we are proceeding on the basis of the definition given during the 1961 Census. To determine whether the place of birth of a person was a town or village, the enumerator has to help him, by comparing it, with a known town in the neighbourhood of the place of enumeration. It appears that no definite definition of the term "town" has been given in the past, except during 1961 Census. As a result when it is recorded that the place of birth of a person was a town it is largely a matter of conjecture. It is likely that it may be generally correct. But it does not rule out the possibility of a mistake creeping in because the answer can sometimes be self-opinionated. The application of any definition of town for the past period is difficult for recording an answer about the classification of a place of birth.

The place of birth is to be classified into rural and urban on the basis of the criterion given, i.e., (1) more than 5,000 population and (2) more than

3/4 of male population depending on non-agricultural persuits. It would be difficult to determine whether a place was a town or a village with reference to any past period according to this definition. It may please be elucidated as to how the place of birth of a person is to be classified into urban and rural for the purpose of 1971 Census. In the absence of clear cut criterion the data collected is likely to be unreliable; and the utility of such data is questionable.

(iii) It is stated against Qs. 6 and 7 that "This part of question will have to be filled etc." As a matter of fact the answer is to be filled and not the question.

17. (i) The instructions against Q. 7 on page 17 are very complex and they need to be simplified. In the instructions against this question the expression 'last previous residence' has been used throughout. It may be considered whether the same expression should be used in the slip also. If, however, it is objected on the ground that it becomes lengthy, the word "last" may be replaced by the word "previous".

(ii) The word "previously" used in lines 7 against Q. 7 on page 17 goes with the words "moved out". Necessary correction may please be made, if deemed fit.

18. In the last but one line on page 18 please substitute the words 'sub-item (a)' for 'sub-item (i)'.

19. The instructions on page 20 against Q. 8 are also very cumbersome. It is requested that the whole para may be simplified.

20. The para 2 on page 20 seems to be a repetition of the last para on page 18 and may please be deleted if there is no objection.

21. On page 20 against Q. 8 duration of residence is to be recorded in years. Where the duration is less than one year, it is presumed that 'O' is to be written. This may be clearly stated in the instructions.

22. It has been directed on page 21 against Q. 10 that the abbreviation 'M' should be written for Muslims to show their religion. This has been objected to at certain places on the ground that the religion is 'Islam' and the community is Muslim. This point may please be examined.

23. On paga 23 in line 20, the word 'box' is used instead of a triangle. Necessary correction may please be made.

24. The words "by them" appearing in the last line on page 24 seem to be redundant and may be deleted.

25. As regards Q. 14 Educational Level, there is considerable variation from region to region with regard to what is called primary, secondary and higher education. For the sake of obtaining a clear picture of the country as a whole on the point, a tabulated statement describing what is primary, secondary, and higher in each State may please be given. In the same way there is considerable uncertainty about the expression 'Senior Basic' and its interpretation in different States of India may please be tabulated and made available.

26. The comma after the words 'Engineering College" in the 8th line from bottom on page 25 should be replaced by a full stop and the alphabet ' Y ' may be made capital.

27. (i) It is mentioned on the 2nd para on page 26 that when you come across graduates or post-graduates as also those with a tachnical diploma or degree, you will have to issue him a Scientific and Technical Personnel Card. As the plural expression "graduates and post-graduates" have been used, the word ' him ' should be replaced by the word them. It is a question whether the card is to be given to the graduates of arts, science and commerce. The list of degrees for which cards are to be issued may please be furnished to avoid likely omission.

(ii) Secondly in the slip on page 64, B.Sc. (Chem.) has been returned as a general qualification and B. Sc. (Leather Technology) has been returned as a technical qualification. It may please be clarified when the B. Sc. degree should be understood as a general degree and when as a technical degree.

(iii) It has been directed that a tick should be put after noting the educational level against Q. 14 (a) and 14 (b) immediately after issuing the card. It may be clarified that the numeral "14" should be ticked and not (a) or (b). It may be mentioned that the specimen at Page 64 does not show any tick against Q. 14.

28. The title to Q. 17, 18 and 20 as given on page 28 is not in agreement with the title of Q. 20 in the Individual slip. The words 'if not working, activities' on page 28 may be replaced by the words if not working, category.

29. The language in para 2 on page 29 requires to be simplified as under :-

"In respect of seasonal work like cultivation, livestock keeping, plantation work household indus-

try etc., the reference period may be the current or the last working season. If the working season is not current at the time of enumeration, the last working season is to be considered. The present or the last working season is to be counted with reference to the date of enumeration."

30. It is stated on page 30 that a public or a social service worker who is actively engaged in public service activities or a political worker who is also actively engaged in furthering the activities of his party will be recorded as a worker. The definition of a worker is given on page 28 is a person who participates in any economically productive work by his physical or mental activity. The inclusion of a public or social service worker who does not participate in any economically productive activity in the category of workers is farfetched. It may please be reconsidered and such persons excluded from the category of workers.

31. The word 'she' in line 2 on page 30 should be replaced by the word he/she and the word 'himself' may also be added after the word "engages" in the same line and the word 'she' in line 5 should be replaced by the word 'he/she'. In the absence of this amplification there is a danger that the household work may be associated only with females.

32. On page 32, the distinction between cultivation of different crops has given. It has been clarified that growing of vegetables, etc., will not come under cultivation. It may be clarified whether "grass growing" will come under cultivation as it does not involve ploughing and sowing.

33. The concept of crop share has been included in the definition of an agricultural labourer on page 32. It has also been included in the definition of a cultivator, given on page 31. As the distinction is very subtle, it is suggested that the element of crop share may be retained in either definition but preferably in that of a cultivator.

34. (i) Q. 17 (a) (ii) runs as follows :-

"Is it household industry?" As it is put in the form of an interrogation, it may be considered whether a question mark would be necessary. It is conceded that entire slip consists of questions but no where except in Q. 17 (a) (ii) and 18 (a) (ii) it is put in an interrogatory manner. This becomes pertinent in view of the fact that a question mark has been provided in Q. 19 where it is not absolutely necessary. It can be re-worded as "If available for additional work, state period." This point may be further amplified in the instructions by saying "if not available", for additional work, put a cross.

(ii) The instructions about putting a "X" where a person is not available for additional work are clearly given in the last but one line at the end of instructions on Q. 19 at page 49. But the specimen slips on pages 60 to 65 (except 62, 63) are not in accordance with these instructions. At pages 60, 61 and 64, 65 the answer against Q. 19 is recorded as 'no'. This should have been recorded by 'X'. The answer on page 62 to Q. 19 is correctly recorded by putting a cross. The answer on Page 63 is also correctly recorded as three months. It is requested that the specimen slips may be made to agree with the instructions.

35. The instruction on Q. 17 (a) (ii) starts with the 4th line on page 34. The title of this question which is given at line 11 should be lifted up and placed below the 3rd line.

36. An oblique has been placed between the words 'Industry' and 'Trade' in Q. 17 (d) and 18 (d) of the Individual Slip. The purpose of inserting this oblique when a comma can serve the purpose, is not understood and may please be elucidated.

37. The order in which the words "Nature of Industry, Trade. Profession or Service" occur in Q. 17 (d) of the Individual Slip has been altered in the title on page 37 of the instructions. It would be desirable to maintain the same order throughout.

38. The instructions given on page 39 on "Division 9-Activities not adequately described" are meant for coding and should be omitted from the Instructions to the enumerators.

39. In the 3rd line from bottom on page 42, the word 'is' should be inserted after the word who and before the word 'merely.'

40. An average enumerator is unable to appreciate the fine and subtle distinction between 'industry' and 'occupation'. As a result answers to Q. 17 (d) and 17 (e) are indentical in many cases. This results in considerable work at the tabulation stage where also the same difficulty persists. It is suggested the order of the sub-questions of Q. 17 may be rearranged. Q. 17 (a) (ii) reads 'Is it household industry?' It may be considered whether the inquiry about the household industry can be made at a later stage because in giving more emphasis to the household industry, the correct classification of 'industry' and 'occupation' suffer to some extent.

Since we have learnt by experience that the correct classification of 'industry' and 'occupation' is a major hurdle for an average enumerator, we may focus his attention first on these two questions and then to the rest. It may be considerd whether the question could be re-arranged as under with a view to avoid possible pit-falls :-

"17. (i) Principal work
(a) Broad Category _____
(C) (AL) (0)
(b) Place of work _____
(c) Description of work _____
(d) Name of establishment _____
(e) Nature of industry, trade, profession or service _____
_____
(f) Class of worker _____
(ii) Is it household industry? _____
_____"

In the above arrangement we have isolated the household industry at 17 (ii). In doing so, we have retained its prominence, and at the same time separated a concept which need not be confused with the broad category of main economic activities, since it envelops only a fraction of the total working force. It would be easier to determine the activity as household industry after answering the Q. at 17 (i) (a), (b), (c), (d), (e), and (f) which are arranged in a logical sequence. As the sub-questions covered under 17 (i) (a) to (f) are also to be answered for household industry, it will fully serve its purpose and the Household Industry will get the prominence which is intended to be given to it.

After putting the question about the place of work at 17 (b), we proceed with the next question about the description of work at 17 (c). After ascertaining this we inquire about the name of the establishment at 17(d). Collection of this much information will enable both the enumerator and the enumerated to enter into the difficult region of industry, trade, profession or service with greater degree of confidence and accuracy. It is better to describe the occupation of a person before asking him about the industry which feeds that occupation. Any likely error in aswering the question about the nature of industry can be rectified, if the description of occupation is given before the nature of industry, trade, profession or service. The present arrangement of Q. 17 (a) to (f) leaves little scope for correction, after the nature of industry, trade, prefession or service is wrongly recorded. It is found in many cases that the description of work is a mere repetition of the nature of industry, trade, profession or service. By adopting this changed order, we will be taking a person step by step and thereby restrict the chances of repetition and error in recording.

41. It is noticed that the Qs. 17 and 18 occupy half the space in the slip. It is also noticed that all the sub-questions of Qs. 17 and 18 are indentical. It may be considered whether it is necessary to repeat the sub-questions and whether the purpose could not be served merely by re-arranging the questions. It is suggested that instead of listing sub-questions of Qs. 17 and 18 on the right hand side of the slip, they may be inserted in the lower half of the slip below Q. 7., Qs. 8 to 16 may be included on the right hand side on the top. The lower half of the slip will then consist of Qs. 17,18,19 and 20. Qs. 17 and 18 can be arranged in this space in such a way that the frame of the question is not required to be repeated. In can be classified under 2 broad categories, principal and subsidiary work and will thereby provide better understanding and appreciation of its concept. Q. 19 and 20 can also be arranged in juxtaposition, below Qs. 17 and 18. Perhaps this will present a better format. I am enclosing a specimen of the revised slip for consideration.

42. A further suggestion about revising the format of the slip is as follows.

Qs. 6 and 7 have identical sub-questions (b), (c) and (d). It may be considered whether these two questions could also be re-arranged in juxtaposition, instead of one below the other so as to eliminate monotony in print and appearance. A specimen of the slip incorporating the re-arrangements of Qs. 6, 7 and 17 and 18 is enclosed for consideration. Perhaps the size of the slip can be reduced by such re-arrangement.

43. It has been stated at line 6 on page 51 that "a person for whom 'yes' has been recorded against Q. 12, may be either a full-time student of a part-time student". The word 'of' is required to be replaced by the word "or". The definition of full-time student is no-where to be found and an average enumerator is likely to misunderstand the term, with reference to his full attendance in the school or other educational institution. The meaning of the term 'full-time student' here is a person who devotes his full-time to studies and who does not engage himself in any economic activity. It would, therefore, be in the interest of a proper understanding of the term 'full-time student', if the point is elucidated.

44. There is a slight inconsistency about the instructions given in the last para on page 33 and in the last but one para on page 46. It is stated in the last para on page 33 that after the box in respect of the cultivator or the agricultural labourer has been ticked off with C and AL, no further entries need be made in the succeeding sub-sections, and 'x' may be marked against them. Now it is stated on page 46 that for a person for whom "x" is put in 17 (d) and 17 (e), put an 'x' in this question also. Perhaps in this case 'x' would be put right from 17 (b) to 17 (e) and not against 17 (d) and 17 (e) only. In the absence of "x" in 17 (b) and 17 (c) no cross would appear in 17 (d) and 17 (e). An average enumerator is likely to be misled on finding 'x' in 17 (b) and 17 (c) in the absence of clear instructions on the point. The instructions on page 33 and 46 may, therefore, please be reconciled.

45. The instructions contained at the end of Q. 19 on page 49 should really be given in the beginning.

46. The title of the individual slip is 'Census 1971'. At similar places in the Houselist and Establishment Schedule, the title is 'Census of India 1971'. In the Household Form, the words 'Census 1971' are mentioned on the right hand side corner. It would be desirable, if the words 'Census of India 1971' are used at the top in the centre of each form for the sake of uniformity.

47. The frame of Q. 19 is not likely to yield accurate and reliable data. The scope of this question is so large that it can become the subject matter of an independent inquiry. It is beyond the calibre of an average enumerator to probe into this question.

48. It has been stated in the penultimate para on page 52 that geometrical designs are provided in the Individual Slip against each question with regard to which the Enumerator's Posting Statement is to be filled. However, it is noticed that no geometrical design has been provided against Q. 17 (a) (ii) which pertains to Household Industry. The instructions may please be modified, to the extent required.

Enumerator's Posting Statement

49. A specimen of the Enumerator's Posting Statement has been given on page 53 and 54. But out of 6 specimens of individual slips given at the end, posting of only one slip is done in the Posting Statement. It is suggested that the posing of all the individual slips should be done in the specimen Posting Statement. A specimen Posting Statement which is correlated to the individual slips provided, will greatly help the understanding about the filling of the statement.

50. Description of Col. 10 – Enumerator's Posting Statement at page 54 seems to be incorrect. The Q. No. on Household Industry is 17 (a) (ii) and not 17 (a) (iii). It may be corrected.

51. Some illustrations for filling the economic characteristics falling under Q. 17 or Q. 18 are given on page 67. At Sl. No. 23, Col. 3 the expression 'No fixed name' has been written. As the entry relates to the place of work, the correct entry should be 'No fixed place.'

COMMENTS ON HOUSEHOLD FORM

PART I-HOUSEHOLD FORM

1. The particulars about the location code number, name of the village or town, name of head of household, and whether Scheduled Caste or Scheduled Tribe, do not find place at the top of Part I in the beginning. These particulars are recorded at the top of Part III-Fertility Schedule. It may be considered whether it would not be advantageous to have them recorded in the beginning of the Household Form at Part I on the top.

2. It is noticed that the particulars about the ward and block which find place on the top of the Houselist are omitted here. It would prove to be of immense value if these particulars are also recorded at the top of the Household Form.

3. As the Population Record is a mere copy of the Individual Slip, no comments are offered on Part I except with regard to Col. 9. The description of the work is to be mentioned here. It is, however, stated into bracket that the description of the principal work is to be given here. It may be considered whether the question can be framed as 'Description of Principal work.'

4. It is stated at page 3 of the Instructions against Cols. 4 and 5 that a tick should be put for a male in Col. 4 and a dash in Col. 5. In this connection I would like to state that it would be desirable to avoid the use of a tick and instead use the word 'M' or 'F'. An average enumerator cannot mark the tick properly and sometime it is difficult to distinguish it from a dash. As the Household Forms are issued in loose sheets the enumerator experiences difficulty in filling it without

any support on which it can rest. As a result the tick can get confused with a dash. It is for consideration whether the word 'M' or 'F' may be written under the relevant sex columns and cross may be made instead of dash.

Consequently the foot-note on page 3 will have to be revised and the word "dashes" will have to be replaced by the word 'crosses'.

5. The definition of a Household is given at page 2 of the Instructions where it is stated that a Household means "the entire group.....". But a household can consist of a single individual also. It would, therefore, be desirable if a special mention is made of the fact that a household is not merely composed of a group of individuals but can also consist of a single individual.

6. It is likely that more than one form would be required in cases where the household is very large or in cases where the number of ever married women exceed 4, in the Fertility Schedule. It would be appropriate if instructions are given to the enumerators to write the word 'continued on next page' wherever required,

PART II—HOUSING SCHEDULE

1. Cols. 1, 3 and 4 of the Housing Schedule are similar to Cols. 4, 14 and 15 of the Houselist. My suggestions about omitting the common columns from the Housing Schedule are contained in my comments on the Houselist. As information on the subject is collected at two different points of time, it would be difficult to decide which columns should be dropped from the Houselist in 1970, and which common columns should be kept in 1971. Perhaps it would be desirable to prepare the entire Housing Schedule alongwith Houselist in 1970. Unless this is done, information on each column of the Housing Schedule in 1971 is likely to be at variance with the information collected for the Houselist in 1970.

2. In Col. 1 of the Housing Schedule the age of the house is to be recorded. It is clarified that if the house is more than 50 years old, there is no harm in saying so. It is also stated that for shorter ages of less than 20 years, the exaot age should be recorded. There is no specific mention of how the age between 20 to 50 should be recorded. It is presumed that here also the correct age is be recorded. But since a specific mention of less than 20 and more than 50 has been made, it may be desirable to clarify that age between 20 and 50 should also be accurate and not approximate.

3. A separate household form is to be filled in for each household. If more than one Household are living in one census house, required number of Household Forms will be filled in. In such cases the house-number will be common for households living in the same census house. In such cases Col. 3 of the Housing Schedule will show the rooms used by several households. It may be elucidated whether it would be in order to mention that the rooms in question are used by so many households.

4. In Col. 5 of the Schedule, it would be desirable to correlate rent with the period. At some places the rent is paid per month and at other places per year. Necessary clarification has been made in the instructions, but it would be desirable to revise the column.

5. In Col. 7 of the Housing Schedule, the distance of the source of water supply is to be mentioned in metres, if it is not within the house. It is presumed that if the well is situated within the compound but outside the building the distance in metres is to be stated.

6. Col. 8 of the Housing Schedule refers to electric supply. It is presumed that light generated by Gobar Gas Plant is not to be construed as availability of electric supply.

PART III—FERTILITY SCHEDULE

1. There is scope for revising the frame of Q. 3 at (a), (b) and (c) and making it brief. The question can be re-designed as under :

"Age
- (a) At present
- (b) At the time of marriage (first)
- (c) Age of the husband at the time of marriage."

It is stated in the instructions that age at the time of first marriage is to be recorded here. An average enumerator who has not carefully read all the instructions is likely to err in case of woman who has been married more than once. It is indeed awkward to inquire directly the age at the time of first marriage. But the question can become mild if the word 'first' is put into bracket.

2. Q. 4 relates to the educational level of the 'ever married woman'. It is clarified in the Instructions that the enumerator should refer to Q. 14 (a) and (b) of the Individual slip, and if there are entries under this question, they should be recorded here, by separating the two by a dash. If there are no entries, the enumerator has to refer to Q. 13 of the Individual slip and to record whether the woman is literate or illiterate. This means that the enumerator has to refer to the Individual Slip in each case. This can be avoided if the Q. 4 is amplified so as to cover both Q. 13 Literacy and Q. 14-Educational level of the Individual Slip. The word 'literacy' could be prefixed to the word 'Educational level' and the two could be divided by an oblique line. There is no doubt that the number of women who are literate would be larger than the number of women who are educated. It may perhaps be better to cover the wider area of literate women than the restricted area of educated women. It is not known whether the intention is to link up fertility with educational level. Even if it be so, it may be considered whether it could be linked up with the literacy also. Of course a reference to the Individual Slip would be necessary in case of educated women in order to ascertain in the level of general and technical education. But it would not be necessary for a vast majority of cases where the women are literate only.

3. The information in Q. 7 (a) and (b), is to be collected by males and females. But the line dividing males from females is not drawn across 7 (c) and 7 (d). It is therefore, presumed that the sexwise break-up is not required for 7 (c) and 7 (d).

4. The main heading of Q. 8 reads 'particulars of the last child born'. But on going through Q. 8 (a) it becomes clear that it relates to the birth of a child during the reference period. The use of the word 'last' in the main question 8 seems to be uncalled for. It is suggested that the question could be redesigned as under :

"Particulars of the child born during the reference period". It is further suggested that the exact festival day last year should be fixed by each Superintendent of Census Operations, for his own State and it should be described here in print. In doing so Q. 8 (a) would read as under :-

"Did she give birth to a child during the period from Holi/Makarsankranti of the last year to the date of enumeration. 'Yes' or 'No'.

PART IV—FAMILY PLANNING SCHEDULE

1. It has been directed that this schedule is to be filled in by approaching any male member who is currently married and who is of age 35 or below. The intention in collecting this information from persons of the age of 35 or below who are currently married seems to be to collect the data from that section of the population which is vitally connected with the programme. But during the course of field operations, this has presented many difficulties. The stipulation of age of 35 years seems to limit the scope of its inquiry. People in the rural areas are never accurate in their concept of age and, therefore, a sizeable group is likely to be left out on account of this stipulation. Instances have come to notice where the enumerator has not found any person below the age of 35 currently married in the family and has left this portion blank. Of course it has been laid down in the Instructions that if only one currently married male is available, you should record the answers for all questions irrespective of the age of this single currently married male, even if he is over 35 years of age. This portion is to be filled irrespective of his age. This seems to convey the meaning that if there is only one currently married male below the age of 35 years, the Family Planning Schedule is not to be filled in respect of him. This construction is ambigious. Unless the Schedule and the instructions are read together, there is likely to be some misunderstanding. It is suggested that one line may be added in the instructions to the effect that the Schedule is to be filled in firstly in respect of a currently married male below the age of 35 years and if such a individual is not available, it is to be filled by putting the questions to a currently married male, irrespective of his age. It is further elucidated by saying that this Schedule should be filled by putting questions to the currently married male of the lowest age available in the household. It was noticed that the enumerators have some times searched for the currently married male of 35 years instead of inquirying for the currently married male of the lowest age-group on account of the mention of the age 35. It may then be added that as far as possible the currently married male should be below 35 years of age. But if such a male is not to be found, the schedule may be filled, from any currently married male, irrespective of his age.

The second difficulty experienced during the field work was that the male members of the family

are generally not available at home. The enumerator has, therefore, to visit the household on a number of occasions to secure the presence of the currently married male below the age of 35. It is likely that other male members in the family are aware that the family planning methods are practised and can furnish the information on the point. But it is presumed that such information being of a personal nature, is to be collected only from the person concerned. Some times the females of the household are ready and willing to furnish this information, if required. In such cases, it is a question whether the information from the currently married female below the age of 30 or 35 should be collected.

A suggestion has been made that female enumerators should be employed for canvassing this Schedule. This may be possible in urban areas only and they should canvass information from females only.

It may be considered whether the portion in bracket at the top of the Family Planning Schedule which says that this information is "to be collected....who is currently married" should be completely removed so as to avoid mis-understanding.

2. The educational level of the currently married male is to be given in Q. 4. My comments on the subject are contained in the same question on Fertility Schedule. It may be considered whether the information may be collected firstly in respect of a wider section of the population which is literate and then about the limited section which has acquired some level of education. If the suggestion is accepted, the word "literacy" may be introduced in Q. 4 to be followed by an oblique and the words "Educational level" should be added thereafter.

3. The response to the Family Planning Schedule has been better than expected. There has been no resistence to the questions which are to be answered. As a matter of fact, a spirit of inquiry has been noticed on the subject and several persons have enquired of the enumerators about the details of various family planning methods given in the instructions.

4. The following 2 typographical errors are also noticed :-

(a) The word "is" appearing after the word "male" in the 5th line in Para 1 on page 21 requires to be deleted.

(b) The word "had" appearing in 3rd line of Para 2 on page 24 requires to be deleted.

APPENDIX 8

Statement showing Standard Urban Areas and their Constituent Units

Sl. No.	Name of Standard Urban Area	Name of District	Name of Taluka/ Mahal	Name of Town/ Village included in the S.U.A.	Location Code No.
1	2	3	4	5	6
1	Jamnagar	Jamnagar	Jamnagar	Jamnagar City	1/I
				Bedi	1/III
				Dhichda	1
				Navagam (Ghed)	3
				Juna Nagna	4
				Vibhapar	5
				Nava Nagna	6
				Dhunvav	7
				Khara Beraja	23
				Gordhanpar	24
				Naghedi	27
				Kansumra	28
2	Dhoraji	Rajkot	Dhoraji	Dhoraji	2/V
				Jamnavad	16
3	Gondal	Rajkot	Gondal	Gondal	2/II
4	Morvi	Rajkot	Morvi	Morvi	2/VIII
				Madhapar	56
				Amreli	57
				Mahendra-nagar	58
				Trajpar	59
				Bhadiad	63
				Vajepar	64
				Ravapar	65
5	Rajkot	Rajkot	Rajkot	Rajkot	2/I
				Madhapar	15
				Ronki	18
				Anandpar	34
				Raiya	35
				Nana Mava	41
				Kotharia	53
				Mavdi	54
				Vavdi	56
			Lodhika	Kangasiyali	16

APPENDIX 8–*Contd.*

Sl. No.	Name of Standard Urban Area	Name of District	Name of Taluka/ Mahal	Name of Town/ Village included in the S.U.A.	Location Code No.
1	2	3	4	5	6
6	Surendra-nagar	Surendra-nagar	Wadhwan	Surendra-nagar	3/I
				Wadhwan	3/II
				Dudhrej	16
7	Bhavnagar	Bhavnagar	Bhavnagar	Bhavnagar	4/I
				Vartej	4/II
				Nari	23
				Ruva	24
				Akwada	25
				Malanka	26
				Tarasamiya	27
				Adhewada	28
				Sidsar	29
				Shampara (Sidsar)	33
8	Junagadh	Junagadh	Junagadh	Junagadh	6/I
				Khamdhrol	29
				Dolatpura	30
				Joshipura	31
				Timbavadi	34
9	Patan Veraval	Junagadh	Patan Veraval	Veraval	6/VI
				Patan	6/V
				Bhalpara	43
10	Porbandar	Junagadh	Porbandar	Porbandar	6/X
				Chhaya	6/XI
				Bokhira	51
				Kolikhada	52
				Khapat	53
				Ratanpar	54
			Ranavav	Dharampur	40
11	Bhuj	Kutch	Bhuj	Bhuj	7/I
				Mirjhapar	81
12	Patan	Mahesana	Patan	Patan	10/V
				Matarwadi	78
				Hansapur	89
13	Ahmadabad	Ahmadabad	Ahmadabad	Ahmadabad City	12/I
				Sardarnagar	12/II
				Sahijpur Bogha	12/III
				Naroda	12/IV
				Danilimda	12/XXII
				Odhav	12/VIII
				Ahmadabad Contonment	12/VI
				Ranip	12/X
				Sarkhej	12/XI
				Nikol	12/IX
				Hansol	12/V
				Ghatlodia	1
				Chandlodia	2
				Kotarpur	3
				Asarwa	4
				Memnagar	5
				Vastrapur	6
				Rakhial	7
				Rajpur Hirpur	8
				Vejalpur	10
				Makarba	12
				Maktampur	13
				Bagfardos	15
				Khokhra Mehmeda-bad	16
				Ghodasar	17
				Isanpur	18
				Shahwadi	19
				Gyaspur	20
				Sahijpur Gopalpur	22
				Narol	23
				Khodiyar	3
				Tragad	4
				Chharodi	5
				Jagatpur	7
				Kali	8
				Chenpur	9
				Gota	10
				Sola	11
				Thaltej	14
				Bopal	17
				Ambli	18
				Bodakdev	19
				Hanspura	20
				Muthiya	21
				Enasan	22
				Bilasiya	23
				Kathwada	29
				Singarva	36
				Vastral	37
				Ramol	48
				Vinzol	49
				Vatva	50
				Fatewadi	55
				Gamdi	62
				Geratpur	63
				Ropda	64
			Daskroi	Sanand	43
				Sanathal	
		Gandhi-nagar	Gandhi-nagar	Khoraj	56
				Zundal	57
				Amiyapur	58
				Bhat	69

APPENDIX 8-*Concld.*

Sl. No.	Name of Standard Urban Area	Name of District	Name of Taluka/ Mahal	Name of Town/ Village included in the S.U.A.	Location Code No.
1	2	3	4	5	6
13	Ahmadabad -*Contd.*			Chandkheda	70
				Motera	71
				Koteshwar	72
				Chiloda (Naroda)	73
14	Anand	Kheda	Anand	Anand	13/V
				Vallabh Vidyanagar	13/VI
				Samarkha	37
				Chikhodra	45
				Gamdi	46
				Lambhvel	47
				Bakrol	49
				Waghasi	50
				Hadgood	58
				Jitodiya	59
				Mogari	60
				Karamsad	61
15	Cambay	Kheda	Cambay	Cambay	13/XII
				Kansari	87
				Sakarpur	98
16	Dohad	Panch Mahals	Dohad	Dohad	14/VII
				Freelandganj	14/VIII
				Usarvan	34
				Delsar	35
17	Vadodara	Vadodara	Vadodara	Vadodara City	15/I
				Fajalpura (Sankarda)	1
				Rayaka	2
				Sankarda	4
				Padmala	7
				Nandesari	8
				Anagadh	9
				Ranoli	10
				Dasharath	11
				Ajod	12
				Bajva	17
				Karachia	18
				Dhanora	19
				Koyali	20
				Ankodiya	24
				Undera	25
				Karodiya	26
				Chhani	27
				Vemali	28
				Harni	33
				Sama	34
				Gorwa	35
				Gotri	36
				Sevasi	38
				Bhayli	42
				Tandalja	43
				Vasna-Saiyad	44
				Sayajipura	45
				Bapod	47
				Atladra	48
				Samiyala	50
				Bil	51
				Kalali	52
				Vadsar	53
				Tarsali	54
				Kapurai	55
				Shankarpura	59
				Makarpura	64
				Maneja	65
				Talsat	66
				Maretha	68
				Jambua	69
18	Bharuch	Bharuch	Bharuch	Bharuch	16/I
				Bholav	68
				Maktampur	74
				Dahegam	75
				Kukarwada	95
				Dungri	96
				Ali	97
				Kanbivaga	98
				Kasak	99
19	Surat	Surat	Chorasi	Surat City	17/I
				Katargam	17/II
				Udhana	17/III
				Ved	11
				Dabholi	12
				Singanpor	13
				Tunki	22
				Fulpada	23
				Karanj	24
				Kapadra	27
				Umarwada	30
				Umra	39
				Dumbhal	40
				Limbayat	48
				Majura	49
				Piplod	50
				Bhatar	60
				Pandesara	62
				Bhedwad	71
				Dindoli	73
				Bhestan	78
20	Navsari	Valsad	Navsari	Navsari	18/X
				Jalalpore	18/XI
				Vejalpor	37
				Viraval	59
				Kabilpor	60
				Tighra	78
				Jamalpor	79
				Chovisi	80
				Chhapra	86

APPENDIX 9

CENSUS CALENDAR FOR 1971 CENSUS

June 1969

(i) Preliminary discussions with the State Government regarding appointment of Census Officers.

(ii) Arrangement for preparation of up-to-date Taluka/ District maps.

(iii) Recognisation of new towns that qualify and declassification of existing ones if they do not satisfy the definition of a town.

July 1969

(i) Progress of preparation of notional maps of all villages under the Permanent House-numbering Scheme to be reviewed so as to complete them by October, 1969.

August 1969

(i) Rate contract for supply of number plates to be finalised by the State Central Stores Purchase Organisation.

(ii) Assignment of Location Code Numbers to villages and towns after adjusting territorial changes which have taken place after 1st March, 1969 to be completed by October, 1969.

(iii) General Village and Town Register to be prescribed and communicated to the Charge Officers.

(iv) Action to be initiated for collection of area figures of villages, towns, talukas and districts by December, 1969.

(v) Action to be initiated for collection of Administrative Statistics for Part-I of the Town and Village Directories.

September 1969

1st to 15th September, 1969 (i) Delineation of Standard Urban Area in terms of Rural and Urban Units.

(ii) Appointment of District Census Officers and Charge Officers and publishing notification of Census questionnaire in the State Gazette as required by the Census Act.

16th to 30th September, 1969 (iii) Issue of instructions for constitution of Blocks and Supervisor's Circles for the purpose of house-numbering and houselisting.

October 1969

1st to 15th October, 1969 (i) Distribution of booklets on instructions for house-numbering and houselisting.

16th to 31st October, 1969 (ii) Training Classes for District Officers and Charge Officers in house-numbering, houselisting and establishment schedules.

November 1969

1st to 15th November, 1969 (i) Despatch of houselists, establishment schedules, enumerator's abstracts, etc. to District Officers.

16th to 30th November, 1969 (ii) Finalization of appointment of enumerators and supervisors for house-numbering and houselisting operations.

December 1969 and January 1970

1st to 15th December, 1969 (i) Drawing up of a training programme by Charge Officers for enumerators and supervisors for house-numbering and houselisting.

(ii) Publicity for houselisting.

16th December, 1969 to 31st January, 1970 (iii) Training classes for enumerators and supervisors for house-numbering and houslisting operations including practical experience for canvassing of houselists and establishment schedules.

(iv) Publicity for houselisting.

February 1970

1st February to 15th March, 1970 (i) Preparation of notional maps showing the lay-out of houses and the numbers allotted to them in the areas where Permanent House-numbering Scheme has not been implemented. House-numbering, houselisting and canvassing of establishment schedules.

(ii) Recruitment and training of key punch operators and supervisory staff for punching and coding of houselists and establishment schedules.

March 1970

1st March to 31st March, 1970 (i) Preparation of Enumerator's Abstract.

(ii) Receipt of houselists and establishment schedules at the District Headquarters.

April 1970

1st to 15th April, 1970 (i) Receipt of filled in houselists and establishment schedules from the District Census Officers.

16th to 30th April, 1970 (ii) Arrangement of record and commencement of the work of editing and sampling by the pilot team.

May 1970

1st to 15th May, 1970 (i) Selection of staff to be appointed for the Mechanical Tabulation Unit.

(ii) Issue of instructions to Charge Officers formation of Enumerator's Blocks before 15-6-70.

16th to 31st May, 1970 (iii) Appointment of staff selected for Mechanical Tabulation Unit.

APPENDIX 9–*Contd.*

	(iv) Commencement of the scrutiny of Village and Town Directory forms.
	(v) Checking of area figures furnished by District Inspectors of Land Records by the Directorate of Census.
	June 1970
1st to 15th June, 1970	(i) Intensive training of the staff in editing and sampling of Houselists and Establishment Schedules.
16th to 30th June, 1970	(ii) Scrutiny and finalisation of the Enumerator's Blocks formed by the Charge Officers by the Directorate of Census.
	(iii) Finalisation of the names of spellings of villages in Gujarati and English by the Directorate.
	July 1970
1st to 31st July, 1970	(i) Scrutiny and finalisation of the forms of Village Directories by the Directorate of Census.
	(ii) Issue of instructions for preparation of Charge Registers.
	(iii) Finalisation and earmarking of the names of persons for appointment as enumerators and supervisors.
	August 1970
1st to 31st August, 1970	Submission of one copy of the final Charge Register by the Charge Officer to the Directorate of Census.
	September 1970
1st to 15th September, 1970	Issue of instructions to Collectors for fixing a date for the training of District, Sub-divisional, Taluka Census and other Charge Officers at district level by the Director of Census.
16th to 30th September, 1970	Despatch of training enumeration slips and other literature to District and Taluka Census Officers.
	October and November 1970
1st October to 30th November, 1970	(i) Publicity for Census.
	(ii) Training of District, Sub-divisional and Taluka Census Officers and other Charge Officers at district level.
	(iii) Training of Sub-Divisional and Taluka Census Officers and other Charge Officers at sub-divisional level in three rounds.
	(iv) Despatch of Individual Slip, Population Record, Enumerator's Daily Posting Statement, Enumerator's Abstract, Abridged Houselist and other literature to the Charge Officers.
	December 1970
1st to 31st December, 1970	(i) Intensive training of enumerators and supervisors by the District, Sub-divisional, Taluka and other Charge Officers in six rounds.
	(ii) Intensive publicity.
	January and February 1971
1st January to 28th February, 1971	(i) Intensive training of enumerators and supervisors.
	(ii) Preparation of a copy of notional map of Enumerator's block and two copies of abridged houselist.
	(iii) Intensive publicity.
	March 1971
1st to 9th March, 1971	(i) Handing over of Individual Slip Pads, Population Record Pads, Enumerator's Daily Posting Statements, Enumerator's Abstract and other literature to enumerators.
10th to 15th March, 1971	(ii) Training of enumerators and supervisors for refreshing their memory.
10th to 31st March 1971	(iii) Actual Census Enumeration.
Night of 31-3-71	(iv) Enumeration of Houseless Population.
	April 1971
1st to 3rd April, 1971	(i) Revisional round.
4th April, 1971	(ii) Submission of filled in material by the enumerators and supervisors to the Charge Officers.
5th April, 1971	(iii) Communication of provisional population totals by the Charge Officers to (1) District Census Officers and (2) Director of Census Operations, Gujarat, Ahmadabad.
6th April, 1971	(iv) Communication of provisional population totals by District Census Officers to (1) Directors of Census Operations, Gujarat, Ahmadabad, and (2) Registrar General, India, New Delhi-11.
10th April, 1971	(v) Submission of detailed information in the consolidated statement prescribed under para (8) of this office circular No. 20 dt. 23-11-70 by the normal Charge Officers to all (1) District Census Officer and (2) Director of Census Operations, Gujarat, Ahmadabad.
15th April, 1971	(vi) Submission of data in proformation 'A' prescribed under para (10) of this office circular No. 20 dated 23-11-70 by the District Census Officers to (1) Director of Census Operations, Gujarat, Ahmadabad and (2) Registrar General, India, New Delhi-11.

APPENDIX 10

જનગણના અધિકારીની કચેરી,
કેરાવાલા બિલ્ડિંગ, પ્રીતમરાય માર્ગ,
વી. એસ. હોસ્પિટલ સામે,
એલિસબ્રીજ, અમદાવાદ–૬.
તારીખ : ૧૪–૮–૧૯૬૯

પરિપત્ર નં. ૧

વિષય :– વસતિગણતરી ૧૯૭૧–ચાર્જ રજીસ્ટર

સને ૧૯૭૧ની વસતિ ગણતરી તા. ૧–૩–૧૯૭૧ ના રોજ સવારે સૂર્યોદયને અનુલક્ષીને કરવામાં આવશે. તે પહેલાં ૧૯૭૦ ના ફેબ્રુઆરી મહિનામાં ઘરોની નોંધ કરી તેની યાદી તૈયાર કરવામાં આવશે.

વસતિ ગણતરીનો મુખ્ય હેતુ દરેક માણસની ગણતરી કરવાનો છે. અને તેમાં કોઈ રહી જવા નહિ પામે તેમજ કોઈની ગણતરી બે વાર નહિ થાય તે માટે ખાસ કાળજી રાખવાની જરૂર છે. આ હેતુ પાર પાડવા માટે ઘર કે જે માણસના વસવાટ માટેનું મુખ્ય સાધન છે તેની સંપૂર્ણ યાદી તૈયાર કરવાનું પાયાનું કામ પ્રથમ હાથમાં લેવાનું છે.

ગુજરાત રાજ્યના ગ્રામ્ય વિસ્તારમાં કાયમી ઘર નંબરની યોજના દાખલ કરવામાં આવતાં ઘરોને નંબરો આપવાનું કામ ગ્રામ્ય વિસ્તારમાં ટૂંકમાં પૂરું થશે. શહેરી વિસ્તારમાં આ કામ બધે સ્થળે પૂરું થયું નથી પરંતુ જ્યાં આ યોજના દાખલ કરવામાં આવી છે ત્યાં ઘરોની યાદી બનાવવાનું કામ સરળ થશે. જે શહેરોમાં કાયમી ઘર નંબરની યોજના દાખલ કરવામાં આવી નથી ત્યાં પણ ઘરોને નંબરો આપવાનું કામ તાત્કાલિક હાથ પર લેવાનું છે.

વસતિ ગણતરીની પ્રાથમિક તૈયારી રૂપે આ સાથે ગ્રામ્ય વિસ્તાર તેમજ શહેરી વિસ્તાર માટે જુદા જુદા ત્રણ વિભાગમાં વહેંચાયેલ ચાર્જ રજીસ્ટરનો નમૂનો મોકલવામાં આવે છે. દરેક મામલતદાર મહાલકારી તથા નગરપાલિકાના મુખ્ય અધિકારીની વસતિ તે ગણતરીના કામ માટે ચાર્જ ઓફિસર તરીકે નિમણૂક કરવામાં આવશે. તેમણે નીચે આપવામાં આવેલ સમજૂતી મુજબ ચાર્જ રજીસ્ટર તૈયાર કરવું જોઈશે.

વિભાગ–૧

આસન નંબર	ગ્રામ્ય વિસ્તાર માટે	શહેરી વિસ્તાર માટે
	મથાળે તાલુકા તથા જિલ્લાનું નામ તથા સ્થળ સંકેત આ કચેરી તરફથી આપવામાં આવશે તે લખવાનો છે.	મથાળે તાલુકા તથા જિલ્લાનું નામ તથા સ્થળ સંકેત આ કચેરી તરફથી આપવામાં આવશે તે લખવાનો છે.
૧	દરેક ગામને આ કચેરી તરફથી સ્થળ સંકેત આપવામાં આવશે તે લખવાનો છે.	દરેક શહેરને પણ આ કચેરી તરફથી સ્થળ સંકેત આપવામાં આવશે તે લખવાનો છે.
૨	ગામનું નામ લખવાનું છે.	શહેરનું નામ તથા જેટલા વોર્ડ હોય તેટલા વોર્ડના એક પછી એક નંબરો લખવાના છે.
૩	ગામમાં કુલ જેટલા બ્લોક પાડવામાં આવ્યા હોય તેની સંખ્યા લખવાની છે.	દરેક વોર્ડની અંદર આવેલ બ્લોકની સંખ્યા લખવાની છે.
૪	ગામમાં જેટલા બ્લોક આવેલા હોય તે દરેકની વિગત જુદી જુદી એક પછી એક જણાવવી. જેમકે ૧, ૨, ૩, ૪, વગેરે.	વોર્ડમાં જેટલા બ્લોક આવેલા હોય તે દરેકની વિગત જુદી જુદી એક પછી એક જણાવવી. જેમકે ૧, ૨, ૩, ૪ વગેરે.
૫ અને ૬	આસન ૪ માં જણાવવામાં આવેલ બ્લોકમાં કયા ઘર નંબરથી કયા ઘર નંબરો આવેલા છે તે લખવું.	આસન ૪ માં જણાવેલ બ્લોકમાં આવેલ ઘર નંબરથી કયા ઘર નંબરો આવેલા છે તે લખવું.
૭	આસન ૪ માં જણાવેલ બ્લોકમાં આવેલ રહેણાકનાં ઘરોની સંખ્યા જણાવવી.	આસન ૪ માં જણાવેલ બ્લોકમાં આવેલ રહેણાકનાં ઘરોની સંખ્યા જણાવવી.
૮	આસન ૪ માં જણાવેલ બ્લોકમાં આવેલ બિન–રહેણાકનાં ઘરોની સંખ્યા જણાવવી.	આસન ૪ માં જણાવેલ બ્લોકમાં આવેલ બિન–રહેણાકનાં ઘરોની સંખ્યા જણાવવી.
૯	આસન ૭ તથા ૮ નો સરવાળો અહીં લખવો.	આસન ૭ તથા ૮ નો સરવાળો અહીં લખવો.
૧૦	આસન ૭ ની સંખ્યાને પાંચે ગુણવાથી જે આંકડો આવે તે અહીં લખવો.	આસન ૭ ની સંખ્યાને પાચે ગુણવાથી જે આંકડો આવે તે અહીં લખવો.

APPENDIX 10-*Contd.*

વિભાગ—૨

ગ્રામ્ય વિસ્તાર તથા શહેરી વિસ્તાર માટે

પહેલા ચાર આસનો વિભાગ—૧ માંથી ભરી લેવા.

આસન ૫— આસન ૪ માં જણાવેલ બ્લોકની ધરની યાદી બનાવવાના કામે જેમની સુપરવાઈઝર તરીકે નિમણૂક કરવામાં આવી હોય તેમનું નામ લખવું.

૬— સુપરવાઈઝરનો હોદ્દો લખો.

૭— આસન ૪ માં જણાવેલ બ્લોકની ધરની યાદી બનાવવાના કામે જેમની ગણતરીદાર તરીકે નિમણૂક કરવામાં આવી હોય તેમનું નામ લખો.

૮— ગણતરીદારનો હોદ્દો લખો.

૯— વિશેષ નોંધ હોય તો તે લખવી.

વિભાગ-૩

ગ્રામ્ય વિસ્તાર તથા શહેરી વિસ્તાર માટે

વિભાગ—૨ માં આપવામાં આવેલ સૂચના વિભાગ—૩ ને લાગુ પડે છે. પરંતુ તેમાં તફાવત ફકત એટલો જ કે ધરની યાદી બનાવી રહ્યા બાદ ૧૯૭૧ ની વસતિ ગણતરીના કામ માટે જેમની સુપરવાઈઝર તથા ગણતરીદાર તરીકે નિમણૂક કરવામાં આવે તેમની વિગતો આ વિભાગમાં ભરવાની છે. ગ્રામ્ય વિસ્તારના બ્લોક તથા તેમાં આવેલ ધરોના નંબરો તથા સંખ્યાને લગતી હકીકત જે તે તાલુકા વિકાસ અધિકારીની કચેરીમાંથી સહેલાઈથી મળી રહેશે.

ઉપર મુજબ ચાર્જ રજીસ્ટર તૈયાર કરી તેની એક નકલ આ કચેરીને સપ્ટેમ્બરની આખર સુધીમાં મોકલી આપવી અને એક નકલ પોતાની કચેરીમાં રાખવી.

સહી

(ચં. ચી. ડૉકટર)

જનગણના અધિકારી,

ગુજરાત, અમદાવાદ.

નકલ જયભારત સાથે :—

બધા કલેકટરશ્રીઓ
આસિસ્ટન્ટ, ડેપ્યુટી કલેકટરશ્રીઓ } જાણ માટે

સર્વે તાલુકા મામલતદારશ્રીઓ
સર્વે મહાલકારીશ્રીઓ } અમલ માટે

સર્વે નગરપાલિકાઓના મુખ્ય અધિકારીશ્રીઓ

મ્યુનિસિપલ કમિશનરશ્રી, મ્યુનિસિપલ કોર્પોરેશન, અમદાવાદ, તરફ જાણ તથા અમલ માટે

મ્યુનિસિપલ કમિશનરશ્રી, મ્યુનિસિપલ કોર્પોરેશન, વડોદરા તરફ જાણ તથા અમલ માટે

મ્યુનિસિપલ કમિશનરશ્રી, મ્યુનિસિપલ કોર્પોરેશન, સુરત તરફ જાણ તથા અમલ માટે

ગ્રામ્ય વિસ્તાર

ચાર્જ રજીસ્ટર

વિભાગ-૧

વસતિ ગણતરીની કાર્યવાહી અંગેની જરૂરી માહિતીનું પત્રક

તાલુકાનું નામ :— સ્થળ સંકેત :— જિલ્લાનું નામ :— સ્થળ સંકેત :—

સ્થળ સંકેત	ગામનું નામ	ગામમાં પાડવામાં આવેલ કુલ બ્લોકની સંખ્યા	દરેક બ્લોકમાં આવેલ ધરોની વિગત			દરેક બ્લોકમાં આવેલ ધરોનું વર્ગીકરણ			બ્લોકની અંદાજે વસતિ (રહેણુકાનાં ધરોની સંખ્યા × ૫)
			બ્લોક નંબર	ધર નંબરની વિગત					
				કયાંથી	કયાં સુધી	રહેણાકનાં	બિન—રહેણાકનાં	કુલ	
૧	૨	૩	૪	૫	૬	૭	૮	૯	૧૦

ગ્રામ્ય વિસ્તાર

ચાર્જ રજીસ્ટર

વિભાગ-૨

ધરોની યાદી બનાવવા માટે કરેલી સ્ટાફની નમાણુંક બતાવતું વિગતવાર પત્રક

તાલુકાનું નામ :— સ્થળ સંકેત :— જિલ્લાનું નામ :— સ્થળ સંકેત :—

સ્થળ સંકેત	ગામનું નામ	ગામમાં પાડવામાં આવેલ કુલ બ્લોકની સંખ્યા	ગામમાં બ્લોકનો નંબર	કોલમ (૪) માં દર્શાવેલ બ્લોકમાં આવેલ ધરોને જરૂર પડે નંબર આપી યાદી બનાવવા માટે નિમવામાં આવેલ સ્ટાફની વિગત				
				સુપરવાઈઝરનું નામ	હોદ્દો	ગણતરીદારનું નામ	હોદ્દો	નોંધ
૧	૨	૩	૪	૫	૬	૭	૮	૯

ગ્રામ્ય વિસ્તાર

ચાર્જ રજીસ્ટર

વિભાગ-૩

વસતિ ગણતરી માટે કરેલી સ્ટાફની નિમણુંક બતાવતું પત્રક

તાલુકાનું નામ :— સ્થળ સંકેત :— જિલ્લાનું નામ :— સ્થળ સંકેત :—

સ્થળ સંકેત	ગામનું નામ	ગામમાં પાડવામાં આવેલ કુલ બ્લોકની સંખ્યા	ગામમાં બ્લોકનો નંબર	કોલમ (૪) માં દર્શાવેલ બ્લોકમાં આવેલ ઘરોમાં રહેતા માણસોની વસતિગણતરી માટે નિમવામાં આવેલ સ્ટાફની વિગત				નોંધ
				સુપરવાઈઝરનું નામ	હોદ્દો	ગણતરીદારનું નામ	હોદ્દા	
૧	૨	૩	૪	૫	૬	૭	૮	૯

શહેરી વિસ્તાર

ચાર્જ રજીસ્ટર

વિભાગ-૧

વસતિ ગણતરીની કાર્યવાહી અંગેની જરૂરી માહિતીનું પત્રક

તાલુકાનું નામ :— સ્થળ સંકેત :— જિલ્લાનું નામ :— સ્થળ સંકેત :—

સ્થળ સંકેત	શહેરનું નામ તથા વોર્ડનો નંબર	વોર્ડવાર કુલ બ્લોકની સંખ્યા	દરેક બ્લોકમાં આવેલ ઘરોની વિગત			દરેક બ્લોકમાં આવેલ ઘરોનું વર્ગીકરણ			બ્લોકની અંદાજે વસતિ (રહેણાકનાં ઘરોની સંખ્યા × ૫)
			બ્લોક નંબર	ઘર નંબરની વિગત					
				ક્યાંથી	ક્યાં સુધી	રહેણાકનાં	બિન—રહેણાકનાં	કુલ	
૧	૨	૩	૪	૫	૬	૭	૮	૯	૧૦

શહેરી વિસ્તાર

ચાર્જ રજીસ્ટર

વિભાગ-૨

ઘરોની યાદી બનાવવા માટે કરેલી સ્ટાફની નિમણુંક બતાવતું વિગતવાર પત્રક

તાલુકાનું નામ :— સ્થળ સંકેત :— જિલ્લાનું નામ :— સ્થળ સંકેત :—

સ્થળ સંકેત	શહેરનું નામ તથા વોર્ડનો નંબર	વોર્ડવાર કુલ બ્લોકની સંખ્યા	શહેરના વોર્ડમાં બ્લોકનો નંબર	કોલમ (૪) માં દર્શાવેલ બ્લોકમાં આવેલ ઘરોને જરૂર પડે નંબર આપી યાદી બનાવવા માટે નિમવામાં આવેલ સ્ટાફની વિગત				નોંધ
				સુપરવાઈઝરનું નામ	હોદ્દો	ગણતરીદારનું નામ	હોદ્દો	
૧	૨	૩	૪	૫	૬	૭	૮	૯

શહેરી વિસ્તાર

ચાર્જ રજીસ્ટર

વિભાગ-૩

વસતિ ગણતરી માટે કરેલી સ્ટાફની નિમણુંક બતાવતું પત્રક

તાલુકાનું નામ :— સ્થળ સંકેત :— જિલ્લાનું નામ :— સ્થળ સંકેત :—

સ્થળ સંકેત	શહેરનું નામ તથા વોર્ડ નંબર	વોર્ડવાર કુલ બ્લોકની સંખ્યા	વોર્ડમાં બ્લોકનો નંબર	કોલમ (૪) માં દર્શાવેલ બ્લોકમાં આવેલ ઘરોમાં રહેતા માણસોની વસતિગણતરી માટે નિમવામાં આવેલ સ્ટાફની વિગત				નોંધ
				સુપરવાઈઝરનું નામ	હોદ્દો	ગણતરીદારનું નામ	હોદ્દો	
૧	૨	૩	૪	૫	૬	૭	૮	૯

APPENDIX 11

No. 23/1/67—Map
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA

New Delhi-11, the 4 Apr., 1967

To
The Chief Secretary to the Govt.
of Gujarat,
AHMADABAD.

Subject : Scheme on Permanent House-numbering

Sir,

I have the honour to enclose herewith a copy of Manual of Instructions to implement a scheme on Permanent House-numbering on a countrywide basis. The advantages of good house-numbering need hardly be stressed. The present scheme of systematic and permanent house-numbering is being suggested not merely to serve the purpose of the next population census but to meet the needs of various branches of governmental and local administrations and public utility services as also of the public themselves. At the 1961 Census although an attempt was made to have a permanent system of house-numbering which was intended to be utilized for all purposes, such as electoral rolls, municipal assessment, postal address, housing surveys, public health serveys, etc., yet in some areas the maintenance of the house-numbers was badly neglected. There has been some fundamental alterations in the old building structures and new constructions have come up in serveral areas but all these may not have been assigned proper house-numbers to fit into the general house-numbering uniform scheme. In a few localities even the original house-numbering was done in a defective manner on account of inadequate preparation. I hope the introduction of permanent house-numbering scheme even now instead of rushing through on the eve of census-taking offers considerable advantage of less rush and less inconvenience to the State Governments and local bodies.

I shall feel extremely grateful if the State Government kindly constitutes a committee as suggested at the beginning of Chapter II of the Manual and issues necessary instructions to all local bodies and all others concerned to bring the existing house-numbering system up-to-date in the light of the instructions contained in the Manual.

Yours faithfully,
Sd/
(A. Chandra Sekhar)
Addl. Registrar General, India

No. 23/1/67-MAP. New Delhi-11, the 4 Apr., 1967

Copy forwarded to the Superintendent of Census Operations, Gujarat, Ahmadabad.

Sd/-
(A. Chandra Sekhar)
Addl. Registrar General, India

APPENDIX 12

Recommendations made to Government by the Committee Appointed for implementation of the Permanent House-numbering Scheme

Introductory

With a view to serve various administrative and public purposes such as preparation of Electoral Rolls, providing Post and Telegraph Services, Health and Family Planning Programme, Socio-Economic Surveys, Housing and Population Censuses, the Registrar General, India, recommended in April 1967 to the Government of Gujarat, the introduction of the permanent house-numbering scheme and its maintenance on a basis through out the country. Consequent upon this recommendation the Government in the Panchayat and Health Department under its resolution No. 4567/6058/Gh dated 31-8-1967, appointed a committee of the following members to make nccessary recommendations to the State Government for implementation of the Scheme.

(1) The Director of Municipalities,
(2) The Deputy Development Commissioner,

(3) The Chief Electoral Officer,

(4) The Representative of Posts and Telegraphs Department,

(5) The Superintendent of Census Operations, Convener

Pursuant to the recommendation of the Committee, the Government has been pleased to appoint the Settlement Commissioner and Director of Land Records as one of its members.

The committee held 4 sittings *viz.* the first on 26-9-1967, the second on 28-12-1967, the third on 18-1-1968 and fourth on 27-2-1968, with a view to ascertain the existing position, the committee called for information regarding the existing system of house-numbering in rural and urban areas, types of number plates affixed and the units adopted for house-numbering from the Director of Municipalities and the Deputy Development Commissioner in respect of municipal bodies and Village Panchayats. This information has been received from the Director of Municipalities in respect of 48 Municipalities and 2 Municipal Corporations out of 52 Municipalities and 3 Municipal Corporations. It is noticed that 43 Municipalities and 2 Municipal Corporations have a regular house-numbering system. Only 5 Municipalities do not have it. The existing numbering in 37 Municipalities and 2 Municipal Corporations is wardwise; while there is one series for the whole town in 6 Municipalities. Number plates have been affixed in 37 Municipal areas; numbers have been given with *geru* in 3 Municipalities and painted with oil colour in 4 of them. Annual verification of house-numbering is done in 9 Municipalities, while it is done every 4 Years in 4 of them. So far as the panchayats are concerned, information in respect of 9 districts, *viz.*, Surendranagar, Bharuch, Surat, Panch Mahals, Ahmadabad Junagadh, Rajkot, Bhavnagar and Valsad has been received so far. It is seen that the information in question covers panchayats of 95 talukas of these districts. Permanent house-numbering system is adopted by 5,015 panchayats of which 2,702 panchayats have affixed metal plates and 2,313 panchayats have given house-numbers with '*Geru*' or '*Damar*'. It is further stated that of these 95 talukas, 60 talukas have adopted one single series for the whole panchayat while giving house-numbers, whereas, wardwise house-numbering is adopted in 35 talukas. Annual verification is arranged in 31 talukas, while no such definite arrangement exists in the rest of the 64 talukas.

Recommendations

After considering the various points noted in the draft scheme along with the information received from the municipalities and panchayats, the committee makes the following recommendations.

With a view to facilitate preparation of Electoral Rolls, providing Postal and Telegraphs Services, Registration of Documents, Health and Family Planning Programme, Socio-Economic Surveys and House and Population Censuses, and various other administrative purposes, the committee feels that it is very necessary to have a permanent house-numbering scheme uniform for rural and urban areas and that such a system should also be in uniformity with the system of house-numbering prevailing throughout the country.

The scheme of permanent house-numbering is not new to Gujarat, where much headway has already been made. It exists in almost all the municipal areas. In villages, on the eve of the last Census in 1961, the Government had under Rural Development Department Circular No. VPS-2460-E dated 23-11-1960 issued certain instructions for the introduction of permanent house-numbering in areas covered by Village Panchayats by affixing metal plates. A copy of the circular is enclosed. The matter should be pursued further on a scientific basis so as to cover the entire State on a uniform basis.

Stages of Work

The work of permanent house-numbering is to be done in three stages namely,

(1) Preparation of Notional Maps,

(2) Numbering of Houses,

(3) Preparation of Houselists, their verification and maintenance on a permanent basis.

Before considering these stages it would be worth while to fix the agencies responsible for the implementation of the scheme at different levels of administration, which may in the existing administrative set up, be as under :

1. State Level :

The Registrar General, has suggested that the General Administration Department of the State Government dealing with elections, census, etc., or the local administration and the Panchayat Raj Department appears to be the most suitable to co-ordinate the work at the State level and get it done by the District Officers and further that such Depart-

ment may be assisted by the committee of executive which has already been formed by the Government.

Either of these two departments may be entrusted with this work, so far as it relates to policy decisions at the Secretariat level. But for the purpose of ensuring thorough and speedy execution of the scheme on a uniform basis throughout the State, the committee feels that the creation of some agency which will shoulder the responsibility of its implementation and guide the Panchayats and Municipalities during the course of its implementation is essential, if the important work of permanent house-numbering is to be successfully and systematically carried out within a specific period of time. For this purpose any one of following offices may be made responsible for its implementation at the State level :-

(1) Director of Municipalities
(2) Development Commissioner
(3) Chief Electoral Officer
(4) Superintendent of Census Operations

The present committee with the addition of Settlement Commissioner should continue to function and assist the office entrusted with the execution of the scheme at the State level.

Looking to the technical nature of the work involved and the pre-occupations of the Director of Municipalities, Development Commissioner and Chief Electoral Officer with their own activities, the committee feels that the Superintendent of Census Operations should be persuaded to assume the responsibility of implementation of the scheme on behalf of the State, as was done by him in compiling and publishing the District Census Handbooks with the help of the requisite staff made available by State Government.

2. *District Level* : District Development Officer

The District Collector has been suggested to be the authority at the district level in the Manual. As most of the house-numbering work is to be done by the Panchayats in rural areas, the District Development Officer should be the most appropriate authority to implement the scheme at the district level. He will of course use the agency of the municipal authorities also in getting through the work. The Director of Municipalities will issue necessary instructions to the Municipalities in this behalf.

3. *Taluka Level* : Taluka Development Officer

For the reasons stated above, Taluka Development Officer appears to be the most appropriate authority to implement the scheme at taluka level.

4. *Town and Village Level*

Urban Areas : The Commissioners of the City Corporations, Chief Officers of the Municipalities and Secretaries of the Nagar Panchayat and Executive Officers of the Cantonment Boards, etc., should be responsible for the introduction and maintenance of the permanent system of house-numbering in their respective areas.

Rural Areas : The Secretary-*cum*-Talatis of the Village Panchayats should be responsible for the introduction and maintenance of permanent house-numbering system in their panchayat areas.

Unit

House should be the unit of numbering. All structures or parts of structures having separate access from a road or common courtyard, stair-case, etc., and which are normally recognised as separate units for all practical purposes whether used as dwellings or non-dwellings should each bear a distinct house-number.

The details of execution are given for each stage as under :-

1. *Notional Maps*

Notional maps, as envisaged in the Manual showing the general topographical details and entire lay-out of the village or the town with the prominent landmarks, roads, streets and cart-tracks, important features and public buildings, etc., and the position of each house with its number indicated thereon should be prepared. A *pucca* house should be shown by a square and a thatched house by a triangle. The residential and non-residential house should be shown in different colours. These maps should be prepared by the town or village authority concerned, i.e., by the Municipal authorities in urban areas and the Panchayat authorities in rural areas. Help of the survey staff working in the District/Taluka may be enlisted for this work by the Municipalities and Panchayats in their areas. The District Inspectors of Land Records may be asked by the Settlement Commissioner to give guidance to the panchayats and supervise the preparation of maps by all the local authorities in the district. The survey map if available will be helpful in this regard. These maps

should be verified in the field by the Circle Inspector and ultimately certified by the Taluka Development Officer who should conduct a fair percentage of check in the field. In the smaller non-municipal towns, the notional maps should be verified by the Taluka Development Officer personally and attested. In municipal towns the Chief Officer or the Commissioner of the Municipalities should personally check the sketches and house-numbering and attest the map. The Deputy Collector of the Panchayats should inspect the house-numbering and certify the notional maps in panchayats areas.

2. *Numbering*

The system as prescribed by the Registrar General should be adopted for permanent house-numbering in the State. Since the draft scheme furnished by him is comprehensive enough, details given therein are not repeated. Gujarati translation of the house-numbering scheme with such modification as the Government may direct in the light of these recommendations should be furnished to all the local bodies.

Instead of giving numbers in the international form of numerals as suggested by the Registrar General, it is desirable to use Gujarati numerals for house-numbering such as ૧૨૫, ૧૫, etc.

The Registrar General has recommended that for small villages having not more than 125 houses, only one series of house-numbers may be given in some orderly manner such as say clockwise order or streetwise, etc. Blockwise system of numbering as suggested for large villages or villages having separate hamlets may be adopted. For urban areas, the Registrar General has suggested two alternative systems, *viz.*, (1) Block house-numbering system and (2) Locality/Ward/Street-house-numbering system. Both are recommended for adoption, keeping in view the system in vogue at present.

Naming of streets will have to be carried out before undertaking house-numbering where streets have not been named. Since changes in the boundaries of wards are at times affected at the time of elections, special directive should be given to the municipalities for bringing the numbering in line with the changes affected, whenever some portion of ward is transferred to another ward.

3. *Houselisting and Verification*

After preparing the notional maps, houselisting is to be done in the proforma prescribed in the manual by the local body concerned. The houselisting can be done by any employee of the municipality or the panchayat office for urban areas and by village officer or panchayat secretary in rural areas. A cent per cent verification is to be done by the higher officers and the maps ultimately certified by the Municipal Commissioner or the Taluka Development Officer as the case may be.

Execution of the Scheme

Mere issue of instructions will not be sufficient to ensure effective and systematic implemention of the scheme on a uniform basis. It will be necessary to establish a separate cell at the State level with necessary staff comprising of one Aval Karkun or Senior Clerk, two Junior Clerks, 2 Draftsmen (for guiding and supervising the mapping work done by Panchayats and Municipalities), one Typist and one Peon headed by an officer of the status of a Deputy collector to watch the day to day progress of work as also to guide the panchayats and municipalities in the implementation of the scheme. This cell may by attached to such of the officers recommended earlier in para on State Level Authority above, as the Government may deem fit. The committee feels that a maximum period of one year from April 1968 to March 1969 should be prescribed for the purpose of implementation of the scheme throughout the State.

With a view to ensure implementation in the rural areas the Development Commissioner will have to undertake an intensive drive to get the work done by the Taluka Development Officers and District Development Officers. Monthly returns may be prescribed for furnishing progress reports by the District Development Officers and a proforma prescribed and added in the annual returns. Checking of notional maps, house-numbers and houselists should also be prescribed as one of the items for inspection by the Inspecting Officers under the Development Commissioner

Financial Implication

In urban areas, the work of maintaining the permanent house-numbering being the responsibility of municipalities and nagar panchayats is being done by them long since. In fact, there is an enabling provision in Section 179 of the Gujarat Municipal Act under which a municipality may require the owner of any premises to put up a metal plate of house-numbering. The expenses are required to be borne by the owner of such premises either in

full or in part. The municipalities are at present already incurring expenditure on house-numbering and affixing the metal plates. No question of any financial implication is involved in their case.

Exactly similar provisions also exist under the Gujarat Panchayats Act 1961. Section 95 of the said Act enables the Panchayats to require the owner of any premises to put up a metal plate of house-numbering on his premises and recover the expenses from the owner of such premises either in full or part.

Enabling provisions in the two statutes aforesaid are sufficient to ensure implementation of the scheme at the expense of the local bodies and recover it from the house owners both in the municipal areas as well as in the panchayat areas, if so desired. The general practice, however, in vogue at present appears to be that such expenditure is in fact being incurred by most of the local bodies themselves. As the financial condition of all the Panchayats may not be the same, the following alternatives are suggested :

(1) Panchayats and municipalities may bear the entire expenditure themselves.

(2) The Panchayats may recover in full or part the cost of number plates from the house owners as already directed by the Government in their G.R.R.D.D.No. VPS-2460-E dated 23-11-1960 and provided in Section 95 of the Gujarat Panchayats Act 1961.

(3) Expenditure on the cost of metal plates may be subsidized.

(4) In view of the fact that the Government of India already incur expenditure on house-numbering at the time of the decennial Census as also on the preparation of electoral rolls, they may be requested to share some part of the expenditure involved on the implementation of the house-numbering scheme.

The expenditure on the staff recommended in para on Execution of the Scheme will have to be borne by the State Gevernment.

Sd/-
Director of Municipalities & Chairman, Committee on Permanent House-numbering Scheme

Sd/-
Chief Electoral Officer, General Administration Department Member

Sd/-
Deputy Development Commissioner, Member

Sd/-
Representative of the Post Master General, Gujarat Circle, Member

Sd/-
Settlement Commissioner & Director of Land Records, Member

Sd/-
Superintendent of Census Operations, Gujarat, Member and Convener

APPENDIX 13

જરૂરી

ક્રમાંક : એમયુએન—૪૫૬૭—૬૬૨૮—ધ
પંચાયત અને આરોગ્ય વિભાગ,
સચિવાલય, અમદાવાદ—૧૫
તારીખ : ૨૧ ઑગસ્ટ, ૧૯૬૮

પ્રતિ,
સુપ્રિન્ટેન્ડન્ટશ્રી ઑફ સેન્સસ ઑપરેશન, ગુજરાત,
૧૦, ગાંધીબાગ, લૉ કૉલેજ પાછળ,
એલિસબ્રીજ, અમદાવાદ.

વિષય : ઘરોને કાયમી ધોરણે નંબરો આપવા બાબત

આપના તરફથી આવેલ ચેરમેનશ્રી, પરમેનન્ટ હાઉસ નંબરીંગ સ્કીમ કમિટીના તારીખ ૨૬મી માર્ચ, ૧૯૬૮ ના પત્ર ક્રમાંક સી. ઈ. એન—૧૮/૧૯૬૮ વાળા સાથે આવેલ ઉપરોકત વિષય અંગેના રિપોર્ટના અનુસંધાનમાં જણાવવાનું કે તે રિપોર્ટને સિદ્ધાંતમાં સ્વીકારવા સરકારશ્રીની મંજૂરી મળી ગઈ છે. આ બાબતમાં હવે આગળ કાર્યવાહી કરતાં પહેલાં આ યોજના માટે જોઈતો સ્ટાફ કન્ટીન્જન્સી, વગેરે માટે આ વર્ષમાં વાર્ષિક કેટલું ખર્ચ આવશે તથા આવતા વર્ષે કેટલું ખર્ચ થશે તેમજ સ્ટાફ વગેરેની ગોઠવણ અંગેની માહિતી તેમજ આ સિવાય બીજું કઈ ખર્ચ કરવું પડશે કે કેમ તેની વિગત અને અંદાજો સાથે આ વર્ષના તથા આવતા વર્ષના અલગ અલગ ખર્ચના અંદાજો તાત્કાલિક અત્રે મોકલાવવા વિનંતિ છે. જેથી આગળની યોગ્ય કાર્યવાહી થઈ શકે.

સહી
ઉપસચિવ
પંચાયત અને આરોગ્ય વિભાગ

APPENDIX 14

કાયમી ઘર નંબર યોજના

ગુજરાત સરકાર
પંચાયત અને આરોગ્ય વિભાગ
ક્રમાંક : ગપબ— ૩૦૬૮—ચ
સચિવાલય, અમદાવાદ—૧૫, તા. ૬—૧૨—૧૯૬૮

પરિપત્ર

કેન્દ્ર સરકારે દરેક રાજ્યમાં કાયમી ઘર નંબર આપવાની એક યોજના ઘડી તે મુજબ અમલ કરવા માટે દરેક રાજ્ય સરકારને મોકલી છે. આ સંબંધી વધુ વિચારણા કરવા રાજ્ય સરકારે એક સમિતિની નિમણૂક કરી હતી જે સમિતિએ આ યોજના અમલમાં મૂકવા દરખાસ્તો ઘડી કાઢી છે. રાજ્ય પંચાયત પરિષદની સ્થાયી સમિતિની તારીખ ૨૮—૧૧—૬૮ની બેઠકમાં પણ આ બાબતની વિચારણા થઈ હતી અને આ પરિપત્રમાં આપેલ સૂચનાઓ અનુસાર આ કામગીરી હાથ ધરવા પરિષદે પણ ભલામણ કરી છે.

૨. ૧૯૭૧ની વસતિગણતરી શરૂ થાય તે પહેલાં રાજ્યના દરેક ગામમાં દરેકે દરેક ઘરને કાયમી નંબર આપી દેવાની આ યોજના છે. વસતિગણતરીએ કેન્દ્ર સરકારનો વિષય છે, જ્યારે ઘરોને કાયમી નંબર આપવા તે નગરપાલિકાઓ, નગરપંચાયતો અને ગ્રામ પંચાયતોનો વિષય છે. ગુજરાત પંચાયત અધિનિયમ ૧૯૬૧ ની કલમ ૯૫ મુજબ ઘરોને કાયમી ધાતુની નંબર પ્લેટ ચોડવા પંચાયતને જણાવી શકે છે, અને તેમ ન કરવામાં આવે તો પંચાયત કરાવી શકે છે, તે માટે જે ખર્ચ થાય તે મકાન-માલિક પાસેથી પંચાયત વસૂલ કરવા ઈચ્છતી હોય તો પંચાયતોને અધિકૃત કરવામાં આવેલી છે. સને ૧૯૬૧ની વસતિગણતરી સમયે પણ ગ્રામવિકાસ ખાતાના પરિપત્ર નં. વી. પી. -એસ. ૨૪૬૦—ઈ, તા. ૨૩-૧૧-૬૦ થી આવી કાયમી ધાતુની તકતીઓ ગ્રામ્ય વિસ્તારમાંના દરેક ઘર પર લગાડવા સૂચના આપી હતી, અને તે પ્રમાણે રાજ્યની લગભગ ૧૮,૦૦૦ પંચાયતોમાંથી ૪,૧૨૯ પંચાયતોના વિસ્તારમાં આ કામગીરી પૂરી થયેલી છે.

૩. આ પ્રકારની કાયમી ઘર નંબરની યોજના વસતિગણતરીના કામ ઉપરાંત નીચેનાં કામો માટે પણ ઉપયોગી થઈ પડે છે.

(૧) વિધાનસભા, લોકસભા તથા સ્થાનિક સ્વરાજ્યની સંસ્થાઓની ચૂંટણીની મતદાર યાદીઓ બનાવવા માટે.
(૨) સ્થાનિક સ્વરાજ્યની સંસ્થાઓના ઘરવેરાની આકારણી માટે.
(૩) વિકાસ કાર્યક્રમની યોજનાઓના મૂલ્યાંકન તથા અમલ માટે,
(૪) કુટુંબ નિયોજનના કાર્યક્રમ માટે.
(૫) જુદાં જુદાં ખાતાંઓ દ્વારા કરવામાં આવતી સામાજિક તથા આર્થિક મોજણી માટે અને
(૬) વહીવટી ખાતાંઓ તેમજ પંચાયતો વગેરે દ્વારા વારંવાર એકત્ર કરવામાં આવતી માહિતી માટે.

૪. જે કાયમી નંબર પ્લેટ દરેક ઘર પર લગાવવાની છે તેમાં એકવાક્યતા જળવાય તે માટે તેની સાઈઝ તથા તે કઈ ધાતુમાંથી બનાવવાની છે, નંબર લખવાની રીત, તે કામગીરી સમયસર થાય તે માટે શી રીતે તજવીજ કરવી, આ અંગે પંચાયતો કઈ રીતે કામગીરી કરી શકશે, વગેરે બાબત અંગે જરૂરી સૂચનાઓ અને માર્ગદર્શન રાજ્યના જનગણના અધિકારી તરફથી અપાશે. જિલ્લામાં જિલ્લા પંચાયત અને તાલુકા પંચાયતોની દેખરેખ નીચે દરેક ગ્રામ/નગર પંચાયતો મકાન—માલિકો દ્વારા પંચાયતને આપેલી મુદતમાં અને પંચાયત સમયસર આવી પ્લેટો મેળવી અગર કરાવી તેને દરેક ઘર પર ચોડવાનું કામ વ્યવસ્થિત રીતે કરે તેવી વ્યવસ્થા જિલ્લા પંચાયતે કરવાની રહેશે. પ્રથમ તબક્કે આ ખર્ચ ગ્રામ/નગર પંચાયતે ભોગવવાનો રહેશે, અને પછી પંચાયત ઈચ્છે તો મકાન—માલિક પાસેથી તે વસૂલ કરી શકશે. એક તકતીનો ખર્ચ ચોડવાના ખર્ચ સાથે તકતી દીઠ ૫૦ થી ૬૦ પૈસા સુધી આવશે તેવો અંદાજ છે. આ અંગે જરૂર પડે તકતીનો કોન્ટ્રાકટ જનગણના અધિકારી સાથે પરામર્શ કરી આપી તે સમયસર મેળવી આપવાની વ્યવસ્થા જિલ્લા પંચાયતે ગોઠવવાની રહેશે.

૫. રાજ્યમાં મ્યુનિસિપલ વિસ્તાર સહિત કુલ લગભગ ૬૦ લાખ ઘરોની સંખ્યા છે. તેમાંથી કાયમી ઘર નંબર આપવા અંગેની ૨૫ ટકા કામગીરી થયેલી છે એટલે હવે ૪૫ લાખ મકાનો પૂરતી આ કામગીરી કરવાની છે. ત્રણે મ્યુનિસિપલ કોર્પોરેશનના વિસ્તારમાં આ કામગીરી સંપૂર્ણ થઈ છે. બાવન મ્યુનિસિપાલિટીઓ પૈકી ૩૯ મ્યુનિસિપાલિટીઓમાં આ કામ પૂરું થયું છે એટલે હવે ૧૩ મ્યુનિસિપાલિટીઓ અને લગભગ ૧૪,૦૦૦ ગામોમાં આ કામગીરી કરવાની રહે છે.

૬. વસતિગણતરીની કામગીરી શરૂ થાય તે પહેલાં એટલે કે તારીખ ૩૧—૧૨—૬૯ પહેલાં ઘર નંબરો આપવાનું કામ પૂરું થઈ જાય તે જરૂરી છે. ઘર નંબરો આપ્યા બાદ ઘરોની યાદી બનાવવાનું કામ હાથ પર લેવાય છે અને ત્યારબાદ વસતિગણતરીનું કામ હાથ ધરવાનું છે.

૭. ઉપરની વિગતે કાયમી ઘર નંબર આપવાની કામગીરી પંચાયતો તરફથી હાથ ધરવામાં આવે અને પંચાયતો દ્વારા આ કામગીરી વ્યવસ્થિત રીતે હાથ ધરાય તેવી રીતે આ બાબત દરેક ગ્રામ/નગર પંચાયતના ધ્યાન ઉપર લાવી જિલ્લા પંચાયતો વ્યવસ્થા ગોઠવે તેવી વિનંતિ કરવામાં આવે છે. આ અંગે વધુ વિગતવાર સૂચનાઓ જનગણના અધિકારીશ્રી તરફથી આપવામાં આવશે.

સહી
(પ્ર. છે. શુકલ)
ઉપસચિવ
પંચાયત અને આરોગ્ય વિભાગ.

પ્રતિ,
વિકાસ કમિશનરશ્રી, ગુજરાત રાજ્ય, અમદાવાદ
સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓ
સર્વે સમાહર્તાશ્રીઓ
સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓ
સર્વે સંબંધિત ખાતાના વડાઓ
સામાન્ય વહીવટ વિભાગ
નિયામકશ્રી, માહિતી ખાતું
જનગણના અધિકારીશ્રી, અમદાવાદ
પંચાયત અને આરોગ્ય વિભાગની "ધ" મ્યુ. શાખા
પંચાયત અને આરોગ્ય વિભાગની સર્વ શાખાઓ, (ધ સિવાય)

APPENDIX 15

જનગણના અધિકારીની કચેરી
કેરાવાલા બિલ્ડીંગ, વી. એસ. હોસ્પીટલ સામે,
પ્રિતમરાય માર્ગ, એલીસબ્રીજ, **અમદાવાદ–૬**
તા. ૩૦ મી જન્યુઆરી, ૧૯૬૯.

પરિપત્ર નં. ૧

વિષય : ઘરોને કાયમી નંબર આપવા બાબત

આપણા દેશમાં ઘરોને સહેલાઈથી ઓળખી શકાય તે માટે તેમને કાયમી નંબર આપવાની એકસરખી પદ્ધતિની આવશ્યકતા ઊભી થઈ છે. આ પ્રકારની કાયમી ઘર નંબરો આપવાની યોજના વસતિગણતરીના કામ ઉપરાંત નીચે જણાવેલા વિવિધ હેતુઓ માટે પણ ઉપયોગી છે.

(૧) વિધાનસભા, લોકસભા તથા બીજી સ્થાનિક સ્વરાજ્યની સંસ્થાઓની મતદાર યાદીઓ બનાવવા માટે
(૨) સ્થાનિક સ્વરાજ્યની સંસ્થાઓના ઘરવેરાની આકારણી માટે
(૩) વિકાસ કાર્યક્રમની યોજનાઓના મૂલ્યાંકન તથા અમલ માટે
(૪) કુટુંબ નિયોજનના કાર્યક્રમ માટે
(૫) જુદાં જુદાં ખાતાઓ દ્વારા કરવામાં આવતી સામાજિક તથા આર્થિક મોજણી માટે
(૬) વહીવટી ખાતાઓ દ્વારા વારંવાર એકત્ર કરવામાં આવતી માહિતી માટે તથા
(૭) ટપાલની સરળ અને ઝડપી વહેંચણી માટે

(૨) **સદરહુ** હેતુઓ માટે કેન્દ્ર સરકારે ઘરોને કાયમી ઘર નંબર આપવાની એક યોજના ઘડી તે મુજબ અમલ કરવા માટે દરેક રાજ્ય સરકારને મોકલી આપી છે. રાજ્ય સરકારે આ યોજનાના અમલ અંગે ભલામણ કરવા માટે નગરપાલિકાઓના નિયામકશ્રીના અધ્યક્ષપણા નીચે એક સમિતિ નીમી હતી. આ સમિતિએ સદરહુ યોજનાનો તલસ્પર્શી અભ્યાસ કરી કેટલીક ભલામણો રાજ્ય સરકારને કરી હતી. રાજ્ય સરકારે આ સઘળી ભલામણોનો સૈદ્ધાંતિક સ્વીકાર

ક્યા બાદ એક પરિપત્ર પંચાયત અને આરોગ્ય વિભાગના ક્રમાંક: ગપબ-૩૦૬૮-ચ તા. ૬ઠ્ઠી ડિસેમ્બર, ૧૯૬૮થી બધા જિલ્લા વિકાસ અધિકારીશ્રીઓને મોકલ્યો છે. સદરહુ પરિપત્રના પારા (૭) મુજબ ઘરોને કાયમી નંબર આપવા માટે નીચે મુજબની સૂચનાઓ આપવામાં આવે છે.

(૩) કાયમી ઘર નંબરની યોજનાનો અમલ કરવા માટેની એજન્સી

(અ) **રાજ્ય કક્ષાએ**—રાજ્ય કક્ષાએ સરકારશ્રીને મદદ કરવા માટે નીચેના સભ્યોની એક સમિતિની નિમણૂક કરવામાં આવી છે.

(૧) વિકાસ કમિશનરશ્રી ... અધ્યક્ષ
(૨) નગરપાલિકાઓના નિયામકશ્રી સભ્ય
(૩) મુખ્ય ચૂંટણી અધિકારી ... સભ્ય
(૪) સેટલમેન્ટ કમિશનર અનેરે ડાયરેક્ટર ઑફ લેન્ડ રેકર્ડઝ ... સભ્ય
(૫) પોસ્ટ અને ટેલિગ્રાફ ખાતાના પ્રતિનિધિ ... સભ્ય
(૬) જનગણના અધિકારી ... સભ્ય અને કન્વીનર

(બ) જિલ્લા કક્ષાએ–જિલ્લા કક્ષાએ ઘરોને નંબર આપવાની યોજનાનો અમલ કરવાની જવાબદારી જે તે જિલ્લા વિકાસ અધિકારીશ્રીની રહેશે.

(ક) તાલુકા કક્ષાએ—તાલુકા કક્ષાએ આ યોજનાનો અમલ કરવાની જવાબદારી જે તે તાલુકા વિકાસ અધિકારીશ્રીની રહેશે.

(૩) **શહેર તથા ગ્રામ કક્ષાએ**—મ્યુનિસિપલ કૉર્પોરેશનના કમિશનરશ્રી, મ્યુનિસિપાલિટીના અને કેન્ટોનમેન્ટ બોર્ડના મુખ્ય અધિકારીશ્રી, નવા ટાઉનશીપના મુખ્ય અધિકારીશ્રી વિગેરેની પોતાના વિસ્તારમાં આવેલાં ઘરોને કાયમી નંબરો આપવાની પદ્ધતિનો અમલ કરવાની અને તેની સંભાળ રાખવાની જવાબદારી રહેશે. ગ્રામ્ય વિસ્તારમાં પંચાયતોના મંત્રીની આવી જવાબદારી રહેશે.

(૪) **ઘર** શબ્દની વ્યાખ્યા નીચે પ્રમાણે છે :

ઘર એટલે કે સ્વતંત્ર પ્રવેશદ્વારવાળી, વસવાટવાળી અગર ખાલી ઈમારત કે ઈમારતનો ભાગ, અગર રહેઠાણ, દુકાન, દુકાન સાથેનું ઘર કે ધંધાનું સ્થળ, કોઢ (વર્કશોપ), નિશાળ, ઈત્યાદિ.

જો કોઈ મકાનમાં સંખ્યાબંધ ફ્લેટો અથવા બ્લોકો એક બીજાથી અલગ આવેલા હોય, અને તેમનાં સ્વતંત્ર પ્રવેશદ્વાર રસ્તા ઉપર અથવા સહિયારી સીડી ઉપર અથવા મુખ્ય દરવાજા તરફ દોરી જતા સહિયારા ચોકમાં પડતાં હોય, તો તેઓને જુદાં જુદાં ઘર ગણવાં અને દરેક ઘરને નંબર આપવો. જો કોઈ બંધ કે ખુલ્લા કંપાઉન્ડમાં એકજ માલિકીની એકથી વધારે ઈમારતો હોય, દા. ત., મુખ્ય ઘર, નોકરોના મકાનો, ગેરેજ, વગેરે તો આવા જૂથને એક જ ઘર ગણી એક જ નંબર આપી જૂથના પ્રત્યેક એકમને પેટા-નંબર આપવો. દા. ત., ૨૫(૧), ૨૫(૨) વગેરે. જો કોઈ મોટા કંપાઉન્ડમાં સ્વતંત્ર ઘરો અથવા બીજા રહેવાના એકમો આવેલાં હોય, દા. ત., એકજ કંપાઉન્ડમાં આવેલા રેલવે કોલોનીનાં ઘરો અથવા એકજ કંપાઉન્ડમાં આવેલું કારખાનાનું મકાન અને અલગ અલગ રહેઠાણનાં ઘરો હોય તો તે દરેકને અલાયદો નંબર આપવો. કંપાઉન્ડના દરવાજા ઉપર તે કંપાઉન્ડમાં આવેલા ઘરોને જે નંબરો આપેલા હોય તે લખવા.

ઘરોને કાયમી નંબર આપવાની યોજના અંગે ત્રણ તબક્કાનો કાર્યક્રમ ગોઠવવામાં આવ્યો છે. પ્રથમ તબક્કામાં ઘરોના અંદાજી (Notional) નકશા બનાવવાના છે. બીજા તબક્કામાં ઘરોની યાદી (Houselist) બનાવવાની છે અને ત્રીજા તબક્કામાં ઘરો ઉપર કાયમી નંબરની તકતીઓ ચોડવાની છે.

(૫) ઘરોને કાયમી નંબર આપતાં પહેલાં અંદાજી (Notional) નકશાઓ બનાવવા જરૂરી છે. એમ ઠરાવવામાં આવ્યું છે. તેને તૈયાર કરવા અંગેની સૂચનાઓ નીચે મુજબ છે.

(અ) ગ્રામ્ય વિસ્તાર—બારણા ઉપર ઘરોને નંબર આપતાં પહેલાં પ્રાથમિક શરૂઆતરૂપે સમગ્ર ગામનો એક અંદાજી (Notional) નકશો બનાવવો. તે માટે સામાન્ય રીતે ૧૨૫ થી ૧૫૦ ઘરોનો એક બ્લોક બનાવવો. જો તેથી વધુ ઘરો હોય તો ગામને એકથી વધુ બ્લોકમાં વહેંચી નાંખવું. મુખ્ય ગામને તથા દરેક પરાંને અલગ અલગ બ્લોક નંબર આપવા. જો કોઈ ગામમાં ૧૨૫ કરતાં વધુ ઘરો હોય તો ૧૨૫ ઘરનો એક બ્લોક એ ધોરણે જરૂરિયાત જેટલા બ્લોક પાડવા અને ૧૨૫ થી ઓછા ઘર હોય તો પણ તેને જુદો બ્લોક નંબર આપવો. ઘર નંબરની તકતીઓ કાયમી ધોરણે આપવાની છે, માટે નાના ગામમાં પણ ભવિષ્યમાં ઘરોની સંખ્યા વધવાની છે એ હકીકત નજર સમક્ષ રાખવી જોઈએ અને આજે ગામમાં ઘરોની સંખ્યા ૧૨૫ થી ઓછી હોય તો પણ તેને બ્લોક નંબર આપી દેવો જોઈએ જેથી ભવિષ્યમાં ઘરોની સંખ્યા ૧૨૫ થી વધે ત્યારે જૂના નંબરો નિરુપયોગી ન થાય અને નવા નંબરો નાખવા બાબતમાં ગૂંચવણ ઊભી ન થાય. એ હેતુથી એવું સૂચવવામાં આવે છે કે નાનાં ગામો કે જ્યાં ૧૨૫ થી ઓછાં ઘરો છે અને જ્યાં આજે એક જ બ્લોક થવાનો છે ત્યાં પણ ઘર નંબરની તકતીઓ નાંખતી વખતે બ્લોક નંબર અને ઘર નંબર બન્ને દર્શાવવા. આવાં ગામોમાં ઘર નંબર ૧/૧ થી મકાનોની સંખ્યા મુજબ અનુક્રમે ૧/૧૨૫ સુધી લખાશે અને તેમાં પ્રથમ (૧) બ્લોક નંબર માટે ત્રાંસી લીટી પછીના અંક ઘર નંબર માટે હશે.

આ પ્રમાણે ગામનો નકશો બનાવ્યા પછી તેમાં દરેક બ્લોકની હદ બતાવવી અને તેમાં આવેલ દરેક ઘરને સ્વતંત્ર નંબર આપી બતાવવું. નકશામાં બધા રસ્તાઓ, શેરીઓ વિગેરે બતાવવા તથા તેમનાં નામો પણ લખવાં. જો કોઈ રસ્તા અથવા શેરીને નામ આપવામાં આવ્યું ન હોય, તો તેને નામ આપી દેવું જરૂરી છે. **પાકા મકાનને ચોરસ અને કાચા મકાનને ત્રિકોણથી બતાવવાં, અને ઘર નંબર તે ચોરસ યા ત્રિકોણમાં લખવો.** ત્રિકોણ કે ચોરસમાં બ્લોક નંબર લખવાની જરૂર નથી. પરંતુ મોટા અક્ષરે બ્લોકની મધ્યમાં બ્લોક નંબર લખવો. રહેઠાણ અને બિનરહેઠાણના મકાનને જુદી જુદી રીતે બતાવવાં. આ હેતુ માટે બિનરહેઠાણનાં સ્થળોને પેન્સિલથી

આડી લીટી દોરી રેખાંકન (Hatching) કરવામાં આવે તો પૂરતું થશે. ગામમાં કોઈ જાહેર મકાનો, નિશાળો, ધાર્મિક સ્થળો, વગેરે આવેલાં હોય તો તેમને તે પ્રમાણે નકશામાં દર્શાવવાં.

૧૯૬૧ની વસતિ ગણતરી વખતે ગુજરાત સરકારે ઘરોને કાયમી ઘર નંબરો આપવા વિષે કેટલીક સૂચનાઓ ગ્રામ વિકાસ ખાતાના પરિપત્ર નં. વીપીએસ. ૨૪૬૦-ઈ તા. ૨૩-૧૧-૬૦થી આપી હતી તે અનુસાર કેટલીક ગ્રામ પંચાયતોએ ઘરોને નંબરની ધાતુની કાયમી તકતીઓ લગાડી છે. જો આ તકતીઓ ઉપરની યોજના સાથે સુસંગત હોય તો આ ગ્રામ પંચાયતોએ હાલમાં તેમાં કાંઈ ફેરફાર કરવો આવશ્યક નથી. પરંતુ ભવિષ્યમાં જ્યારે ફરીથી નંબરો આપવાનો પ્રસંગ ઊભો થાય ત્યારે ઉપર જણાવ્યા પ્રમાણે ઘરોને નંબર આપવાની યોજનાનો અમલ કરવાનો છે. આવા ગામોમાં પણ ઉપર જણાવ્યા મુજબ બ્લોકો પાડી અંદાજી (Notional) નકશો બનાવવાનો રહેશે, અને ઘરોની યાદી (Houselist) બનાવવાની રહેશે.

(બ) **શહેરી વિસ્તાર**—શહેરી વિસ્તાર માટે અંદાજી (Notional) નકશાઓ બનાવવાનું કામ ગ્રામ્ય વિસ્તારની પદ્ધતિ મુજબનું જ છે. દરેક શહેર મહોલ્લા, લત્તા કે વોર્ડમાં વહેંચાયેલું હશે. આવા મહોલ્લા, લત્તા કે વોર્ડોની ચોક્કસ હદ બતાવતો સમગ્ર શહેરનો એક મોટો નકશો તૈયાર કરવો. પછી દરેક મહોલ્લા, લત્તા કે વોર્ડને ૧૦૦ થી ૧૨૫ ઘરનો એક એવા જરૂર પડે તેટલા બ્લોકમાં વહેંચી નાંખવો. ત્યાર બાદ દરેક બ્લોકનો ઉપર મુજબ નકશો બનાવવો. તેમાં બધા રસ્તાઓ, શેરીઓ વગેરે તેમના નામ સાથે દર્શાવવાં. ઉપર જણાવ્યા મુજબ આ નકશામાં પણ પાકા મકાનને ચોરસથી અને કાચા મકાનને ત્રિકોણથી દર્શાવવું. ઘર નંબર ત્રિકોણ અથવા ચોરસની અંદર લખવો. બ્લોક નંબર બ્લોકની મધ્યમાં લખવો. રહેઠાણ અને બિનરહેઠાણના મકાનને જુદી જુદી રીતે બતાવવાં. બિનરહેઠાણના મકાનને પેન્સિલથી આડી લીટી દોરી રેખાંકન (Hatching) કરી બતાવવું.

જે શહેરોમાં ઘર નંબરોની ધાતુની તકતીઓ ઉપરની યોજના સાથે સુસંગત રીતે લગાડવામાં આવી હોય તેમાં હાલમાં કાંઈ ફેરફાર કરવાની જરૂરિયાત નથી. આવા શહેરોમાં પણ ઉપર જણાવ્યા મુજબ બ્લોકો પાડી અંદાજી (Notional) નકશો અને ઘરોની યાદી (Houselist) બનાવવાનાં રહેશે. પરંતુ જ્યારે નવેસરથી નંબર આપવાનો પ્રસંગ ઉપસ્થિત થાય ત્યારે ઉપર જણાવ્યા પ્રમાણે ઘરોને નંબર આપવાની યોજનાનો અમલ કરવો. ઘરોને નંબર આપતાં પહેલાં તેનો અંદાજી (Notional) નકશો બનાવવાની આવશ્યકતા એટલા માટે છે કે તેમ કરવાથી ગામનાં મકાનોની પરિસ્થિતિ કાગળ ઉપર આપણી સમક્ષ ઉપસ્થિત થાય છે. ત્યાર બાદ આપણે જે રીતે પ્રથમ નકશા ઉપર નંબરો આપ્યા હોય તે મુજબ જ સ્થળ ઉપર નંબરો આપવાની કાર્યવાહી ચોક્સાઈપૂર્વક થઈ શકે છે. જો તેમ કરવામાં ન આવે તો સંભવ છે કે સ્થળ ઉપર નંબરો આપતી વખતે તેનો ક્રમ યોગ્ય રીતે જળવાઈ ન રહે. આ કારણથી નંબરની તકતીઓ મકાન ઉપર લગાડતાં પહેલાં, કાગળ ઉપર ગામનો નકશો દોરી, તેના પ્રત્યેક ઘરને નકશા ઉપર નંબર આપવો જરૂરી છે.

(૬) નકશાઓ તૈયાર કરવા તથા અધિકૃત કરવા બાબત

(અ) ગ્રામ્ય વિસ્તારમાં ઘર નંબરના નકશાઓ ગ્રામ પંચાયતના મંત્રીએ તૈયાર કરવાના છે. સર્કલ ઈન્સ્પેક્ટરે અથવા તેની ઉપરના અધિકારીએ તેની સો એ સો ટકા ચકાસણી કરવાની છે અને અંતે તાલુકા વિકાસ અધિકારીશ્રીએ તેના ખરાપણા અંગેનું સર્ટિફિકેટ આપવાનું છે.

(બ) નગર પંચાયત વિસ્તારમાં આવા નકશાઓ તેના કર્મચારીએ બનાવવાના છે. તાલુકા વિકાસ અધિકારીશ્રીએ જાતે તે ચકાસવાના છે અને તેના પ્રત્યેકના ખરાપણાનો દાખલો આપવાનો છે.

(ક) મ્યુનિસિપલ વિસ્તારમાં મ્યુનિસિપાલિટીના તથા મ્યુનિસિપલ કૉર્પોરેશન વિસ્તારમાં કૉર્પોરેશનના કર્મચારીએ આવા નકશાઓ બનાવવાના છે. તેના મુખ્ય અધિકારીએ આવા નકશાઓ અને ઘર નંબરો જાતે પૂરતા પ્રમાણમાં ચકાસવાના છે. મ્યુનિસિપલ વિસ્તાર પૂરતું મદદનીશ અગર નાયબ કલેક્ટરે અને મ્યુનિસિપલ કૉર્પોરેશન પૂરતું નાયબ મ્યુનિસિપલ કમિશનરશ્રીએ તે પ્રત્યેક નકશાઓના ખરાપણાનું સર્ટિફિકેટ આપવાનું છે.

(ડ) કેન્ટોનમેન્ટ, રેલવે કોલોની, મીલીટરી એરિયા, ટાઉનશીપ વિગેરેમાં જે તે સંસ્થાના કર્મચારીએ આવા નકશાઓ બનાવવાના છે અને તેના મુખ્ય અધિકારીએ તેના ખરાપણાનું સર્ટિફિકેટ આપવાનું છે.

(૭) ઘરોની યાદી (Houselist)—ઘર નંબરોના નકશાઓ બનાવ્યા બાદ અને ઘરોને નંબરો આપ્યા પછી આ સાથે જોડેલા પરિશિષ્ટ (અ)માં દર્શાવ્યા મુજબ ઘરોની યાદી (Houselist) બનાવવાની છે. દર સાલ ઘરોની ચકાસણી કરવી જોઈએ અને તે પ્રમાણે ઘરોની યાદી (Houselist) સુધારી બરાબર કરવી જોઈએ. શહેરી વિસ્તારમાં મ્યુનિસિપાલિટી, કેન્ટોનમેન્ટ, રેલવે કોલોની, ટાઉનશીપ વગેરેના કર્મચારીએ ઘરોની યાદી (Houselist) બનાવવાની છે અને ગ્રામ્ય વિસ્તારમાં ગ્રામ/નગર પંચાયતના મંત્રીએ ઘરોની યાદી (Houselist) બનાવવાની છે. પરિશિષ્ટની વિગત જોતાં સ્પષ્ટ થશે કે રહેણાક અને બિનરહેણાકના મકાનને સળંગ ઘર નંબર આપવાનો છે. કોલમ નં. (૧)માં પ્રથમ મકાનના ત્રણ ભાગ છે. પ્રથમ ભાગ રહેઠાણ માટે, બીજો ભાગ નોકરોના રહેઠાણો માટે અને ત્રીજો ભાગ ગેરેજ માટે વપરાય છે. રહેઠાણવાળા ભાગોને નં. ૧(૧) તથા ૧(૨) આપેલા છે જ્યારે બિનરહેઠાણવાળા ભાગને નં. ૧(૩) આપ્યો છે. ઘરની દીવાલ તથા છાપરામાં વપરાયેલા માલની વિગત કોલમ (૩) અને (૪) માં દર્શાવી છે. ઘર જે હેતુ માટે વપરાય છે તેની વિગત કોલમ (૫) માં દર્શાવી છે. કોલમ (૬) માં કુટુંબના વડાનું નામ અથવા પેઢીનું નામ અથવા મકાનમાલિકનું નામ લખવામાં આવ્યું છે. ઘરોની યાદી (Houselist) દર વર્ષે એક વખત તપાસવાની છે, અને તેમાં જે કાંઈ ફેરફાર થયા હોય તેની નોંધ કરવાની છે. આ અંગેની વિગતવાર સૂચના આ પરિપત્રના (૧૫) માં ફકરામાં આપવામાં આવી છે.

(૮) **ઘર** નંબરોના અંદાજી (Notional) નકશાઓ તૈયાર કર્યા પછી તેની છ નકલો જિલ્લા પંચાયતે તૈયાર કરવાની છે. તેની વહેંચણીની વ્યવસ્થા નીચે પ્રમાણે કરવાની છે. આવી નકલો કાઢવાની વ્યવસ્થા બાબત હવે પછી સૂચનાઓ આપવામાં આવશે.

ગ્રામ્ય વિસ્તાર :

ગ્રામ/નગર પંચાયત કચેરી	... ...	બે નકલો
તાલુકા વિકાસ અધિકારી	... ...	એક નકલ
જિલ્લા વિકાસ અધિકારી	... ...	એક નકલ
જનગણના અધિકારી	... ...	બે નકલો

શહેરી વિસ્તાર :

મ્યુનિસિપલ અથવા પંચાયત કચેરી	...	ત્રણ નકલો
નાયબ જિલ્લા વિકાસ અધિકારીશ્રી (નગર પંચાયતો પૂરતું)	... ...	એક નકલ
મદદનીશ/નાયબ કલેકટરશ્રી (મ્યુનિસિપલ વિસ્તાર પૂરતું)	...	એક નકલ
નિયામકશ્રી, નગરપાલિકાઓ	... ...	એક નકલ
જનગણના અધિકારી	... ...	એક નકલ

ઘર નંબરના અંદાજી (Notional) નકશાઓ ૩૦"× ૨૮" ની સાઈઝના ડ્રોઈંગ કાગળો ઉપર દોરવાના છે. રાજ્ય સરકાર બધાં ગામડાંઓ અને શહેરોને જે તે જિલ્લાના વિકાસ અધિકારી મારફતે આવા કાગળો પૂરા પાડશે. અગર આ અંગેનું ખર્ચ જે તે સ્થાનિક સંસ્થાઓએ પોતાના ભંડોળમાંથી પાડવું તેવી સૂચના આપશે. જો કોઈ ગામનો નકશો એક કાગળમાં સમાઈ ન શકે તો જરૂરિયાત મુજબ ઉપરની સાઈઝના વધારાના કાગળો વાપરવા.

દરેક ઘરનું સ્થળ અને તેને આપવામાં આવેલો નંબર તથા શેરીનું નામ વગેરે માહિતી દર્શાવતો સમગ્ર ગામનો અથવા શહેરનો મોટા કદનો નકશો પંચાયત કે મ્યુનિસિપલ કચેરીમાં દીવાલ ઉપર લટકાવવો.

(૯) **ઘર નંબરનું આયોજન**

(અ) નાના ગામો–નાનું ગામ કે જેમાં ઘરોની સંખ્યા ૧૨૫ કે તેથી ઓછી હોય અને જેમાં પરાં ન હોય તેવાં ગામોમાં ઘરોને ૧ થી શરૂ કરીને અનુક્રમ નંબરો આપવા. જો ઘરો એક જૂથમાં ગોઠવાયેલાં હોય તો નંબરો ઘડિયાળના કાંટાની ગતિ પ્રમાણે આપવા અથવા શેરીમાં આવેલાં ઘરોને એક છેડેથી લઈ બીજા છેડા સુધી અને ત્યાંથી સામેની બાજુએથી શરૂ કરી જ્યાંથી નંબરો આપવાનું શરૂ કર્યું હતું તેની બરાબર સામેની બાજુએ આવી અટકવું. આ પ્રમાણે બીજી શેરીઓના ઘરોને અનુક્રમે નંબરો આપતા આગળ વધવું.

(બ) મોટાં ગામો–મોટાં ગામો અથવા જે ગામોમાં એક કે વધુ પરાં હોય તે દરેકને એકથી વધુ બ્લોકમાં જરૂરિયાત મુજબ વહેંચી નાખવાં. દરેક બ્લોકમાં ઘરોની સંખ્યા આશરે ૧૨૫ થી ૧૫૦ની રાખવી. જ્યાં જુદાં જુદાં પરાં વસેલાં હોય ત્યાં દરેક પરાંને અલગ બ્લોક તરીકે ગણવું. આ પ્રમાણે બ્લોકોની રચના કર્યા પછી શક્ય હોય ત્યાં સુધી નીચે જણાવેલ વિકલ્પોને અનુક્રમે પસંદગી આપવી. (૧) વાયવ્ય (North–west) ખૂણેથી શરૂ કરી અગ્નિ (South–east) ખૂણા તરફ (૨) ઘડિયાળના કાંટાની ગતિ મુજબ અથવા ઉલટી ગતિ મુજબ (૩) ડાબી બાજુથી શરૂ કરી જમણી બાજુ અથવા (૪) ઉત્તરથી શરૂ કરી દક્ષિણ તરફ, દરેક બ્લોકની હદની અનુકૂળતા પ્રમાણે અનુક્રમે નંબરો આપવા. પ્રથમ બ્લોકની શરૂઆત મુખ્ય ગામથી થાય તે જરૂરી છે. દરેક બ્લોકની અંદર ઘરોને એકથી શરૂ કરી અનુક્રમે નંબરો આપવા. દરેક ઘરને જે નંબર આપવાનો છે તેમાં પ્રથમ બ્લોક નંબર અને પછી ઘરનો અનુક્રમ નંબર લખવો. જેમ કે ૨/૫ અથવા ૫/૨ વગેરે. આપણે નંબર પ્લેટ ૨" ×૩"ની સાઈઝની રાખવાનું ઠરાવ્યું છે. આ પ્લેટની વચ્ચે લીટી દોરી ઉપરના ભાગમાં બ્લોક નંબર અને નીચેના ભાગમાં ઘર નંબર લખવામાં આવશે તેની નોંધ લેવી.

ઘર નંબર આપવાના હેતુ માટેનું એકમ (Unit) બ્લોક છે. એટલે જૂના ગામતળને અડીને નવો વસવાટ થયો હોય તો તેવાં ઘરોને મૂળ ગામતળનાં ઘરોથી જુદા પાડવાની જરૂર નથી. આવાં ઘરોનો જે બ્લોકમાં સમાવેશ કરવામાં આવ્યો હોય તેના ક્રમ મુજબ નંબરો આપવા. પરંતુ જો આવો વસવાટ ગામથી દૂર પરા અગર મુવાડા (Hamlet) તરીકે થયો હોય તો તેને જુદો બ્લોક નંબર આપી નવેસરથી અનુક્રમવાર નંબરો આપવા.

ઘર નંબર આપવા માટે ઉપર જણાવેલ ચાર વિકલ્પો પૈકી અનુકૂળતા મુજબ ગમે તે એક જ વિકલ્પ રાખવો. પરંતુ એકી-સાથે એકથી વધુ વિકલ્પ મુજબ નંબર આપવા નહિ. નકશામાં એક દિશામાં નંબર આપવાનું શરૂ કર્યા પછી અનિવાર્ય ન હોય ત્યાં સુધી દિશા બદલવી નહિ, અને બિનજરૂરી ચડઊતર કરવી નહિ. બને ત્યાં સુધી નંબરોની સળંગતા (Continuity) જાળવી રાખવી. આમ ન થવાથી નકશો સમજવામાં કે સ્થળ ઉપર નંબરો શોધવામાં ગૂંચવાડો ઊભો થાય છે. માટે ઉપરની સૂચનાઓનો કાળજીપૂર્વક અમલ કરવો. ઘર નંબરો કઈ દિશામાં જાય છે તે દર્શાવતા તીરનું નિશાન કરવામાં આવે તો ઉપયોગી થશે.

(ક) શહેરી વિસ્તાર–શહેરી વિસ્તારમાં ઘરોને નંબર આપવા માટે બે પદ્ધતિઓ અનુકૂળ જણાઈ છે. (૧) બ્લોક-ઘર નંબર પદ્ધતિ અને (૨) લત્તા/વોર્ડ-બ્લોક-ઘર નંબર પદ્ધતિ.

(૧) **બ્લોક-ઘર નંબર પદ્ધતિ**–આ પદ્ધતિ ગ્રામ્ય વિસ્તારમાં મોટા ગામમાં જણાવ્યા પ્રમાણેની છે. શહેરને અનુકૂળ બ્લોકોમાં વહેંચી નાંખવું અને દરેક બ્લોકમાં આશરે ૧૦૦ થી ૧૨૫ ઘરોની સંખ્યા રાખવી. સૌ પ્રથમ દરેક બ્લોકને બ્લોક નંબર આપવો અને તે પછી તેમાં આવેલ પ્રત્યેક ઘરને અનુક્રમવાર ઘર નંબર આપવો. દાખલા તરીકે ઘર ઉપર આપેલો ૨/૩૦ નંબર, બ્લોક નંબર ૨ માં આવેલ ઘર નંબર ૩૦ દર્શાવે છે.

આ પદ્ધતિ નાનાં શહેરોમાં ઘરોને નંબર આપવામાં અનુકૂળ છે, તેમ છતાં નીચે જણાવેલ પદ્ધતિ અપનાવવી હશે તો તે પણ અપનાવી શકાશે.

(૨) **લત્તા/વોર્ડ-બ્લોક-ઘર-નંબર પદ્ધતિ**–મોટાં શહેરોમાં આ પદ્ધતિ અનુકૂળ જણાઈ છે. દરેક લત્તા અથવા વોર્ડની હદ નક્કી કરી તેને અલાયદો સંકેત નંબર અનુક્રમવાર આપવો. દરેક વોર્ડ અથવા લત્તાને જરૂરિયાત મુજબ બ્લોકમાં વહેંચવો અને દરેક

બ્લોકમાં આશરે ૧૦૦ થી ૧૨૫ ઘરોની સંખ્યા રાખવી. દરેક બ્લોકમાં આવેલાં ઘરોને એકથી શરૂ કરી અનુક્રમે નંબરો આપવા. આ પ્રમાણે આ પદ્ધતિમાં દરેક ઘર નંબર (૧) લત્તા/વોર્ડ નંબર (૨) બ્લોક નંબર અને (૩) ઘર નંબરનો બનેલો હશે. આથી ઘર નંબર $\frac{2/4}{99}$ લત્તા/વોર્ડ નંબર ૨, બ્લોક નંબર ૪ અને ઘર નંબર ૯૯ દર્શાવે છે. આ રીતે નંબર લખવાની પદ્ધતિમાં વોર્ડ નંબર તથા બ્લોક નંબરની વચ્ચે ત્રાંસી લીટી દોરવામાં આવશે. વોર્ડ નંબર તથા બ્લોક નંબર પ્રથમ પ્લેટની ઉપરના ભાગમાં લખાશે અને ત્યાર બાદ પ્લેટની વચ્ચે આડી લીટી દોરી તેની નીચે ઘર નંબર લખાશે.

(૧૦) ઘરોને નંબર આપવાની રીત–કોઈપણ ઘર નંબર આપ્યા વગરનું રહી ન જાય તે જોવું અગત્યનું છે. બધાં મકાનો જેવા કે રહેઠાણવાળાં અથવા બિનરહેઠાણવાળાં, વસવાટવાળાં કે બિન-વસવાટવાળાં, મંદિરો, દેવળો, મસ્જિદો, દુકાનો, ધંધાકીય જગ્યા, કારખાનું, કોઢ વગેરે દરેકને નંબરો આપવા જોઈએ. એક જ મકાનના ભાગરૂપ હોય અથવા એક જ કમ્પાઉન્ડમાં એક જ માલિકીના મકાનો આવેલાં હોય અને તેમાં ઘણાં કુટુંબો વસતા હોય તો પણ અલગ પ્રવેશદ્વારવાળાં અને રહેઠાણના ઉપયોગ માટે બંધાવેલ આવા દરેક મકાનને અલગ નંબર આપવો. રહેઠાણ માટે અથવા બિનરહેઠાણ માટે વપરાશમાં હોય અથવા વપરાશ લાયક હોય તેવા દરેક મકાન અગર ઝૂંપડાંને પણ અલગ નંબરો આપવા આવશ્યક છે. જો કોઈ નવી કોલોની અસ્તિત્વમાં આવે તો તેને ચાલુ બ્લોકના ભાગ તરીકે અથવા નવા બ્લોક તરીકે ગણવી. રેલવે કોલોનીને પણ નવી કોલોનીની જેમ નંબરો આપવા. રીઝર્વ ફોરેસ્ટને પણ ગામના એક ભાગ તરીકે ગણવું. મીલીટરી હકૂમતવાળા વિસ્તારમાં તેમની સલાહ અને સહકારથી નંબરો આપવા. રેલવે અથવા પી. ડબલ્યુ. ડી. ખાતાએ પોતાના આપેલા અલગ નંબરોને ઉપરની સૂચના મુજબ કરવા. તેમાં નવા નંબરો આપવા નહિ પરંતુ એક જ કમ્પાઉન્ડમાં આવેલાં ઘરોના જૂથને જો રેલવે ખાતાએ એક જ નંબર આપ્યો હોય તો તે નંબર કાયમ રાખી તે જૂથના પ્રત્યેક ઘરને પેટા નંબરો આપવા.

(૧૧) નંબર લગાવવાનું સ્થળ—દરેક ઘરને નંબરની ધાતુની તકતીઓ લગાડવાનું ઠરાવવામાં આવ્યું છે. આ તકતી લગાવવાની ઉત્તમ જગ્યા ઘરના મુખ્ય બારણાના લીંટલનો (Lintel) મધ્ય ભાગ અથવા મુખ્ય બારણું કે તેની બાજુની દિવાલ છે. કેટલાંક ઝૂંપડાં કે જ્યાં બારણાં ન હોય ત્યાં આ તકતીઓ થાંભલી કે એવા આગળ પડતા ભાગ ઉપર સ્પષ્ટપણે જોઈ શકાય તે રીતે ચોડવી અને તેમ ન થઈ શકે તો વાળા કે તારથી અગર દોરીથી ટાંગવી. **આવી ઘર નંબરની તકતીઓ આપ્યાની પહોંચ ઘરના મુખ્ય માણસ પાસેથી લેવી.**

(૧૨) ઘર નંબરની ધાતુની તકતીઓનું કદ—ઘર નંબરની ધાતુઓની તકતીઓનું કદ ૪" લંબાઈ અને ૩" પહોળાઈનું અથવા ૨" લંબાઈ અને ૩" પહોળાઈનું રહેશે. મ્યુનિસિપલ વિસ્તારમાં જરૂર જણાય તો ૪"×૩"ની તકતી વાપરવી. પરંતુ ગ્રામ્ય વિસ્તાર માટે ૨"×૩"ની સાઈઝની તકતી પૂરતી જણાય છે. ગ્રામ્ય વિસ્તારની તકતીઓમાં એકવાક્યતા જળવાય માટે આ સાઈઝની તકતી સર્વ સ્થળે વાપરવા ભલામણ છે. આ તકતીમાં માત્ર ગુજરાતી આંકડાઓ જ લખવાના છે. તેમાં ગ્રામ પંચાયતનું નામ લખવાની આવશ્યકતા નથી. આંકડાની ઊંચાઈ ૧" અને જાડાઈ ૧/૧૦" રહેશે. તકતીની વચ્ચે આડી લીટી દોરી આંકડાઓ લીટીની ઉપર તથા નીચે લખવાના છે. ઉપરનો આંકડો વોર્ડ અથવા બ્લોક નંબરનો રહેશે અને નીચેનો આંકડો ઘર નંબરનો રહેશે. આ પ્લેટો એનેમલ, એલ્યુમિનિયમ અગર જસતની બનાવવામાં આવે તો તેની ઉપરના અક્ષરો લાંબા સમય સુધી સ્પષ્ટ વંચાય છે. આ તકતીઓ એક જ સ્થળે બનાવવામાં આવે તો તેનું ઉત્પાદનખર્ચ ઘણું મામૂલી થાય તેવો સંભવ છે. આ પ્રશ્ન આ ક્ચેરીની સક્રિય વિચારણા હેઠળ છે અને તે અંગેની જરૂરી સૂચનાઓ ટૂંક સમયમાં બહાર પાડવામાં આવશે.

(૧૩) ગ્રામ/નગર પંચાયત અને મ્યુનિસિપલ હદમાં ફેરફાર–જો ગ્રામ/નગર પંચાયત અથવા મ્યુનિસિપાલિટીની હદમાં કોઈ ભાગ ઉમેરવામાં આવે તો નીચે પ્રમાણે વિધિ કરવી. જે ભાગ ઉમેરવામાં આવ્યો હોય તેને અલાયદો લત્તો અથવા બ્લોક ગણવો, અને તેમાંનાં ઘરોને તે પ્રમાણે નંબરો આપવા. નક્શાઓ અને ઘરોની યાદી (Houselist) મુજબ સુધારવી. ઘરોને લગાડેલા નંબરો રેવન્યુ ઈન્સ્પેકટરના દરજ્જાના સુપરવાઈઝરે ચકાસવા જરૂરી છે. જે બ્લોક કે બ્લોકોમાંથી આ વિસ્તાર બાકાત કરવામાં આવ્યો હોય તેના બાકીનાં ઘરોને જરૂર જણાય તો નંબરો ફરીથી આપવા. ગ્રામ પંચાયતની બાબતમાં જિલ્લા વિકાસ અધિકારીની અને મ્યુનિસિપાલિટીની બાબતમાં જિલ્લા કલેકટરની પરવાનગી મેળવવી જરૂરી છે.

(૧૪) ઘરોના નંબરોની જાળવણી—ગ્રામ્ય તથા શહેરી વિસ્તારોમાં ઘર નંબરોની જાળવણી કાયમી ધોરણે થાય તે અત્યંત જરૂરી છે. ગ્રામ્ય વિસ્તારોમાં નંબરોની જાળવણીની જવાબદારી ગ્રામ પંચાયતોની અને શહેરી વિસ્તારોમાં જે તે વિસ્તારના સ્થાનિક સત્તાવાળાઓની છે. કોઈપણ મકાન અથવા ઝૂંપડાને નંબરો આપવાનું કામ ઉપરોક્ત સૂચનાઓ પ્રમાણે થયું છે કે કેમ તે જોવાની જવાબદારી જે તે વિસ્તારના સ્થાનિક સત્તાવાળાઓની છે. નવું બાંધકામ અસ્તિત્વમાં આવે કે તુરત જ તેને નંબર આપી દેવો જોઈએ. જો નંબરો ઘરાવતાં બે ઘરોની વચ્ચે નવું ઘર અસ્તિત્વમાં આવે તો નવા ઘરને ઊતરતા ક્રમના નંબર સાથે ગુજરાતી મૂળાક્ષર સાથેનો પેટા નંબર આપવો. દાખલા તરીકે ઘર નંબર ૪ અને ૫ વચ્ચે બે નવાં ઘર બાંધવામાં આવેલ છે. તો તે નવા ઘરોને ૪-અ અને ૪-બ નંબર આપવો. પરંતુ ફરીથી જ્યારે ૪-અ અને ૪-બ વચ્ચે નવું ઘર બંધાય તો તે નવા ઘરને ૪-અ-૧ નંબર આપવો. જ્યારે ઘર નંબર ૪ અને ૪-અ વચ્ચે નવું ઘર બંધાય તો નવા ઘરને ૪-૧ નંબર આપવો. બીજી તરફ બ્લોકમાં જ્યાં ચાલુ નંબરોની શ્રેણી પૂરી થતી હોય ત્યાં નવું મકાન બંધાય ત્યારે જ નવા બાંધકામને ચાલુ શ્રેણીનો અનુક્રમ નંબર આપવો. જ્યારે જ્યારે નવા બાંધકામ અસ્તિત્વમાં આવે અને નવા ઘર નંબરો આપવામાં આવે ત્યારે ઘર નંબરના નક્શાઓ અને ઘરોની યાદી (Houselist) સુધારવી જોઈશે.

(૧૫) ઘરના નંબરોની વાર્ષિક ચકાસણી–ઘર નંબરોને દર વર્ષે ચકાસવા જોઈએ અને તેને અદ્યતન બનાવવા જોઈએ.

૩૧મી માર્ચે પૂરા થતા વર્ષ માટે આવું સર્ટિફિકેટ પરિશિષ્ટ બ માં ગ્રામ્ય વિસ્તારમાં ગ્રામ/નગર પંચાયતના મંત્રીએ અને શહેરી વિસ્તારમાં જે તે સંસ્થાના મુખ્ય અધિકારીએ આપવું પડશે. તે સર્ટિફિકેટમાં નીચેની વિગતો જણાવવી.

(૧)	હિસાબી વર્ષની શરૂઆતમાં ઘરોની કુલ સંખ્યા	(૧) રહેણાકના (૨) બિનરહેણાકના
(૨)	વર્ષ દરમિયાન ઉમેરવામાં આવેલાં ઘરોની સંખ્યા	(૧) રહેણાકના (૨) બિનરહેણાકના
(૩)	હિસાબી વર્ષના અંતે ઘરોની સંખ્યા	(૧) રહેણાકના (૨) બિનરહેણાકના

આવું સર્ટિફિકેટ દર વર્ષે જૂન માસની આખર પહેલાં ચકાસણી કર્યા પછી આપવું જોઈએ. ચકાસણીમાં રહેણાકનાં અને બિનરહેણાકનાં મકાનોનો સમાવેશ થવો જોઈએ.

આ સર્ટિફિકેટની બે નકલો બનાવવી. ગ્રામ્ય વિસ્તારમાં એક નકલ ગ્રામ/નગર પંચાયત કચેરીમાં રાખવી અને બીજી નકલ તાલુકા વિકાસ અધિકારીને મોકલવી. મ્યુનિસિપાલિટી અને મ્યુનિસિપલ કૉર્પોરેશન બાબતમાં એક નકલ મ્યુનિસિપલ કચેરીમાં રાખવી અને બીજી નકલ કલેક્ટરશ્રીને મોકલવી. સર્ટિફિકેટના ખરાપણાની ચકાસણી ગ્રામ્ય વિસ્તારમાં તાલુકા વિકાસ અધિકારીશ્રીએ કરવી. મ્યુનિસિપલ વિસ્તારમાં આ ચકાસણી મદદનીશ/નાયબ કલેક્ટરશ્રીએ કરવી, અને નગરપાલિકાઓના નિયામકશ્રી જ્યારે ફેરણીમાં જાય ત્યારે તેમણે અનુકૂળતા મુજબ કરવી. મ્યુનિસિપલ કૉર્પોરેશને સર્ટિફિકેટની એક નકલ નગરપાલિકાઓના નિયામકશ્રીને જાણ માટે મોકલવી. તાલુકા વિકાસ અધિકારીએ પોતાની હકૂમત હેઠળના વિસ્તારના એકમોના વાર્ષિક ચકાસણીનાં સર્ટિફિકેટો જિલ્લા વિકાસ અધિકારીને મોકલવાં. મ્યુનિસિપાલિટીના મુખ્ય અધિકારીશ્રીએ આવાં સર્ટિફિકેટ મદદનીશ/નાયબ કલેક્ટરશ્રી મારફત કલેક્ટરશ્રીને મોકલવાં. મ્યુનિસિપલ કોર્પોરેશનના કમિશનરશ્રીએ આવાં સર્ટિફિકેટ નગરપાલિકાઓના નિયામકશ્રીને મોકલવાં. આવા વાર્ષિક ચકાસણી સર્ટિફિકેટને ઘર નંબરના નકશા અને ઘરોની યાદી (Houselist) સાથે રાખવાં.

જિલ્લા વિકાસ અધિકારીશ્રીએ, કલેક્ટરશ્રીએ અને નગરપાલિકાઓના નિયામકશ્રીએ પોતાના સમગ્ર વિસ્તારનાં આવા સર્ટિફિકેટો આવી ગયાં છે કે કેમ તેની ખાત્રી કરવી અને દર વર્ષે ૧૫ મી ઓગસ્ટ સુધીમાં સરકારને અહેવાલ મોકલવો.

(૧૬) ઘર નંબરની ધાતુની કાયમી તકતીઓ લગાવવાનો ખર્ચ–જે કાયમી નંબર પ્લેટ દરેક ઘર ઉપર લગાવવાની છે તેમાં એકવાક્યતા જળવાય તે માટે તેનું કદ તથા તે કઈ ધાતુમાંથી બનાવવી તે વિગત તથા તેના અક્ષરોની જાડાઈ, ઊંચાઈ, વગેરે બાબતો ઉપર મુજબ નક્કી કરવામાં આવી છે. જો આખા રાજ્યની નંબરની તકતીઓની જરૂરિયાત સ્પર્ધાત્મક દરના ધોરણે એક જ સ્થળેથી પૂરી પાડવામાં આવે તો પ્રત્યેક જિલ્લા અગર તાલુકા પંચાયતને તેમના વિસ્તારની જરૂરિયાત અધિકૃત ઉત્પાદક પાસેથી સીધી મેળવી લઈ ગ્રામ/નગર પંચાયતો મારફત તેને ચોંટાડવાની વ્યવસ્થા કરવાની રહેશે. નંબરની તકતીઓનો ખર્ચ નક્કી કરતી વખતે તેના ચોંટાડવાના ખર્ચનો પણ તેમાં સમાવેશ કરવામાં આવશે. આ ખર્ચ પ્રથમ દરજ્જે તાલુકા અગર જિલ્લા પંચાયતો ભોગવશે અને ગ્રામ/નગર પંચાયતો પાસેથી વસૂલ કરશે. મ્યુનિસિપાલિટીઓએ પોતાની જરૂરિયાત મુજબની નંબરની તકતીઓ અધિકૃત ઉત્પાદક પાસેથી બારોબાર મેળવી લેવાની રહેશે. ગુજરાત પંચાયત ધારાની કલમ ૯૫માં તથા ગુજરાત મ્યુનિસિપલ ધારાની કલમ ૧૭૯માં જે સ્પષ્ટ જોગવાઈ કરવામાં આવી છે તે મુજબ ઘરોને કાયમી ધાતુની નંબર પ્લેટ ચોડવા માટે સ્થાનિક સંસ્થાઓને જે કાંઈ ખર્ચ થાય તે રકમ તેઓ મકાન–માલિક પાસેથી વસૂલ કરવા હકદાર છે. આને માટે પંચાયતે નીચે મુજબની જાહેર નોટિસ પ્રસિધ્ધ કરવાની રહેશે.

નોટિસ

ગુજરાત પંચાયત ધારાની કલમ ૯૫ અન્વયે દરેક મકાન-માલિકને આથી નોટિસ આપવામાં આવે છે કે તેઓએ આ નોટિસ મળેથી દિન પંદરમાં પોતાના મકાન ઉપર ઘર નંબરની તકતીઓ લગાવી દેવી. જો તેમ કરવામાં તેઓ કસૂર કરશે તો પંચાયત પોતાના ખર્ચે આવી તકતી ઘર ઉપર લગાવવા પ્રબંધ કરશે અને તેને અંગેનો ખર્ચ મકાન–માલિક પાસેથી વસૂલ કરશે.

ગ્રામ/નગર પંચાયત

કચેરી ... ... સરપંચ/સભાપતિ

તાલુકો ... ... ગ્રામ/નગરપંચાયત

જિલ્લો ... ...

તારીખ :–

(૧૭) ૧૯૭૧ના સેન્સસના ભાગ રૂપે રાજ્યનાં ઘરોની ગણતરી જાન્યુઆરી ૧૯૭૦માં કરવાની છે. તે પહેલાં રાજ્યના દરેકે દરેક ગામના દરેકે દરેક ઘર ઉપર ઘર નંબરની ધાતુની તકતીઓ લાગી જાય તે ખૂબ જ જરૂરી છે. આ અંગે અત્યારથી જો વ્યવસ્થા વિચારવામાં આવે તો ડિસેમ્બર ૧૯૬૯ પહેલાં રાજ્યના દરેકે દરેક ઘરને કાયમી નંબરની તકતી ચોડી શકાશે. આ માટે ઉપર જણાવેલ સૂચનાઓનો વેળાસર અમલ કરવા વિનંતિ છે.

ચં. ચી. ડૉકટર,
જનગણના અધિકારી,
ગુજરાત, અમદાવાદ.

પ્રતિ,

સચિવશ્રી, પંચાયત અને આરોગ્ય વિભાગ, ગુજરાત રાજ્ય, અમદાવાદ, જય ભારત સાથે જાણ માટે,

વિકાસ કમિશનરશ્રી, ગુજરાત રાજ્ય, અમદાવાદ, જયભારત સાથે જાણ માટે,

નગરપાલિકાઓના નિયામકશ્રી, ગુજરાત રાજ્ય, અમદાવાદ, જયભારત સાથે જાણ માટે,

મ્યુનિસિપલ કમિશનરશ્રી, મ્યુનિસિપલ કોર્પોરેશન, અમદાવાદ, વડોદરા, સુરત,
સર્વે નગરપાલિકાઓના પ્રમુખશ્રીઓ,
સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓ,
સર્વે નાયબ જિલ્લા વિકાસ અધિકારીશ્રીઓ,
સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓ (નગર પંચાયતો તથા ગ્રામ પંચાયતોને વહેંચવા માટે ... ... નકલો સાથે),
સર્વે ક્લેકટરશ્રીઓ/મદદનીશ/નાયબ ક્લેકટરશ્રીઓ,
સર્વે તાલુકા મામલતદારશ્રીઓ,
જાણ તથા અમલ માટે.

પરિશિષ્ટ અ

ઘરોની યાદી

જિલ્લાનું નામ ... ...
તાલુકા/મહાલનું નામ ... ...
શહેર/ગામનું નામ ... ...
લત્તા/વોર્ડનું નામ અને નંબર ... ...
બ્લોક નંબર ... ...
શેરીનું નામ ... ...

ઘર નંબર		ઘરનું ટૂંકમાં વર્ણન		ઘર જે હેતુ માટે વપરાતું હોય તે (રહેઠાણ, દુકાન, દુકાન સાથે ઘર, કોઢ (વર્કશોપ), નિશાળ, મંદિર, પુસ્તકાલય, પોલીસથાણું, વગેરે)	રહેઠાણના મકાન માટે કુટુંબના વડાનું નામ અને બિનરહેઠાણવાળા મકાન માટે પેઢી અથવા માલિકનું નામ
રહેણાક	બિનરહેણાક	દીવાલમાં વપરાયેલ માલ (ગારો, ઈંટો, પથ્થર, સિમેન્ટના બ્લોક, વાંસ, ટીન, વગેરે)	છાપરામાં વપરાયેલ માલ (છાજ, ગારો, સિમેન્ટ કોંક્રીટ, એસ્બેસ્ટોસનાં પતરાં, નળિયાનાં પથ્થર, લાકડાની છત, વગેરે)		
૧	૨	૩	૪	૫	૬
૧(૧)		ઈંટ	આર. સી. સી.	રહેઠાણ	રામલાલ
૧(૨)		ઈંટ	નળિયાં	રહેઠાણ (નોકરોનાં રહેઠાણો)	ખાલી
	૧(૩)	ઈંટ	પતરું	ગેરેજ	રામલાલ
	૨	સિમેન્ટના પોલા બ્લોકસ	એસ્બેસ્ટોસનાં પતરાં	કોઢ (વર્કશોપ)	એપેક્ષ એન્જીનિયરિંગ કું.
	૩	પથ્થર	ઈંટ	મંદિર	હનુમાનનું મંદિર
૪		ગારો	છાજ	દુકાન સાથે ઘર	દેવવ્રત
	૫(૧)	ઈંટ	એસ્બેસ્ટોસનાં પતરાં	હોસ્પિટલ	સિવિલ હોસ્પિટલ
	(૨)	ઈંટ	એસ્બેસ્ટોસનાં પતરાં	હોસ્પિટલ (અલગ શેડ)	,,
૫(૩)		ઈંટ	એસ્બેસ્ટોસનાં પતરાં	રહેઠાણ (ડોકટરોનાં રહેઠાણો)	ડૉ. ઝાલા
	૬	ઈંટ	ઈંટ	દુકાન	ભવાની વસ્ત્રભંડાર
૭		ગારો	ગારો	રહેઠાણ	(૧) પ્રતાપભાઈ (૨) મોહનભાઈ
			(**નોંધ**–એક ઘરમાં રહેતાં બે કુટુંબો)		
	૮	ગારો	છાજ	જર્જરિત	...
૯		લાકડું	પતરું	સહકારી સ્ટોર્સ (દુકાન સાથે રહેઠાણ)	નંદલાલ

નોંધ : જ્યાં એક જ મકાન રહેઠાણ અને બિનરહેઠાણવાળું હોય અને તેના દરેક ભાગને જુદા નંબરો આપવામાં આવ્યા ન હોય તો એવા મકાનને રહેણાકવાળાં ગણી આના નં. ૧ માં એક સામાન્ય નંબર દર્શાવવો. (ઉદાહરણ તરીકે ઉપર દર્શાવેલ નમૂનાના પત્રકમાં બતાવેલા ઘર નંબરો ૪ અને ૯)

ચકાસણી કરનારની સહી ....
હોદ્દો .....
તારીખ .....

ઘરની યાદી બનાવનારની સહી .....
હોદ્દો .....
તારીખ .....

પરિશિષ્ટ બ

સર્ટિફિકેટ

૩૧મી માર્ચ..... .....ના રોજ પૂરા થતાં વર્ષ માટેનું સર્ટિફિકેટ

જિલ્લો..... ગામ/શહેર.....

તાલુકો

વોર્ડ/લત્તાનો નંબર તથા નામ	બ્લોક નંબર	હિસાબી વર્ષની શરૂઆતમાં ઘરોની કુલ સંખ્યા		હિસાબી વર્ષ દરમિયાન ઘરોની સંખ્યામાં થયેલો વધારો		હિસાબી વર્ષની આખરે ઘરોની કુલ સંખ્યા		નોંધ
		રહેણાક	બિનરહેણાક	રહેણાક	બિનરહેણાક	રહેણાક	બિનરહેણાક	
૧	૨	૩	૪	૫	૬	૭	૮	૯

નોંધ : કોલમ ૯માં જે નવાં ઘરોનો વધારો થયો હોય તેના નંબરો દર્શાવો. આ વધારાના નંબરો રહેણાક અને બિનરહેણાક માટે અલગ અલગ નીચે મુજબ દર્શાવો. વર્ષ દરમિયાન જે મકાનો પડી ગયાં હોય તેના નંબરો પણ જુદા દર્શાવો. આ ઉપરાંત બીજી જે કોઈ વધારાની વિગત આપવાની જરૂરિયાત જણાય તે આપો.

પડી ગયેલાં મકાનોના નંબર :

નવા બંધાયેલ મકાનોના નંબર :

(૧) રહેણાકનાં :

(૨) બિનરહેણાકનાં :

આથી સર્ટિફિકેટ આપવામાં આવે છે કે સરકારશ્રીના હુકમો મુજબ ઘરોને નંબરો બરાબર આપવામાં આવેલ છે અને તેની યોગ્ય રીતે સાચવણી કરવામાં આવી છે અને અંદાજી (Notional) નકશાઓની સાચવણી પણ બરાબર કરવામાં આવી છે.

તારીખ..... સહી.....

હોદ્દો.....

APPENDIX 16

તા. ૧૦—૩—૧૯૬૯

પરિપત્ર નં. ૨

વિષય : ઘરોને કાયમી નંબરો આપવા બાબત તથા ઘરોના અંદાજી નકશા બનાવવા બાબત ... ...

આ ઑફિસના પરિપત્ર નં. ૧ તા. ૩૦મી જાન્યુઆરી, ૧૯૬૯થી ઘરોને કાયમી નંબરો આપવાની યોજનાનો અમલ કરવા અંગે વિગતવાર સૂચનાઓ આપવામાં આવી છે. તે ઉપરાંત આ ઑફિસના ગુજરાતી પરિપત્ર નંબર સી. ઈ. એન. ૧૮ તા. ૨૮મી જાન્યુઆરી, ૧૯૬૯થી દરેક તાલુકા દીઠ એક ગામ પસંદ કરીને તેમાં પ્રાયોગિક ધોરણે આ યોજનાનો અમલ કરવા બધા જિલ્લા વિકાસ અધિકારીશ્રીઓને જણાવવામાં આવ્યું છે. આમ કરવાનો હેતુ દરેક તાલુકા વિકાસ અધિકારીશ્રીને આ યોજનાનો અમલ કરવામાં શું મુશ્કેલી પડે છે તેનો પ્રત્યક્ષ અનુભવ આપવાનો હતો. પ્રાયોગિક ધોરણે જે તાલુકા વિકાસ અધિકારીશ્રીઓએ આ અંગેનો પ્રત્યક્ષ અનુભવ મેળવ્યો છે તેમને જણાયું છે કે આ યોજનાનો અમલ કરવામાં કશી મુશ્કેલી નથી. જે સ્થળોએ આ કામગીરી

હજી હાથ ઉપર લેવામાં આવી નથી ત્યાં તેનો અમલ કરવામાં મુશ્કેલી છે એવો કાલ્પનિક ભય વ્યકત કરવામાં આવે છે. તેથી જે તાલુકાઓમાં હજુ આ યોજનાનો અમલ કરવામાં નથી આવ્યો ત્યાં સત્વરે કામગીરી હાથ ઉપર લેવા વિનંતી છે.

૨. પાયલોટ યોજના દરમિયાન જે અંદાજી નકશાઓ બનાવવામાં આવે તે તાલુકા વિકાસ અધિકારીશ્રીની જાત દેખરેખ નીચે બનાવવા જોઈએ. આ નકશાઓ તલાટીની માસિક મિટિંગમાં બતાવવા જોઈએ, અને બધાં ગામોમાં સારા, સ્વચ્છ અને સુઘડ નકશાઓ કેવા હોવા જોઈએ તેનું ઉત્તમ ઉદાહરણ પૂરું પાડવું જોઈએ. પાયલોટ યોજના દરમિયાન દરેક તાલુકા વિકાસ અધિકારીશ્રીને જે અનુભવ પ્રાપ્ત થયો છે તે ધોરણે બીજાં ગામોમાં નકશા દોરતી વખતે જે સામાન્ય ત્રુટીઓ થતી હોય તેને દૂર રાખી શકાશે. હવે એમ ઠરાવવામાં આવ્યું છે કે માર્ચ ૧૯૬૯ની આખર સુધીમાં બધાં ગામોના કાચા નકશા દોરવાનું કામ પૂરું કરવાનું છે. સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓ આ કામગીરી હેઠળ હવે બધાં ગામોને આવરી લેવાય તે પ્રમાણે વ્યવસ્થા કરે અને આ કામ સત્વરે ઉપાડી લે તેવી વિનંતિ છે.

૩. કેટલાંક ગામોના અંદાજી નકશાઓની તપાસણી કરતાં જે સામાન્ય ત્રુટીઓ જોવામાં આવી છે તે નીચે દર્શાવવામાં આવી છે. સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓનું તે તરફ ખાસ ધ્યાન દોરવામાં આવે છે અને તેઓને વિનંતિ કરવામાં આવે છે કે તેમના તાલુકામાં આવી ત્રુટીઓનું પુનરાવર્તન ન થાય તેની કાળજી રાખવી. તલાટીઓની માસિક મિટિંગ સમયે આ પ્રત્યેક મુદ્દાની વિગતવાર ચર્ચા કરવી અને તેમને જણાવવું કે આ પ્રકારની ભૂલોનું પુનરાવર્તન ચલાવી લેવામાં આવશે નહિ.

(૧) ગામોનો અંદાજી નકશો બનાવતી વખતે તલાટીએ ગામમાં જાતે ફરીને કાચો નકશો બનાવવાનો છે. આમ કરતી વખતે તેણે દરેકે દરેક ઘર જાતે સ્થળ ઉપર જોયા બાદ નકશામાં તેને બદલે સંજ્ઞા મૂકવાની છે. જો કાચું ઘર હોય તો ત્રિકોણ મૂકવાનો છે અને પાકું ઘર હોય તો ચોરસ મૂકવાનો છે. આ પ્રમાણે એક વખત કાચો નકશો બનાવ્યા બાદ, તેની અંદર અનુક્રમ નંબર લખતાં પહેલાં, તેણે ગામમાં ફરી એકવાર આંટો મારી, કોઈ પણ ઘર સમાવેશ થયા વગરનું રહી જતું હોય તો તેને દાખલ કરવું. પરંતુ ગામના લત્તે લત્તામાં કે શેરીએ શેરીમાં ફર્યા સિવાય આ નકશો બનાવવાનો નથી તેની નોંધ લેવી.

(૨) ગામનો અંદાજી નકશો બનાવ્યા બાદ એની ચતુસ્સીમાનું વર્ણન ચારે દિશાએ કરવામાં આવે તો ઉપયોગી થશે. ગામને અડીને જો રાષ્ટ્રિય ધોરી માર્ગ (નેશનલ હાઈવે–NH), રાજ્ય ધોરી માર્ગ (સ્ટેટ હાઈવે–SH), જિલ્લાના મુખ્ય રસ્તા (મેજર ડિસ્ટ્રિકટ રોડ–MDR), જિલ્લાના બીજા રસ્તા (અધર ડિસ્ટ્રિકટ રોડ–ODR), કે ગ્રામ્ય રસ્તા (વિલેજ રોડ–VR), આવેલા હોય તો તેનું પૂરું નામ લખી ઉપરના સંજ્ઞા સૂચક શબ્દો લખવા. તે જ પ્રમાણે જો કોઈ નદી, નાળું, તળાવ, પહાડી, ટેકરો, વગેરે ભૌગોલિક સીમાચિહ્ન આવેલ હોય તો નકશામાં બતાવવાં અને તેના પ્રચલિત નામ હોય તો લખવાં. ગામની અંદર જે ફળિયાં, શેરી, ચોક વગેરે આવેલાં હોય તેનાં નામ પણ નકશા પર બતાવવાં. કોઈ વિસ્તારને નામો આપવામાં આવ્યા ન હોય ત્યાં શક્ય હોય તો પંચાયતની સંમતિ મેળવી શેરી, મહોલ્લા કે ચોકને નવેસરથી નામ આપવાં. મહત્વનાં જાહેર મકાનો જેમકે પંચાયત કચેરી, નિશાળ, વાંચનાલય, વગેરેને નકશા ઉપર સ્પષ્ટ રીતે દેખાઈ આવે તે રીતે બતાવવા અને તેની ઉપર તે મુજબ લખવું.

(૩) આદિવાસી વિસ્તારોમાં તથા પછાત વિસ્તારોમાં અંદાજી નકશો બનાવવાની બાબતમાં મુશ્કેલી રજૂ કરવામાં આવી છે. આ વિસ્તારોમાં લોકો ગામતળ બાંધીને રહેતા નથી પરંતુ છૂટાછવાયા ખેતરોમાં ઝૂંપડાં બાંધીને રહેતા હોય છે. આ સંજોગોમાં આ વિસ્તારોનો નકશો કેવી રીતે બનાવવો એમ પૂછવામાં આવ્યું છે. આ બાબતમાં સ્પષ્ટતા કરવાની કે આવા વિસ્તારોમાં ગામના સર્વે ખાતાના નકશાના આધારે ગામનો અંદાજી નકશો બનાવવો. આ નકશામાં સર્વે નંબરો ઉપરાંત ઘર નંબરો આપવા. સર્વે નંબર દર્શાવતી વખતે તેની સામે "સ. નં." શબ્દો લખવા. તે સર્વે નંબરોમાં જે ઘરો બાંધવામાં આવ્યાં હોય તેને અનુક્રમે નંબરો આપવા. આવા વિસ્તારોમાં પણ ૧૨૫ થી ૧૫૦ ઘરોનો એક બ્લોક થશે તેનું ધ્યાન રાખવું.

(૪) આ કચેરીના પરિપત્ર નં. ૧ના પેરા (૮)માં એમ જણાવવામાં આવ્યું છે કે ઘર નંબરના અંદાજી નકશાની છ નકલો જિલ્લા પંચાયતે તૈયાર કરવાની છે. તેના અનુસંધાનમાં જણાવવાનું કે હાલ પૂરતી આ નકશાની માત્ર બે નકલો કરવામાં આવે તો પૂરતું થશે. આ પૈકીની એક નકલ આ કચેરીને મોકલવી અને બીજી નકલ ગ્રામ પંચાયતના દફતર ઉપર રાખવી.

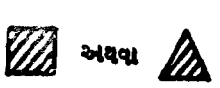
(૫) તાલુકા વિકાસ અધિકારીશ્રીઓ તેમના તાલુકાના બધાં જ ગામોના અંદાજી નકશા તૈયાર કરાવવાનું કામ હવે તાત્કાલિક હાથ ઉપર લે તે જરૂરનું છે. દરેક ગામના કાચા અંદાજી નકશા તલાટી-મંત્રીએ ૩૧મી માર્ચ, ૧૯૬૯ પહેલાં તાલુકા કચેરીએ પહોંચતા કરવાના છે. તે કચેરીમાં આ નકશા પહોંચ્યા બાદ ત્રણ માસમાં એટલે ૩૦મી જૂન, ૧૯૬૯ પહેલાં તાલુકા ઓવરસિયરે તે દરેક નકશાને આખરી કરવાના છે. માર્ચ મહિના પછી ઓવરસિયરો ઉપર કામનું ભારણ ઓછું થશે તેથી તેઓ તે પછીના ત્રણ માસ દરમિયાન આ નકશા પાકા કરવાનું કામ સહેલાઈથી કરી શકશે. આ અંગેની સંપૂર્ણ વ્યવસ્થા તથા તેની પાકી દેખરેખ તાલુકા વિકાસ અધિકારીશ્રીએ ગોઠવવાની છે. તાલુકા ઓવરસિયર વ્યવસ્થિત રીતે કામ કરે તે હેતુથી એપ્રિલ, મે, જૂન માસ દરમિયાન દર માસે તાલુકાના ૧/૩ ભાગના પાકા નકશા તૈયાર કરી આપે એવો લક્ષ્યાંક તેમને આપવો, અને તે યોગ્ય રીતે પૂરો થાય છે તેની પ્રતિ માસ ખાત્રી કરવી.

(૬) આ કચેરીના પરિપત્ર નં. ૧ના પેરા (૬)માં જણાવ્યા મુજબ તાલુકા વિકાસ અધિકારીશ્રીઓએ ગામના અંદાજી નકશાને અધિકૃત કરવાનો છે. તલાટી તરફથી આ કાચા નકશા તાલુકા વિકાસ અધિકારીશ્રી તરફ મોકલવામાં આવે તે પહેલાં સર્કલ ઈન્સ્પેકટરે બધા નકશા તપાસી તે બરાબર હોવા બદલનું પ્રમાણપત્ર કાચા નકશા ઉપર આપવાનું છે. આવું પ્રમાણપત્ર નકશા ઉપર

આપ્યા પછી તે નકશા તાલુકા કચેરીએ મોકલવાના છે, અને તે પાકા થયા બાદ તાલુકા વિકાસ અધિકારીશ્રીએ અધિકૃત કરવાના છે.

ઉપરની બધી સૂચનાઓ આવરી લેતા કેટલાક નકશાઓ તૈયાર કરવામાં આવ્યા છે. આ પૈકી એક નાના કદના ગામનો, બીજો મધ્યમ કદના ગામનો તથા ત્રીજો મોટા કદના ગામનો એમ ત્રણ ગામના નકશાઓ નમૂનારૂપે આ સાથે બીડયા છે. આ નકશાને અનુસરીને આપના તાલુકાના બીજા ગામોના નકશા બનાવવાનો પ્રબંધ કરશો તેવી વિનંતિ છે.

(૭) ઉપર કહેવાઈ ગયું છે તે મુજબ અંદાજી નકશામાં કાચાં ઘરો ત્રિકોણથી અને પાકાં ઘરો ચોરસથી દર્શાવવાનાં છે. બિનરહેણાકનાં ઘરો માટે તે ચોરસમાં યા ત્રિકોણમાં આડી લીટી દોરી રેખાંકન—Hatching કરવાનું છે. જેમ કે

 અથવા

આ હેતુ માટે કાચાં ઘર કોને કહેવાં અને પાકાં ઘર કોને કહેવાં તે મુદ્દો સ્પષ્ટતા માંગી લે છે.

(અ) જે ઘરનું છાપરું પાકી ઈંટો, પથ્થર, સિમેન્ટ કોંકીટ, લાકડું, દેશી કે વિલાયતી નળિયાં, નાળવાળાં પતરાં અને/અથવા એસ્બેસ્ટોસનાં પતરાંનું બનેલું હોય તેને પાકું ઘર ગણવું જોઈએ. છાપરા ઉપરાંત જે ઘરની દીવાલો ઉપર જણાવેલા પૈકી પાકી ઈંટો, પથ્થર, સિમેન્ટ કોંકીટ કે ઈમારતી લાકડાની બનેલી હશે તો તેને પણ પાકું ઘર ગણાશે.

(બ) જે ઘરની દીવાલો અને છાપરું કાચી ઈંટો, વાંસ ગારો, ઘાસ, પાંદડાં, બરૂ અને/અથવા છાજ અથવા છૂટા પથ્થરો અથવા કોઈ બીજી વસ્તુઓ ગોઠવી બનાવવામાં આવ્યું હોય તો તેને કાચું ઘર ગણવું.

(૮) ગુજરાત રાજ્યના બધા જિલ્લામાં મળીને કુલ ગામોની સંખ્યા ૧૮,૭૦૯ છે. તે પૈકી રાજ્યના અડધા ઉપરાંતનાં ગામો એટલે ૯,૬૩૭ ગામો એવાં છે કે જેમાં ૧૫૦ થી વધારે ઘર સંખ્યા નથી. આ ગામમાં ફક્ત એક જ બ્લોક પાડવાનો રહેશે. રાજ્યનાં ૪,૯૭૬ ગામો એવાં છે કે તેમાં ઘર સંખ્યા ૧૫૦ થી ૩૦૦ વચ્ચે છે. આવાં ગામોમાં બે બ્લોક પડશે. જે ગામમાં ૩૦૦ થી ૪૫૦ ઘર સંખ્યા છે અને જ્યાં ત્રણ બ્લોક પડવા સંભવ છે તેની સંખ્યા માત્ર ૧,૮૫૧ છે. ૪૫૦ થી ૬૦૦ ઘર સંખ્યાવાળા ગામો ફક્ત ૮૫૩ છે. આથી વિશેષ ઘર સંખ્યાવાળાં ગામોની સંખ્યા અત્યંત જૂજ છે. આ અંગેના જિલ્લાવાર અને તાલુકાવાર આંકડા જુદા કાગળથી દરેક જિલ્લા તથા તાલુકા વિકાસ અધિકારીશ્રીને મોકલવામાં આવશે. આ ઉપરથી એમ પ્રતિપાદિત થશે કે એકથી વધુ બ્લોકવાળાં ગામોની સંખ્યા દરેક તાલુકામાં અત્યંત મર્યાદિત છે.

(૯) ગામનો અંદાજી નકશો બનાવતી વખતે જો ગામ મોટું હોય અને એકથી વધારે બ્લોકમાં વહેંચાયેલું હોય તો દરેક બ્લોક સ્પષ્ટ રીતે જોઈ શકાય તે રીતે તેનું સીમાંકન—Demarcation કરવું જરૂરી છે. જેમ જિલ્લાના નકશામાં તાલુકાઓનું સીમાંકન—Demarcation કરવામાં આવે છે અને એક તાલુકાથી બીજો તાલુકો લીટી દોરી અલગ પાડવામાં આવે છે અને તે સમગ્ર વિસ્તારને આવરી લે તે રીતે Across નામ લખવામાં આવે છે તે રીતે જે ગામમાં એકથી વધુ બ્લોક હોય ત્યાં પ્રત્યેક બ્લોકને અલગ પાડવો અને તેનો નંબર લખવો. નકશા ઉપર આ રીતે પ્રથમ સીમાંકન કરી લીધા બાદ દરેક બ્લોકમાં કાચા મકાન માટે ત્રિકોણ અને પાકા મકાન માટે ચોરસની નિશાની કરવી. ત્યાર બાદ આ ત્રિકોણ કે ચોરસની અંદર અનુક્રમે નંબરો આપતા જવું, પરંતુ તેમાં બ્લોક નંબર લખવાની જરૂર નથી.

(૧૦) સામાન્ય ધોરણ એવું છે કે ગ્રામ્ય વિસ્તારના કોઈપણ બ્લોકમાં ઘર સંખ્યા ૧૫૦ થી વધારે હોવી જોઈએ નહિ. જે ગામમાં ૧૫૦ થી વધારે ઘરો હોય ત્યાં બીજો બ્લોક પાડવો આવશ્યક છે. બીજા બ્લોકમાં અગર છેલ્લા બ્લોકમાં જો ૧૫૦ ઘરો ન હોય તો તેટલા પૂરતો એ બ્લોક નાનો બનશે.

તે જ પ્રમાણે સ્થાનિક સ્થિતિ સંજોગો અનુસાર દરેક બ્લોક સાધારણ રીતે ૧૨૫ થી ૧૫૦ ઘરોનો બનેલો હશે. પરંતુ દરેક ગામમાં ઓછામાં ઓછો એક બ્લોક પાડવાનો છે. એટલે ગામનાં ઘરોની સંખ્યા ગમે તેટલી ઓછી હોય તો પણ એક બ્લોક તો પડશે જ. તે જ પ્રમાણે જે ગામમાં પરાંઓ—Hamlets આવેલાં હશે ત્યાં દરેક પરાં—Hamlet ને જુદો બ્લોક નંબર આપવો પડશે. આમ કરતી વખતે પણ પરામાં ઘરોની સંખ્યા ગમે તેટલી ઓછી હોય તો તેને લક્ષમાં લીધા સિવાય દરેક પરાં—Hamlet ને જુદો બ્લોક નંબર આપવાનો રહેશે. આમ કરવામાં માત્ર એક જ અપવાદ રહેશે. જ્યાં પરાં ગામથી અલગ રીતે વસેલાં નથી, અને ગામને અડીને તેના સીમાડા—બાઉન્ડ્રી ઉપર વસેલાં હોય અને ગામના ભાગરૂપ હોય પરંતુ માત્ર નામથી જ તેને પરાં કહેવાતાં હોય ત્યાં તેનો અલગ બ્લોક પાડવાને બદલે તેવાં મકાનોનો જે બ્લોકમાં સમાવેશ થતો હોય તેના ભાગરૂપ ગણવા. જ્યાં ગામને અડીને દસ કે પંદર ઘરની નવી વસાહત થઈ હોય કે ફળિયું બંધાયું હોય અને તે બધા હેતુ માટે ગામના ભાગરૂપ હોય તો તેને પરાં—Hamlet તરીકે ગણવાની જરૂર નથી.

(૧૧) ગામનો અંદાજી નકશો બનાવતી વખતે પ્રથમ ગામનો નકશો દોરી તેમાં બ્લોકનું સીમાંકન કરવું જોઈએ. કોઈ પણ બ્લોકમાં ૧૫૦ થી વધુ ઘરોની સંખ્યા થવી જોઈએ નહિ, એમ ઉપર કહેવામાં આવ્યું છે. છતાં કેટલાક તાલુકા વિકાસ અધિકારીશ્રીઓ ૧૫૦ ઘરે એક બ્લોકની મર્યાદા ન સ્વીકારતા તેથી આગળ જઈ ગામમાં જેટલા ઘર હોય ત્યાં સુધી એટલે ૨૦૦, ૩૦૦ કે ૪૦૦ સુધી બ્લોક પાડયા સિવાય અનુક્રમે ઘર નંબર આપે છે. આ પ્રથા બરાબર નથી. દરેક બ્લોકમાં ૧૫૦ ની ઘર સંખ્યા પૂરી થાય એટલે સાધારણ રીતે નવો બ્લોક પાડવો જોઈએ. પરંતુ અપવાદ તરીકે જો ૧૦૦ કે ૧૨૫ ઘર પછી રસ્તા, નદી, નાળું કે એવું કુદરતી સીમાચિહ્ન આવતું હોય તો બાકીના ૨૫ ઘર રસ્તા કે નદીની સામી બાજુએથી લઈ ૧૫૦ ઘરનો બ્લોક પૂરો કરવો એવું આવશ્યક નથી. આવા સંજોગોમાં અપવાદ તરીકે ૧૦૦ કે ૧૨૫ ઘરનો બ્લોક પાડવામાં હરકત નથી. તે જ પ્રમાણે જો કોઈ બ્લોકમાં ૧૫૦ ને બદલે ૧૫૨ કે ૧૫૫ ઘર આવતાં હોય તો તેવી નજીવી સંખ્યા માટે નવો બ્લોક પાડવો જરૂરી નથી. તાલુકા

વિકાસ અધિકારીશ્રી તરફથી કોઈ પણ ગામની નંબર પ્લેટ તૈયાર કરવા ઑર્ડર મૂકવામાં આવે તે પહેલાં આ મુદ્દાની તેમણે જાતે ચકાસણી કરવી જરૂરી છે. જો યોગ્ય રીતે બ્લોક નંબર પાડયા સિવાય નંબર પ્લેટ તૈયાર કરવા સૂચના આપવામાં આવશે તો નંબર પ્લેટો ખોટી રીતે તૈયાર થશે અને તે નિરૂપયોગી થશે. એક જ બ્લોકમાં કોઈ પણ સંજોગોમાં ૧૫૦ થી વધારે ઘરોનો સમાવેશ થઈ શકે નહીં તે તરફ સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓનું ખાસ લક્ષ ખેંચવામાં આવે છે અને નંબર પ્લેટનો ઑર્ડર મૂકતી વખતે દરેક બ્લોકવાર ઘરની સંખ્યા ૧૫૦ ઉપર વધતી નથી તેની જાતે ચકાસણી કરવા અનુરોધ કરવામાં આવે છે.

(૧૨) વસતિગણતરીના હેતુ માટે જે બ્લોક પાડવામાં આવે તેને પંચાયતની ચૂંટણીના વૉર્ડ સાથે ગૂંચવવાની જરૂર નથી. ભવિષ્યમાં જ્યારે ચૂંટણી માટે નવેસરથી વૉર્ડની રચના કરવામાં આવે ત્યારે શકય હોય ત્યાં સુધી આ બ્લોકના એકમનો ઉપયોગ કરવો.

(૧૩) ઘર નંબરની યોજનાના અમલ દરમિયાન આપણે માત્ર ઘરોને નંબરો આપીએ છીએ. જે સ્થળ પર ઘર બંધાયું નથી તેવા ખાલી પ્લોટને અત્યારે નંબર આપવાનો નથી. ભવિષ્યમાં જ્યારે આ સ્થળે ઘર બંધાશે ત્યારે તેને નવો નંબર આપવામાં આવશે. આ નંબર આપતી વખતે ખાલી પ્લોટની અગાઉના બાંધેલા ઘરને જે નંબર આપવામાં આવ્યો હશે તેના પેટા નંબર તરીકે નવા અસ્તિત્વમાં આવેલ ઘરને નંબર આપવામાં આવશે. પરંતુ જે મકાન એક વખત બંધાઈ ગયું છે તે અત્યારે વપરાશમાં ન હોય, ખંડેર હોય કે તેનો કોઈ ઉપયોગ ન થતો હોય તો પણ તેને નંબર આપવો આવશ્યક છે.

(૧૪) ઉપર જણાવવામાં આવ્યું છે તેમ ગ્રામ્ય વિસ્તારનો દરેક બ્લોક આશરે ૧૨૫ થી ૧૫૦ ઘરનો બનેલો હશે. આ દરેક ઘરને અનુક્રમે નંબર આપવાનો છે. ગ્રામ્ય વિસ્તારમાં ઘર નંબર બે ભાગમાં વહેંચાયેલો હશે. તેના પહેલા ભાગમાં બ્લોક નંબર અને બીજા ભાગમાં ઘર નંબર આવશે. નંબર પ્લેટની અંદર બ્લોક નંબર ઉપર લખાશે અને ત્યારબાદ વચ્ચે આડી લીટી દોરી તેની નીચે ઘર નંબર લખાશે. જો કોઈ એક બ્લોકમાં ૧૫૦ ઘરો આવેલાં હશે તો આ બ્લોકની દરેક નંબર પ્લેટ ઉપર બ્લોક નંબર ૧ ઉપરના ભાગમાં લખાશે અને પછી વચ્ચે આડી લીટી દોરી ઘર નંબર નીચેના ભાગમાં લખાશે, જેમ કે ૧/૧, ૧/૨, ૧/૩, વગેરે. ઘર નંબરનો ક્રમ બદલાતો જશે તે મુજબ નંબર પ્લેટમાં લીટી નીચેના ભાગમાં ઘર નંબર અનુક્રમે ૧ થી ૧૫૦ સુધી દરેક પ્લેટમાં બદલાતા જશે. જેમ કે, ૧/૧, ૧/૨, ૧/૩, વગેરે. જો બ્લોક નંબર બેમાં ૧૪૦ ઘરો આવેલાં હશે તો તેમાં ઉપરના ભાગમાં બ્લોક નંબર ૨ લખાશે, અને નીચેના ભાગમાં ઘર નંબર ૧ થી ૧૪૦ સુધી અનુક્રમે લખાશે. જેમ કે, ૨/૧, ૨/૨, ૨/૩, ૨/૪, ૨/૫, થી ૨/૧૪૦ સુધી જશે. જે ગામોમાં ઘર સંખ્યા ૧૫૦ થી વધુ હોય ત્યાં બીજો બ્લોક પાડવો જરૂરી છે.

(૧૫) વસતિગણતરીના હેતુ માટે પ્રત્યેક મકાનને નંબર આપવાનો છે. જો કોઈ મકાન ધોરણસરની પરવાનગી મેળવ્યા વગર બાંધવામાં આવ્યું હોય, તો પણ તેને નંબર આપવામાંથી બાકાત રાખવાનું નથી. જો આવાં મકાનોને નંબર આપવામાં ન આવે, તો વસતિ ગણતરીનું કામ એટલે અંશે અધૂરું ગણાશે. પરંતુ જરૂર જણાય ત્યાં ગ્રામ, તાલુકા કે જિલ્લા પંચાયત એવી સ્પષ્ટતા કરી શકે કે માત્ર ઘરને નંબર આપવાથી, જો તે ધોરણસરની પરવાનગી લીધા સિવાય બાંધ્યું હશે તો તેને માટે કાયદેસર જે કોઈ જોગવાઈઓને પાત્ર થતું હશે તેમાંથી તે કોઈ પ્રકારની મુક્તિને પાત્ર નહિ બને. ઊલટાનું ઘર નંબરની યોજના થવાથી આવા બિનપરવાનગીનાં મકાનોની ચકાસણી કરવાનું કામ સહેલું થશે.

(૧૬) પરિપત્ર નંબર ૧ તારીખ ૩૦મી જાન્યુઆરી, ૧૯૬૯ના પૈરા(૪)માં એમ જણાવવામાં આવ્યું છે કે કોઈ બંધ કે ખુલ્લા કમ્પાઉન્ડમાં એક જ માલિકીની એકથી વધુ ઈમારતો હોય. દા.ત., મુખ્ય ઘર, નોકરોનાં મકાન, ગેરેજ, વગેરે તો આવા જૂથને એક જ ઘર ગણી એક જ નંબર આપી જૂથના પ્રત્યેક એકમને પેટાનંબર આપવો. પરંતુ તે મુજબ કરતાં નંબર પ્લેટનો ઑર્ડર મૂકતી વખતે ઘણી વિગતવાર સૂચના આપવી પડશે. આને કારણે તેની ડિલિવરી મેળવવામાં વિલંબ થવાનો તથા નંબરો આપવા સંબંધી ગૂંચવાડો થવા સંભવ છે. ઉપર જણાવેલા સંજોગોમાં એક જ કમ્પાઉન્ડમાં આવેલાં એક જ માલિકીના એકથી વધારે મકાનોને પેટાનંબર નહિ આપતાં સળંગ અલગ નંબર અનુક્રમ અનુસાર આપવામાં આવે તો હરકત નથી.

(૧૭) કેટલેક સ્થળે સીમતળમાં મોટી સંખ્યામાં એન્જિનપંપ વગેરેની ઓરડીઓ બાંધવામાં આવી હોય છે. આવી ઓરડીઓને ઘર નંબર આપવો કે કેમ તે પ્રશ્ન રજૂ કરવામાં આવ્યો છે. આ અંગે સ્પષ્ટતા કરવાની કે એન્જિનપંપની ઓરડી વસતિગણતરીની ઘરની વ્યાખ્યા મુજબ અલાયદા નંબર આપવાને પાત્ર છે. ગામના અંદાજી નકશાની અંદર આ ઓરડીઓ માટે તે જે સર્વે નંબરમાં આવી હોય તે સર્વે નંબર ઉપરાંત ઘર નંબર બતાવવો. આ નકશા સ્કેલ ઉપર નથી તેથી ગામતળ વિસ્તારથી સહેજ દૂર સર્વે નંબર અને ઘર નંબર બતાવવામાં મુશ્કેલી નહિ રહે. આવા ઘર નંબરનો સમાવેશ તેને લાગુ બ્લોકની અંદર કરવો. સીમતળમાં આવેલ બાંધકામનો જુદો બ્લોક કરવો યોગ્ય નથી કારણ કે તેમ કરવાથી ગણતરીદારનો બ્લોક અસાધારણ રીતે મોટો થઈ જવા સંભવ છે. કોઈ ખાતેદારનું રહેવાનું ઘર ગામમાં હોવા ઉપરાંત તેનું બીજું ઘર સીમમાં કે વાડીમાં હોય તો તે બન્ને ઘરો નંબર આપવાને પાત્ર થશે. આ ઘરોનો સમાવેશ તેના લાગુ બ્લોકમાં કરવામાં આવશે.

(૧૮) આ કચેરીના ગુજરાતી પરિપત્ર નંબર ૧ તારીખ ૩૦મી જાન્યુઆરી, ૧૯૬૯થી મકાનોને અનુક્રમ નંબર આપવા સંબંધી કેટલાક વિકલ્પો આપેલા છે. તે પૈકી ગમે તે એક વિકલ્પનો ઉપયોગ કરવો. પરંતુ કોઈપણ એક ગામના નકશામાં એકીસાથે એકથી વધુ વિકલ્પનો ઉપયોગ કરવો નહિ. અનુક્રમ નંબર શકય હોય ત્યાં સુધી વાયવ્ય (North-West) થી અગ્નિ(South-East) દિશામાં આપવા. તેમ બની શકે તેમ ન હોય તો ઘડિયાળની દિશામાં કે તેથી વિરુદ્ધ દિશામાં નંબરો આપવા, અગર શેરીમાં એક સ્થળેથી નંબર આપવાનું શરૂ કરી, શેરી પૂરી થાય એટલે તેની સામી બાજુએથી ચાલુ રાખી જ્યાંથી પહેલાં નંબર આપવાનું શરૂ કર્યું હતું તેની

સંજ્ઞા	ઘરનો પ્રકાર
	પાકા મકાનો
	બિન–રહેણાકનાં મકાનો
	કાચાં મકાનો
	બિન–રહેણાકનાં મકાનો
	મંદિર
	મસ્જિદ
	નિશાળ
	સરકારી ચોરો
	ધર્મશાળા
	પંચાયત કચેરી
	પોસ્ટ ઑફિસ
	દવાખાનું
	સરકારી કચેરી
	વાંચનાલય
	પાણીની ટાંકી (વૉટર વર્ક્સ)
	પરબડી
	તળાવ
	કૂવો
	બસ સ્ટેાપ

બરાબર સામે આવી અટકવું. જ્યાં નંબરનો અનુક્રમ કોઈ કારણસર સ્પષ્ટ રીતે જોઈ શકાય તેમ ન હોય અને તે નંબર પછી તેનો અનુગામી નંબર નકશામાં તેના પછી તરત જ આવવાને બદલે, દૂર કે ખૂણામાં કે અટપટી જગાએ આવતો હોય ત્યાં તે ક્રમ કેવી રીતે આગળ વધે તે દર્શાવવા નાનું તીરનું નિશાન મૂકવું. બને ત્યાં સુધી ક્રમ એવી રીતે જાળવવો કે દરેક નંબર પછીનો નંબર સહેલાઈથી જોઈ શકાય. પરંતુ કોઈ કારણસર તેમ કરવાનું શક્ય ન બને ત્યાં તીરની નાની નિશાની મૂકી આ સ્પષ્ટ કરવું. નંબરો આપતી વખતે બિનજરૂરી ચડઊતર નિવારવી અને બને ત્યાં સુધી એક જ દિશામાં ક્રમવાર નંબરો આપવા.

(૧૯) અંદાજી નકશાઓમાં જાહેર મકાનોને પણ નંબરો આપવાના છે એમ જણાવ્યું છે. તે ઉપરાંત આવા મકાનોને બાજુમાં જણાવેલ સામાન્ય સંજ્ઞાઓથી દર્શાવવા એમ સૂચવવામાં આવે છે.

આ સંજ્ઞાઓની સાઈઝમાં એકવાક્યતા જળવાય તે જરૂરી છે. કેટલીક જગ્યાએ સ્થાનિક મહત્ત્વને આધારે મંદિર, નિશાળ કે ચોરાના ઘરની સંજ્ઞાને બીજી સંજ્ઞાના પ્રમાણમાં મોટી સાઈઝમાં ચીતરવામાં આવે છે તે બરાબર નથી. આ બાબતમાં એકવાક્યતા જળવાય તે માટે એવું ઠરાવવામાં આવે છે કે બધી સંજ્ઞાઓ પોણા ઈંચની લંબાઈ અને અડધા ઈંચની પહોળાઈની મર્યાદામાં રાખવી. જાહેર મકાનોની માન્ય સંજ્ઞાઓ અંદાજી નકશાની જમણી અથવા ડાબી બાજુ ઉપર દર્શાવવી. તે ઉપરાંત આ સ્થળે દરેક બ્લોકમાં કેટલા ઘર નંબરો આવેલાં છે તેની વિગત પણ લખવી. દા. ત., બ્લોક નંબર ૧ ની સામે ઘર નંબર ૧ થી ૧૫૦, બ્લોક નંબર ૨ સામે ઘર નંબર ૧ થી ૧૩૫, બ્લોક નંબર ૩ સામે ઘર નંબર ૧ થી ૧૨૫, વગેરે હકીકત આ સ્થળે બતાવવી. આ ઉપરાંત દરેક બ્લોકની અંદર જે મહોલ્લા, શેરી, રસ્તા વિગેરેનો સમાવેશ થતો હોય તેનું વર્ણન કરવું અને દરેક શેરીમાં કયા ઘર નંબરથી કયા ઘર નંબર સુધીનાં મકાનો છે તે બતાવવું. જેમ કે, ઉપર પ્રથમ બ્લોકમાં ૧ થી ૧૫૦ ઘર બતાવવામાં આવ્યાં છે. આ પૈકી ઘર નંબર ૧ થી ૪૫ જમાદાર શેરી, ઘર નંબર ૪૬ થી ૭૬ જવાહર ચોક, ઘર નંબર ૭૭ થી ૧૫૦ મહાત્મા ગાંધી રસ્તો વગેરે હકીકત લખવી. આ રીતે દરેક બ્લોકની સામે તેમાં આવેલ કુલ ઘર સંખ્યાનો સરવાળો આપવો અને તે કઈ શેરી, ચોક, લત્તા વગેરેનો બનેલો છે તેની વિગતો આપવી. બધા બ્લોકની ઘર સંખ્યાનો કુલ સરવાળો નીચે આપવો. ઘર નંબરની પ્લેટોની જરૂરિયાત નક્કી કરવા માટે દરેક બ્લોકવાર કેટલાં ઘરો છે તેની સંખ્યા આ ઉપરથી નક્કી થઈ શકશે.

(૨૦) જે ગામોએ અગાઉ ઘર નંબરો આપ્યા હોય અને તે ઘર નંબરો મેન્યુઅલની સૂચના પ્રમાણે ન હોય તો નવેસરથી આપવાનું ઠરાવવામાં આવ્યું છે. આ રીતે નવા ઘર નંબરની તકતી ચોડતાં પહેલાં જૂની તકતીઓ કાઢી લેવી હિતાવહ થશે. જો જૂની અને નવી બન્ને તકતીઓ એકીસાથે ઘર પર રાખવામાં આવે તો ગૂંચવાડો થશે અને નવી તકતીઓ નાંખ્યાનો કંઈ અર્થ સરશે નહિ. માટે કોઈપણ ઘર ઉપર નવી તકતીઓ ચોડતાં પહેલાં જૂની તકતીઓ અવશ્ય કાઢી લેવી.

૪. પોતાના તાલુકાના દરેક ગામની નંબર પ્લેટની જરૂરિયાત આંકી આખા તાલુકાની કુલ જરૂરિયાત એકીસાથે મેળવવાની જવાબદારી તાલુકા વિકાસ અધિકારીશ્રીની મુકરર કરવામાં આવે છે. આ કામ માટે દરેક ગ્રામ પંચાયત દ્વારા જુદો જુદો ઑર્ડર

મૂકવાનો નથી. કારણ તેમ કરવામાં આવે તો ઘણા સમયનો વ્યય થશે અને દરેક ગામની કાર્યવાહી ઉપર અસરકારક રીતે કાબૂ રાખી શકાશે નહિ. તેથી તાલુકા વિકાસ અધિકારીશ્રીએ પોતાના વિભાગનાં બધાં ગામોની જરૂરિયાત આંકી તેની નંબર પ્લેટો એકીસાથે મંગાવવી તેવું ઠરાવવામાં આવે છે. આ નંબર પ્લેટો તાલુકા કચેરીએ આવે પછી તેની ગ્રામ પંચાયત વચ્ચે વહેંચણી કરવાની અને ચોડાવવાની જવાબદારી પણ તાલુકા વિકાસ અધિકારીશ્રીની મુકરર કરવામાં આવે છે.

ઉપર જણાવ્યા મુજબ દરેક ગામમાં ઓછામાં ઓછો એક બ્લોક હશે. તેથી તાલુકા વિકાસ અધિકારીશ્રી તેમના તાલુકાનાં ગામોની સંખ્યા મુજબ એક બ્લોકની નંબર પ્લેટો તાત્કાલિક પ્રથમ તબક્કામાં મંગાવી શકશે. પરંતુ બધાં જ ગામોમાં ૧૫૦ ઘર હોવા સંભવ નથી. કેટલાક ગામોમાં પચાસ ઘરો આવેલાં હશે તો બીજા કેટલાક ગામોમાં સો ઘરો કે દોઢસો ઘર આવેલાં હશે. પોતાના તાલુકાના પ્રત્યક્ષ અનુભવને ધોરણે તાલુકા વિકાસ અધિકારીશ્રીઓ પોતાના તાલુકાનાં ગામોને બે કે ત્રણ વર્ગમાં વહેંચી નાંખી શકશે, અને કેટલાક ગામોમાં પચાસ, સો કે દોઢસો ઘર આવેલાં હશે તેનો અંદાજ કાઢી તે ધોરણે નંબર પ્લેટો મંગાવી શકશે. આ અંદાજમાં થોડોઘણો ફેરફાર આવે તો હરકત નથી, કારણ કે એક ગામની વધારાની નંબર પ્લેટો બીજા ગામમાં વાપરી શકાશે. દરમિયાનમાં ગામોના અંદાજી નકશાની કાચી નકલ તલાટી પાસેથી તેમને ૩૧-૩-૬૯ પહેલાં મળી જશે. આ નકશામાં દરેક બ્લોકવાર કેટલાં ઘરો આવેલાં છે તેનો ચોક્કસ આંકડો આપવામાં આવ્યો હશે. આ ધોરણે તેઓ બાકીની નંબર પ્લેટો મંગાવવા તજવીજ કરશે. પ્રથમ તબક્કાના ઓર્ડરમાં જે કાંઈ વધઘટ કરવાની હશે તે બીજા તબક્કાના ઓર્ડરમાં કરી શકાશે. આમ કરવાથી નંબર પ્લેટો બનાવવાનું કામ સરળ બનશે અને પાકા નકશાઓ તૈયાર થાય તે દરમિયાનના સમયનો ઉપયોગ થશે. કોઈ ગામમાં ઘરોની સંખ્યા ૧૫૦ થી થોડીક જ ઓછી હોય તો વધારાની નંબર પ્લેટો નજીકના ભવિષ્યના વિકાસ માટે અનામત રાખી શકાશે.

૫. ગામોના અંદાજી નકશા તથા ઘરોને નંબરો આપવાની યોજના નક્કી કરવામાં આવેલ કાર્યક્રમ પ્રમાણે ચાલે છે કે કેમ તે જોવા માટે ત્રણ પત્રકો (અ), (બ) અને (ક) મુકરર કરવામાં આવેલ છે, જેના નમૂના આ સાથે આપવામાં આવ્યા છે. આ પત્રકોની અંદર હકીકત તૈયાર કરી બીજા માસની ૫ તારીખ પહેલાં તાલુકા વિકાસ અધિકારીશ્રીઓએ જિલ્લા વિકાસ અધિકારીશ્રીને મોકલી આપવી. જિલ્લા વિકાસ અધિકારીશ્રીઓએ આ હકીકત એકત્ર કરી બીજા માસની ૧૦મી તારીખ પહેલાં વિકાસ કમિશનરશ્રીને મોકલી આપવી અને તેની એક નકલ આ કચેરીને મોકલવી.

પત્રક (અ) માં દરેક ગામના રહેણાકનાં તથા બિનરહેણાકનાં મળી કુલ કેટલાં ઘરો આવેલાં છે તથા તેને કેટલા બ્લોકમાં વહેંચવામાં આવ્યાં છે તેની હકીકત બતાવવાની છે. ત્યાર પછી દરેક બ્લોકમાં ઘર નંબરની સંખ્યા કયાંથી કયાં સુધી છે તે દર્શાવવાનું છે અને છેલ્લે તાલુકા વિકાસ અધિકારીશ્રીએ પ્રત્યેક ગામની નંબર પ્લેટ મેળવવા જે પત્રવ્યવહાર કર્યો હોય તેની વિગત આપવાની છે અને તેમણે કેટલી નંબર પ્લેટો કોની પાસે મંગાવી તેની વિગતો આપવાની છે.

પત્રક (બ) માં દરેક ગામનો અંદાજી નકશો તલાટીએ કઈ તારીખે પૂરો કર્યો છે તથા તાલુકા કચેરીને કઈ તારીખે મોકલ્યો છે તેની વિગત આપવાની છે. ત્યાર બાદ તાલુકા ઓવરસીયરે આ નકશો કયારે આખરી કર્યો છે તથા તાલુકા વિકાસ અધિકારીશ્રીએ તેને કઈ તારીખે પ્રમાણિત કર્યો છે તેની વિગત આપવાની છે.

પત્રક (ક) માં ઉત્પાદક તરફથી દરેક ગામવાર કેટલી નંબર પ્લેટો કઈ તારીખે પૂરી પાડવામાં આવી છે તેની વિગત આપવાની છે. આ નંબર પ્લેટની ડિલિવરી ઉત્પાદક તરફથી તાલુકા કક્ષાએ કરવામાં આવશે. ત્યાર પછી તાલુકા પંચાયત કચેરી તરફથી દરેક ગામને કેટલી નંબર પ્લેટો કઈ તારીખે પૂરી પાડવામાં આવી તેની વિગત દર્શાવવાની છે, અને છેલ્લે આ નંબર પ્લેટો દરેક ઘર ઉપર ચોડી કામ પૂરું કર્યા બાબતનો આખરી રીપોર્ટ તલાટીએ તાલુકા પંચાયતને કયા નંબર તારીખથી મોકલ્યો તેની વિગત આપવાની છે.

ઉપરના ત્રણે પત્રકોની હકીકત ગામ કક્ષાએથી મેળવી તાલુકા કક્ષાએ એકત્રિત કરવાની છે, અને તે ઉપરાંત તાલુકા કક્ષાએ કરેલી કાર્યવાહીની નોંધ તેની સામે જે તે આસનમાં કરવાની છે. આ પત્રકો તાલુકા કચેરીથી દરેક તલાટીને મોકલવા ન પડે માટે તે આ પરિપત્રના ભાગરૂપે છાપવામાં આવ્યાં છે, અને તાલુકાના દરેક ગામની જરૂરિયાત ગણતરીમાં લઈને પૂરતી વધારાની નકલો તાલુકા વિકાસ અધિકારીશ્રીને વહેંચણી માટે આ સાથે મોકલવામાં આવી છે.

૬. ઉપરની સૂચનાઓ કાળજીપૂર્વક વાંચી, તેમાં ઠરાવેલ સમયમર્યાદાને ચુસ્ત રીતે વળગી રહી, આ કાર્યક્રમનો સંપૂર્ણપણે અમલ કરવા લાગતાવળગતા સૌને વિનંતી કરવામાં આવે છે.

ચં. ચી. ડોકટર,
જનગણના અધિકારી,
ગુજરાત, અમદાવાદ.

પ્રતિ,

સચિવશ્રી, પંચાયત અને આરોગ્ય વિભાગ, ગુજરાત રાજ્ય અમદાવાદ, જયભારત સાથે જાણ માટે,
વિકાસ કમિશનરશ્રી, ગુજરાત રાજ્ય, અમદાવાદ, જય ભારત સાથે જાણ માટે,
નગરપાલિકાઓના નિયામકશ્રી, ગુજરાત રાજ્ય, અમદાવાદ, જય ભારત સાથે જાણ માટે,
મ્યુનિસિપલ કમિશનરશ્રી, મ્યુનિસિપલ કોર્પોરેશન, અમદાવાદ/વડોદરા/સુરત,
સર્વે નગરપાલિકાઓના પ્રમુખશ્રીઓ,
સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓ,
સર્વે નાયબ જિલ્લા વિકાસ અધિકારીશ્રીઓ,
સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓ(નગર પંચાયતો તથા ગ્રામ પંચાયતોને વહેંચવા માટે ... ...નકલો સાથે),
સર્વે કલેકટરશ્રીઓ,
સર્વે મદદનીશ/નાયબ કલેકટરશ્રીઓ,
સર્વે તાલુકા મામલતદારશ્રીઓ,

જાણ તથા અમલ માટે.

પત્રક અ

ઘર નંબરની પ્લેટની જરૂરિયાત તથા તે મેળવવા કરેલ કાર્યવાહીની વિગત

જિલ્લો _____

તાલુકો/મહાલ _____

ગામનું નામ	ગામમાં આવેલ ઘરોની સંખ્યા			પાડવામાં આવેલ બ્લોકની સંખ્યા	બ્લોક નંબરવાર નંબર પ્લેટની જરૂરિયાતની વિગત		તાલુકા વિકાસ અધિકારીશ્રી દ્વારા ઘર નંબરની પ્લેટ મંગાવવામાં આવી હોય તેની વિગત		
	રહેણાકનાં	બિનરહેણાકનાં	કુલ		બ્લોક નંબર	ઘર નંબરની સંખ્યા કયાંથી કયાં સુધી	તાલુકા વિકાસ અધિકારીશ્રીના પત્ર નંબર અને તારીખ	કેટલી પ્લેટની સંખ્યાનો ઓર્ડર મૂકયો તેની વિગત	માલ પૂરો પાડનારનું નામ તથા સરનામું
૧	૨	૩	૪	૫	૬	૭	૮	૯	૧૦

પત્રક બ

તલાટી-મંત્રી તથા તાલુકા ઓવરસીયર દ્વારા તૈયાર કરવામાં આવેલ ગામોના અંદાજી નકશાની વિગત

જિલ્લો _____

તાલુકો/મહાલ _____

ગામનું નામ	તલાટીએ કાચો અંદાજી નકશો પૂરો કર્યાની તારીખ	તલાટીએ અંદાજી નકશો તાલુકા કચેરીએ મોકલ્યાની તારીખ	તાલુકા ઓવરસીયરે કાચો નકશો આખરી કર્યાની તારીખ	તાલુકા વિકાસ અધિકારીશ્રીએ આખરી નકશો પ્રમાણિત કર્યાની તારીખ
૧	૨	૩	૪	૫

પત્રક ક

ઉત્પાદક તરફથી ઘર નંબરની પ્લેટો પૂરી પાડયાની તથા તે નંબર પ્લેટો પંચાયત તરફથી ચોડયાની વિગત દર્શાવતું પત્રક

જિલ્લો _____

તાલુકો/મહાલ _____

ગામનું નામ	ઉત્પાદક તરફથી તાલુકા પંચાયત કચેરીને પૂરી પાડવામાં આવેલ નંબર પ્લેટની વિગત			ઉત્પાદક તરફથી પૂરી પાડવામાં આવેલી નંબર પ્લેટ અંગે કચેરીમાં કરવામાં આવેલ કાર્યવાહીની વિગત			કૉલમ(૬)અને(૭)માં બતાવેલ વિગતે ગામમાં જે નંબર પ્લેટો પહોંચાડવામાં આવી તેને દરેક ઘેર ચોડી કામ પુરું કર્યા બાબતનો તલાટીના રીપોર્ટનો નંબર અને તારીખ
	ઉત્પાદકનું નામ	પૂરી પાડવામાં આવેલી નંબર પ્લેટની સંખ્યા	કૉલમ ૩માં દર્શાવેલ નંબર પ્લેટ પૂરી પાડયાની તારીખ	જે ગામને નંબર પ્લેટ મોકલવામાં આવી તેનું નામ	મોકલવામાં આવેલ નંબર પ્લેટ		
					સંખ્યા	તારીખ	
૧	૨	૩	૪	૫	૬	૭	૮

ગામ માંગરોળ
તાલુકો કરજણ
જીલ્લો વડોદરા

રાજ્ય ધોરી માર્ગ આમોદ થી કરજણ

બ્લોક નં. ૧ ઘ.ન ૧- ઘ.ન. ૧૪૯

૧૨ નં. ૧ થી ૫૨ રાહ્યાકુળીયું, ભારતસિંહનું ફળીયું, ચંદુ ફળીયું

૫૩ થી ૬૯ ભંગીવાસ માળીવાસ, રબિજનવાસ

૭૦ થી ૧૨૮ ચાહોડવાસ

૧૨૯ થી ૧૪૭ મંદિર

બ્લોક નં. ૨ ઘ.ન. ૧- ઘ.ન. ૧૦૨

૧૨ નં. ૧ થી ૨૬ નરસડદારનું ફળીયું

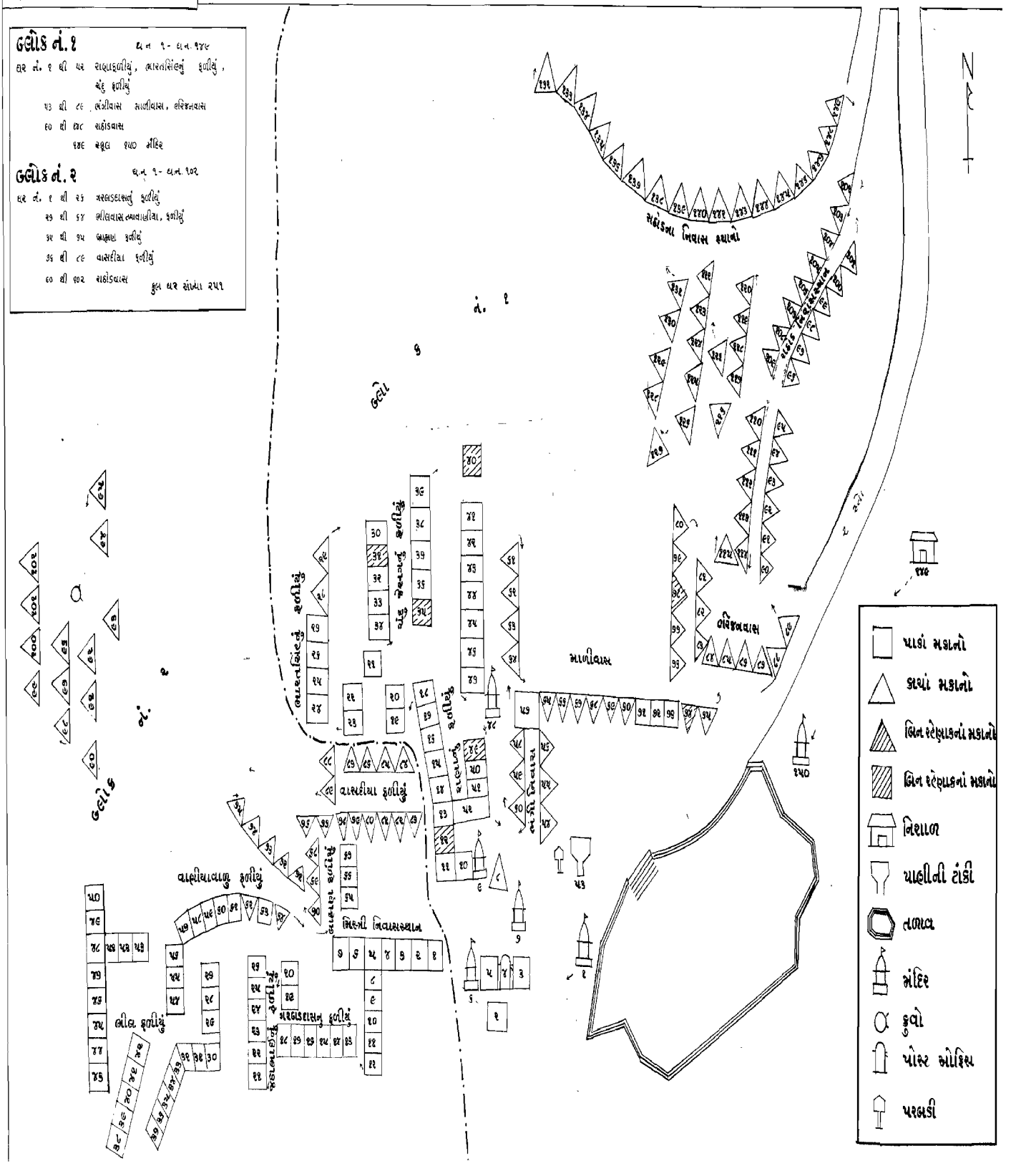
૨૭ થી ૬૪ ભીલવાસ-બ્યવાહીયા, ફળીયું

૬૫ થી ૭૫ બ્રાહ્મણ ફળીયું

૭૬ થી ૯૬ વાસદીયા ફળીયું

૯૭ થી ૧૦૨ વાહોડવાસ

કુલ ૧૨ સોસા ૨૫૧

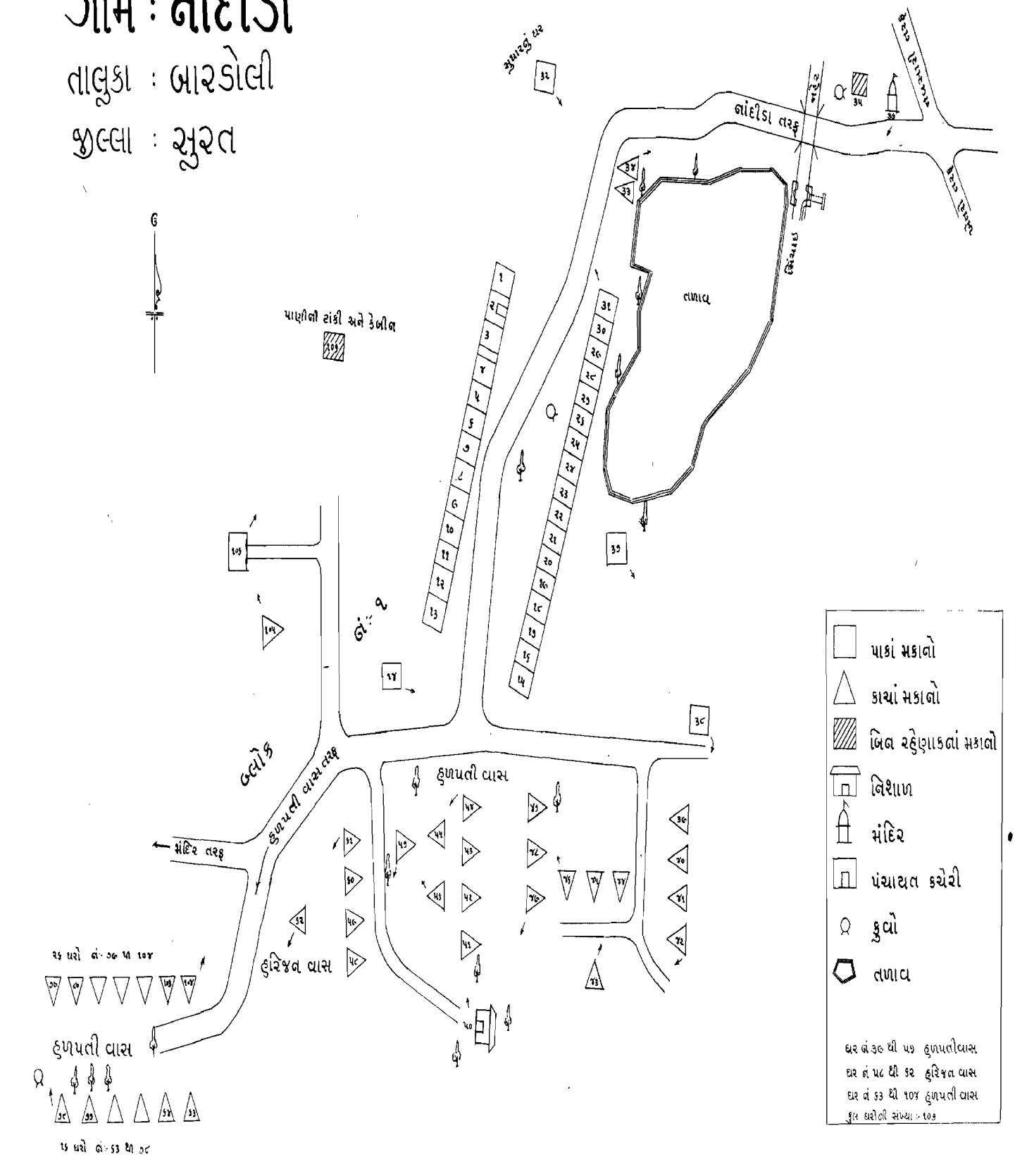


ગામ : ભોલાવ
તાલુકા: ભરૂચ
જીલ્લો: ભરૂચ

ગામ : નાંદીડા

તાલુકા : બારડોલી

જીલ્લા : સુરત



APPENDIX 17

તા. ૪-૧૨-૧૯૬૯

પરિપત્ર નં. ૩

વિષય : ઘરોને કાયમી નંબરો આપવા બાબત

આ કચેરીના પરિપત્ર નં. ૧, તા. ૩૦-૧-૬૯ અને પરિપત્ર નં. ૨, તા. ૧૦-૩-૬૯ થી ઘરોને કાયમી નંબરો આપવાની યોજનાનો અમલ કરવા અંગે વિગતવાર સૂચનાઓ આપવામાં આવી છે. તેમાં પરિપત્ર નં. ૧, તા. ૩૦-૧-૬૯ ના પેરા(૧૪) માં "ઘરોના નંબરોની જાળવણી" એ મથાળા હેઠળ જે સૂચનાઓ આપવામાં આવી છે તે સૂચનાઓમાં એવું જણાવવામાં આવ્યું છે કે, જો નંબરો ધરાવતા બે ઘરોની વચ્ચે નવું ઘર અસ્તિત્વમાં આવે તો નવા ઘરને ઊતરતા ક્રમના નંબર સાથે ગુજરાતી મૂળાક્ષર સાથેનો પેટાનંબર આપવો. દા. ત., ઘર નંબર ૪ અને ૫ વચ્ચે બે નવાં ઘર બાંધવામાં આવેલ છે. તો તે નવાં ઘરોને ૪-અ અને ૪-બ નંબરો આપવા. પરંતુ ફરીથી ૪-અ અને ૪-બ ની વચ્ચે નવું ઘર બંધાય તો તે નવા ઘરને ૪-અ-૧ નંબર આપવો, જ્યારે ઘર નંબર ૪ અને ૪-અ વચ્ચે નવું ઘર બંધાય તો નવા ઘરને ૪-૧ નંબર આપવો. આ પધ્ધતિ ગુજરાત રાજ્ય સિવાયના દેશના બીજા ભાગોમાં અપનાવવામાં આવી છે. પરંતુ આ પધ્ધતિમાં સંખ્યાબંધ પેટા નંબરો આપવાની શકયતા રહેલી છે અને તે ઘણી ગૂંચવાડાવાળી જણાતા ગુજરાત રાજ્યમાં નંબર આપતી વખતે ગૂંચવાડો ઊભો ન થાય તે માટે કાયમી ઘર નંબરની યોજના થોડા ફેરફાર સાથે દાખલ કરવામાં આવી છે. અને તે મુજબ એકવાર ઘર નંબર અપાઈ ગયા બાદ બે ઘરો વચ્ચે કોઈ નવા મકાનનું ચણતર થાય તેવા સમયે અગર નંબર અપાઈ ગયા બાદ કોઈ ઘરનું વિભાજન કરી એકથી વધારે વસતિ ગણતરીનાં ઘરો બનાવવામાં આવે તો કેવી રીતે નંબરો આપવા તે અંગેની સૂચનાઓ આ કચેરીના પત્ર નં. સી. ઈ. એન. ૧૮, તા. ૩૦—૬—૬૯ના પેરા ૭ અને ૮માં આપવામાં આવી છે.

આ સંજોગોમાં પરિપત્ર નં. ૧, તા. ૩૦—૧—૬૯ના પેરા -(૧૪)માં આપેલી સૂચનાઓ જે પત્ર નં. સી. ઈ. એન. ૧૮, તા. ૩૦—૬—૬૯ના પેરા ૭ અને ૮માં આપેલી સૂચનાઓથી સુધારવામાં આવી છે તે પ્રમાણે છેવટે સુધારેલી સૂચનાનો અમલ શી રીતે કરવાનો છે તે નીચે મુજબ સમજાવવામાં આવ્યું છે.

" જે ઘરોને વસતિ ગણતરીના ઘરની વ્યાખ્યા મુજબ ઘર ગણી શકાય તેમને દરેકને સળંગ આંકડાઓની શ્રેણીમાં સ્વતંત્ર નંબરો આપવા. જેમકે, ૧, ૨, ૩, ૪, ૫, ૬ વગેરે.

એક જ કમ્પાઉન્ડમાં આવેલ એક જ માલિકીની જુદી જુદી ઈમારતો હોય તો તેમને દરેકને ઉપર જણાવ્યા મુજબ સળંગ આંકડાઓની શ્રેણીમાં સ્વતંત્ર નંબરો આપવાના છે.

આ પધ્ધતિ મુજબ એકવાર ઘર નંબર અપાઈ ગયા પછી બે ઘરોની વચ્ચે નવું મકાન થાય ત્યારે તે નવા મકાનને નંબર આપતાં પહેલાં એ તપાસવું કે નવા થયેલા મકાનમાં કેટલાં વસતિ ગણતરીનાં ઘરો છે. તેવી જ રીતે એક ઘરને પહેલાં નંબર અપાઈ ગયા હોય અને તે પછી તેનું વિભાજન કરી સ્વતંત્ર પ્રવેશદ્વારવાળાં એકથી વધુ વસતિ ગણતરીના ઘરો બનાવવામાં આવે તો, તેવા ઘરોને પણ નંબર આપતાં પહેલાં તપાસ કરવી કે કેટલાં ઘર થયાં છે, અને તે પછી તે પ્રત્યેક ઘરને નંબર આપવા માટે જે ઘરોની વચ્ચે એ નવું ઘર થા તો ઘરો થયાં હોય તેમાં નીચલી શ્રેણીના ઘરના નંબરની બાજુમાં ઊભી લીટી (oblique) દોરી ૧, ૨, ૩, ૪ એમ આંકડામાં પેટા નંબરો આપવા. દા. ત., ઘર નં. ૩ અને ૪ વચ્ચે કોઈ મોટું મકાન થયું હોય તેમાં એક દુકાન હોય અને બીજાં ત્રણ રહેણાકનાં ઘરો હોય તો ચાર વસતિ ગણતરીનાં નવાં ઘરો થવાથી દરેકને અનુક્રમે ૩/૧, ૩/૨, ૩/૩ અને ૩/૪ એ રીતે નંબરો આપવા. તેવી જ રીતે ઘર નંબર ૫ માં ફેરફાર કરી ત્રણ વસતિ ગણતરીનાં ઘરો બનાવ્યા હોય તો દરેકને ૫/૧, ૫/૨ અને ૫/૩ એમ નંબરો આપવા. એ સંજોગોમાં ઘર નં. ૫ સ્વતંત્ર અસ્તિત્વમાં રહે નહિ, પણ તેમાંથી પેટા નંબરો ધરાવતાં જુદાં ઘરો થશે.

સામાન્ય રીતે આ પધ્ધતિ મુજબ કુટુંબ ઘરને જુદો ઘર નંબર આપવાનો પ્રશ્ન ઉપસ્થિત થતો નથી." આ સૂચનાઓ દરેક તલાટી-કમ-મંત્રીઓના ધ્યાન પર અચૂક લાવવા વિનંતિ છે.

ચં. ચી. ડૉકટર,
નિયામક,
વસતિ ગણતરી, ગુજરાત,
અમદાવાદ.

પ્રતિ,

સચિવશ્રી, પંચાયત અને આરોગ્ય વિભાગ, ગુજરાત રાજ્ય, અમદાવાદ, જય ભારત સાથે જાણ માટે,
વિકાસ કમિશ્નરશ્રી, ગુજરાત રાજ્ય, અમદાવાદ, જય ભારત સાથે, જાણ માટે,
નગરપાલિકાઓના નિયામકશ્રી, ગુજરાત રાજ્ય, અમદાવાદ, જય ભારત સાથે જાણ માટે,
મ્યુનિસિપલ કમિશનરશ્રી, મ્યુનિસિપલ કૉર્પોરેશન, અમદાવાદ, વડોદરા અને સુરત,
સર્વે નગરપાલિકાઓના પ્રમુખશ્રીઓ,
સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓ,
સર્વે કલેકટરશ્રીઓ,
સર્વે નાયબ જિલ્લા વિકાસ અધિકારીશ્રીઓ,
સર્વે મદદનીશ/નાયબ કલેકટરશ્રીઓ,
સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓ,
સર્વે તાલુકા મામલતદારશ્રીઓ,

જાણ તથા અમલ માટે.

APPENDIX 18

Statement showing the details of house-number plates affixed in each district as on 1-2-73

Sl. No.	Name of district	No. of villages for which house-number plates indented	Total: No. of plates supplied	Total: No. of villages in which number plates affixed	Total: Actual number of plates affixed	No. of house-number plates yet to be affixed: No. of villages	No. of house-number plates yet to be affixed: No. of house-number plates	Remarks
1	2	3	4	5	6	7	8	9
1	Jamnagar	682	202,775	626	186,114	56	16,661	
2	Rajkot	851	263,690	833	259,425	18	4,265	
3	Surendranagar	648	170,992	648	170,992	..	..	*
4	Bhavnagar	884	216,160	802	216,160	82	..	
5	Amreli	594	150,250	594	150,250	..	..	*
6	Junagadh	937	312,375	937	312,375	..	..	*
7	Kutch	1,054	207,605	929	194,945	125	12,660	
8	Banas Kantha	1,364	287,945	1,364	287,945	..	..	*
9	Sabar Kantha	1,395	265,640	1,382	260,800	13	4,840	
10	Mahesana	1,085	460,766	1,069	460,716	16	50	
11	Gandhinagar	79	49,350	79	49,350	..	..	*
12	Ahmadabad	689	303,302	689	302,976	..	326	*
13	Kheda	960	470,110	960	470,110	..	..	*
14	Panch Mahals	1,919	288,680	1,919	288,680	..	..	*
15	Vadodara	1,676	285,985	1,676	285,985	..	..	*
16	Bharuch	1,107	186,245	1,068	185,313	39	932	
17	Surat	1,076	195,940	1,075	194,410	1	1,530	
18	Valsad	826	233,280	826	233,280	..	..	*
19	The Dangs	311	19,760	311	18,418	..	1,342	*
	Total	**18,137**	**4,570,850**	**17,787**	**4,528,244**	**350**	**42,606**	

* House-number plates are affixed in all villages.

APPENDIX 19

HOUSELIST

District.....

Taluka/Mahal.....

Name of town/village.....
(in block letters)

Name of locality/ward No.....

Block No.....

Name and No. of the street.....

.....

House Number: Residential	House Number: Non-residential	Brief description of the house: Wall	Brief description of the house: Roof	Purpose for which the house is used	Name of Head of household in respect of dwellings and the name of the firm or other institution of the proprietor in respect of non-dwellings
		Mud, brick, stone, cement blocks, bamboo wattle, tin, etc.	Thatch, Mud, reinforced cement concrete, asbestos sheets, tin, tiles, stone, shingle, etc.	Dwelling, shop, shop-*cum*-dwelling, workshop, school, temple, public library, police station, etc.	
1	2	3	4	5	6

Signature of houselister.....

Date.....

Signature of verifier.....

Date.....

APPENDIX 20

A. CHANDRA SEKHAR

D.O. No. 37/5/69-RG
Telegrams : REGGENLIND
MINISTRY OF HOME AFFAIRS
The Registrar General, India
New Delhi
August 19, 1969

Dear Doctor,

I reached Delhi last night, rather early this morning at about 1.00 a. m. the flight from Bombay to Delhi having added to a further delay of more than three hours.

Let me tell you how heartened and impressed I feel of the fact that you are able to command the fullest cooperation of the District Collectors, the District Development Officers and all other district authorities in census work. The excellent quality of the village notional maps that you have succeeded in getting prepared by the Panchayat authorities throughout your State is no small achievement. I do trust that the urban areas will also fall in line. As discussed by us, it is best to retain a house-numbering scheme that any of the urban local authorities may already be maintaining and fit in the census demarcation of blocks within that framework. The only thing is to ensure that every census house is identified and given a sub-number to the building number that the municipal authorities may be having.

I must thank you for all the trouble you took to make my tour in Gujarat a most rewarding one. Please also convey my thanks to Shri Jamnadas Patel for helping in the finalization of the Standard Urban Areas.

Kind regards,

Yours sincerely,

Sd/-
(A. Chandra Sekhar)

Shri C. C. Doctor,
Superintendent of Census Operations, Gujarat,
Ahmadabad.

P.S. : In a hurry Yesterday, you forgot to let me know the price of the film roll you got for me at Ahmadabad. Kindly write to me.

APPENDIX 21

A. CHANDRA SEKHAR

D.O. No. 9/32/69-CTU(CEN)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
The Registrar General, India
2/A, Mansingh Road
New Delhi-11,
Aug. 22, 1969

Dear

Recently on my tour in Gujarat State, I found that Shri Doctor had succeeded in getting excellent notional maps of every village throughout the State prepared by the District administrations. He had the village official to prepare a rough layout map according to the Permanent House-numbering Scheme, and from this the draftsman at the Taluka level had to prepare neat final maps for each village on good drawing paper of uniform size. Three copies are made. The map shows the prominent landmarks in the village as also if the houses were residential or non-residential and pucka or kutcha. Numbers have been allotted to each house and in due course, the local Panchayat will be supplying number plates to every house. Shri Doctor appears to have achieved signal success in his efforts and if only we can have such maps prepared for the entire country, it will be of great value. These notional maps, apart from

helping us in the Census enumeration, will be a very fine frame for the purpose of any future sample survey or study.

I have asked Shri Doctor to bring to the Darjeeling Seminar some specimen maps that have been prepared. I wish we could make similar efforts in every State.

Apart from these notional maps of the entire village it will be necessary that ultimately the Census enumerator should also prepare for the block allotted to him a layout sketch so that the houses covered by him, that fall within his block, could be identified even subsequently for post enumeration check or any other type of survey.

We can discuss these matters at the Darjeeling conference.

Yours sincerely,
Sd/-
(A. Chandra Sekhar)

Copy to Shri C. C. Doctor, Superintendent of Census Operations, Gujarat, Ahmadabad.

Sd/-
(A. Chandra Sekhar)

APPENDIX 22

No. 23/4/67-Map (Vol. II)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-11
Dt. 6th/8th Dec., 1969

To

The Chief Secretary to the
Government of Gujarat,
Ahmadabad.

Subject : Implementation of the Scheme on Permanent House-numbering

Sir,

I have the honour to say that the National Buildings Organisation, Ministry of Health, Family Planning, Works, Housing and Urban Development, Government of India, have placed at the disposal of this office a small token amount for the implementation of the Permanent House-numbering Scheme. It is proposed to grant a token subsidy to the local bodies which have actually fixed the number plates on the houses in their jurisdiction.

I hereby accord sanction of a sum of Rs. 65,000 (Rupees sixty five thousand only) for the grant of subsidy to the local bodies in your State towards the expenditure incurred by them for the above work.

The actual amount to be paid to the various local bodies (urban and rural) may kindly be determined on the recommendation of the Director of Census Operations in your State under whose technical guidance this Scheme was being implemented by the State Government/Local bodies subject to the proviso that the amount of subsidy to any of the local bodies shall not exceed 25 per cent of the cost of number plates actually fixed on the houses.

2. The State Government is requested to raise a debit of this amount to the Major Head "39-A. Miscellaneous Social and Developmental Organisation -A:2 National Buildings Organisation, A:2 (3) Other Charges (Plan)" in Demand No. 42 other Revenue Expenditure of the Ministry of Health, Family Planning, Works, Housing and Urban Development for 1969-70, through the Accountant General, Commerce, Works & Miscellaneous, New Delhi.

Yours faithfully,
Sd/-
(A. Chandra Sekhar)
Registrar General, India & ex-officio Joint Secretary to the Government of India (Ministry of Home Affairs)

No. 23/4/67-Map (Vol. II) New Delhi-11
the 8th Dec., 1969

Copy to :-

(1) The Accountant General, Gujarat, Rajkot Branch, Rajkot.

(2) The Director of Census Operations, Gujarat, Ahmadabad. He is requested kindly to make recommendations to the State Government on the basis of the actual performance of the local bodies in respect of the Scheme of Permanent House-numbering. He will please bear in mind that no further amount will be sanctioned for the implementation of this Scheme.

(3) The Accountant General, Commerce, Works and Miscellaneous, New Delhi.

(4) The Director, National Buildings Organisation, Nirman Bhavan, New Delhi.

(5) The Ministry of Health, Family Planning, Works, Housing & Urban Development, Department of Works, Housing and Urban Development, Nirman Bhavan, New Delhi.

Sd/-
(A. Chandra Sekhar)
Registrar General, India & ex-officio Joint Secretary to the Government of India (Ministry of Home Affairs)

No. 23/4/67-Map (Vol. II)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Registrar General, India

Dt. 9th February, 1970

To
The Chief Secretary to the
Government of Gujarat,
Ahmadabad.

Subject : Implementation of the Scheme on Permanent House-numbering

Sir,

In modification of the sanction conveyed through this Office letter No. 23/4/67-Map (Vol. II) dated 8th December, 1969, for implementing the Permanent House-numbering Scheme, I am to accord sanction to a sum of Rs. 65,000 (Rupees sixty five thousand) only for the grant of subsidy to the local bodies in your State towards the expenditure incurred by them for the preparation of the Notional Maps and Number Plates in connection with the implementation of the above scheme.

2. The actual amount to be paid to the various local bodies (urban and rural) may kindly be determined on the recommendation of the Director of Census Operations in your State, under whose technical guidance the scheme was being implemented by the State Government/Local Bodies, subject to the proviso that the amount of subsidy to any of the Local Bodies shall not exceed 25% of the cost of preparation of Notional Maps of House-numbering and 25% of the cost of Number Plates.

3. The State Government is requested to raise a debit of this amount to the Major Head "39-A. Miscellaneous Social and Developmental Organisation-A:2: National Buildings Organisation A:2: (4) Payment to other Government Departments etc. (Plan)" in Demand No. 42- Other Revenue : Expenditure of the Ministry of Health, Family Planning, Works, Housing and Urban Development for 1969-70, through the Accountant General, Commerce, Works and Miscellaneous, New Delhi.

Yours faithfully,

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India (Ministry of Home Affairs)

No. 23/4/67-Map (Vol. II) New Delhi-11
the 9th Feb., 1970

Copy to :-

(1) The Accountant General, Gujarat, Rajkot Branch, Rajkot,

(2) The Director of Census Operations, Gujarat, Ahmadabad. He is requested kindly to make recommendations to the State Government on the basis of the actual performance of the Local Bodies in respect of the Scheme of Permanent House-numbering. He will please

bear in mind that no further amount will be sanctioned for the implementation of this scheme.

(3) The Accountant General, Commerce, Works and Miscellaneous, New Delhi.

(4) The Director, National Buildings Organisation, Nirman Bhavan, New Delhi.

(5) The Ministry of Health, Family Planning, Works, Housing and Urban Development, Department of Works, Housing and Urban Development, Nirman Bhavan, New Delhi.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India (Ministry of Home Affairs)

No. 23/4/67-Map (Vol. II)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Registrar General, India

Dt. 11th Feb., 1970

CORRIGENDUM

Subject : Implementation of the Scheme on Permanent House-numbering

In continuation of this Office letter No. 23/4/67-Map (Vol. II) dated the 8th December, 1969 addressed to all Chief Secretaries in various States, for the Head of Account appearing in this Office letter No 23/4/67-Map (Vol. II) dated 8th December, 1969 substitute the following :-

"Major Head 39-A:Miscellaneous Social and Developmental Organisations : A : 2 National Buildings Organisation, A : 2 (4) Payment to Other Government Departments etc. (Plan)" in Demand No. 42-Other Revenue expenditure of the Ministry of Health and Family Planning Works, Housing and Urban Development for 1969-70.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India (Ministry of Home Affairs)

No.23/4/67-Map (Vol. II) New Delhi-11, the 11th Feb., 1970

Copy to :-

1. The Accountant General.
2. The Chief Secretary to the Government of
3. The Director of Census Operations, Gujarat, Ahmadabad.
4. The Director of National Buildings, Organisation for information.
5. The Accountant General, Commerce, Works and Miscellaneous, New Delhi.
6. Ministry of Health and Family Planning and Works, Housing and Urban Development (Department of Works, Housing and Urban Development) for information with reference to their letter No. G-20018/1/69-Bt. dated 15th January, 1970.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India (Ministry of Home Affairs)

APPENDIX 23

નં. બીજીટી. ૩૯ મીસેલેનીયસ યુ. ૭.
વિકાસ કમિશનરની કચેરી,
ગુજરાત રાજ્ય, અમદાવાદ
તા. ૨૫–૩–૭૦

વંચાણે લીધું :– (૧) પંચાયત અને આરોગ્ય વિભાગનો યુ. ઓ. આર. તા. ૨૧–૩–૭૦નો,
(૨) પંચાયત અને આરોગ્ય ખાતાનો ઠરાવ ક્રમાંક એમઆઈએસ. ૩૦૭૦–ચ, તા. ૨૫–૩–૧૯૭૦.

વિષય : કાયમી ઘર નંબરની સ્કીમ માટે પંચાયતોને સહાયક અનુદાન–૧૯૬૯–૭૦

હુકમ :–

સરકારશ્રીના ઉપરોક્ત ઠરાવ અન્વયે સેન્સસ અંગેની ગ્રાન્ટ આ કચેરીને હવાલે મૂકવામાં આવેલ છે. સેન્સસ અંગેની સારી કામગીરી કરવા બદલ દરેક ગ્રામ અને નગર પંચાયતને સબસીડી આપવાનું ઠરાવેલ છે. આ સબસીડીનું ધોરણ દરેક ગ્રામ દીઠ રૂ. ૩-૨૫ અને દરેક નગર દીઠ રૂ. ૧૦૦નું છે. પરંતુ દરેક ગ્રામ કે નગર પંચાયતને આ સબસીડીની રકમ જે તે પંચાયતે ઘર નંબરની પ્લેટો લગાડવામાં જે ખરેખર ખર્ચ કર્યું હોય તેના ૨૫ ટકાથી વધવી જોઈએ નહીં.

ઉપરોક્ત ધોરણ અનુસાર આથી સાથેના પત્રકમાં દર્શાવ્યા પ્રમાણે જિલ્લાવાર ગ્રાન્ટ છૂટી કરી જિલ્લા પંચાયત હસ્તક તેમજ ગાંધીનગર જિલ્લા માટે તે જિલ્લાના કલેકટરશ્રી હસ્તક મૂકવાનું ઠરાવવામાં આવે છે. જિલ્લા પંચાયતોએ તથા કલેકટરશ્રી ગાંધીનગરે સેન્સસની કામગીરી અંગેની આ ગ્રાન્ટ સબસીડી તરીકે તેમના જિલ્લાની નગર પંચાયતો તથા ગ્રામ પંચાયતોને ઉપરના ધોરણે વહેંચી આપવાની છે.

આ ગ્રાંટનું ખર્ચ મુખ્ય સદર ૩૯ પરચૂરણ સોસીયલ એન્ડ ડેવલપમેન્ટ ઓર્ગેનીઝેશન પરચૂરણ (૪) પંચાયતોને કાયમી ઘર નંબરની સ્કીમ માટેની સહાયક ગ્રાંટ તે સદરે પાડવું અને આ અંગે કંટીજન્સી ફંડમાંથી નાણાં વિભાગના મેમોરેન્ડમ નં. સીએનએફ. ૧૧૬૯-૨૫૦-કે તા. ૨૫-૩-૭૦ અન્વયે મળેલ રૂ. ૬૫,૦૦૦ સામે ઉધારવું અને સંબંધિત જિલ્લા વિકાસ અધિકારીશ્રીની તથા કલેકટરશ્રી ગાંધીનગરની અંગત ખાતાવહીમાં જમા તબદીલ લઈને બિલનું ચુકવણું કરવાનું રહેશે.

આ સાથેની ખરી નકલ સહિત ગ્રાન્ટનું બિલ તિજોરી કચેરીએ રજૂ થયેથી ગ્રાન્ટની મંજૂર કરેલ રકમ જે તે જિલ્લા વિકાસ અધિકારીશ્રીના અને કલેકટરશ્રી ગાંધીનગરના અંગત ખાતાવહીમાં જમા તબદીલ લઈને બિલનું ચુકવણું કરવું અને બિલનું ખર્ચ પડી ગયેથી તિજોરી વાઉચર નંબર, તારીખ, રકમ, માસ વગેરેને લગતી માહિતી આ કાર્યાલયને પૂરી પાડવી.

સહી
રસિકલાલ ભા. શુકલ
વિકાસ કમિશનર,
ગુજરાત રાજ્ય, અમદાવાદ

નકલ જયભારત સાથે રવાના :–

(૧) જિલ્લા વિકાસ અધિકારીશ્રી સંબંધિત જિલ્લા પંચાયત.
(૨) કલેક્ટરશ્રી ગાંધીનગર, અમદાવાદ.
(૩) તિજોરી અધિકારીશ્રી સંબંધિત જિલ્લાઓ.
(૪) જિલ્લા સહાયક નિરીક્ષકશ્રી, સ્થાનિક ભંડોળ ખાનું સંબંધિત જિલ્લા.
(૫) શ્રી એકઝામીનરશ્રી લોકલ ફંડ ખાનું, નવી સિવિલ હોસ્પિટલ, અમદાવાદ.
(૬) શ્રી નાયબ સચિવશ્રી, પંચાયત અને આરોગ્ય વિભાગ, સચિવાલય, અમદાવાદ–૧૫.
(૭) શ્રી ડાયરેકટર ઓફ સેન્સસ ઓપરેશન, ગુજરાત રાજ્ય, અમદાવાદ.

આ કચેરીના હુકમ ક્રમાંક : બીજીટી. ૩૯ મીસેલેનીયસ યુ. ૭. તા. ૨૫–૩–૭૦ નું સાંધણ

	જિલ્લાનું નામ	ગામની સંખ્યા	નગરની સંખ્યા	છૂટી કરેલ અનુદાનની રકમ રૂ. પૈ.
	૧	૨	૩	૪
૧	જામનગર	૬૯૯	૬	૨,૮૭૧–૭૫
૨	રાજકોટ	૮૫૭	૨	૨,૯૮૫–૨૫
૩	સુરેન્દ્રનગર	૬૫૬	...	૨,૧૩૨–૦૦
૪	ભાવનગર	૮૯૯	૨	૩,૧૨૧–૭૫
૫	અમરેલી	૬૦૨	૪	૨,૩૫૬–૫૦
૬	જૂનાગઢ	૯૪૮	૬	૩,૬૮૧–૦૦
૭	કચ્છ	૧,૦૧૫	...	૩,૨૯૮–૭૫
૮	બનાસકાંઠા	૧,૩૭૧	૨	૪,૬૫૫–૭૫
૯	સાબરકાંઠા	૧,૩૯૧	૪	૪,૯૨૦–૭૫
૧૦	મહેસાણા	૧,૦૮૪	૫	૪,૦૨૩–૦૦
૧૧	ગાંધીનગર	૭૯	...	૨૫૬–૭૫
૧૨	અમદાવાદ	૬૮૭	૬	૨,૮૩૨–૭૫
૧૩	ખેડા	૯૬૩	૮	૩,૯૨૯–૭૫
૧૪	પંચમહાલ	૧,૯૧૫	૪	૬,૬૨૩–૭૫
૧૫	વડોદરા	૧,૬૦૫	૨	૫,૬૭૬–૨૫
૧૬	ભરૂચ	૧,૧૦૯	૧	૩,૭૦૪–૨૫
૧૭	સુરત	૧,૧૯૫	૧	૩,૯૮૩–૭૫
૧૮	વલસાડ	૯૩૨	૪	૩,૧૦૪–૦૦
			કુલ રકમ	**૬૪,૧૫૭-૭૫**

સહી
રસિકલાલ ભા. શુકલ
વિકાસ કમિશનર,
ગુજરાત રાજ્ય, અમદાવાદ

APPENDIX 24

Copy of inaugural address of Shri Y. B. Chavan, Honourable Home Minister at the time of the First Census Conference of Directors of Census Operations, held at New Delhi, from 16-5-69 to 21-5-1969.

Friends,

I am happy to be with you today, as you begin your deliberations to finalise the details of an operation which is unsurpassed both in regard to its size as also its importance. The great care exercised by the Government in ensuring that only such persons are put in charge of these operations at the State-level as are outstanding and have the necessary aptitude, ability, willingness and capability to handle this onerous task, is a measure of the importance that is attached to this work. I must congratulate you at having the privilege to be associated with the forth-coming census operation.

2. We have rich tradition of taking complete censuses of population from the year 1872. The census has, of course; grown over this period both in quantitative and qualitative terms. The Indian census today is universally acknowledged as the most authentic and comprehensive source of information about our land and the people. With the dawn of independence and the adoption of a democratic system of government the importance of authentic data on population was enhanced. The size of the legislatures as also demarcation of electoral constituencies depended on the statistical information regarding the size of the population and its geographical distribution. These data are invaluable also for the implementation of constitutional provisions like welfare of the socially and economically backward classes. The advent of the Five Year Plans added a new dimension to the census operations. It was expected to yield information regarding such a variery of aspects of the nation's economy like population growth, its distribution, urbanisation, manpower,employment, literacy, migration, housing and so on. The Planners as well as the Research Scholars look for detailed and sophisticated data on the trends in occupational and industrial affiliations of the working population fertility patterns, age and educational levels, etc. Census has to meet this increasing hunger for data.

3. Lack of data can well be the most serious bottleneck in the process of planning in developing countries. We were fortunate enough to have at least the minimum basic data regarding the total population, its growth, distribution, etc., But as the economy advances, the sectoral inter-dependence, need for regional balance, and various complexities come in. This makes varied demands for more and more data. The twin factors of larger data and higher reliability of it in explaining the various policy variables then become of critical importance. Data collection and decision-making are two inseparable and inter-dependent aspects in the process of planning. In this strategic task, you form an important link and I am sure you will be proud of this role. Over last 100 years, the census operations have been keeping up with the varied demands of changing times. A greater degree of sophistication has come into our methods of collection, tabulation and analysis of statistical data during this period.

4. It is precisely because of the crucial role it plays in indicating the possible policy variables in diverse fields that the census statistics will have to meet the test of accuracy as well as timeliness. Even the slightest doubt about its reliability or any delay in its publication would defeat the very purpose of the operation. In matters of collection of data, filling up of questionnaires, etc. I hope you would appreciate that the success or otherwise of this gigantic effort will depend on the performance of the last link in the chain, be it the Gramsevak or the school teacher, who will do the actual enumeration. Our task should be to enthuse that the system of enumeration does not vary from person to person. All the persons involved in the census work have to be alive to the importance of the whole operation otherwise they may come to regard it as only an additional demand on their time. Due care will also have to be taken by you to see that questionnaire does not become so complicated as to be beyond the comprehension, of both the enumerator and the enumerated. I understand that finalising the census questionnaire is one of the main tasks before your Conference. Much of the success of census enumeration will depend on the care and attention you give to this basic task.

5. The census operations are becoming more and more technical and intricate. To keep up with the need for increasing sophistication the Census Organisation has to acquire adequate technical skills to fulfill its tasks. I am glad to understand from the Census Commissioner that short courses of training are proposed to be organised for all the Census officers. During the inter-censal period several members of the staff of the Census Organisa-

tion had received advanced training in India and abroad. We have to keep pace with the advanced techniques in the rest of the world. We may have to gradually change over from some of the antiquated techniques like manual sorting of data, etc., however well it might have served the purpose in the past when the tabulations were comparatively simpler. The need for more and more sophisticated cross tabulation of data is now being felt and it has to be provided in quick time. Unless you modernise some of the techniques of processing of data by taking recourse to electronic computation, you may not be able to adequately meet the requirements. At the same time, computerisation of enormously large data as that of the Indian population census is no simple matter. In fact, it presents several other problems which connot be readily resolved. I realise that it may not be possible to change overnight to complete processing of the entire Indian Census data on an electronic computer. Some sampling procedures have to be adopted to get the data processed in time. This again requires adequate application of new skills which perhaps the past census procedures did not involve. At the same time the traditional methods of sorting and tabulation of data will also have to be resorted to for some simpler tabulations requiring the provision of basic data for small units. Your aim should be to complete the processing of data accurately and quickly and make them available to the consumers within reasonable time. Often much time is lost between the completion of census enumeration and publishing of the census tables and reports reducing their value to a considerable extent.

6. I hope that you will also give some thought to the way of presentation of the census results and reports. The Census reports are generally so bulky and so full of figures that one is not readily attracted to them. Census data are of great relevance and value to the common man. I do trust that at the next census you will be able to bring out some popular versions of the census analytical reports to render them interesting to the common man and at the same time be educative. Your findings and your observations will be greatly valued. You are bound to be objective in your approach and you would have the necessary data to support your findings.

7. Apart from producing dry statistics, the India Census has followed a fascinating tradition of taking up ancillary studies in different fields and adding to the fund of knowledge. While the main purpose of census taking is not lost sight of, these ancillary studies have greatly helped in giving a meaning to much of the statistical data produced at the census. At the last Census, I am told, the socio-economic surveys of a large number of villages formed the main plank of census ancillary studies and these had been greatly acclaimed by the scholars in and outside the country. I understand from the Census Commissioner that at the next Census, Urban Studies will occupy a central place among the ancillary projects. This is a step in the right direction. Despite a large proportion of India's population being rural, increased urbanisation will be an inevitable concomitant of the socio-economic progress of the country as has been the experience of several developed countries. At this point of transition in India, studies on the processes of urbanisation are bound to be valuable.

8. Your responsibilities are great. Your task is none too easy though I have no doubt that it is a very fascinating one. Census would require single minded devotion on your part. It would be your task to inspire the entire machinery under you in the State to greater and greater effort in this work of national importance. The next census of 1971 makes an important landmark in the Census history. It marks the completion of hundred years of modern census taking in our country. We could justifiably take pride in this achievement. I am sure all of you will strive your utmost not only to maintain but enhance our rich tradition in Census taking. Your deliberations would lay the foundations for a sound super-structure for the completion of this work. I am very happy to inaugurate this Conference. I wish you all godspeed and success in the completion of the tasks ahead of you".

APPENDIX 25

MOST IMMEDIATE

A. CHANDRA SEKHAR

Do. No. 9/3/69-CTU
MINISTRY OF HOME AFFAIRS
Registrar General, India
New Delhi-11
27th May, 1969

Dear Doctor,

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

(i) The items below orginally proposed to be collected through the Houselist will be given up :
   (a) Age of the Census House,
   (b) Material of Floor,
   (c) Reasons for vacancy, and
   (d) Information on Deaf and Dumb.

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

(iii) Information on total fertility need not be collected and it may be adequate to have information on current fertility only which can be had by adding a couple of simple questions to the Individual Slip itself to be asked of the currently married females. These questions will be :
   (a) Age at marriage, and
   (b) If any live birth in the last one year.

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

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

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

(vii) The Individual Slip will be further simplified by
   (a) excluding the question on 'Nationality' : and
   (b) recording only one educational level instead of treating general and technical separately, the technical educational level being given preference where both are considered equivalent.

My only regret is that these decisions were not taken earlier than the date of our Census Conference. We would have saved ourselves of much of the time we spent on discussing certain items as sampling procedures and a few concepts which are now rendered superfluous. However, I was very happy at the very detailed, well-informed and useful discussion we have had at the Census Conference which helped all of us to appreciate-fully the intricacies of the Census procedures. The present decisions communicated in this letter are undoubtedly welcome and will make for more convenient Census taking. The vexed and somewhat difficult problem of sampling at enumeration stage and the recruitment and training of a separate set of enumerators is

now obviated. We shall have only uniform training for all enumerators. The filling in of Population Record in certain villages selected for the purpose would hardly call for any specialised training. You will be informed in due course how these villages are to be selected, probably, on the basis of stratification of villages by population size. All that would appear necessary is to issue the Population Record books with a short covering note of instructions to the enumerators censusing those villages to say that they have to copy out certain particulars of the Individual Slip on to the Population Record at the end of each day. It may how be possible to have a uniform size of the enumerator's block throughout the country, each covering a population of 750 on the average. Small villages that are remote even if they are of smaller population size may have to be in charge of separate enumerators.

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

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

Kindly acknowledge receipt of this letter.

Yours sincerely,

Sd/-
(A. Chandra Sekhar)

Shri C. C. Doctor,
Superintendent of
Census Operations,
Gujarat, Ahmadabad.

APPENDIX 26

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSELIST AND ESTABLISHMENT SCHEDULE

PART-I HOUSELIST

General

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

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

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

House-numbering and preparation of notional maps

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

5. Before the actual affixing of house numbers on doors an essential step to be taken is to prepare a rough notional map of the entire village and decide on whether the village should be sub-devided into blocks and if so, how? Normally a small village of less than 125 houses need not be sub-divided into blocks. But if a village has one or more hamlets, irrespective of the size, it is desirable to devide the area of the village into blocks so that each hamlet with the adjoining area is recognised as a separate house-numbering block of the village. It is important that the dividing lines between one block and another should be clearly demarcated. Such dividing lines,

besides following some natural boundaries wherever possible should also be indicated by the Survey number that fall on either side of the dividing line in cadastrally surveyed villages. In villages which are not cadastrally surveyed, the line can be indicated by the name of the owners of the fields on either side of the line or by the name of the field, if any. A notional map showing the general topographical details of a whole revenue village particularly if a survey map is already available with the village revenue officials, will greatly help. This notional map should indicate the prominent features and land marks such as the village site, roads, cart tracks, hills, rivers, *nallahs*, etc. Clear demarcation lines of blocks are important so that any to define at the foot of the map the boundaries of a particular block is covered by a specific block without giving scope for any doubt. It may be desirable to define at the foot of the map the boundaries of each block clearly.

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

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

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

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

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

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

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

7. When once the location of every building/house is fixed on the plan, it will be a simple matter to decide on a convenient method of numbering the buildings/houses in one series following certain principles. No hard and fast rule can be laid as to the direction in which the house numbers should run *i.e.*, left to right or in a clockwise order or north-east to south-west and so on. Much depends on the lay-out. So long as some convenient and intelligible order is followed it should be all right. The numbers allotted to each house should be marked on the sketch and with the help of arrow marks at convenient intervals, the direction in which the house numbers run should be indicated. This is particularly important when streets cut across one another and the house-numbering series along a street get interrupted. It will be of advantage if the numbers are roughly marked in pencil on this sketch and later verified with the actual state of things on ground to see if the order of numbering indicated on the sketch would be convenient or if any slight changes are needed, for, after all the sketch is only a rough one and the actual state of buildings on ground may suggest a more intelligible order of numbering at some places.

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

9. In the forest areas, all habitations are not on settled pattern. There are forest villages which may be just like other revenue villages or *mauzas*. For such villages procedure for preparing normal lay-out plan sketches may be followed. But apart from such villages,

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

there would be clusters of habitations spread out in the forest. It will be facilitating, if for the purpose of netting such clusters a lay-out plan is prepared of the Forest area comprising the lowest administrative unit (such as, beat of a Forest Guard in some States). Then the clusters should be drawn on the lay-out sketch. Name of the cluster should also be written, if there be one. If there be no name, then it would be necessary to identify it with reference to any known permanent feature such as a hill stream, a range of hills, road and so on. After drawing the boundaries of such clusters on the lay-out, the location of each of the houses should be indicated on it and number assigned to each house. Habitations (clusters) falling within the area of the smallest forest administrative unit should be taken as one village for the purpose of house-numbering and houselisting,

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

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

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

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

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

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

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

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

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

17. The buildings should be numbered as follows :

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

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

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

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

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

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

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

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

20. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house is the same as the building number.

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

22. The definition of census house may sometimes be difficult of application in its literal sense in the context of varying patterns of structures and their usage. For example, in cities and towns, one does come across a situation when a flat in the occupation of one household as residence may be made up of four rooms or so and all the rooms may have direct entrance from a common court-yard, or a stair-case. In terms of the definition of a census house each of these rooms having entrances from the common stair-case etc., may qualify to be treated as census houses. But it does not realistically reflect the situation of

the number of houses. In such case, 'singleness' of use of these rooms alongwith the main house by the household should be taken into account and the entire flat comprising four rooms should be treated as one census house only and assigned one number. If on the other hand each one of these rooms had been separately occupied by independent households and if each portion had separate main entrance then each will be justified to be treated as a separate census house. In a hostel building even if the door of each room in which an inmate lives opens on to a common *verandah* or stair-case as it happens almost invariably, the entire hostel building may have to be treated as one census house only.

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

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

Each household will be listed according to the instructions that follow (see paras 43 & 44) and a distinguishing number allotted to each household. As each household will be related to the physical structure of a census house, the household number as such need not be painted on the door of each census house. Only the building and census house number will be painted.

HOUSELISTING

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

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

The following instructions will guide you in filling the houselist :

27. On the top of the houselist form, provision is made to note the name of District with Code No., name of Taluk/Tehsil/Thana/Anchal/Island/Code No., name of Village/Town/Code No., name or No. of Ward, *Mohalla*, Enumerator's Block Code No. The entries here are to be filled in by you very carefully. The Location Code is the method by which every village or town in any tehsil or police station in every district of a state is identified by a combination of numbers. For this purpose every district, tehsil or police station, village or town/ward/*mohalla*/enumerator's block in your State would have been allotted code numbers. Your charge Superintendent or the Supervisor would have indicated to you the district, tehsil or police station and the village or town/ward/*mohalla*/enumerator's block code numbers pertaining to you. You shall have to enter them in the relevant spaces against the names of the various jurisdictional units. *Please not that the town number is to be given in Roman figures to distinguish it from the village number which will be indicated by a Arabic numerals.*

NOTE : Please do not write anything in spaces enclosed by dotted lines in column Nos. 4, 5, 6, 10 and 12. These are meant for writing code numbers in the Tabulation Offices.

Col. 1 : Line number

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

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

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

30. There would be cases where the Municipal numbers or local authority numbers are not found satisfactory and therefore you would have given numbers to various buildings by way of updating the numbering or revising it. In any case you would have

assigned a number to every building in the lay-out sketch. The third contingency is that numbering did not exist earlier and you have numbered the buildings and assigned them the number on the lay-out sketch and marked them on the building itself.

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

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

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

Col. 3 : Census House Number

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

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

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

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

Col. 4 : Material of Wall

36. Under this column, the material out of which the major portion of the walls of the house are made, as for example, grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cemet concrete, timber etc., should be written. Where a house consists of separate structures each having walls made out of different materials, the material out of which the walls of the main portion of the house mostly used for living or sleeping are made, are to be recorded.

Col. 5 : Material of Roof

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

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

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

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

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

Shop :

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

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

(5) Hospital, Dispensary, Health centre, Doctor's clinic, etc.

(6) School and other educational institution.

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

(8) Restaurant, sweetmeat shop and eating place. (A sweetmeat shop where sweetmeat is

being made and sold should be recorded as a Workshop).

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

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

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

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

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

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

Col. 7: Is it used wholly or partly as an Establishment ?

Yes or No. If yes, enter further details in the Establishment Schedule and indicate the Serial No. of that entry here.

Definition of an Establishment

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

Examples :

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

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

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

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

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

COLUMNS 8 to 16

42. These columns will relate to census houses which are used wholly or partly as a residence. If therefore, a particular census house is not being used for residential purposes at all even partly, as

will be evident from entry in Col. 6, put 'X' in each of the Cols. 8 to 16.

Col. 8 : Household No.

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

44. There may be more than one household in a census house. Each household should be given a separate number. This can be done by using the alphabets as (a), (b), (c), etc., as affixes to the census house No. For example, if building No. 2 is also a census house and has three households, the household numbers will be 2(a), 2(b), and 2(c). If however, building No. 3 is also a census house and has only one household, the household No. to be entered in this column will be No. 3 only.

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

Col. 9 : Name of the head of household

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

Col. 10 : If Scheduled Cast or Scheduled Tribe, write name of Caste/Tribe

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

for Scheduled Caste write "S.C." and record name of caste,
for Scheduled Tribe write "S.T." and record name of tribe
for others write "X"

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

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

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

Col. 11 : No. of living rooms in the occupation of census household

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

51. If there is only one household in a census house the counting of rooms will not be difficult.

But if a census house consists of a number of households, the number of rooms occupied by each household has to be entered against the name of each Head of household. In cases where a room is occupied by more than one household or they share more than one room, the number of rooms should be given together against a bracket as common to such households.

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

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

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

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

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

55. Enter the number of males normally residing in the household in Col. 13; females in Col. 14 and total number of persons in Col. 15 (Col. 13 + Col. 14).

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

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

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

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

Col. 17 : Remarks

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

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

PART II–ESTABLISHMENT SCHEDULE

60. Instead of loading the main Houselist form itself with questions pertaining to Establishments, it has been decided to have a separate schedule in which particulars of each establishment are to be recorded. (See the Establishment Schedule given on Pages 182–183).

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

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

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

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

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

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

(iii) Cols. 9 to 10 relate to trading establishments; and

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

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

65. Please do not write in the spaces enclosed by dotted lines in Cols. 4, 6, 7, 8, 9, 10 & 11. These are meant for use in the Tabulation Offices for Coding.

Col. 1 : Sl. No.

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

Col. 2 : Census House No.

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

68 A point to be noted here is that it is likely that a single factory or workshop may be spread over more than one Census house adjoining one another. Therefore, while in Col. 2 of this schedule a number of Census houses may be noted in respect of that particular unit of production, processing or repairing, trade or business etc., the entries in Col. 3 onwards will be one only for that group of houses covered by a single unit of production or business etc. establishment. For example, if a single tea factory in Assam or business establishment in Calcutta should be spread over two or three adjacent buildings, each of the buildings should not be shown as a separate factory or establishment but the House Nos. of all these buildings shown in Col. 2 should be bracketted together and the particulars of the single tea factory or establishment entered in the subsequent columns against this group of houses. If on the other hand the activities of a large firm or an office are carried on in buildings located far away in different localities, each of the Census houses in the different localities will have to be treated as a separate establishment and the particulars of the establishment relating to that particular Census house should be listed in this schedule.

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

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

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

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

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

(2) Private
or

(3) Co-operative,

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

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

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

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

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

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

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

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

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

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

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

78. *Household Industry : Definition*

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

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

(i) nature of activity
(ii) participation
(iii) location
(iv) size

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

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

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

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

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

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

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

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

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

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

Col. 8: Type of fuel or power used

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

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

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

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

Col. 9: Description of goods bought/sold

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

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

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

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

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

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

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

97. Two specific types of establishments have been covered in Cols. 6 to 10. Col. 11 relates to the remaining types of establishments not covered by Cols. 6 to 10. You have to describe such establishments in this column, *e.g.*, Government. office, School, Hospital, Railway station, Orphanage, Rescue home, Barber's saloon, Cinema theatre, Hotel, Tea shop, Lawyer's office, Doctor's clinic, Laundry, etc.

General

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

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

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

CENSUS OF HOUSE

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

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

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

Note : Please do not write in the spaces enclosed by dotted lines in Cols. 4, 5, 6, 10 & 12. These are meant for use in the Tabulation Offices for coding.

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

INDIA 1971 **ENGLISH**

LIST

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

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

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

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

CENSUS OF ESTABLISHMENT

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

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

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

Note : Please do not write in the spaces enclosed by dotted lines in Cols. 4, 6, 7, 8, 9, 10 & 11. These are meant for use in the Tabulation Offices for coding.

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

INDIA 1971 **ENGLISH**

SCHEDULE

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

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

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

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

ભારતની વસતિ ગણતરી ૧૯૭૧

ઘરોની યાદી તથા ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)નું પત્રક ભરવા અંગેની ગણતરીદારોને સૂચનાઓ

ભાગ ૧–ઘરોની યાદી

સામાન્ય

વસતિ ગણતરી એ ખૂબ મહત્ત્વનો રાષ્ટ્રીય કાર્યક્રમ છે. તે વિચક્ષણ અને કાર્યક્ષમ વહીવટ માટે અનિવાર્ય છે. ઉપરાંત તે વિદ્વાનો, વ્યાપારીઓ, ઉદ્યોગપતિઓ, દેશના આયોજકો અને ચૂંટણીના સત્તાવાળાઓ, વગેરેને અનેક રીતે ઉપયોગી થાય છે. વસતિ ગણતરી દરેક પ્રગતિશીલ દેશના મહત્ત્વના અંગરૂપ છે, પછી ભલે તેનું કદ અને રાજકીય વ્યવસ્થા ગમે તે સ્વરૂપની હોય. વસતિ ગણતરી નિયમિત અંતરે મુકરર હેતુઓ સિદ્ધ કરવા માટે યોજવામાં આવે છે.

૨. તમને સોંપવામાં આવેલ ઘરોને નંબરો આપવાનું તથા ઘરોની યાદી બનાવવાનું કામ એ વસતિ ગણતરી અંગેનું અનિવાર્ય પ્રાથમિક પગલું છે. ઘરોની માત્ર યાદી બનાવવા ઉપરાંત તમે ઘરોને લગતી કેટલીક મહત્ત્વની માહિતી એકઠી કરશો. તે ઉપરાંત ઉત્પાદન, વેપાર અને સેવા (Service)ના એકમો (Establishments) અંગે દેશના આયોજકોને ઉપયોગી એવી કેટલીક માહિતી તમે એકઠી કરશો. આમ તમારે એક મહત્ત્વની કામગીરી બજાવવાની છે. તમારે ફાળે આવેલું કામ તમે કેટલું સારી રીતે કરો છો તેનો આધાર તમે આ કામ પરત્વે કેટલી દિલચશ્પી રાખો છો તેના ઉપર છે. આ કામ અંગે જે સૂચનાઓ આપવામાં આવી છે તે તમારે સંપૂર્ણપણે સમજવાની છે અને તમારી જવાબદારીઓ ખૂબ કાળજીપૂર્વક અદા કરવાની છે.

૩. તમારા વિસ્તારની સ્થાનિક સ્વરાજ્યની સંસ્થા જેવી કે ગ્રામ પંચાયત, નગર પંચાયત, નગરપાલિકા વગેરેએ કાયમી ઘર નંબરની યોજના નીચે જે અંદાજી નકશા બનાવ્યા હશે તે તમને ઉપયોગી થઈ પડશે. જો તે સંસ્થા દ્વારા આવા નકશા બનાવવામાં આવ્યા ન હોય તો તમને સોંપવામાં આવેલ વિસ્તારના સ્થળસ્થિતિ બતાવતા નકશાઓ તમારે બનાવવા પડશે, અને તેની અંદર દરેક ઘરનું સ્થાન બતાવવું પડશે અને તેને નંબર આપવા પડશે. ઉપરાંત ઘરોની યાદી બનાવતી વખતે રહેણાકનાં અને બિનરહેણાકનાં ઘરો જુદાં જુદાં બતાવવાં પડશે અને તમને આપવામાં આવેલ પત્રકમાં કેટલીક આવશ્યક વિગતો ભરવી પડશે. આ રીતે તમે બનાવેલ નકશા સંબંધિત સંસ્થા દ્વારા ભવિષ્યમાં જ્યારે તે કાયમી ઘર નંબર યોજના દાખલ કરે ત્યારે આધારભૂત થશે.

ઘરોને નંબર આપવા બાબત તથા અંદાજી નકશા બનાવવા બાબત

૪. **ગ્રામ્ય વિસ્તારો** :—સૌથી પ્રથમ કાર્ય દરેક મકાન, ઘર અને કુટુંબ ઘરને નંબરો આપવાનું છે.

૫. બારણાં ઉપર ઘરના નંબરો લગાવતાં પહેલાં સમગ્ર ગામનો કાચો અંદાજી નકશો બનાવવો આવશ્યક છે. ત્યારબાદ ગામને જુદા જુદા બ્લોકમાં વહેંચવું કે કેમ અને શી રીતે તે નક્કી કરવાનું રહેશે. સામાન્ય રીતે ૧૫૦ ઘરથી ઓછી સંખ્યાવાળા નાના ગામને એકથી વધારે બ્લોકમાં વહેંચવું જરૂરી નથી. પરંતુ જો કોઈ ગામમાં એક કે વધારે પરાં (Hamlets) હોય તો તેનું કદ ગમે તેટલું હોય તો પણ તે દરેક પરાંનો જુદો બ્લોક બનાવવો ઇચ્છનીય છે. આમ કરતી વખતે દરેક પરાંનો લાગુ વિસ્તાર તેની સાથે જોડવો જરૂરી છે. આ સમગ્ર વિસ્તારને ઘર નંબરના જુદા બ્લોક તરીકે ઓળખવો જોઈએ. બે બ્લોક વચ્ચેની વિભાજન રેખા સ્પષ્ટ રીતે અંકિત કરવામાં આવે તે ખૂબ મહત્ત્વનું છે. આવી વિભાજન રેખાઓ કુદરતી હદોને અનુસરતી હોવી જોઈએ. તે ઉપરાંત જ્યાં શક્ય હોય ત્યાં માપણી થયેલ ગામો પૂરતું વિભાજન રેખાની બન્ને બાજુએ જે સર્વે નંબરો આવ્યા હોય તે પણ બતાવવા જોઈએ. જે ગામોમાં માપણી થઇ નથી, ત્યાં વિભાજન રેખા તેની બંને બાજુએ આવેલ ખેતરોના માલિકના નામથી અથવા જો ખેતરને નામ હોય તો તે નામથી દર્શાવી શકાશે. આખા મહેસૂલી ગામનો અંદાજી નકશો કે જેની અંદર ગામની ભૌગોલિક વિગતો દર્શાવવામાં આવી હોય તે જો મળી શકે તેમ હોય તો બહુ ઉપયોગી થશે. જો આ ગામની સર્વે થયેલી હશે તો તેનો નકશો તલાટી-કમ-મંત્રી પાસેથી મળી શકશે. આ અંદાજી નકશાની અંદર ગામના મુખ્ય સીમાચિહ્નો જેવાં કે ગામતળ, રસ્તા, ગાડારસ્તા, ટેકરીઓ, નદીઓ, નાળાંઓ વગેરે દર્શાવવાં જોઈએ. બે બ્લોક વચ્ચેનું સીમાંકન યોગ્ય રીતે કરવું ઘણું મહત્ત્વનું છે. આ સીમાંકન એટલું સ્પષ્ટ હોવું જોઈએ કે કોઈ પણ એક બ્લોકની અંદર ગમે તે સ્થળે કોઈ મકાન આવેલું હોય તો તે કયા બ્લોકમાં આવેલું છે તે નિઃશંક રીતે નક્કી કરી શકાય. નકશાની નીચેના ભાગમાં દરેક બ્લોકની સીમાઓનું વર્ણન સ્પષ્ટ રીતે કરવામાં આવે તે ઇચ્છનીય છે. જેમ કે,

બ્લોક નં. ૧

જમાદાર શેરી ઘર નં. ૧ થી ૫૦
ગાંધી ચોક ઘર નં. ૫૧ થી ૭૮
ગોટીની શેરી ઘર નં. ૭૯ થી ૧૫૦

કુલ ૧૫૦ ઘરો

૬. આ રીતે ગામનો નકશો બનાવ્યા બાદ તેમાં દોરવામાં આવેલ દરેક બ્લોકની સ્થળસ્થિતિની વિગતો દર્શાવવાનું કામ હાથ પર લેવું. આ વિગતવાર નકશામાં ગામતળની અંદર આવેલ ઘરોની સ્થળસ્થિતિ કાળજીપૂર્વક બતાવવાની છે. આ નકશામાં બધા રસ્તાઓ, શેરીઓ, અને ગાડારસ્તાઓ બતાવવાના છે. જો શેરીઓને નામ આપવામાં આવેલાં હોય તો તે નકશામાં લખવાનાં છે. ભૂતળની બધી વિગતો, મહત્ત્વનાં સીમાચિહ્નો અને જાહેર મકાનોને સ્પષ્ટ રીતે તરી આવે તે રીતે બતાવવાનાં છે. ત્યારપછી આ નકશામાં દરેકે દરેક મકાન અથવા ઘરને બતાવવાનું છે. **પાકાં અને કાચાં** ઘરોને કોઈ સ્વીકૃત સંજ્ઞા દ્વારા બતાવવામાં આવે તો ઉપયોગી

થશે. **પાકા** ઘરને માટે ચોરસ □ અને **કાચા** ઘરને માટે ત્રિકોણ △ મૂકવો અને જો તે બિનરહેણાક માટે વપરાતું હોય તો તેની અંદર નીચે દર્શાવ્યા મુજબ આડી લીટી દોરવી :—



પાકું રહેણાકનું ઘર

કાચું રહેણાકનું ઘર

કાચું બિન-રહેણાકનું ઘર

પાકું બિન-રહેણાકનું ઘર

'કાચા' અને 'પાકા' ઘરોની સર્વગ્રાહી વ્યાખ્યા કરવાનું કામ મુશ્કેલ છે, કારણ કે આવી કોઈ પણ વ્યાખ્યામાં દેશમાં આવેલ બાંધકામના જુદા જુદા પ્રકારોને સમાવવાનું કામ દુષ્કર છે. સ્થળ-સ્થિતિ દર્શાવતા નકશા ઉપર **કાચાં** અને **પાકાં** ઘરોનું વર્ગીકરણ માત્ર તેને સહેલાઈથી ઓળખી શકાય તેને માટે જ છે. **કાચાં** ઘરો સાધારણ રીતે લાંબો વખત ટકતાં નથી. તેથી ભવિષ્યમાં જો કોઈ પણ વ્યકિત આ નકશા જુએ તો સહેલાઈથી આ વિભાગને જુદો તારવી શકે, કારણ કે તેમાં ફેરફારો થવાની સંભાવના હોય છે. સ્થળસ્થિતિ દર્શાવતા નકશાના હેતુ માટે જે ઘરને **પાકું** ગણવામાં આવે છે તેની દીવાલ અને છાપરું નીચે જણાવેલ માલસામાનનું બનેલું હશે :—

દીવાલમાં વપરાયેલ માલસામાન :

પાકી ઈંટો, પથ્થર (ચૂના અથવા સિમેન્ટથી ચણવામાં આવેલ), સિમેન્ટ કોંકીટ અથવા ઈમારતી લાકડું, વગેરે;

છાપરામાં વપરાયેલ માલસામાન :

દેશી અથવા વિલાયતી નળિયાં, ગેલ્વેનાઈઝડ કોરુગેટેડ આયર્ન શીટ્સ (નાળવાળાં પતરાં), એસ્બેસ્ટોસ સિમેન્ટનાં પતરાં, રીઈન્ફોર્સ્ડ બ્રીક કોંકીટ (આર. બી. સી.), રીઈન્ફોર્સ્ડ સિમેન્ટ કોંકીટ (આર. સી. સી.) તથા ઈમારતી લાકડું, વગેરે.

જે ઘરની દીવાલો અને અથવા છાપરું ઉપર જણાવેલ વસ્તુઓ સિવાય બીજી કોઈ પણ ચીજોનું બનેલું હોય, જેવી કે કાચી ઈંટો, વાંસ, ગારો, ઘાસ, બરૂ, છાજ, વગેરે, અથવા છૂટા ગોઠવેલા પથ્થરો, છૂટી ગોઠવેલી પાકી ઈંટો, વગેરે, તો તેને **કાચું** ઘર ગણવું.

ઉપરની વ્યાખ્યા મુજબ જો કોઈ ઘરની દીવાલો અને છાપરું તેમાં દર્શાવવામાં આવેલ માલસામાનનું બનાવવામાં આવ્યું હોય તો જ તેને પાકું ઘર ગણવું. પરંતુ જો માત્ર એકલી દીવાલમાં તે પૈકીનો માલસામાન વપરાયેલો હોય અને છાપરામાં ન વપરાયો હોય તો તે પાકું ગણાશે નહીં. તે જ પ્રમાણે છાપરામાં તે પૈકીનો માલસામાન વપરાયેલો હોય અને દીવાલમાં ન વપરાયો હોય તો તે પાકું ગણાશે નહીં. જેમ કે છૂટા ગોઠવેલા પથ્થરોની દીવાલ ઉપર નાળવાળાં પતરાંનું છાપરું હોય અથવા કાચી ઈંટો કે ગારાની દીવાલ ઉપર દેશી કે વિલાયતી નળિયાં હોય તો તે ઘર પાકું ગણાશે નહીં. ચૂના કે સિમેન્ટથી પથ્થરો ચણી લેવામાં આવ્યાં હોય અને ઉપર વાંસ ગોઠવી અને ઘાસ અને પાંદડાં છાજ છાપરું બનાવવામાં આવ્યું હોય તો તે ઘર કાચું ગણાશે.

૭. એક વખત નકશા ઉપર દરેક મકાન/ઘરનું સ્થળ નક્કી થઈ જાય પછી તેને નંબર આપવાનું કામ સરળ છે. આમ કરવા માટે કેટલાક સિદ્ધાંતોને અનુસરીને મકાનો/ઘરોને જુદી જુદી શ્રેણીમાં નંબરો આપવા પડશે. ઘરના નંબરો કઈ દિશામાં આગળ વધશે તે બાબતમાં કોઈ ચોક્કસ નિયમ કરવાનું શક્ય નથી. નંબરો ડાબેથી જમણે અથવા ઘડિયાળના કાંટાની દિશામાં અથવા ઉત્તર-પૂર્વથી દક્ષિણ-પશ્ચિમ દિશામાં મુખ્યત્વે સ્થળસ્થિતિ મુજબ આગળ વધી શકે છે. કોઈ અનુકૂળ અને સમજી શકાય તેવી પદ્ધતિ સ્વીકારવામાં આવે તો તે પૂરતું છે. દરેક ઘરને આપવામાં આવેલા નંબર નકશા ઉપર બતાવવો જોઈએ, અને થોડે થોડે અંતરે આ નંબરો કઈ દિશામાં આગળ વધે છે તે તીરના નિશાનથી બતાવવું જોઈએ. જ્યારે શેરીઓ એકબીજાને છેદતી હોય અને જ્યારે એક શેરીની અંદર આપવામાં આવેલા ઘર નંબરના ક્રમમાં અવરોધ આવતો હોય, ત્યારે આ ખૂબ મહત્ત્વનું છે. જો નકશા ઉપર પેન્સિલથી કાચા નંબરો લખવામાં આવે અને પાછળથી સ્થળ ઉપર તેની ચકાસણી કરવામાં આવે તો તે ઘણું ઉપયોગી થશે. આમ કરવાથી નકશામાં બતાવવામાં આવેલ નંબરોનો ક્રમ અનુકૂળ પડશે કે તેમાં થોડા ફેરફારની આવશ્યકતા છે તે જોઈ શકાશે. આપણા નકશો એ કાચો છે અને તેથી મકાનોની સ્થળસ્થિતિ મુજબ કોઈ જગ્યાએ વધારે સ્પષ્ટ રીતે નંબરોનો ક્રમ જાળવવા માટે ફેરફાર કરવા હરકત નથી.

૮. જે ગામોની માપણી થઈ નથી અને જેનાં હદનિશાન નક્કી કરવામાં આવ્યાં નથી ત્યાં કોઈ કાયમી ભૌગોલિક નિશાન (જેવું કે નદી, નાળું, પર્વત, વગેરે)ને આધારે તે નક્કી કરવામાં આવે તે ખૂબ જ આવશ્યક છે. આમ કરવાથી આ હદનિશાનોની વચ્ચે આવેલું કોઈ પણ ઘર જે તે ગામના ભાગરૂપ ગણાશે.

૯. જંગલ વિસ્તારમાં વસાહતો વ્યવસ્થિત રીતે બંધાયેલી હોતી નથી. જંગલ વિસ્તારનાં કેટલાંક ગામો બીજાં મહેસૂલી ગામો જેવાં જ હોય છે. આવાં ગામો માટે નકશા બનાવવા માટે જે સામાન્ય વિધિ છે તે અનુસરવાની રહેશે. પરંતુ આવાં ગામો ઉપરાંત જંગલ વિસ્તારમાં વસાહતનાં ઝૂમખાં પથરાયેલાં હશે. આવાં ઝૂમખાંને આવરી લેવા માટે જંગલ વિસ્તારના નાનામાં નાના એકમ (દા. ત. ફોરેસ્ટ ગાર્ડની બીટનો વિસ્તાર)નો નકશો બનાવવામાં આવે તો સુગમતાભર્યું થશે. ત્યારબાદ આ ઝૂમખાંને સ્થળસ્થિતિ દર્શાવતા નકશામાં બતાવવાં જોઈએ અને આવાં ઝૂમખાંને જો નામ આપવામાં આવ્યું હોય તો તે લખવું જોઈએ. જો નામ આપવામાં આવ્યું ન હોય તો તેની નજદીકમાં આવેલાં જાણીતાં સીમાચિહ્નો, જેવાં કે ટેકરી, ઝરણું, ગિરિમાળા, રસ્તા, વગેરેના સંદર્ભમાં તેને ઓળખવાનું રહેશે. નકશા ઉપર આવાં ઝૂમખાંની હદ દોર્યા પછી તેમાં દરેક ઘરનું સ્થળ બતાવવાનું રહેશે અને તેને નંબર આપવાનો રહેશે.ઘરોને નંબરો આપવા માટે તથા ઘરોની યાદી બનાવવા માટે જંગલના નાનામાં નાના એકમની અંદર જે વસાહતો (ઝૂમખાં) આવેલ હોય તેને એક ગામ તરીકે ગણવી જોઈએ.

આદિવાસી વસાહતો વારંવાર તેમનું રહેઠાણ બદલતી હોય તે બનવાજોગ છે. તેથી તેનો સ્થળનિર્દેશ કોઈ કાયમી હદનિશાનના સંદર્ભમાં કરવો આવશ્યક છે. અગાઉ જે સૂચનાઓ આપવામાં આવી છે તે આદિવાસી વિસ્તારો માટે પણ અનુસરવાની રહેશે.

૧૦. **શહેરી વિસ્તારોઃ**– શહેરી વિસ્તારના અંદાજી નકશા તૈયાર કરવા માટે ગ્રામ્ય વિસ્તાર માટે જે પદ્ધતિ અપનાવવામાં આવી છે તે જ અનુસરવાની છે. મોટા ભાગના શહેરી વિસ્તારો માટે મ્યુનિસિપાલિટીઓ પાસે ડ્રાફ્ટસમેને સ્કેલથી દોરેલા નકશાઓ તૈયાર હશે અને તે તમને ખૂબ ઉપયોગી નીવડશે. અનુભવથી એમ માલૂમ પડયું છે કે શહેરની હદ ચોકસાઈપૂર્વક નક્કી કરવામાં આવી હોતી નથી અને તેનું ચોકસાઈથી રેખાંકન કરવામાં આવેલું ન હોવાથી, તેને સીમાડે આવેલા વિસ્તારો સંબંધી ઘણી શંકાઓ ઊભી થાય છે. નકશો સ્પષ્ટ રીતે તેનાં હદનિશાન બતાવે તે આવશ્યક છે. આમ કરવા માટે ચોક્કસ સર્વે નંબરો તથા બીજાં કાયમી હદનિશાનો નકશામાં બતાવવામાં આવે તે જરૂરી છે. કેટલીક વખત રસ્તાની એકબાજુ શહેરની હદમાં આવેલી હોય છે અને બીજી બાજુ હદની બહાર આવેલી હોય છે, કારણ કે તે ભાગ શહેરની નિશ્ચિત હદની બહાર આવેલો હોય છે. નિરીક્ષણ કરનાર અધિકારીઓએ નકશાને પ્રમાણિત કરતાં પહેલાં સ્થળ ઉપર આવા મુદ્દાઓની કાળજીપૂર્વક તપાસણી કરવી જોઈએ. જે કિસ્સાઓમાં શહેરની હદને અડીને ઉપનગરો વિકાસ પામતાં હોય તથા શેરીની એક બાજુ શહેરી હદની બહાર પડતી હોય તેની વિગતો વરિષ્ઠ અધિકારીઓના ધ્યાન પર લાવવી જોઈએ અને તેમણે આવા બાંધકામ થયેલા વિસ્તારો જે તે વહીવટી એકમની નીચે યોગ્ય રીતે બતાવવામાં આવે છે તેની ખાત્રી કરવી જોઈએ.

૧૧. શહેરના દરેક મહોલ્લા, લત્તા અને વોર્ડની દરેકે દરેક શેરી અને રસ્તા ઉપર આવેલ મકાન અને વસતિ ગણતરીનું ઘર સ્પષ્ટ રીતે જોઈ શકાય તેવા વિગતવાર નકશા બનાવવામાં આવે તે ખૂબ જરૂરનું છે. શહેરી વિસ્તારમાં ઘરો એકબીજાની લગોલગ અને મોટી સંખ્યામાં આવેલ હોવાથી તેમને એક નકશામાં સમાવી શકાશે નહીં. તેથી દરેક નકશામાં મર્યાદિત વિસ્તાર આવરી લઈ શહેરના વિસ્તારના પ્રમાણમાં જરૂરી સંખ્યામાં આવા નકશા બનાવવા. દરેક શહેરના વોર્ડ, લત્તા કે મહોલ્લાવાર કાયમી ભાગલા પાડવામાં આવેલ હશે. શહેરનો એક મોટો નકશો બનાવી તેની અંદર દરેક પેટા–વિભાગની હદ બતાવવી જોઈએ. આ નકશા ઉપર મુખ્ય રસ્તાઓ અને બીજી ભૌગોલિક વિગતો અને મહત્ત્વનાં જાહેર મકાનો, વગેરે બતાવવાં જોઈએ. આમ કરવાથી દરેક વોર્ડ, લત્તા કે મહોલ્લાના હદનિશાન સ્પષ્ટ રીતે ઓળખી શકાશે. ત્યારબાદ દરેક લત્તા/વોર્ડ કે બ્લોકના નકશાની રૂપરેખા બતાવી તેની અંદર બધા રસ્તાઓ અને શેરીઓનાં નામો લખવાં. પછી આ નકશાની અંદર દરેકે દરેક મકાન અથવા ઘર દર્શાવવું. કોઈ લત્તા કે વોર્ડનો વિસ્તાર ઘણો મોટો હોય તો તેના એક જ નકશાની અંદર બધાં ઘરો બતાવવાનું મુશ્કેલ બને તે બનવાજોગ છે. આવા કિસ્સામાં વોર્ડવાર એક નકશો બનાવવો અને તેની અંદર તેના વિભાગો દોરી દરેક વિભાગની સ્થળસ્થિતિ દર્શાવતો જુદો નકશો દોરવો. તેની અંદર મકાનો અને ઘરો સ્પષ્ટ રીતે દર્શાવવાં અને ઘર નંબર આપવા. આ સૂચનાઓના પેરા ૬માં જણાવ્યા મુજબ બિનરહેણાકનાં ઘરો અને રહેણાકનાં ઘરો સ્પષ્ટ રીતે તરી આવે તેમ બતાવવામાં આવે તો ઉપયોગી થશે. આ નકશામાં પણ મહત્ત્વનાં મકાનો જેવાં કે ટાઉન હોલ, ઑફિસનાં મોટાં મકાનો, કોર્ટનું મકાન, પોસ્ટ ઑફિસ, દવાખાનું, નિશાળ, મંદિર, માર્કેટનું મકાન, વગેરે સ્પષ્ટ રીતે દર્શાવવાં જોઈએ.

૧૨. અગાઉ જણાવ્યા પ્રમાણે મોટા ભાગનાં શહેરોમાં સંતોષકારક ઘર નંબરની પધ્ધતિ અમલમાં હશે. આને બદલ્યા સિવાય ઘર નંબરના નકશા બનાવવા માટે તે પધ્ધતિને અપનાવવી. ઘરોનાં સ્થળસ્થિતિ દર્શાવતા નકશાની મદદથી ઘર નંબરોને અપટુડેટ બનાવી શકાશે. જો કોઈ શહેરમાં ઘર નંબરની સંતોષકારક પધ્ધતિ અમલમાં ન હોય તો તમારે સ્થળસ્થિતિ દર્શાવતા નકશામાં નંબરો આપવા પડશે. આ સંજોગોમાં તમારે નીચે મુજબ અમલ કરવાનો રહેશે.

શહેરી અને ગ્રામ્ય વિસ્તારોમાં મકાનો (Buildings) **તથા વસતિ ગણતરીનાં ઘરો** (Census Houses) **ને નંબરો આપવા બાબત**

૧૩. તમારે બધા વિસ્તારોમાં "મકાનો" તથા "વસતિ ગણતરીનાં ઘરો"ને નંબર આપવાના છે. ઘરોની યાદી બનાવવા માટે મકાન કોને કહેવું તથા વસતિ ગણતરીનું ઘર કોને કહેવું તે નક્કી કરવા નીચેની સૂચનાઓ તમને માર્ગદર્શનરૂપ થશે. મકાન એ જલદીથી ઓળખી શકાય તેવા બાંધકામ કે બાંધકામોનો સમૂહ છે, અને તેને ઘર નંબર આપવાના એકમ તરીકે સ્વીકારવામાં આવે છે. આખું મકાન એક વસતિ ગણતરીના ઘર તરીકે હોઈ શકે છે અને કેટલીક વખતે તેના જુદા જુદા ભાગો વસતિ ગણતરીનાં ઘર તરીકે હોઈ શકે છે. આ અંગેની વિગતવાર સમજૂતી હવે પછી આપવામાં આવશે. રહેણાકના અને બિનરહેણાકના ઉપયોગમાં લેવામાં આવતા દરેક બાંધકામના એકમને નંબર આપવામાં આવે અને તેનો ઘરોની યાદીમાં સમાવેશ કરવામાં આવે તે મુખ્ય ધ્યેય છે.

૧૪. **મકાન** (Building) : "મકાન" એ સાધારણ રીતે એક ઈમારત છે. પરંતુ કેટલીક વખતે તે એકથી વધારે એકમોનું બનેલું હોય છે. આ એકમોનો ઉપયોગ રહેણાક તરીકે અથવા બિનરહેણાક તરીકે થતો હોય છે અથવા થવાની શક્યતા હોય છે. બિનરહેણાકના ઉપયોગમાં દુકાનો, કોઠો, (વર્કશોપ), કારખાનાં, વગેરે તથા ગોડાઉન, સ્ટોર્સ, ઢોર બાંધવાનાં છાપરાં, વગેરેનો સમાવેશ થાય છે. ઉપરનાં બેકી રહેણાકના તથા બિનરહેણાકના સંયુક્ત હેતુ માટે મકાન વાપરી શકાય છે. જેમ કે દુકાન સાથે રહેઠાણ અથવા કોઠ (વર્કશોપ) સાથે રહેઠાણ વગેરે.

૧૫. કેટલીક વખત રસ્તા ઉપર જુદાં જુદાં મકાનોની હારમાળા એવી રીતે આવેલી હોય છે કે તેમની બન્ને બાજુની દીવાલો સહિયારી હોય અને તે એક સળંગ બાંધકામ હોય તેવું દેખાતું હોય. આ જુદા જુદા એકમો એકબીજાથી સ્વતંત્ર હોય છે અને તેનું બાંધકામ જુદે જુદે સમયે જુદા જુદા માણસો દ્વારા કરવામાં આવેલું હોય છે. આવા સંજોગોમાં જોડાજોડ આવેલા એકમો સહિતનું આખું બાંધકામ એક જ મકાન હોય તેવું દેખાય તોપણ તેના દરેક ભાગને જુદા મકાન તરીકે ગણવું જોઈએ. અને તેને અલગ નંબર આપવો જોઈએ.

૧૬. કોઈ એક વ્યક્તિની માલિકીની એકથી વધારે ઈમારત ખુલ્લા કે વળાંકી લીધેલા ચોગાનમાં આવેલી હોય તો તે દરેકને ચાલુ સળંગ અનુક્રમ નંબર આપવાનો છે. દા.ત., મુખ્ય મકાન, નોકરની ઓરડી, ગેરેજ, વગેરેને દરેક અલગ મકાનને જુદો ઘર નંબર આપવાનો છે. પરંતુ આ પ્રમાણે નંબર આપતાં પહેલાં વસતિ ગણતરીનાં ઘરની વ્યાખ્યા જે પેરા ૧૮માં આપવામાં આવી છે તે મુજબ તે ઘર નંબર આપવાને પાત્ર થાય તો જ નંબર આપવાનો છે.

૧૭. મકાનોને નંબર નીચે મુજબ આપવાના છે:

(૧) ગામના કોઈ વિસ્તારમાં સંખ્યાબંધ શેરીઓ આવેલી હોય તો દરેક શેરીમાં આવેલ મકાનોને સળંગ નંબર આપવાના છે. શેરીઓ વ્યવસ્થિત રીતે ઉત્તર-પૂર્વથી દક્ષિણ–પશ્ચિમ દિશામાં લેવાની છે. શેરીમાં આવેલ મકાનોને નંબર આપવાની ઉત્તમ પદ્ધતિ એ છે કે (શેરીની બીજી તરફના છેડે જતાં પહેલાં) શેરીની એક-બાજુએ શરૂ કરી અનુક્રમે હારમાં નંબર આપતા જવું અને તે હાર પૂરી થયેથી સામેની હારના બીજા છેડેથી તે અનુક્રમ નંબર ચાલુ રાખી છેવટે જ્યાંથી નંબર શરૂ કર્યા હોય તેની સામે આવી અટકી જવું.

(૨) શહેરી વિસ્તારમાં વસતિ ગણતરીદારના બ્લોકની અંદર ઘર નંબરો આપતી વખતે અગાઉથી નક્કી કરેલ ઉત્તર-પૂર્વ કે એવી દિશા અનુસાર આગળ નહિ વધતાં જે તે શેરીની રચના મુજબ આગળ વધવું.

(૩) મકાનને નંબરો ગુજરાતી ભાષાના અંકમાં આપવાના છે. (દા. ત. ૧, ૨, ૩... ...).

(૪) જો કોઈ મકાનનું બાંધકામ ચાલુ હોય પરંતુ તેના છાપરાનું બાંધકામ પૂરું થઈ ગયું હોય તો તેને ક્રમમાં આવતો નંબર આપવો.

(૫) જો ઘર નંબર અપાઈ ગયા પછી કોઈ નવું પાકું કે કાચું મકાન થયેલું જોવામાં આવે અથવા તો જેને નંબરો અપાઈ ગયા છે તેવાં મકાનોની વચ્ચે નવું પાકું કે કાચું મકાન થયેલું જોવામાં આવે તો એને નંબર આપવો પડશે. આ નંબર તેની આગળના ઘર નંબરનો પેટા–નંબર હશે. દા. ત. ૧૦/૧ ... ...

નોંધ :– આ રીતે નંબર આપતી વખતે ૧૦(૧) અથવા ૧૦(૨) એ રીતે લખવાનું નથી. પરંતુ ૧૦/૧ અથવા ૧૦/૨ એમ લખવાનું છે.

૧૮. **વસતિ ગણતરીનું ઘર** :–"વસતિ ગણતરીનું ઘર" એટલે મકાન કે મકાનનો ભાગ જેનું મુખ્ય પ્રવેશદ્વાર રસ્તા ઉપર અથવા સહિયારા ચોકમાં અથવા સહિયારી સીડી, વગેરે ઉપર પડતું હોય અને જેને અલાયદા એકમ તરીકે વાપરવામાં આવતું હોય અથવા અલાયદા એકમ તરીકે ગણવામાં આવતું હોય. તે વસવાટવાળું હોય કે ખાલી હોય અને રહેણાકના કે બિનરહેણાકના અથવા બન્નેના ઉપયોગ માટે લેવાનું હોય, તેવું બનવાજોગ છે.

૧૯. જો કોઈ મકાનમાં સંખ્યાબંધ ફ્લેટ અથવા બ્લોક એકબીજાથી અલગ આવેલા હોય અને તેમનાં સ્વતંત્ર પ્રવેશદ્વાર રસ્તા ઉપર અથવા સહિયારી સીડી ઉપર અથવા મુખ્ય દરવાજા તરફ દોરી જતા સહિયારા ચોકમાં પડતાં હોય, તો તેઓને જુદાં જુદાં વસતિ ગણતરીનાં ઘર ગણવાં. જો વંડીવાળા કંપાઉન્ડની અંદર જુદાં જુદાં મકાનો આવેલાં હોય તો તે દરેક મકાનની અંદર એક કે તેથી વધારે વસતિ ગણતરીનાં ઘરો હશે. જો બંધ કમ્પાઉન્ડમાં આવેલ બધી ઈમારતોને એક જ મકાન તરીકે ગણવામાં આવેલ હોય તોપણ જુદા પ્રવેશદ્વારવાળી દરેક ઈમારતને વસતિ ગણતરીનું જુદું ઘર ગણવું.

૨૦. વસતિ ગણતરીના દરેક ઘરને નંબર આપવો જોઈએ. જો કોઈ મકાનમાં ફક્ત એક જ વસતિ ગણતરીનું ઘર હોય તો મકાન નંબર અને વસતિગણતરી ઘર નંબર એક જ હશે.

૨૧. એક મકાનની અંદર આવેલાં વસતિ ગણતરીનાં ઘરોને ચાલુ અથવા સળંગ નંબર આપવા જોઈએ અને જો શક્ય હોય તો ઘડિયાળના કાંટાની દિશામાં આપવા જોઈએ અને જો તેમ કરવાનું શક્ય ન હોય તો બીજી કોઈ પણ અનુકૂળ રીત મુજબ નંબર આપવા જોઈએ.

૨૨. બાંધકામની અને તેના ઉપયોગની વિવિધતા લક્ષમાં લેતાં વસતિ ગણતરીના ઘરની વ્યાખ્યાનો અક્ષરશ: અમલ કરવાનું કેટલીક વખત મુશ્કેલ થશે. દા. ત., શહેરોની અંદર એવા પ્રસંગો બને છે કે જ્યારે એક કુટુંબના રહેણાકના વપરાશમાં લેવામાં આવતો ફ્લેટ ચારેક ઓરડાઓનો બનેલો હોય અને બધા જ ઓરડાઓને સહિયારા ચોક કે સીડીમાંથી સીધું પ્રવેશદ્વાર મળતું હોય. વસતિ ગણતરીના ઘરની જે વ્યાખ્યા આપવામાં આવી છે તે અનુસાર આ દરેક ઓરડો વસતિ ગણતરીનું ઘર ગણવાને પાત્ર છે, કારણ કે તેને સહિયારી સીડી ઉપરથી પ્રવેશ મળે છે. પરંતુ તે ઘરોની સંખ્યાની વાસ્તવિક પરિસ્થિતિ દર્શાવતું નથી. આવા કિસ્સાઓમાં કુટુંબ દ્વારા મુખ્ય ઘર સારુ આ બધા ઓરડાઓને એકત્રિત કરી એક "એકમ" તરીકે ઉપયોગમાં લેવાય છે, તે લક્ષમાં લેવું જોઈએ અને ચાર ઓરડાઓનો બનેલો સમગ્ર ફ્લેટ વસતિ ગણતરીના એક જ ઘર તરીકે ગણાવો જોઈએ અને તેને એક જ નંબર આપવો જોઈએ. પરંતુ જો આ દરેક ઓરડો જુદાં જુદાં કુટુંબોના સ્વતંત્ર કબજામાં હોય અને દરેક ભાગને જુદું મુખ્ય પ્રવેશદ્વાર હોય તો તે પ્રત્યેક એકમને વાજબી રીતે વસતિ ગણતરીનું અલગ ઘર ગણી શકાય. હોસ્ટેલના મકાનના દરેક ઓરડાની અંદર વિદ્યાર્થીઓ રહે છે અને તેનું બારણું સહિયારા વરંડા કે દાદર ઉપર સામાન્ય રીતે ખુલતું હોય છે તોપણ હોસ્ટેલના આખા મકાનને વસતિ ગણતરીના એક જ ઘર તરીકે ગણવાનું છે.

૨૩. મ્યુનિસિપલ વિસ્તારમાં બાંધકામ કરેલ હોય કે કરેલ ન ન હોય તોપણ મિલકતના ધોરણે દરેક પ્લોટને નંબર આપવામાં આવે છે એવું સામાન્ય રીતે જોવામાં આવે છે. વસતિ ગણતરીના હેતુ માટે આવા ખુલ્લા પ્લોટોને વંડી ચણવામાં આવી હોય તોપણ નંબરો આપવાના નથી. ફક્ત જ્યારે કોઈ બાંધકામને ચાર દીવાલો થઈ ગઈ હોય અને તેની ઉપર છાપરું બાંધવામાં આવ્યું હોય તો

જ તેને વસતિ ગણતરીના ઘર તરીકે ગણવું જોઈએ અને તેની નોંધ કરવી જોઈએ. પરંતુ કેટલાક વિસ્તારોમાં ઘરોનું બાંધકામ જ એવા પ્રકારનું હોય છે કે શંકુ આકારનું છાપરું જમીનને અડે છે અને તેને દીવાલો હોતી નથી, પરંતુ તેને પ્રવેશદ્વાર હોય છે. આવા બાંધકામને મકાનો અને ઘરો તરીકે માન્ય રાખવાં જોઈએ અને તેને નંબર આપી તેની નોંધ કરવી જોઈએ.

૨૪. **કુટુંબ** :–કુટુંબ એટલે માણસોનો સમૂહ જે સામાન્ય રીતે સાથે રહેતો હોય અને એક જ રસોડે જમતો હોય, સિવાય કે તેમની પ્રવૃત્તિના કારણે કોઈને માટે તેમ કરવામાં રૂકાવટ થતી હોય. કુટુંબ એક વ્યક્તિનું, બે વ્યક્તિઓનું અથવા સંખ્યાબંધ વ્યક્તિઓનું બનેલું હોઈ શકે છે. વસતિ ગણતરીના હેતુ માટે આ દરેક પ્રકારને "કુટુંબ" તરીકે ગણવાનું છે. ઉપરાંત કુટુંબના સભ્યો વચ્ચે લોહીની સગાઈ હોય એવાં કુટુંબો હોઈ શકે તેમજ સગપણ વગરની વ્યક્તિઓનું કુટુંબ પણ હોઈ શકે; જેમ કે, બોર્ડિંગો, હોસ્ટેલો, રહેવાની હોટલો, અનાથાશ્રમો, સંરક્ષણગૃહો, આશ્રમો, વગેરે. આ કુટુંબોને "સંસ્થાકીય કુટુંબો" કહેવાય છે.

હવે પછી (૪૩ અને ૪૪માં ફકરામાં) જે સૂચનાઓ આપવામાં આવી છે તે મુજબ દરેક કુટુંબની નોંધ કરવામાં આવશે અને તેને ઓળખવા માટે એક ખાસ નંબર આપવામાં આવશે. દરેક કુટુંબ વસતિ ગણતરીના ઘરમાં રહેતું હશે. એટલે દરેક વસતિ ગણતરીના ઘરના દરવાજા ઉપર કુટુંબનો નંબર લખવાની જરૂરિયાત નથી. ફક્ત મકાનનો નંબર અને/અથવા વસતિ ગણતરીના ઘરનો નંબર લખવામાં આવે તો પૂરતું છે.

ઘરની નોંધણી

૨૫. ઘર નંબરના અંદાજ નકશા બનાવ્યા પછી અને ઘરોને નંબરો આપ્યા બાદ, બીજું પગલું મુકરર કરવામાં આવેલ પત્રકમાં તેની નોંધ કરવાનું છે.

૨૬. ૧૯૭૧ની વસતિ ગણતરી સમયે ઘરોની યાદી અને ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)નું પત્રક સાર્વત્રિક ધોરણે ભરવાનાં છે. જે પત્રકોની અંદર આ હકીકત એકત્રિત કરવાની છે તેના નમૂના આપને અલાયદા આપવામાં આવ્યા છે.

ઘરોની યાદી ભરતી વખતે નીચેની સૂચનાઓ તમને માર્ગ-દર્શનરૂપ થશે.

૨૭. ઘરોની યાદીના પત્રકના મથાળે જિલ્લાનું નામ સંકેત નંબર સાથે, તાલુકા/મહાલનું નામ સંકેત નંબર સાથે, ગામ/શહેરનું નામ સંકેત નંબર સાથે, વોર્ડ/ગણતરીદારના બ્લોકનું નામ કે નંબર સંકેત નંબર સાથે લખવા માટે જોગવાઈ કરવામાં આવી છે. આ હકીકતો તમારે ઘણી કાળજીપૂર્વક ભરવાની છે. સ્થળનિર્દેશ માટેના સંકેત નંબરોની પદ્ધતિ એવી છે કે જેમાં રાજ્યના દરેક જિલ્લાના દરેક તાલુકા/મહાલના દરેક ગામ કે શહેરને મુકરર નંબરોના સમૂહથી ઓળખવામાં આવે છે. આ હેતુ માટે રાજ્યના દરેક જિલ્લા, તાલુકા/મહાલ, ગામ કે શહેર, વોર્ડ અને ગણતરીદારના બ્લોકને સંકેત નંબરો આપવામાં આવ્યા છે. તમારા ચાર્જ ઑફિસર અથવા સુપરવાઈઝર તમને સોંપવામાં આવેલ જિલ્લા, તાલુકા/મહાલ, ગામ કે શહેર, વોર્ડ તથા ગણતરીદારના બ્લોકના સંકેત નંબરો જણાવશે. જુદા જુદા વહીવટી એકમોના નામ સામે જે જગ્યા રાખવામાં આવી છે તેની અંદર તમારે આ વિગત ભરવાની છે. **ગામના નંબર ગુજરાતી આંકડામાં લખવાના છે (જેમ કે, ૧, ૨, ૩...) અને શહેરના નંબરને તેનાથી જુદા પાડવા રોમન આંકડામાં લખવાના છે (જેમ કે I, II, III...) તેની નોંધ લેવી.**

નોંધ:–આસન ૪, ૫, ૬, ૧૦ અને ૧૨માં તૂટક લીટીઓવાળાં ખાનામાં કંઈ પણ લખવાનું નથી. તે ખાનાં કેમ્પ્યુટેશન ઑફિસમાં સંકેત (કોડ) નંબર લખવા માટે રાખવામાં આવેલ છે.

આસન ૧ : લીટી નંબર

૨૮. ઘરોની યાદીની દરેક લીટીને અનુક્રમ નંબર આપવાનો છે. તમારા બ્લોક માટે લીટીઓને ચાલુ સળંગ નંબર આપવાના છે.

આસન ૨ : મકાનનો નંબર (નગરપાલિકાનો અથવા સ્થાનિક સંસ્થાનો અથવા વસતિ ગણતરીનો નંબર)

૨૯. તમે ઘરોની નોંધણી શરૂ કરો તે પહેલાં દરેક મકાનને નંબર હોવો જરૂરી છે. કેટલાંક નગરપાલિકાવાળાં શહેરોમાં મકાનોને નંબર આપવાની સંતોષકારક પદ્ધતિ અમલમાં હશે. તમારા વિસ્તારનો સ્થળસ્થિતિ દર્શાવતો નકશો બનાવ્યા બાદ નકશામાં દર્શાવવામાં આવેલ મકાનને તમે તે જ નંબર આપ્યો હશે.

૩૦. એવા કિસ્સાઓ પણ હશે કે જ્યાં નગરપાલિકા અથવા નગર પંચાયત અથવા ગ્રામ પંચાયત દ્વારા આપવામાં આવેલ નંબરોની પદ્ધતિ સંતોષકારક નહિ હોય, અને તેથી તમે બધાં મકાનોને નવેસરથી નંબરો આપ્યા હશે અથવા સુધાર્યા હશે. કોઈ પણ સંજોગોમાં તમે દોરેલ સ્થળસ્થિતિ દર્શાવતા નકશામાં દરેક મકાનને તમે નંબર આપેલો હશે. એવી પણ શક્યતા છે કે અગાઉ નંબરો અસ્તિત્વમાં નહોતા અને તેથી તમે સ્થળસ્થિતિ દર્શાવતા નકશામાં મકાનોને નંબરો આપ્યા હશે અને તે નંબરો મકાન ઉપર દર્શાવ્યા હશે.

૩૧. આ આસનમાં ઉપર દર્શાવેલ ત્રણ પદ્ધતિઓમાંની કોઈ એક પધ્ધતિ મુજબ સ્થળસ્થિતિ દર્શાવતા નકશામાં જે નંબર આપ્યો હશે અને મકાન ઉપર દર્શાવ્યો હશે તે લખવાનો છે.

૩૨. જો મકાનનું કોઈ જાણીતું નામ હોય તો આ આસનની અંદર તે મકાનનો નંબર નોંધવા ઉપરાંત તે મકાનનું નામ લખવું જોઈએ. આ આસનનો હેતુ મકાન ઉપર આપવામાં આવેલ નંબર દ્વારા અને તે મકાનને જો કોઈ નામ આપવામાં આવ્યું હોય તો તે દ્વારા જલદી ઓળખી શકાય તે છે.

આસન ૩ : વસતિ ગણતરીના ઘરનો નંબર

૩૩. વસતિ ગણતરી ઘરની ખાસિયતો ઉપર વર્ણવામાં આવી છે અને તેની સૂચનાઓ મુજબ તમે દરેક મકાન અથવા મકાનના ભાગને વસતિ ગણતરી ઘર નંબર આપ્યો હશે.

૩૪. જો કોઈ મકાનની અંદર વસતિ ગણતરીનું એક જ ઘર હશે તો મકાનનો નંબર અને વસતિ ગણતરીના ઘરનો નંબર સરખો હશે અને તેનું આ આસનમાં પુનરાવર્તન થશે.

આસન ૪–૫ : વસતિ ગણતરીના ઘરના બાંધકામમાં વપરાયેલ મુખ્ય માલસામાન

૩૫. આ આસનોમાં તમારે દીવાલ અને છાપરામાં વપરાયેલ માલસામાનની વિગત લખવાની છે.

આસન ૪ : દીવાલમાં વપરાયેલો માલ

૩૬. આ આસનમાં ઘરની દીવાલોના મોટા ભાગના બાંધકામમાં જે માલસામાન વાપરવામાં આવ્યો હોય તેની નોંધ કરવાની છે. જેમ કે, ઘાસ, પાંદડાં, બરૂ, વાંસ, કાચી ઈંટો, ગારો, પાકી ઈંટો, પથ્થર, સિમેન્ટ કોંકીટ, ઈમારતી લાકડું, વગેરે. જો કોઈ ઘર જુદા જુદા ભાગનું બનેલું હોય અને દરેક ભાગની દીવાલો જુદા જુદા માલસામાનની બનેલી હોય, તો ઘરનો મુખ્ય ભાગ કે જે સૂવાબેસવા માટે વપરાતો હોય તેની દીવાલો જે માલસામાનની બનેલી હોય, તેની વિગત લખવાની છે.

આસન ૫ : છાપરામાં વપરાયેલો માલ

૩૭. છાપરાની બહારની બાજુનો ભાગ કે જે આકાશ તરફ ખુલ્લો છે તે કયા માલસામાનનો બનેલો છે તેની હકીકત અહીં લખવાની છે. દા. ત., દેશી તથા વિલાયતી નળિયાં, છાજ, નાળવાળાં લોખંડનાં, જસતનાં કે એસ્બેસ્ટોસ સિમેન્ટનાં પતરાં અથવા કોંકીટ, સ્લેટ અને સિમેન્ટ ટાઈલ્સ, વગેરે અને **નહીં કે છાપરાની અંદરની બાજુએ છતમાં** વપરાયેલ માલસામાનની વિગત. બહુમાળી મકાનની બાબતમાં વચલા માળનું ભોંયતળિયું તે તેની નીચેના માળનું છાપરું થશે. જો છાપરું મુખ્યત્વે ઈંટો, પથ્થર, વગેરેનું બનેલું હોય અને તેની ઉપર ગારા, સિમેન્ટ કે ચૂનાનું પ્લાસ્ટર હોય અને તે આકાશ તરફ ખુલ્લુ હોય તો આવા કિસ્સામાં છાપરું અનુક્રમે ગારો, સિમેન્ટ, કે ચૂનાનું નહીં ગણાય પરંતુ ઈંટો અને પથ્થરનું ગણાશે.

આસન ૬ : જે હેતુ માટે વસતિ ગણતરીનું ઘર વપરાતું હોય તે. દા. ત. રહેઠાણ, દુકાન, દુકાન સાથે રહેઠાણ, ધંધો, કારખાનું, કોઢ (વર્કશોપ), કોઢ સાથે રહેઠાણ, નિશાળ, બેન્ક, વેપારી પેઢી, ઑફિસ, હોસ્પિટલ હોટલ, વગેરે અથવા ખાલી

૩૮. વસતિ ગણતરી ઘરનો ખરેખર જે ઉપયોગ થતો હોય તેની અહીં નોંધ કરવાની છે અને તે સમયે નીચેના મુખ્ય વિભાગો ધ્યાનમાં રાખવાના છે. (આ વિભાગો માત્ર ઉદાહરણરૂપે છે):

(૧) રહેઠાણ, દુકાન સાથે રહેઠાણ, કોઢ સાથે રહેઠાણ.

(૨) કારખાનું/કોઢ અને કામ કરવાનું ઢાળિયું (વર્કશેડ) વગેરે.

ભારતના કારખાનાના કાયદા હેઠળ નોંધાયેલ કારખાના માટે "કારખાનું" લખવું.

"કોઢ" (વર્કશોપ) એ એવી જગ્યા છે કે જ્યાં કોઈ પણ જાતનું ઉત્પાદન, સમારકામ અથવા સર્વિસીંગ કરવામાં આવતું હોય અથવા જ્યાં માલ અને જણસો બનતી હોય અને વેચાતી હોય. પરંતુ તે કારખાના (ફેક્ટરી) જેટલી મોટી હોવી ન જોઈએ. ત્યાં કોઈ યંત્રસામગ્રી હોવી જરૂરી નથી.

કોઈ જગ્યાએ હાથવણાટ, **બીડી, પાપડ** કે રમકડાં બનાવવાં જેવા ગૃહઉદ્યોગો ચાલતા હોય તો પણ તેની કોઢ (વર્કશોપ) તરીકે નોંધ કરવી. જો તેનો રહેઠાણ તરીકે પણ ઉપયોગ થતો હોય તો તેને કોઢ (વર્કશોપ) સાથે રહેઠાણ તરીકે નોંધવું. વસતિ ગણતરીના ઘરની અંદર કોઈ પણ માલસામાનનું ઉત્પાદન, પ્રક્રિયા (પ્રોસેસીંગ) કે સમારકામ, ગૃહઉદ્યોગના ધોરણે પણ થાય છે કે કેમ તેની ઝીણવટભરી તપાસ કરવી જોઈએ, કારણ કે ઉપરચોટિયા તપાસમાં આ બાબતો સ્પષ્ટ ન થાય તેવો સંભવ છે.

(૩) **દુકાન** :– દુકાન એવી જગ્યા છે કે જ્યાં ચીજવસ્તુ રોકડે અથવા ઉધાર ખરીદાતી હોય અને/અથવા વેચાતી હોય.

(૪) કચેરી, ધંધાની પેઢી, બેન્ક, વગેરે. ધંધાની પેઢી એ છે કે જ્યાં પૈસા અથવા બીજી વસ્તુઓની લેવડદેવડ થતી હોય.

(૫) ઈસ્પિતાલ, જાહેર દવાખાનું, આરોગ્ય કેન્દ્ર, દાક્તરનું દવાખાનું, વગેરે.

(૬) શાળા અને બીજી શૈક્ષણિક સંસ્થા.

(૭) હોટલ, સરાઈ, ધર્મશાળા, પથિકગૃહ, આરામગૃહ, વગેરે.

(૮) રેસ્ટોરાં, મીઠાઈની દુકાન અને ભોજનાલય. (જે મીઠાઈની દુકાનમાં મીઠાઈ બનતી હોય અને વેચાતી હોય તેને કોઢ (વર્કશોપ) તરીકે નોંધવી.)

(૯) આનંદપ્રમોદનું સ્થળ જેમ કે સિનેમાગૃહ, નાટ્યગૃહ, જાહેર સંમેલનગૃહ (પંચાયત ઘર), વગેરે.

(૧૦) પ્રાર્થનાનું સ્થળ જેમ કે મંદિર, મસ્જિદ, દેવળ, ગુરુદ્વારા, વગેરે.

(૧૧) અનાથાશ્રમ, સંરક્ષણગૃહ, જેલ, બાલ ગુનેગારોને સુધારવાનું સ્થળ, વગેરે સંસ્થા.

(૧૨) ઢોર બાંધવાની કોઢ, ગેરેજ, ગોડાઉન, ધોબીની દુકાન, પેટ્રોલ પંપ, ઉતારુનું આશ્રયસ્થાન, વગેરે. આ જગ્યાઓનો ખરેખર જે ઉપયોગ થતો હોય તેનું પૂરેપૂરું વર્ણન કરવું.

(૧૩) જો વસતિ ગણતરી ઘર ખાલી હોય એટલે કે ગણતરી સમયે જો તેમાં કોઈ રહેતું ન હોય, તો આ આસનમાં "ખાલી" એમ લખો.

જો વસતિ ગણતરી ઘરના રહેવાસીઓ પ્રવાસે કે જાત્રાએ ગયા હોય અને તેથી ઘરને તાળું વાસેલું હોય તો તેને "ખાલી" ગણવું નહિ, પરંતુ તેનો જે ઉપયોગ થતો હોય તેની અહીં નોંધ કરવી. તેના રહેવાસીઓ જો પ્રવાસે કે જાત્રાએ ગયા હોય તો તે મતલબની નોંધ નોંધના આસન ૧૯માં નીચે મુજબ કરવી :

" ઘરને તાળું છે, રહેવાસીઓ પ્રવાસે/જાત્રાએ ગયા છે". વગેરે.

નોંધ—ઘર ખાલી રહેવાનું કારણ જે હોય તે નોંધના આસન ૧૭માં દર્શાવવું જેમ કે, " ખંડેર ", " સમારકામ હેઠળ", "બાંધકામ અધૂરું", " ભાડૂતના અભાવે ખાલી", વગેરે.

જો કોઈ ઘરને તાળું હોય અને તેના રહેવાસીઓ આ ઘરનો કબજો ચાલુ રાખી બીજે રહેતા હોય તો "બીજે રહે છે" તેવી નોંધ નોંધના આસન ૧૭માં કરવી.

ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)ની વ્યાખ્યા

આસન ૭ : તે આખું કે અંશતઃ ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) તરીકે વપરાય છે ? હા કે ના. જો હા, તો ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) ના પત્રકમાં વધુ વિગતો ભરો અને તેની નોંધનો અનુક્રમ નંબર અહીં દર્શાવો

૩૯. "ધંધાનું એકમ" (એસ્ટાબ્લીશમેન્ટ) એ એવી જગ્યા છે કે જ્યાં ફક્ત ઘરવપરાશ માટે જ નહીં તેવા માલસામાનની બનાવટ અથવા ઉત્પાદન અથવા સર્વિસીંગ અને/અથવા સમારકામ થાય છે, જેવી કે કારખાનું, કોઢ (વર્કશોપ) અથવા ગૃહઉદ્યોગ અથવા સર્વિસીંગ અને/અથવા સમારકામની કોઢ (વર્કશોપ) અથવા છૂટક કે જથ્થાબંધ વેપારનું સ્થળ અથવા વેપારને લગતી સેવાઓ (Commercial services) આપવામાં આવે છે તે સ્થળ અથવા જાહેર કે ખાનગી ક્લેરી અથવા આનંદપ્રમોદનું સ્થળ અથવા જ્યાં શૈક્ષણિક, ધાર્મિક, સામાજિક કે આનંદપ્રમોદની સેવાઓ પૂરી પાડવામાં આવે છે તે સ્થળ. એ જરૂરનું છે કે આ બધી જગ્યાએ એક અથવા વધારે માણસો હકીકતમાં કામ કરતા હોવા જોઈએ. આ રીતે ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)માં ઉત્પાદનના, વેપારના અને બીજા એકમો જ્યાં માણસો કામ કરે છે તેનો સમાવેશ થશે.

દાખલાઓ :

કારખાનું અથવા કોઢ (વર્કશોપ) અથવા કોઢ સાથે રહેઠાણ અથવા વેપારનું અથવા બીજું એકમ કે જ્યાં કોઈ પ્રકારનું ઉત્પાદન, પ્રક્રિયા (પ્રોસેસીંગ), સમારકામ અથવા સર્વિસીંગ થાય છે અથવા જ્યાં માલસામાન કે ચીજવસ્તુઓ બનાવવામાં અને વેચવામાં આવે છે અથવા જ્યાં કોઈ ધંધો કરવામાં આવે છે, જેમ કે કરીયાણાની દુકાન, **પાન**ની દુકાન, રેસ્ટોરાં, બેંન્ક, હોટલ, અથવા સરકારી ઑફિસ, વેપારી પેઢી જેવી ઑફિસો કામ કરે છે અથવા નિશાળ, કૉલેજ, ઈસ્પિતાલ, દવાખાનું, વગેરે જેવી સંસ્થાઓ ચાલે છે અને જ્યાં એક અથવા વધારે માણસો કામ કરે છે.

ધંધાનું એકમ (એસ્ટાબ્લીશમેન્ટ) વસતિ ગણતરીના ઘરના એક ભાગમાં અથવા આખા ઘરમાં અથવા ઘરોના સમૂહમાં પથરાયેલું હોય તેમ બનવાજોગ છે.

૪૦. આ આસન માત્ર જે કિસ્સામાં વસતિ ગણતરીના ઘરનો ઉપયોગ ઉપર જેની વ્યાખ્યા આપી છે તે ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) તરીકે કરવામાં આવતો હોય તો જ ભરવાનું છે. કેટલીક વખત ઉત્પાદન, પ્રક્રિયા (પ્રોસેસીંગ) અથવા સર્વિસીંગ જ્યારે ગૃહઉદ્યોગ તરીકે કરવામાં આવતું હોય ત્યારે તે સ્પષ્ટ રીતે દેખાતું નથી; જેમ કે કોઈ ઘરની અંદર હાથશાળ મૂકવામાં આવી હોય અને તે ગણતરીદારની મુલાકાત વખતે ચાલુ ન હોય અથવા **પાપડ** બનાવવાનો અથવા રમકડાં બનાવવાનો કે **બીડી** વાળવાનો અથવા બીજા કોઈ પ્રકારનો ગૃહઉદ્યોગ ઘરની અંદરના ભાગમાં ચલાવવામાં આવતો હોય. બહારથી સ્પષ્ટ રીતે જોઈ ન શકાય તેવી રીતે ઘરના કોઈ ભાગમાં કોઈ પણ પ્રકારનું ઉત્પાદન, પ્રક્રિયા અથવા સર્વિસીંગ થાય છે કે કેમ અથવા કોઈ ધંધો ચલાવવામાં આવે છે કે કેમ અથવા કોઈ સંસ્થા ચલાવવામાં આવે છે કે કેમ તેની તમારે ઝીણવટભરી તપાસ કરવી જોઈએ.

જો અહીં "હા" નોંધવામાં આવી હોય તો ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)ના પત્રકમાં બીજી વિગતો નોંધો. "હા" પછી ધંધાના એકમના પત્રકમાં આ નોંધને જે અનુક્રમ નંબર આપવામાં આવ્યો હોય તે લખો.

૪૧. કુટુંબનાં સભ્યો દ્વારા **માત્ર ઘરવપરાશ માટે** કોઈ પ્રકારનું ઉત્પાદન કે પ્રક્રિયા કરવામાં આવતી હોય તે બનવાજોગ છે. દાખલા તરીકે હાથછડના ચોખા, હળદર, મરચાં, વગેરે ખાંડવાનું કામ અથવા ગરમ કપડાં ગૂંથવાનું કામ અને ભરતકામ, કાપડ વણવાનું કામ વગેરે કે જે માત્ર ઘરવપરાશ માટે જ છે અને વેચાણ માટે નથી. આવા કિસ્સાઓમાં ઘરને "ધંધાના એકમ" તરીકે ગણવું જોઈએ નહીં.

આસનો ૮ થી ૧૬

૪૨. આ આસનો જે વસતિ ગણતરીના ઘરો આખા કે અંશતઃ રહેણાકના ઉપયોગ માટે લેવામાં આવે છે તેને માટે છે. તેથી જો કોઈ વસતિ ગણતરીનું ઘર અંશતઃ પણ રહેવાના ઉપયોગમાં લેવાતું ન હોય તો ૮ થી ૧૬ સુધીના દરેક આસનમાં ચોકડી (×) મૂકો. આસન ૬માં જે હકીકત ભરી છે તેનાથી આ સ્પષ્ટ થશે.

આસન ૮ : કુટુંબ ઘરનો નંબર

૪૩. કુટુંબ એટલે માણસોનો સમૂહ જે સામાન્ય રીતે સાથે રહેતો હોય અનેકએક જ રસોડે જમતો હોય, સિવાય કે તેમની પ્રવૃત્તિના કારણે કોઈ માટે તેમ કરવામાં ફકાવટ થતી હોય. તે સગપણવાળી કે સગપણનાં સંબંધ સિવાયની વ્યક્તિઓનું બનેલું હશે. જો કોઈ રસોઈઓ કે નોકર તેના માલિકના ઘરમાં રહેતો હોય અને ત્યાં જમતો હોય તો તે કુટુંબનો સભ્ય ગણાશે. હોસ્ટેલ કે જેની અંદર સગપણ સિવાયની વ્યક્તિઓ સાથે રહેતી હોય તે સંસ્થાકીય કુટુંબ ગણાશે. તે જ પ્રમાણે જેલ પણ સંસ્થાકીય કુટુંબ ગણાશે.

૪૪. વસતિ ગણતરીના એક ઘરની અંદર એકથી વધારે કુટુંબો હોઈ શકે. આવા પ્રત્યેક કુટુંબને જુદો નંબર આપવો જોઈએ. આમ કરતી વખતે વસતિ ગણતરી ઘરને જે નંબર આપવામાં આવ્યો હોય તેની પછી (અ), (બ), (ક), વગેરે મૂળાક્ષરો લગાડવા. દાખલા તરીકે ૨ નંબરનું મકાન એ વસતિ ગણતરીનું ઘર હોય અને તેની અંદર ત્રણ કુટુંબો રહેતાં હોય તો કુટુંબ ઘરના નંબરો ૨(અ), ૨(બ) અને ૨(ક) એમ લખાશે. જો મકાન નંબર ૩ની અંદર એક જ વસતિ ગણતરીનું ઘર આવેલું હોય અને તેમાં એક જ કુટુંબ રહેતું હોય તો આ મકાનના કુટુંબ ઘરનો નંબર ૩ થશે.

૪૫. વસતિ ગણતરીના એક ઘરમાં એકથી વધારે કુટુંબો હોય તો તે દરેકની માહિતી આસન નં. ૮ થી ૧૬માં અલગ નોંધવાની છે, જ્યારે આસન ૩ થી ૭ની માહિતી એક જ કુટુંબ સામે નોંધવાની રહેશે, અને બાકીના દરેક કુટુંબ માટે તેનું

પુનરાવર્તન કરવાની જરૂર નથી. (કારણ કે આસન ૩ થી ૭ની અંદર ઘરના બાંધકામમાં કયો મુખ્ય માલસામાન વાપરવામાં આવ્યો છે તેની હકીકત નોંધેલી હશે અને તે એક જ ઘરમાં રહેતાં એકથી વધારે કુટુંબો માટે સરખી જ હશે.)

ઉપરના કિસ્સામાં કુટુંબ ઘરના નંબરો બાબતમાં ૨(બ) અને ૨(ક)ની સામે આસન ૩ થી ૭માં કોઈ વિગત ભરવાની રહેશે નહીં, પરંતુ **આસન ૩ થી ૭માં** વસતિ ગણતરીના સમગ્ર ઘર નંબર ૨ની હકીકત કુટુંબ ઘર નંબર ૨(અ)ની સામે લખાશે.

આસન ૯ : કુટુંબના મુખ્ય માણસનું નામ

૪૬. દરેક કુટુંબના મુખ્ય માણસનું નામ લખવું જોઈએ. સામાન્ય રીતે જે વ્યક્તિની કુટુંબમાં મુખ્ય માણસ તરીકે ગણના થતી હોય તેને વસતિ ગણતરીના હેતુ માટે મુખ્ય માણસ ગણવો. સામાન્ય રીતે આ વ્યક્તિ ઉપર કુટુંબના ભરણપોષણની મુખ્ય જવાબદારી હોય છે, અને તે કુટુંબ વતી નિર્ણયો લેતી હોય છે. કુટુંબનો મુખ્ય માણસ એ ઉંમરમાં સૌથી મોટો પુરુષ સભ્ય હોય તે જરૂરી નથી. કુટુંબનો મુખ્ય માણસ સ્ત્રી પણ હોઈ શકે અને ઉંમરમાં નાની એવી વ્યક્તિ (પુરુષ કે સ્ત્રી) પણ હોઈ શકે. આને વિષે કોઈ લાંબી ચર્ચામાં ઊતરવાની જરૂર નથી. પરંતુ કુટુંબ જે વ્યક્તિને તેના મુખ્ય માણસ તરીકે ગણે છે તેનું નામ અહીં લખો. બોર્ડિંગો, ભોજનગૃહો, મિત્રમંડળો જેવી સંસ્થાઓને સગપણ સિવાયના સાથે રહેતા માણસોનું કુટુંબ ગણવું જોઈએ અને આવાં કુટુંબોને સંસ્થાકીય કુટુંબો ગણવાં જોઈએ. આ સંસ્થાઓના મેનેજર કે સુપરિન્ટેન્ડેન્ટ અથવા જેના ઉપર તે સંસ્થાની વહીવટી જવાબદારી છે તે વ્યક્તિ અથવા સામાન્ય સંમતિથી જેને મુખ્ય માણસ ગણવામાં આવે છે તેને આવા કુટુંબના મુખ્ય માણસ તરીકે નોંધવો જોઈએ. કુટુંબના ખરેખરા (Dejure) "મુખ્ય માણસની" ગેરહાજરી દરમિયાન જે વ્યક્તિ ઉપર ગણતરીના સમય દરમિયાન કુટુંબના સંચાલનની જવાબદારી પડેલી હોય તેને મુખ્ય માણસ ગણવો જોઈએ.

આસન ૧૦ : જો અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિ હોય તો જાતિ અથવા જનજાતિનું નામ લખો

૪૭. ગુજરાત રાજ્ય માટે માન્ય રાખવામાં આવેલી અનુસૂચિત જાતિ અને અનુસૂચિત જનજાતિની યાદી આ પુસ્તિકાને અંતે આપવામાં આવી છે. કુટુંબનો મુખ્ય માણસ કોઈ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો છે કે કેમ તેની ખાત્રી કરો અને તે જાતિ/જનજાતિ સદરહુ યાદીમાં છે કે કેમ તેની ચકાસણી કરો. જો તે જાતિ/જનજાતિ તે યાદીમાં હોય તો

અનુસૂચિત જાતિ માટે લખો.....	"અ. જા." અને તે જાતિનું નામ લખો.
અનુસૂચિત જનજાતિ માટે લખો.....	"અ. જ. જા." અને તે જનજાતિનું નામ લખો.

બીજાઓ માટે ચોકડી "×" મૂકો.

જો કોઈ કુટુંબ અનુસૂચિત જાતિનું હોય તો તેનો મુખ્ય માણસ કયો ધર્મ પાળે છે તેની ખાત્રી કરો. તે પુરુષ અથવા સ્ત્રી હિન્દુ અથવા શીખ ધર્મ પાળતી હોવી જોઈએ. અનુસૂચિત જાતિ બીજા કોઈ ધર્મમાં હોઈ શકે નહીં. અનુસૂચિત જનજાતિ કોઈ પણ ધર્મમાં હોઈ શકે છે.

૪૮. જે કિસ્સામાં કુટુંબનો મુખ્ય માણસ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો હોય અને કુટુંબનો બીજો કોઈ પણ સભ્ય અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો ન હોય તોપણ (સંસ્થાકીય કુટુંબો સિવાય) તે મુખ્ય માણસ જે જાતિ કે જનજાતિનો હોય તેની નોંધ કરો. પરંતુ જ્યારે કુટુંબનો મુખ્ય માણસ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો ન હોય અને તે કુટુંબનો બીજો કોઈ પણ સભ્ય અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો હોય ત્યારે આ આસનમાં ચોકડી (×) મૂકો.

૪૯. સંસ્થાકીય કુટુંબનો મુખ્ય માણસ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો હોય કે ન હોય, તોપણ આ આસનમાં ચોકડી મુકાશે. સબબ બધાં જ સંસ્થાકીય કુટુંબોની બાબતમાં આ આસનમાં ચોકડી (×) મૂકો.

આસન ૧૧ : વસતિ ગણતરી કુટુંબના કબજામાં આવેલા રહેવાના ઓરડાઓની સંખ્યા

૫૦. સામાન્ય રીતે કોઈ પણ ઓરડાને ચાર દીવાલ, દરવાજો અને ઉપર છાપરું હોવું જોઈએ અને તે એક માણસ સૂઈ શકે તેટલો પહોળો અને પૂરતો લાંબો હોવો જોઈએ; એટલે કે, તેની લંબાઈ ઓછામાં ઓછી બે મીટર, પહોળાઈ ઓછામાં ઓછી દોઢ મીટર અને ઊંચાઈ ઓછામાં ઓછી બે મીટર હોવી જોઈએ. પરંતુ જો કોઈ ઓરડો સૂવા, બેસવા, જમવા, સામાન રાખવા તેમ જ રસોઈ ઇત્યાદિ બધા જ કામ માટે વપરાતો હોય તોપણ તેને ઓરડો ગણવો. ખુલ્લો વરંડો, રસોડું, સામાન રાખવાની જગા, ગેરેજ, ઢોર બાંધવાનું ઢાળિયું અને સંડાસ તેમ જ જે ઓરડાઓની અંદર હાથસાળ જેવો ગૃહઉદ્યોગ ચલાવવામાં આવતો હોય અને સામાન્ય રીતે જે રહેવાના કે સૂવાના ઓરડા તરીકે વાપરી શકાય તેમ ન હોય તેને આ આસનના હેતુ માટે ઓરડો ગણવો નહીં.

૫૧. જો વસતિ ગણતરીના ઘરમાં એક જ કુટુંબ રહેતું હશે તો ઓરડાઓની સંખ્યા ગણવાનું મુશ્કેલ નથી. પરંતુ જો કોઈ એક વસતિ ગણતરીના ઘરમાં સંખ્યાબંધ કુટુંબો રહેતા હોય તો પ્રત્યેક કુટુંબના વડાના નામ સામે તે કુટુંબના કબજામાં જેટલા ઓરડા હોય તેની સંખ્યા લખવાની છે. જ્યારે એકથી વધારે કુટુંબો એક અગર એકથી વધારે ઓરડાઓ સહિયારા વાપરતા હોય ત્યારે તેવાં કુટુંબોના વપરાશમાંના કુલ ઓરડાઓની સંખ્યા તેવાં કુટુંબોની સામે કૌંસ કરી સહિયારી દર્શાવવી.

૫૨. કેટલીક વખત મનુષ્યના વસવાટ માટે શંકુ આકારના ઝૂંપડા અથવા તંબુ વપરાતા હોય છે. આવી કામચલાઉ વ્યવસ્થા કે જ્યાં ઓરડાને ચાર દીવાલો નથી હોતી ત્યાં ઉપર આપેલી ઓરડાની વ્યાખ્યાનું ચુસ્તપણે પાલન થઈ શકશે નહિ. છતાં આવાં શંકુ આકારનાં ઝૂંપડાં, તંબુ વગેરેને ઓરડા તરીકે જ ગણી લેવાં જોઈએ.

આસન ૧૨ : કુટુંબ પોતાની માલિકીના ઘરમાં રહે છે કે ભાડે? (i) પોતાની માલિકીના (પો) (ii) ભાડાના (ભા)

૫૩. જો કોઈ કુટુંબ પોતાની માલિકીના ઘરમાં રહેતું હોય અને ભાડારૂપે કોઈને કંઈ આપતું ન હોય તો તે કુટુંબ પોતાના ઘરમાં રહે છે તેમ ગણવું. આ અંગેની નોંધ કરવા માટે આસન ૧૨માં "પો" લખવું. જો કોઈ કુટુંબ 'માલિકીના ધોરણે' હપ્તા ભરવાની યોજના નીચે કોઈ ફ્લેટ કે ઘરમાં રહેતું હોય અને બધા હપ્તા ભરાયા ન હોય તોપણ તે ઘર તેની માલિકીનું છે તેમ ગણવું અને તે પોતાના ઘરમાં રહે છે તેમ ગણવું.

૫૪. જો કોઈ કુટુંબ ભાડાના ઘરમાં રહેતું હોય તો "ભા" લખો. જો કોઈ ઘરમાં રહેનાર વ્યક્તિ રોકડમાં અથવા ચીજવસ્તુના રૂપમાં ભાડું આપતી હોય અથવા આપવાનો કરાર કર્યો હોય તો તે ઘર ભાડાનું ગણાશે. મકાન માલિકે કોઈ કુટુંબને ઘર વગર ભાડે રહેવા આપ્યું હોય તોપણ તે કુટુંબ ભાડાના ઘરમાં રહે છે તેમ ગણવું. દા. ત., સરકાર, સંસ્થાઓ કે કંપનીઓ તરફથી તેમના કર્મચારીઓને આપવામાં આવતા ભાડામુક્ત રહેઠાણો. આવા કિસ્સાઓમાં ઘરને ભાડાનું ગણી "ભા" લખવું.

આસનો ૧૩ થી ૧૫ : ગણતરીદારની મુલાકાતને દિવસે વસતિ ગણતરી કુટુંબમાં સામાન્ય રીતે રહેતા માણસોની સંખ્યા

૫૫. આસન ૧૩માં કુટુંબમાં સામાન્ય રીતે રહેતા પુરુષોની સંખ્યા લખવી, આસન ૧૪માં સ્ત્રીઓની સંખ્યા લખવી અને આસન ૧૫માં કુલ માણસોની સંખ્યા લખવી (આસન ૧૩ + આસન ૧૪)

૫૬. આ આસનોમાં સામાન્ય રહેવાસીઓની નોંધ કરવાની છે. તેમાનાં કેટલાક ગણતરીદારની મુલાકાતને દિવસે ગેરહાજર હોય તોપણ તેમની ગણતરી કરવાની છે. પ્રસંગોપાત્ત આવેલા મુલાકાતીઓને આ ગણતરીમાંથી બાકાત રાખવાના છે, કારણ કે તેમની ગણતરી તેમના સામાન્ય વસવાટના સ્થળે કરવામાં આવશે. પરંતુ જો કોઈ વ્યક્તિ આ કુટુંબ સાથે ત્રણ માસ કે તેથી વધારે સમયથી રહેતી હોય તો તેનો સમાવેશ આ ગણતરીમાં કરવાનો છે. તે જ પ્રમાણે કુટુંબના સામાન્ય સભ્યો કે જે ત્રણ માસ કે તેથી વધારે સમયથી કુટુંબમાંથી ગેરહાજર હોય તેમને બાકાત રાખવાના છે.

દરેક પાનાની નીચે આ આસનોનો સરવાળો કરવાનો છે અને ઘરોની નોંધણી પૂરી કર્યા પછી પાનવાર તારીજ કરી બ્લોકનો કુલ સરવાળો છેવટે મૂકવાનો છે.

આસન ૧૬ : કુટુંબ કોઈ જમીન ખેડે છે? (હા કે ના)

૫૭. જો કુટુંબ કોઈ જમીન ખેડતું હોય તો તમારે જવાબમાં "હા" લખવાનું છે અને ખેડતું ના હોય તો જવાબમાં "ના" લખવાનું છે. કુટુંબ ખેતી કરે છે કે નહીં તે નક્કી કરવા માટે તે કુટુંબના એક કે વધુ માણસો કોઈ જમીનમાં ખેતી કરે છે કે કેમ અથવા તે અંગેની દેખરેખ રાખે છે કે દોરવણી આપે છે કે કેમ તેની ખાત્રી કરો. આ જમીન તેઓની માલિકીની હોય અથવા સરકાર પાસેથી ધારણ કરેલી હોય અથવા ખાનગી વ્યક્તિ કે સંસ્થા પાસેથી રોકડ રકમ કે કોઈ વસ્તુના રૂપમાં કે ભાગ આપવના બદલામાં રાખેલી હોય તો તેઓ ખેતી કરે છે તેમ ગણવું. ગેરકાયદેસર રીતે જમીન દબાવી ખેતી કરતા હોય તે કુટુંબો આ આસનના હેતુ માટે ખેતી કરે છે તેમ ગણવું. જો કોઈ કુટુંબમાં મહેમાન હોય અને તે બીજી કોઈ જગ્યાએ જમીન ખેડતો હોય તો તે કારણે તે કુટુંબ ખેતી કરે છે તેમ ગણી શકાય નહીં. પરંતુ જો આ કુટુંબનો મુખ્ય માણસ અને/અથવા બીજા સભ્યો પોતાની ખેતી કરતા હોય તો આ કુટુંબને ખેતી કરે છે તેમ ગણી શકાય. કુટુંબના સભ્યો બીજા કોઈની જમીન વેતનથી ખેડતા હોય અને પોતાની જમીન ખેડતા ન હોય તો તેને જમીન ખેડનાર તરીકે ગણી શકાય નહીં.

આસન ૧૭ નોંધ :

૫૮. જો આસન ૬માં "ખાલી" એવી નોંધ હોય તો તમારે આ આસનમાં ખાલી હોવાનું કારણ આપવાનું છે. જેમ કે, "ખંડેર", "સમારકામ હેઠળ", "બાંધકામ અધૂરું" "ભાડૂતના અભાવે", વગેરે.

૫૯. તમારા બ્લોકની ઘરોની યાદી સંપૂર્ણપણે ભરી લીધા બાદ તમારે તેની બીજી નકલ બનાવવી પડશે. અને તેને માટે તમને પૂરતા પ્રમાણમાં પત્રકો આપવામાં આવશે.

ભાગ ૨– ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)નું પત્રક

૬૦. ઘરોની યાદીના પત્રકને ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)ને લગતી વિગતોથી લાદવાને બદલે તેને માટે એક અલાયદું પત્રક રાખવાનું નક્કી કરવામાં આવ્યું છે જેમાં દરેક ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)ને લગતી વિગતો ભરવાની છે.

૬૧. ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)ની વ્યાખ્યા આ પુસ્તિકાના પેરા ૩૯માં આપવામાં આવી છે. ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)નું પત્રક ભરતાં પહેલાં તેનો કાળજીપૂર્વક અભ્યાસ કરવાની તેમને વિનંતી કરવામાં આવે છે.

૬૨. જે વ્યક્તિની ગણતરી કરવામાં આવતી હોય તેને સંપૂર્ણ ખાત્રી આપો કે આ પત્રકોમાં એકત્રિત કરવામાં આવેલી માહિતી તદ્દન ખાનગી ગણવામાં આવશે. તે ફક્ત આંકડાકીય હેતુ માટે જ છે, અને તેનો કોઈ વ્યક્તિ કે સંસ્થા વિરુદ્ધ પુરાવા તરીકે ઉપયોગ કોઈ પણ હેતુ માટે કરવામાં આવશે નહિ. જે વ્યક્તિની ગણતરી કરવામાં આવતી હોય તે નિઃસંકોચ અને સાચા જવાબો આપે તે માટે તમારે તેને પ્રોત્સાહન આપવાનું છે.

૬૩. પત્રકના મથાળે સ્થળસંકેત અને જે તે વિસ્તારના નામ નોંધવા માટે જગ્યા રાખવામાં આવી છે. ઘરોની યાદીનું પત્રક જે તમે આની સાથે જ ભરતા હશો તેને મથાળે જે વિગતો નોંધવામાં આવી હશે તે જ અહીં લખવાની છે. તમારે સ્થળસંકેત વગેરે માહિતી બરાબર ભરવી જોઈએ.

૬૪. ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)ના પત્રકના આસનોને ચાર વિસ્તૃત વિભાગોમાં વહેંચી શકાશે.

(૧) આસનો ૧ થી ૫ દરેકને લાગુ પડે છે, અને તેમાં બધા ધંધાના એકમોની નોંધ કરવી પડશે.

(૨) આસનો ૬ થી ૮ ઉત્પાદન, પ્રક્રિયા, વગેરે જાતના ધંધાના એકમોને લાગુ પડે છે;

(૩) આસન ૯ અને ૧૦ વેપારના એકમોને લાગુ પડે છે અને

(૪) આસન ૧૧ "બીજા" એકમો કે જેનો આસન ૬ થી ૧૦માં સમાવેશ થતો નથી તેને લાગુ પડે છે.

આથી માલૂમ પડશે કે વિભાગ ૨ થી ૪માં આવતાં આસનો એકબીજાંથી જુદાં છે એટલે કે કોઈ પણ ધંધાના એકમની વિગતો વિભાગ ૨, ૩ અને ૪ પૈકી કોઈ પણ એક જ સંબંધિત વિભાગમાં ભરવાની છે, જ્યારે વિભાગ ૧નાં આસનો બધા એકમોને લાગુ પડે છે.

૬૫. આસન ૪, ૬, ૭, ૮, ૯, ૧૦ અને ૧૧માં તૂટક લીટીઓવાળાં ખાનાંમાં કંઈ પણ લખવાનું નથી. તે ખાનાં ટેબ્યુલેશન ઑફિસમાં સંકેત (કોડ) નંબર લખવા માટે રાખવામાં આવેલ છે.

આસન ૧ : અનુક્રમ નંબર

૬૬. આ આસનમાં ધંધાના એકમો (એસ્ટાબ્લીશમેન્ટ)ને એક પછી એક અનુક્રમે લખવાના છે. આ માટે ગુજરાતી આંકડાઓનો ઉપયોગ કરવો. જેમ કે ૧, ૨, ૩, વગેરે.

આસન ૨ : વસતિ ગણતરીના ઘરનો નંબર

૬૭. અહીં જે ઘરનો નંબર નોંધવાનો છે, તે ઘરની યાદીના આસન ૩માં જે નોંધવામાં આવ્યો છે તે જ છે. એ ઘર નંબરની સામે ઘરની યાદીના આસન ૭ માં "હા" લખેલું હશે તે એમ બતાવે છે કે તે ઘર ધંધાનું એકમ છે.

૬૮. કોઈ એક ફેક્ટરી કે કોઢ એકબીજાંને લગોલગ આવેલાં હોય તેવાં એકથી વધુ વસતિ ગણતરીનાં ઘરોમાં પથરાયેલી હોવાનો સંભવ છે, તે મુદ્દો ધ્યાનમાં રાખવા જેવો છે. તેથી કરીને આ પત્રકના આસન ૨માં વસતિ ગણતરીનાં સંખ્યાબંધ ઘરો નોંધવામાં આવ્યાં હોય, તોપણ તે આસન ૩ અને તે પછીનાં આસનો માત્ર એક જ ધંધાના એકમને લગતાં હોઈ શકે, કારણ કે ઉત્પાદન, પ્રક્રિયા કે સમારકામ, વેપાર કે ધંધો વગેરે કરતું એક એકમ આવાં સંખ્યાબંધ ઘરોને આવરી લેતું હોઈ શકે. દાખલા તરીકે, આસામમાં કોઈ એક ચાની ફેક્ટરી અથવા કલકત્તામાં આવેલ કોઈ ધંધાનું એકમ લગોલગ આવેલાં બે કે ત્રણ મકાનોમાં પથરાયેલ હોય તો દરેક મકાનને અલગ અલગ કારખાનાના કે એકમ તરીકે ન ગણતાં આ બધાં મકાનોના ઘર નંબરોને આસન ૨માં કૉંસ કરી સાથે બતાવવાં અને ત્યારપછીનાં આસનોમાં આ ઘરોના જૂથ સામે તે એક ચાની ફેક્ટરી કે એકમની વિગતો ભરવી. આથી ઊલટું કોઈ મોટી પેઢી કે ઑફિસની પ્રવૃત્તિ જુદા જુદા લત્તામાં આવેલા મકાનોમાં ચલાવવામાં આવતી હોય તો જુદા જુદા લત્તામાં આવેલા વસતિ ગણતરીના દરેક ઘરને ધંધાના જુદા એકમ તરીકે ગણવું પડશે, અને જે તે વસતિ ગણતરી ઘરમાં આવેલા ધંધાના એકમની હકીકત આ પત્રકમાં નોંધવી પડશે.

આસન ૩ : ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) નું કે તેના માલિકનું નામ

૬૯. આ આસનમાં કારખાનાં, મોટી ઉત્પાદક સંસ્થાઓ, દુકાન કે ધંધાના એકમ, બૅંક, કચેરી વગેરેનું જે અલાયદું નામ હોય તે લખો, નાનાં કારખાનાં, મીઠાઈની દુકાનો, ચાની નાની દુકાનો, ધોબીની દુકાન, ગૃહઉદ્યોગ વગેરે નાના એકમો કે જેને જુદું નામ આપવામાં આવ્યું ન હોય તેવા કિસ્સામાં માલિકનું નામ લખો, જેમ કે "ફલાણા ફલાણાની મીઠાઈની દુકાન", જેથી સહેલાઈથી ઓળખવામાં મદદરૂપ થાય.

આસન ૪ : ધંધાનું એકમ (એસ્ટાબ્લીશમેન્ટ) (અ) સરકારી/અર્ધસરકારી (બ) ખાનગી (ક) સહકારી સંસ્થા છે.

૭૦. ગણતરી કરવામાં આવેલું ધંધાનું એકમ (એસ્ટાબ્લીશમેન્ટ) સરકારી/અર્ધસરકારી રીતે સંચાલિત છે કે કેમ તેની નોંધ કરો. સ્થાનિક સ્વરાજ્યની સંસ્થા દ્વારા સંચાલિત અથવા ખાનગી ક્ષેત્રમાં કે સહકારી ધોરણે ચલાવવામાં આવતા એકમોનો આ આસનમાં સમાવેશ કરવાનો છે. આ આસનમાં ફક્ત (અ), (બ) કે (ક) એમ નહિ લખતાં નીચે પ્રમાણે લખો :

(૧) સરકારી–જાહેર ક્ષેત્ર, અથવા અર્ધસરકારી–જાહેર ક્ષેત્ર અથવા સ્થાનિક સંસ્થા–જાહેર ક્ષેત્ર

(૨) ખાનગી અથવા

(૩) સહકારી

કેટલીક શાળાઓ અથવા પુસ્તકાલયો કોઈ વ્યક્તિ કે વ્યક્તિઓની માલિકીની ન હોય તેવું પણ બને. આવી સંસ્થાઓ સામાન્ય રીતે લોકોની માલિકીની હોય છે, અને તેનું વહીવટી સમિતિ દ્વારા સંચાલન થતું હોય છે. આવા એકમોને "ખાનગી" ગણવા કારણ કે સરકારી, અર્ધસરકારી, સ્થાનિક સ્વરાજ્યની સંસ્થાઓ કે સહકારી ધોરણે સંચાલિત એકમોથી તેઓ જુદા છે.

૭૧. કેન્દ્ર સરકાર અથવા રાજ્ય સરકાર અથવા સ્થાનિક સ્વરાજ્યની સંસ્થા જેવી કે જિલ્લા પંચાયત, સીટી કોર્પોરેશન અથવા નગરપાલિકા, વગેરેની જો કોઈ ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) ઉપર સંપૂર્ણ માલિકી હોય અથવા ધંધાના એકમના વહીવટ ઉપર અંકુશ માટે મોટા ભાગના શેરોનો કબજો હોય, તો તે ધંધાના એકમને સરકારી/અર્ધસરકારી સંસ્થા ગણવી જોઈએ.

૭૨. ખાનગી ધંધાના એકમો એ છે કે જેની માલિકી અને વહીવટ ખાનગી વ્યક્તિઓના અથવા સંયુક્ત મંડળીઓ (Corporate bodies)ના હાથમાં છે. પરંતુ સહકારી સંસ્થાઓ કે સરકારી કે અર્ધસરકારી સંસ્થાઓ દ્વારા ચલાવવામાં આવતી સંયુક્ત મંડળીઓનો આમાં સમાવેશ કરવામાં આવતો નથી.

૭૩. રાજ્ય સરકારના સહકારી મંડળીઓના નોંધણી કાયદા હેઠળ નોંધાયેલ ધંધાના એકમોને જ "સહકારી" ની કક્ષામાં ગણવાના છે.

આસન ૫ : છેલ્લા અઠવાડિયા કે છેલ્લી કામની મોસમ દરમિયાન માલિક અને/અથવા કુટુંબના કામ કરનાર સહિત દરરોજ કામ કરતા માણસોની સરાસરી સંખ્યા

૭૪. આ આસનમાં કામ કરનાર માણસોની એકંદર સંખ્યા લખવાની છે. તેમાં વેતનદાર યા બિન-વેતનદાર ઉમેદવારો તેમ જ ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)ના માલિક તથા તેના કુટુંબના કોઈ માણસો, જો કામ કરતા હોય તો; અને જે પગારદાર માણસો રાખેલા હોય તેનો સમાવેશ થાય છે. ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)માં પગારદાર માણસો હોવા જ જોઈએ એવું જરૂરી નથી. કોઈ વ્યક્તિ જે ઘરમાં રહેતી હોય ત્યાં જ નાની દુકાન ચલાવવામાં આવતી હોય અને તેના કુટુંબનો એક જ સભ્ય તે ધંધાની દેખરેખ રાખતો હોય તો તેને પણ ધંધાનું એકમ (એસ્ટાબ્લીશમેન્ટ) ગણવાનું છે. તમારી મુલાકાતના દિવસના અગાઉના અઠવાડિયા દરમિયાન ધંધાના એકમમાં દરરોજ કામ કરતા માણસોની સરાસરી સંખ્યા ભરવી. કામ કરનાર માણસોની દરરોજની સરાસરી સંખ્યા ગણવા માટે જે દિવસે ધંધાનું એકમ (એસ્ટાબ્લીશમેન્ટ) રજા, વગેરેને કારણે બંધ રહ્યું હોય તેવા દિવસોને બાકાત ગણવાના છે અને ધંધાના એકમના ફક્ત કામના "દિવસો" જ ગણતરીમાં લેવાના છે. તમારી મુલાકાતના દિવસના અગાઉના અઠવાડિયા દરમિયાન જો ધંધાનું એકમ હડતાળ, તાળાબંધી જેવાં કારણોને લઈને બંધ રહેલ હોય, તો હડતાળ અગર તાળાબંધી થઈ તે અગાઉનું અઠવાડિયું કે જ્યારે ધંધાનું એકમ ચાલું હતું, તે અઠવાડિયું કામ કરનાર માણસોની સરાસરી ગણવા માટે ગણતરીમાં લેવું જોઈએ. પગારદાર માણસો સામાન્ય રીતે આખો વખત કામે રાખેલા હોવા જોઈએ.

૭૫. ખાંડનું કારખાનું, ચોખાની મિલ, વગેરે જેવા ધંધાના એકમો મોસમી હોય છે અને આ યાદી તૈયાર કરતી વખતે તે ખરેખર ચાલુ ન હોય તેવું બને. આવા ધંધાના એકમોને લગતી વિગતોની છેલ્લી કામની મોસમને લક્ષમાં લઈને તમારે ચોકસાઈ કરવી.

૭૬. જો એકથી વધારે વસ્તુઓનું ઉત્પાદન થતું હોય અથવા અથવા એકથી વધારે વસ્તુઓનો ધંધો ચાલતો હોય અથવા ઘણા પ્રકારની સેવાઓ આપવામાં આવતી હોય, તો તે અનુક્રમ નંબરથી આવરી લેવામાં આવેલ ઉત્પાદન, ધંધા અથવા સેવાના જુદા જુદા પ્રકારોમાં રોકાયેલ માણસોની સંખ્યા બાબત પૂછવાની જરૂર નથી. દા.ત., મોટી કાપડની મિલમાં વણાટ વિભાગ, રંગાટ વિભાગ, લેબોરેટરી, સમારકામ વિભાગ, વેચાણ વિભાગ, વગેરે હોય છે. આવા દરેક વિભાગમાં કેટલા કારીગરો કામ કરે છે તેની ખાત્રી કરવાની જરૂર નથી. તેમાં કુલ કેટલા કારીગરો કામ કરે છે તેની જ ખાત્રી કરવાની છે. ધંધાના એકમની મુખ્ય પ્રવૃત્તિનું વર્ણન આ પછીના આસનોમાં કરવામાં આવશે.

"આસનો ૬, ૭ અને ૮ : જો કોઈ ઉત્પાદન, પ્રક્રિયા કે સર્વીસીંગ થતું હોય તો"

૭૭. જે ધંધાના એકમોમાં ચીજવસ્તુઓનું ઉત્પાદન થતું હોય અને કોઈ જાતની પ્રક્રિયા અથવા સર્વીસીંગ થતું હોય અને/અથવા સમારકામ ચાલતું હોય, તે ધંધાના એકમો માટે આ આસનો ભરવાનાં છે.

આસન ૬ : (અ) તે ગૃહઉદ્યોગ છે (બ) રજીસ્ટર્ડ કારખાનું છે (ક) રજીસ્ટર થયા સિવાયની કોઠ (વર્કશોપ) છે.

૭૮. (અ) ગૃહઉદ્યોગ : વ્યાખ્યા : ગ્રામ્ય વિસ્તારમાં કુટુંબનો મુખ્ય માણસ પોતે અને/અથવા મુખ્યત્વે પોતાના કુટુંબના સભ્યો દ્વારા પોતાના ઘરમાં કે ગામમાં જે ઉદ્યોગ ચલાવવામાં આવે છે તેને ગૃહઉદ્યોગ ગણવાનો છે. પરંતુ શહેરી વિસ્તારમાં કુટુંબનો મુખ્ય માણસ પોતે અને/અથવા મુખ્યત્વે પોતાના કુટુંબના સભ્યો દ્વારા માત્ર તેના રહેવાના ઘરમાં જ (બીજે નહીં) ચલાવાતા ઉદ્યોગને ગૃહઉદ્યોગ ગણવાનો છે. આ ઉદ્યોગ રજીસ્ટર થયેલા કારખાનાના ઘોરણે ચલાવાતો હોવો ન જોઈએ.

૭૯. આ રીતે ગૃહઉદ્યોગનાં ચાર તત્ત્વો છે :—

(૧) પ્રવૃત્તિનો પ્રકાર
(૨) સહયોગ
(૩) સ્થાન
(૪) કદ

૮૦. **(૧) પ્રવૃત્તિનો પ્રકાર :**— ગૃહઉદ્યોગને ઉત્પાદન, પ્રક્રિયા, સર્વીસીંગ, સમારકામ કે માલસામાનની બનાવટ તેમ જ વેચાણ (માત્ર વેચાણ નહીં) સાથે સંબંધ છે. તેમાં વકીલ, દાક્તર, હજામ, સંગીતકાર, નૃત્યકાર, ધોબી, જ્યોતિષી, વગેરે જેવા વ્યવસાય અથવા ફક્ત વેપાર કે ધંધાનો સમાવેશ થતો નથી. આ ધંધા, વેપાર કે સેવા કુટુંબના સભ્યો દ્વારા ઘેર ચલાવાતાં હોય તોપણ તેનો ગૃહઉદ્યોગમાં **સમાવેશ થશે નહીં.**

૮૧. **(૨) સહયોગ :**— આવા ગૃહઉદ્યોગમાં કુટુંબનો મુખ્ય માણસ અને/અથવા કુટુંબના એક કે વધુ સભ્યો ભાગ લેતા હોવા જોઈએ. જો તે ભાડૂતી મજૂરોથી મુખ્યત્વે ચલાવવામાં આવતો હોય, તો કુટુંબના સભ્યોના "સહયોગ"નું તત્ત્વ સંતોષાશે નહીં અને તે "ગૃહઉદ્યોગ" ગણાશે નહીં. ઉદ્યોગ ભાડૂતી કારીગરોની મદદથી ચલાવવામાં આવતો હોય તોપણ તેમાં કુટુંબનો મુખ્ય માણસ અને અથવા કુટુંબના સભ્યો મુખ્યત્વે ભાગ લેતા હોવા જોઈએ અને તે ભાડૂતી કારીગરો ઉપર પૂરેપૂરો આધારિત હોવો ન જોઈએ.

૮૨. **(૩) સ્થાન :**— શહેરી વિસ્તારમાં જે ઘરમાં કુટુંબ રહેતું હોય તે જ ઘરમાં ઉદ્યોગ હોવો જોઈએ; શહેરી વિસ્તારમાં તે ઘર સિવાય બીજે સ્થળે આવેલો હોય તો તેને ગૃહઉદ્યોગ ગણવામાં આવશે નહીં. ગ્રામ્ય વિસ્તારમાં ઉદ્યોગ ઘરમાં અથવા ગામની હદમાં ગમે ત્યાં આવેલો હોવો જોઈએ. ગ્રામ્ય વિસ્તારમાં ઉદ્યોગ ઘરમાં ચાલતો ન હોય, પરંતુ તે જો ગામની હદમાં આવેલો હોય તો તેમાં કુટુંબના સભ્યો ભાગ લઈ શકે તેવી ઘણી જ શક્યતા રહેલી છે.

૮૩. (૪) **કઢ** :– ઉદ્યોગ રજીસ્ટર થયેલા કારખાનાના ધોરણે ચલાવાતો હોવો ન જોઈએ. તેનું સ્થાન અને કુટુંબના સભ્યો તેમાં સહયોગ આપે છે કે કેમ તે લક્ષમાં ન લેતાં જો ઉદ્યોગ અથવા કોઢ (વર્કશોપ) કારખાનાના કાયદા હેઠળ નોંધાયેલ હોય તો તે ગૃહઉદ્યોગ ગણાશે નહીં.

૮૪. આ રીતે એ સ્પષ્ટ થશે કે જે કોઈ ઉદ્યોગને "ગૃહઉદ્યોગ" ગણવામાં આવે તેણે ઉપર જણાવેલ ચારે તત્ત્વોને સંતોષવા જોઈએ.

૮૫. (અ) **રજીસ્ટર્ડ કારખાનું** :–જે કારખાનું ભારતના કારખાનાના કાયદા હેઠળ નોંધાયેલું હોય તેને "રજીસ્ટર્ડ કારખાનું" ગણવું. પરંતુ કોઈ પણ કોઢ (વર્કશોપ) જેને મ્યુનિસિપલ અથવા બીજા કોઈ સત્તાવાળાઓ પાસેથી લાયસન્સ મળ્યું હોય અથવા તે બીજા કોઈ હેતુ માટે રજીસ્ટર થયેલું હોય, તો તેને રજીસ્ટર્ડ કારખાનું ગણવું જોઈએ નહીં. માત્ર ભારતના કારખાનાના કાયદા હેઠળ નોંધાયેલ હોય તેને જ રજીસ્ટર્ડ કારખાનું ગણવાનું છે.

૮૬. (ક) **રજીસ્ટર થયા સિવાયની કોઢ (વર્કશોપ)** :– કોઢ (વર્કશોપ) એટલે જ્યાં કોઈ પ્રકારનું "ઉત્પાદન, પ્રક્રિયા, સર્વીસીંગ, સમારકામ અથવા વેચાણ માટે માલ" બનાવવામાં આવતો હોય તે સ્થળ. જે કોઢ (વર્કશોપ) ભારતના કારખાનાના કાયદા હેઠળ નોંધાયેલ હોય તેને રજીસ્ટર્ડ કારખાનું ગણવું અને બીજીને રજીસ્ટર થયા સિવાયની કોઢ (વર્કશોપ) ગણવી. જે કોઢો (વર્કશોપ્સ) ગૃહઉદ્યોગના ધોરણે ચાલતી હોય, તેને ગૃહઉદ્યોગ ગણવો અને તેની તે પ્રમાણે નોંધ કરવી.

૮૭. તમારી નોંધણી દરમિયાન જો કોઈ ધંધાનું એકમ કોઈ પ્રકારનું ઉત્પાદન, પ્રક્રિયા, સર્વીસીંગ, વગેરે કરતું તમારા ધ્યાનમાં આવે તો તે ગૃહઉદ્યોગ છે કે રજીસ્ટર્ડ કારખાનું છે કે રજીસ્ટર થયા સિવાયની કોઢ (વર્કશોપ) છે તેની ખાત્રી કરો અને તે પ્રમાણે આ આસનમાં નોંધ કરો. એ ધ્યાન રાખવું જોઈએ કે જે કોઢો (વર્કશોપ્સ) ફક્ત લાયસન્સ ધરાવે છે અથવા સ્થાનિક સત્તાવાળાઓના રજીસ્ટરમાં નોંધાયેલ છે તેને રજીસ્ટર્ડ કારખાનાં ગણવાનાં નથી, સિવાય કે ભારતના કારખાનાના કાયદા હેઠળ તે નોંધાયેલ હોય. ગૃહઉદ્યોગ સિવાયની અને ભારતના કારખાનાના કાયદા હેઠળ નોંધાયેલ ન હોય, તેવી કોઢો (વર્કશોપ્સ)ને રજીસ્ટર થયા સિવાયની કોઢો (વર્કશોપ્સ) ગણવી જોઈએ. આવી કોઢો (વર્કશોપ્સ)ને સ્થાનિક સત્તાવાળાઓએ ફક્ત લાયસન્સ આપ્યું હોય તોપણ તેને રજીસ્ટર થયા સિવાયની કોઢો (વર્કશોપ્સ) ગણવાની છે. આ આસનમાં (અ) કે (બ) કે (ક) લખવાનું નથી પરંતુ "ગૃહઉદ્યોગ" કે "રજીસ્ટર્ડ કારખાનું" કે "રજીસ્ટર થયા સિવાયની કોઢ" એમ જે હોય તે મુજબ લખવાનું છે.

આસન ૭ : ઉત્પાદન થતી વસ્તુ, પ્રક્રિયા કે સર્વીસીંગનું વર્ણન

૮૮. જે ગૃહઉદ્યોગ, કારખાના કે કોઢ (વર્કશોપ)ની તમે નોંધ કરો છો તેમાં થતા ઉત્પાદન, પ્રક્રિયા કે સર્વીસીંગને લગતું જે ખરેખર કામ થતું હોય, તેનું વર્ણન અહીં નોંધો. દા. ત., હાથશાળ પર વણાટકામ, કિનારી ગૂંથવી, તેલઘાણી, વગેરે; ગેલ્વેનાઈઝડ લોખંડના પાઈપ બનાવવા, ઈલેક્ટ્રોપ્લેટીંગ, મોટર કે સાઈકલનું રીપેરકામ, લોખંડની ફાઉન્ડ્રી, કાગળ બનાવવા કે પુસ્તકો બાંધવાં, છપાઈ અને રંગાટકામ, જોડા બનાવવા, મીઠાઈ બનાવવી, વગેરે. જો કોઈ ધંધાના એકમમાં એક કરતાં વધારે વસ્તુનું ઉત્પાદન થતું હોય અથવા એક કરતાં વધારે જાતની પ્રક્રિયા, સર્વીસીંગ કે સમારકામ થતું હોય, તો ફક્ત મુખ્ય ઉત્પાદન, પ્રક્રિયા કે સમારકામ કે સર્વીસીંગ, વગેરે જણાવો.

આસન ૮ : વાપરવામાં આવતા બળતણ કે શક્તિ (પાવર)નો પ્રકાર

૮૯. કારખાનું, કોઢ (વર્કશોપ) (અથવા ગૃહઉદ્યોગ જો તે શક્તિ કે બળતણ ઉપર ચાલતો હોય) ચલાવવા માટે જે શક્તિ (પાવર) કે બળતણ વાપરવામાં આવતું હોય તેનું વર્ણન અહીં લખો. બળતણમાં ધાસલેટ, સોફ્ટ કોક, પેટ્રોલ, ડીઝલ, ગેસ, કોલસો, લાકડું વગેરે હોઈ શકે. વીજળી અને વરાળ, વગેરે શક્તિના કેટલાક પ્રકાર છે. કેટલાક એકમો પ્રાણી શક્તિથી ચલાવાતા હોય છે, જેવાં કે તેલઘાણી. કેટલાક એકમો ફક્ત માનવ બળથી જ ચલાવવામાં આવે છે, જેમ કે ગાલીચો બનાવવો, કુંભારકામ, વગેરે. ધંધાના એકમમાં થતા ઉત્પાદન, પ્રક્રિયા, સર્વીસીંગ, વગેરે માટે ઉપયોગમાં લેવામાં આવતા બળતણ કે શક્તિ (પાવર)નું વર્ણન લખો. કેટલાક કિસ્સાઓમાં એકથી વધારે જાતનું બળતણ કે શક્તિ વાપરવામાં આવતી હોય એમ પણ બને. આવા કિસ્સાઓમાં ઉદ્યોગના મુખ્ય એકમને ચલાવવા માટે જે બળતણ કે શક્તિ (પાવર)નો ઉપયોગ થતો હોય તેની જ આ આસનમાં નોંધ કરવાની છે.

૯૦. આસનો ૯ અને ૧૦માં વેપારના એકમો અથવા ફક્ત વેપારને લગતી સેવાઓ આપતા એકમોની નોંધ કરવાની છે.

૯૧. વેપાર અથવા ધંધાના એકમો એ છે કે જ્યાં કોઈ જાતનો વેપાર થતો હોય, જેમ કે માલનું વેચાણ અને/અથવા ખરીદીના સોદાઓ.

બેંકો, નાણાં ધીરનાર પેઢીઓ, ગીરો રાખનાર દુકાનો, વગેરે વેપારી સેવાઓ બજાવતા ધંધાના એકમો છે.

આસન ૯ : ખરીદવામાં અને વેચવામાં આવતા માલનું વર્ણન

૯૨. તે જો વેપારનું એકમ હોય, તો તમારે કયો માલ ખરીદવામાં અને/અથવા વેચવામાં આવે છે તેની ખાત્રી કરવી અને તેનું વર્ણન આ આસનમાં લખવું. જો તે ધંધાના એકમ દ્વારા એક કરતાં વધારે પ્રકારનો માલ ખરીદવામાં/વેચવામાં આવતો હોય, તો તે ધંધાના એકમ દ્વારા ખરીદવા/વેચવામાં આવતા મુખ્ય માલનું વર્ણન આપવું.

૯૩. વેપારી સેવાઓ આપતા ધંધાના એકમો જેવા કે બેંકો, વગેરેના કિસ્સામાં, તમારે આપવામાં આવતી સેવાઓનું વર્ણન લખવું જોઈએ; જેમ કે બેંકના કિસ્સામાં, તમારે "બેંકની સેવાઓ" એમ લખવું જોઈએ.

આસન ૧૦ : (અ) જથ્થાબંધ કે (બ) છૂટક

૯૪. બધા વેપારના એકમો માટે આસન ૯માં જણાવેલ માલની બાબતમાં તમારે ખાત્રી કરવી જોઈએ કે તે જથ્થાબંધ કે

છૂટક વેચવામાં/ખરીદવામાં આવે છે કે કેમ અને જે હોય તે પ્રમાણે લખવું જોઈએ.

૯૫. ધંધાના કેટલાક એવા એકમો ધ્યાન ઉપર આવશે કે જ્યાં વેપારના બન્ને પ્રકારો—જથ્થાબંધ કે છૂટક—ચાલતા હોય, તો આવા કિસ્સાઓમાં કયા પ્રકાર (જથ્થાબંધ કે છૂટક)માં વધારે પ્રમાણમાં વેપાર થાય છે તેની તમારે ખાત્રી કરવી જોઈએ અને તે પ્રમાણે તે પ્રકાર લખવો જોઈએ.

૯૬. વેપારી સેવાઓ આપતા ધંધાના એકમો, દા. ત. બેંક, વગેરેની બાબતમાં બે પ્રકારો—જથ્થાબંધ કે છૂટક—માંથી એક પણ પ્રકાર લખશો નહીં, પરંતુ આ આસનમાં ચોકડી (×) મૂકો.

આસન ૧૧ : જો બીજા કોઈ ધંધાના એકમ તરીકે વપરાતું હોય તો તેનું વર્ણન દા. ત., સરકારી કચેરી, નિશાળ, દવાખાનું, રેલવે સ્ટેશન, હજામની દુકાન, સિનેમા થિએટર, હોટલ, ચાની દુકાન, વગેરે.

૯૭. આસનો ૬ થી ૧૦માં ધંધાના એકમોના બે ખાસ પ્રકારોને આવરી લેવામાં આવ્યા છે. આસનો ૬થી ૧૦માં જેનો સમાવેશ થતો ન હોય તેવા ધંધાના એકમોના બીજા પ્રકારોને આસન ૧૧માં લખવાના છે. આવા ધંધાના એકમોને તમારે આ આસનમાં લખવાના છે, દા.ત., સરકારી કચેરી, નિશાળ, દવાખાનું, રેલવે સ્ટેશન, અનાથાશ્રમ, બાળસુધારગૃહ, હજામની દુકાન, સિનેમા થિયેટર, હોટલ, ચાની દુકાન, વકીલની ઑફિસ, ડોક્ટરનું ક્લિનિક, ધોબીની દુકાન, વગેરે.

સામાન્ય

૯૮. કોઈ ખાસ ધંધાના એકમમાં એક કરતાં વધારે પ્રવૃત્તિઓ એક જ જગામાં ચાલતી હોય તેવી શક્યતા છે. દાખલા તરીકે પાનવાળાની દુકાનમાં બીડી વાળવાનું કામ પણ થતું હોય, અથવા કરીયાણાની દુકાનમાં લોટ દળવાની ઘંટી પણ આવેલી હોય, અથવા દાક્તરના દવાખાનામાં દવાઓ પણ વેચવામાં આવતી હોય. આવા કિસ્સાઓમાં ધંધાના એકમની ઓળખ તેમાં કરવામાં આવતી મહત્ત્વની પ્રવૃત્તિના સંદર્ભમાં આપવી અને તેની નોંધ મહત્ત્વની પ્રવૃત્તિને લગતાં સંબંધિત આસનોમાં કરવી.

૯૯. પરંતુ જો એકબીજાથી દૂર આવેલા જુદાં જુદાં વસતિ ગણતરી ધરોમાં જુદી જુદી પ્રવૃત્તિઓ એક જ નામ નીચે અથવા એક જ માલિકીપણા હેઠળ ચાલતી હોય, તો વસતિ ગણતરીના આવા દરેક ધરને ધંધાના જુદા એકમ તરીકે ગણવું અને તે પ્રમાણેની નોંધ તે વસતિ ગણતરીના ધરની સામે આ પત્રકમાં કરવી. તેમ છતાં એ ધ્યાનમાં રાખવું જોઈએ કે એક વસ્તુના ઉત્પાદન માટેની પ્રક્રિયા પાસે પાસે આવેલાં જુદાં જુદાં વસતિ ગણતરીનાં ધરોમાં ચાલતી હોય, તો આ બધાં વસતિ ગણતરી ધરોને એક જ એકમ તરીકે ગણી તે પ્રમાણે નોંધ કરવી. આથી ઊલટું જો કોઈ મોટી પેઢી કે ઑફિસની પ્રવૃત્તિઓ જુદાં જુદાં લત્તાઓમાં એકબીજાથી દૂર આવેલાં મકાનોમાં ચાલતી હોય, તો જુદા જુદા લત્તાઓમાં આવેલ તે વસતિ ગણતરીના દરેક ધરને ધંધાનું જુદું એકમ ગણવું જોઈએ અને વસતિ ગણતરીના પ્રત્યેક ધરને લગતા ધંધાના એકમની વિગતો આ પત્રકમાં ભરવી જોઈએ.

૧૦૦. તમારા બ્લોકમાં આવેલા ધંધાના એકમો (એસ્ટાબ્લીશમેન્ટ)નાં પત્રકો ભર્યાં પછી તમારે તે પત્રકોની બીજી નકલ બનાવવી જોઈશે. આને માટે તમને કોરાં પત્રકો પૂરતી સંખ્યામાં આપવામાં આવશે.

ભારતની વસતિ ગણતરી ૧૯૭૧

ગુજરાત

ભારતના બંધારણ અન્વયે રાષ્ટ્રપતિના હુકમથી નક્કી થયેલ

અનુસૂચિત જાતિ અને અનુસૂચિત જનજાતિની યાદી ૧–૧૦–૧૯૭૦ મુજબ

અનુસૂચિત જાતિની યાદી

બનાસકાંઠા, સાબરકાંઠા, મહેસાણા, ગાંધીનગર, અમદાવાદ, ખેડા, પંચમહાલ, વડોદરા, ભરૂચ, સુરત, વલસાડ અને ડાંગ જિલ્લાઓમાં:–

(૧) અગર

(૨) બાકડ અથવા બાંટ

(૩) ભાંબી, ભાંભી, અસાદરૂ, અસોડી, ચામડીયા, ચમાર, ચાંભાર, ચામગર, હરલય્યા, હરાલી, ખાલપા, માચીગર, મોચીગર, મદાર, માડીગ, તેલેગુમોચી, કામાટીમોચી, રાણીગર, રોહિદાસ, રોહિત અથવા સામગર

(૪) ભંગી, મેહતર, ઓલ્ગાણા, રૂખી, મલ્કાણા, હલાલખોર, લાલબેગી, બાલ્મિકિ, કોરાર અથવા ઝડમલ્લિ

(૫) ચલ્વાડી અથવા ચનય્યા

(૬) ચેન્ના દસર અથવા હોલયા દસર

(૭) ઢોર, કાકય્યા અથવા કંકય્યા

(૮) ગરોડા અથવા ગારો

(૯) હલીર

(૧૦) હલસર, હસ્લર, હુલાસવર અથવા હલસવર

(૧૧) હોલાર અથવા વલ્હાર

(૧૨) હોલાયા અથવા હોલેર

(૧૩) લીંગાદર

(૧૪) મહાર, તરાલ અથવા ઢેગુ મેગુ

(૧૫) માયાવંશી, ઢેડ, વણકર અથવા માડ વણકર

(૧૬) માંગ, માતંગ અથવા મીનીમાડીગ

(૧૭) માંગ—ગારૂડી

(૧૮) મેઘવાળ કે મેંઘવાર

અનુસૂચિત જાતિની યાદી–(ચાલુ)

(૧૯) મુકરી
(૨૦) નાડીઆ અથવા હાડી
(૨૧) પાસી
(૨૨) શેણવા, ચેન્વા, સેડમા કે રાવત
(૨૩) તીરગર અથવા તીરબંદા
(૨૪) તુરી

૨. ડાંગ જિલ્લો અને વલસાડ જિલ્લાના ઉંબરગામ તાલુકામાં :—
મોચી

૩. જામનગર, રાજકોટ, સુરેન્દ્રનગર, ભાવનગર, અમરેલી અને જૂનાગઢ જિલ્લાઓમાં :—
(૧) બાવા (ઢેઢ) કે ઢેઢ-સાધુ
(૨) ભંગી કે રૂખી
(૩) ચામડીઆ
(૪) ચમાર, નાલીયા કે રોહિત
(૫) ડાંગશીયા
(૬) ગરોડા
(૭) ગરમાતંગ
(૮) હાડી
(૯) મેઘવાળ
(૧૦) શેણવા
(૧૧) શેમળીઆ
(૧૨) શેાચી
(૧૩) તુરી
(૧૪) તુરી-બારોટ અથવા ઢેઢ-બારોટ
(૧૫) વણકર, ઢેઢ કે અંત્યજ

૪. કચ્છ જિલ્લામાં :—
(૧) ભંગી
(૨) ચમાર
(૩) ગરોડા
(૪) મેઘવાળ
(૫) તુરી
(૬) તુરી-બારોટ

અનુસૂચિત જનજાતિની યાદી

બનાસકાંઠા, સાબરકાંઠા, મહેસાણા, ગાંધીનગર, અમદાવાદ, ખેડા, પંચમહાલ, વડોદરા, ભરૂચ, સુરત, વલસાડ અને ડાંગ જિલ્લાઓમાં:–
(૧) બરડા
(૨) બાવચા કે બામચા
(૩) ભીલ, ભીલ ગરાશીયા, ઢોલી ભીલ, ડુંગરી ભીલ, ડુંગરી ગરાશીયા, મેવાસી ભીલ, રાવલ ભીલ, તડવી ભીલ, ભાગલીઆ, ભીલાળા, પાવરા, વસાવા અને વસાવે સહિત
(૪) ચોધરા
(૫) ધાનકા, તડવી, તેતરિયા અને વલ્વી સહિત
(૬) ધોડીઆ
(૭) દુબળા, તલાવીઆ અથવા હળપતિ સહિત
(૮) ગામીત કે ગામટા કે ગાવીત, માવચી, પડવી, વસાવા, વસાવે અને વલ્વી સહિત
(૯) ગોંડ કે રાજગોંડ
(૧૦) કથોડી કે કાતકરી, ઢોર કથોડી કે ઢોર કાતકરી અને સોન કથોડી કે સોન કાતકરી સહિત
(૧૧) કોકણા, કોકણી, કુકણા
(૧૨) કોળી ઢોર, ટોકરે કોળી, કોળચા કે કોલધા
(૧૩) નાયકડા કે નાયકા, ચોળીવાળા નાયકા, કાપડીઆ નાયકા, મોટા નાયકા અને નાના નાયકા સહિત
(૧૪) પારાધી, અડવી ચીંચર અને ફણસે પારાધી સહિત
(૧૫) પટેલીઆ
(૧૬) પોમ્લા
(૧૭) રથવા
(૧૮) વાર્લી
(૧૯) વીટોલીઆ, કોટવાલીઆ કે બરોડીઆ

૨. ડાંગ જિલ્લામાં :—
કુણબી

૩. સુરત અને વલસાડ જિલ્લાઓમાં :—
(અ) ઉંબરગામ તાલુકામાં, કોળી મલ્હાર, કોળી મહાદેવ કે ડોંગર કોળી
(બ) બીજા તાલુકામાં, ચોધરી

૪. જામનગર, રાજકોટ, સુરેન્દ્રનગર, ભાવનગર, અમરેલી અને જૂનાગઢ જિલ્લાઓમાં :—
સીદી

૫. આલેચ, ગીર અને બરડા જંગલના નેસ વિસ્તારોમાં :—
(૧) ભરવાડ
(૨) ચારણ
(૩) રબારી

૬. સુરેન્દ્રનગર જિલ્લામાં :—
પઢાર

૭. કચ્છ જિલ્લામાં :—
(૧) ભીલ
(૨) ધોડીઆ
(૩) કોળી
(૪) પારાધી
(૫) વાઘરી

ભારતની વસતિ
ઘરોની

જિલ્લાનું નામ _____ સંકેત નં. _____

તાલુકા/મહાલનું નામ _____ સંકેત નં. _____

લીટી નંબર	મકાનનો નંબર (નગરપાલિકાનો અથવા સ્થાનિક સંસ્થાનો અથવા વસતિ ગણતરીનો નંબર)	વસતિ ગણતરીના ઘરનો નંબર	વસતિ ગણતરીના ઘરના બાંધકામમાં વપરાયેલ મુખ્ય માલસમાન		જે હેતુ માટે વસતિ ગણતરીનું ઘર વપરાતું હોય તે દા. ત. રહેઠાણ, દુકાન, દુકાન સાથે રહેઠાણ, ધંધો, કારખાનું, કોઠ (વર્કશોપ), કોઠ સાથે રહેઠાણ, નિશાળ, બૅંક, વેપારી પેઢી, ઑફિસ, હૉસ્પિટલ, હોટલ, વગેરે અથવા ખાલી	તે આખું કે અંશતઃ ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) તરીકે વપરાય છે ? હા કે ના. જો હા, ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)ના પત્રકમાં વધુ વિગતો ભરો અને તેની નોંધનો અનુક્રમ-નંબર અહીં દર્શાવો
			દીવાલમાં વપરાયેલો માલ	છાપરામાં વપરાયેલો માલ		
૧	૨	૩	૪	૫	૬	૭
			.....	.....	.....	
			.....	.....	.....	
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નોંધ : આસન ૪, ૫, ૬, ૧૦ અને ૧૨માં તૂટક લીટીઓવાળાં ખાનાંમાં કાંઈ પણ લખવાનું નથી. તે ખાનાં ટેબ્યુલેશન ઑફિસમાં કોડિંગ માટે રાખવામાં આવેલ છે.

ગણતરીદારની સહી _____ તારીખ _____

ગણતરી ૧૯૭૧ GUJARATI

યાદી

ગામ કે શહેરનું નામ _____ સંકેત નં. _____

વૉર્ડ/ગણતરીદારના બ્લૉકનું નામ કે નંબર _____ સંકેત નં. _____

જો આખું કે અંશત : રહેઠાણ તરીકે વપરાતું હોય તો									
કુટુંબ ઘરનો નંબર	કુટુંબના મુખ્ય માણસનું નામ	જો અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિ હોય તો તે જાતિ અથવા જનજાતિનું નામ લખો	વસતિ ગણતરી કુટુંબના કબ્જામાં આવેલા રહેવાના ઓરડાઓની સંખ્યા	કુટુંબ પોતાની માલિકીના ઘરમાં રહે છે કે ભાડે? (i) પોતાની માલિકીના (પો) (ii) ભાડાના (ભા)	ગણતરીદારની મુલાકાતને દિવસે વસતિ ગણતરી કુટુંબમાં સામાન્ય રીતે રહેતા માણસોની સંખ્યા			કુટુંબ કોઈ જમીન ખેડે છે? (હા કે ના)	નોંધ
					પુરુષો	સ્ત્રીઓ	કુલ		
૮	૯	૧૦	૧૧	૧૨	૧૩	૧૪	૧૫	૧૬	૧૭
				કુલ					

સુપરવાઈઝરની સહી _____ તારીખ _____

ભારતની વસતિ

ધંધાના એકમ

જિલ્લાનું નામ _____ સંકેત નં. _____

તાલુકા/મહાલનું નામ _____ સંકેત નં. _____

અનુક્રમ નંબર	વસતિ ગણતરીના ઘરનો નંબર	ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) નું કે તેના માલિકનું નામ	ધંધાનું એકમ (એસ્ટાબ્લીશમેન્ટ) (અ) સરકારી / અર્ધ સરકારી (બ) ખાનગી (ક) સહકારી સંસ્થા છે	છેલ્લા અઠવાડિયા કે છેલ્લી કામની મોસમ દરમિયાન માલિક અને/ અથવા કુંટુંબના કામ કરનારા સહિત દરરોજ કામ કરતા માણસોની સરાસરી સંખ્યા
૧	૨	૩	૪	૫

નોંધ : આસન ૪, ૬, ૭, ૮, ૯, ૧૦ અને ૧૧માં તૂટક લીટીઓવાળાં ખાનાંમાં કાંઇ પણ લખવાનું નથી. તે ખાનાં ટેબ્યુલેશન ઑફિસમાં કોડિંગ માટે રાખવામાં આવેલ છે.

ગણતરીદારની સહી _____ તારીખ _____

ગણતરી ૧૯૭૧ GUJARATI

(એસ્ટાબ્લીશમેન્ટ) નું પત્રક

ગામ કે શહેરનું નામ _____ સંકેત નં. _____

વોર્ડ/ગણતરીદારના બ્લોકનું નામ કે નંબર _____ સંકેત નં. _____

જો કોઈ ઉત્પાદન, પ્રક્રિયા કે સર્વીસીંગ થતું હોય તો			જો વેપારના એકમ તરીકે વપરાતું હોય તો		જો બીજા કોઈ ધંધાના એકમ તરીકે વપરાતુ હોય તો તેનું વર્ણન દા.ત., સરકારી કચેરી, નિશાળ, દવાખાનું, રેલવે સ્ટેશન, હજામની દુકાન, સિનેમા થિએટર, હોટલ, ચાની દુકાન, વગેરે
(અ) તે ગૃહઉદ્યોગ છે (બ) રજીસ્ટર્ડ કારખાનું છે (ક) રજીસ્ટર થયા સિવાયની કોઢ (વર્કશોપ) છે	ઉત્પાદન થતી વસ્તુ, પ્રક્રિયા કે સર્વીસીંગનું વર્ણન	વાપરવામાં આવતા બળતણ કે શક્તિ (પાવર)નો પ્રકાર	ખરીદવામાં અને વેચવામાં આવતા માલનું વર્ણન	(અ) જથ્થાબંધ કે (બ) છૂટક	
૬	૭	૮	૯	૧૦	૧૧

સુપરવાઈઝરની સહી _____ તારીખ _____

APPENDIX 28

નમૂનાની એન્ટ્રીઓની સમજૂતી આપતી નોંધ

ઘરોની યાદી

૧. તાલુકાના નામ સામે આપેલ સંકેત નંબર ૨/૧ એટલે ૨ નંબરના જિલ્લાનો ૧ નંબરનો તાલુકો.

૨. આ નમૂનાની એન્ટ્રીઓ શહેરો માટે કરવામાં આવી છે. ત્રીજા નંબરના સંકેતવાળા શહેર માટે III લખવામાં આવશે. શહેરો માટેનો સંકેત રોમન આંકડામાં આપવાનો છે તેની નોંધ લો.

૩. વોર્ડને કોઈ નામ આપવામાં આવ્યું નથી એમ માનવામાં આવ્યું છે. નમૂનાની નોંધમાં તેનો વોર્ડ નંબર ૬ અને ગણતરીદારનો બ્લોક નંબર ૪ છે.

નોંધ :– ઘરોની યાદી બનાવતાં પહેલાં જ્યાં ગણતરીદારનો બ્લોક બનાવવામાં આવ્યો ન હોય, ત્યાં ગણતરીદારનો બ્લોક નંબર લખવાની કોઈ જરૂર નથી. ફક્ત વોર્ડનું નામ કે નંબર જ લખવાનો રહેશે.

લીટી નં. ૧

એમ માનવામાં આવ્યું છે કે ગણતરીદારનો બ્લોક મકાન નંબર ૧૦૧થી શરૂ થાય છે અને તેમાં ફક્ત એક જ વસતિ ગણતરીનું ઘર આવેલું છે અને આ વસતિ ગણતરીનું ઘર એક જ કુટુંબના કબજામાં છે. તેથી નં. ૧૦૧નું આસન નંબર ૩ અને ૮માં પુનરાવર્તન કરવામાં આવ્યું છે. કુટુંબનો મુખ્ય માણસ અનુસૂચિત જાતિનો–ચમાર છે. આસન ૧૦માં આ માહિતી નોંધવાની રીત ધ્યાનમાં લો. કુટુંબ તેની નજીકમાં આવેલી કેટલીક જમીન ખેડે છે જે પટે લેવામાં આવી છે. એ ખાસ ધ્યાનમાં રાખવું કે કુટુંબની માલિકીની કોઈ જમીન દૂર આવેલી હોય અને આ કુટુંબના બીજા સભ્યો તે ખેડતા હોય, તેમ છતાં તે જમીન આ કુટુંબ દ્વારા ખેડાય છે એમ ગણવામાં આવશે નહીં. બીજી એન્ટ્રીઓ સમજી શકાય તેવી છે.

લીટી નં. ૨, ૩

આ મકાનમાં બે વસતિ ગણતરીનાં ઘરો આવેલાં છે, એટલે કે જુદા મુખ્ય પ્રવેશદ્વારવાળા બે જુદા એકમો છે. ગણતરીદારની મુલાકાત વખતે તે બન્ને ખાલી જણાયા હતા. ગણતરીદાર પાડોશીઓ પાસેથી તેનાં કારણોની ખાત્રી કરે છે અને આસન ૧૭માં કારણોની નોંધ કરે છે. ગણતરીદારને સૂચનાઓની ચોપડીના પેરા ૩૮માં આપવામાં આવેલ આદેશ અનુસાર લીટી ૩ સામે આસન ૬માં "રહેઠાણ" લખવામાં આવ્યું છે તેની નોંધ લો. આ મકાનના રહેવાસીઓ જાત્રાએ ગયા છે તેથી તે મકાનને ખાલી ગણવાનું નથી પરંતુ તેને રહેઠાણ તરીકે ગણવાનું છે.

લીટી નં. ૪, ૫, ૬

ઘરોને નંબર આપતી વખતે મકાન નં. ૧૦૨/૧ બાંધકામ હેઠળ હતું અને તેને છાપરું હતું નહીં. તેથી ગણતરીદારે આ ઈમારતને કોઈ નંબર આપ્યો ન હતો. ઘરોની યાદી બનાવવા માટેની ફરી મુલાકાત દરમિયાન ગણતરીદારને જણાયું કે મકાન ચણાઈ ગયું છે એટલું જ નહીં પરંતુ તેમાં વસવાટ પણ થઈ ગયો છે તેથી તે આ ઈમારતને મકાન નં. ૧૦૨/૧ આપે છે કારણ કે તે ૧૦૨ અને ૧૦૩ વચ્ચે આવેલું છે. આ રીતે બે મકાનની વચ્ચે નવું મકાન થયું હોય તો શ્રેણીના નીચેના અનુક્રમ પછી આડી લીટી દોરી પેટા નંબર આપવાનો છે. આ મકાનમાં જો બે વસતિ ગણતરીનાં ઘરો આવેલાં હોય અને પહેલા વસતિ ગણતરી ઘરમાં બે કુટુંબો રહેતાં હોય તો આસન ૩ અને ૮માં નંબર લખવાની રીતની નોંધ લો. આ વસતિ ગણતરીનાં ઘરોને નંબર ૧૦૨/૧(૧) અને ૧૦૨/૧(૨) અપાશે. વસતિ ગણતરીનું ઘર નં. ૧૦૨/૧(૧) દુકાન સાથેનું રહેઠાણ છે. તેથી આસન ૭માં "હા" ની એન્ટ્રી છે. આ ઘરની યાદીમાં આ પહેલું ધંધાનું એકમ હોવાથી આ ધંધાના એકમને લગતી માહિતી ધંધાના એકમના પત્રકમાં અનુક્રમ નંબર ૧માં લખવામાં આવશે. આસન ૭માંની એન્ટ્રીની નોંધ લો. ત્યાં "હા" લખીને ધંધાના એકમના પત્રકમાં આ એન્ટ્રીનો જે નંબર લખવાનો છે તે અહીં નોંધવામાં આવ્યો છે. આ વસતિ ગણતરીના ઘરમાં બે વસતિ ગણતરીનાં કુટુંબો છે. લીટી ૪ અને ૫ સામેની આસન ૮માંની એન્ટ્રીઓની નોંધ લો. ઘર નંબર ૧૦૨ અને ૧૦૩ની વચ્ચે જે નવું મકાન થયું છે તેને નં. ૧૦૨/૧ આપવામાં આવેલ છે. આ મકાનની અંદર વસતિ ગણતરીનાં બે ઘરો છે. તે દરેક ઘરને નં. ૧૦૨/૧(૧) અને ૧૦૨/૧(૨) એમ આપવામાં આવ્યા છે. ઘર નં. ૧૦૨/૧(૧)માં બે કુટુંબો રહે છે. તે પ્રત્યેક કુટુંબને ૧૦૨/૧(૧)(અ) અને ૧૦૨/૧(૧)(બ) એમ નંબર આપવામાં આવશે અને તેની નોંધ તે મુજબ આસન ૮ હેઠળ કરવામાં આવી છે. આ સંજોગોમાં લીટી નં. ૫ની સામે આસન નં. ૨થી ૭ ખાલી રાખવામાં આવ્યાં છે, કારણ કે લીટી નં. ૪માં આસન નં. ૨ થી ૭ સુધીનું જે વર્ણન આપ્યું છે તે લીટી નં. ૫ના આસન ૨થી ૭ને લાગુ પડે છે. બીજી એન્ટ્રીઓ સમજી શકાય તેવી છે.

લીટી નં. ૭

આ મકાનમાં ફક્ત એક જ વસતિ ગણતરીનું ઘર છે અને આ ઘરમાં કોઈ કુટુંબ રહેતું નથી અને તે ફક્ત કોઢ તરીકે વપરાય છે.

આ સમજૂતી આપતી નોંધમાં અને એની સાથે જોડવામાં આવેલ ઘરની યાદીના કોલમ નં. ૨, ૩ અને ૮માં જે મકાન નંબર, વસતિ ગણતરીના ઘરના નંબર અને કુટુંબ ઘરના નંબર આપવામાં આવ્યા છે તે તેમજ ધંધાના એકમના પત્રકના કોલમ ૨માં વસતિ ગણતરીના ઘર નંબર આપવામાં આવ્યા છે તે દેશના ગુજરાત રાજ્ય સિવાયના ભાગોમાં જે ઘોરણે ઘર નંબરની પદ્ધતિ અપનાવવામાં આવી છે તે મુજબ આપવામાં આવ્યા છે. તે પદ્ધતિ મુજબ નંબરો નીચે જણાવેલ ત્રણ તબક્કામાં આપવામાં આવ્યા છે :–

(૧) મકાનોને સળંગ નંબરો આપવા. જેમકે ૧, ૨, ૩, ૪ વગેરે.

(૨) જે મકાનમાં એક જ વસતિ ગણતરીનું ઘર હોય તેનો નંબર અને મકાનનો નંબર એક જ રાખવો. પરંતુ કોઈ મકાનમાં એકથી વધુ વસતિ ગણતરીનાં ઘરો આવેલાં હોય તો મકાન નંબરને જોડી કૌંસમાં આંકડાના નંબરો આપવા. જેમકે મકાન નંબર ૩માં ત્રણ વસતિ ગણતરીનાં ઘરો હોય તો તે વસતિ ગણતરીનાં ઘરોના નંબર ૩ (૧),૩(૨),૩(૩) આપવા. એ જ રીતે કોઈ બંધ યા ખુલ્લા કમ્પાઉન્ડમાં એક જ માલિકની એકથી વધુ ઈમારતો હોય, જેમકે મુખ્ય ઘર, નોકરનું ઘર, ગેરેજ વગેરે. તો આ ઘરોના સમૂહને એક જ મકાન નંબર આપવો અને દરેક ઘરને મકાન નંબર સાથે કૌંસમાં આંકડાનો નંબર જેમકે ૪(૧), ૪(૨), ૪(૩) વગેરે આપવો.

(૩) જે મકાનમાં એક જ વસતિ ગણતરીનું ઘર હોય અને તેમાં એક જ કુટુંબ રહેતું હોય તો મકાન નંબર, વસતિ ગણતરીના ઘરનો નંબર તેમજ કુટુંબ ઘરનો નંબર એક જ રહેશે. જેમકે, મકાન નં. ૧માં એક જ વસતિ ગણતરીનું ઘર હોય અને તેમાં એક જ કુટુંબ રહેતું હોય તો વસતિ ગણતરીનો ઘર નંબર તેમજ કુટુંબ નંબર પણ એક જ રહે છે. પરંતુ કોઈ મકાનમાં એકથી વધુ વસતિ ગણતરીનાં ઘરો આવેલાં હોય અને તેમાંના કોઈ એક ઘરમાં એકથી વધુ કુટુંબ ઘરો હોય તો તેવાં કુટુંબ ઘરોને નંબર આપવા માટે વસતિ ગણતરીના ઘરના નંબર સાથે કૌંસમાં મૂળાક્ષર જોડી દર્શાવવામાં આવે છે. જેમકે, ઉપરના દાખલામાં ૩(૧) નંબરના ઘરમાં એક જ કુટુંબ રહેતું હોય તો તેનો નંબર ૩(૧)જ રહેશે. પરંતુ ૩(૨) નંબરના ઘરમાં જો બે કુટુંબ રહેતાં હોય તો તે કુટુંબ ઘરોના નંબરોને ૩(૨) (અ) અને ૩(૨) (બ) થી દર્શાવવામાં આવે છે.

આ પદ્ધતિ મુજબ જ્યારે એકવાર ઘરોને નંબર અપાઈ ગયા પછી બે મકાનોની વચ્ચે નવું મકાન ચણવામાં આવે અથવા તો કોઈ વસતિ ગણતરીના ઘરને નંબર અપાઈ ગયા બાદ તે ઘરમાં ફેરફાર કરી તેમાં સ્વતંત્ર પ્રવેશદ્વારવાળાં એકથી વધુ ઘરો બનાવવામાં આવે ત્યારે પેટા નંબરોની સંખ્યા બે કરતાં પણ વધી જાય છે. જેમકે, મકાન નંબર ૩ અને ૪ની વચ્ચે કોઈ મકાન નવું ચણવામાં આવે તો તે નવા મકાનને નીચેની શ્રેણીના નંબર સાથે ઊભી લીટી (Oblique) દોરી આંકડાનો નંબર આપવામાં આવે છે. જેમકે, ૩/૧, આવા નવા મકાનમાં એકથી વધુ વસતિ ગણતરીનાં ઘરો આવેલાં હોય તો તેને ઉપર (૨)માં જણાવ્યા પ્રમાણે કૌંસમાં નંબરો આપી ઘર નંબરની સાથે જોડવામાં આવે છે. જેમકે ૩/૧(૧), ૩/૧(૨) વગેરે. હવે આવા નવા મકાનમાં આવેલ એકથી વધારે વસતિ ગણતરીનાં ઘરોમાંથી કોઈ એક ઘરમાં એકથી વધુ કુટુંબ ઘરો હોય તો તે દર્શાવવા માટે ઉપર (૩) માં જણાવ્યા પ્રમાણે કૌંસમાં મૂળાક્ષર આપવામાં આવે છે. જેમકે, ૩/૧ (૧) (અ), ૩/૧ (૧) (બ) વગેરે.

આ રીતે ઉપરની પદ્ધતિમાં સંખ્યાબંધ પેટા નંબરો આવવાની શક્યતા રહેલી છે. વળી સામાન્ય રીતે એક ઈમારતને મકાન ગણવાનું છે. પરંતુ એક જ કમ્પાઉન્ડમાં આવેલ કોઈ એક માલિકની પરંતુ જુદી જુદી ઈમારતોને પણ મૂળ નંબર પછી પેટાનંબર આપવાનું ધોરણ હોવાથી આ પદ્ધતિ ગૂંચવાડાવાળી જણાતાં ગુજરાત રાજ્યમાં તે થોડા ફેરફાર કરી દાખલ કરવામાં આવી છે. તે મુજબ ગુજરાત રાજ્યમાં ગણતરીદારને નંબર આપતી વખતે ગુંચવાડો ઊભો ન થાય તે માટે કાયમી ઘર નંબરની પદ્ધતિ દાખલ કરતી વખતે જેમ બને તેમ ઘરોને ઓછા પેટા નંબરો આપવા પડે માટે જે પદ્ધતિ અપનાવવામાં આવી છે તેનું વર્ણન નીચે મુજબ આપવામાં આવ્યું છે :–

(૧) કાયમી ઘર નંબરની પદ્ધતિ દાખલ કરતી વખતે જે ઘરોને વસતિ ગણતરીના ઘરની વ્યાખ્યા મુજબ ઘર ગણી શકાય તેમને દરેકને સળંગ આંકડાઓની શ્રેણીમાં સ્વતંત્ર નંબરો આપવાનું નક્કી કરવામાં આવ્યું છે. જેમકે, ૧, ૨, ૩, ૪, ૫, ૬, વગેરે.

એક જ કમ્પાઉન્ડમાં આવેલ એક જ માલિકીની જુદી જુદી ઈમારતોને પણ સળંગ આંકડાઓની શ્રેણીમાં સ્વતંત્ર નંબરો આપવા નક્કી કરવામાં આવ્યું છે.

(૨) કુટુંબ ઘરને જુદો નંબર આપવાનો પ્રશ્ન કાયમી ઘર નંબરની યોજનામાં ઉપસ્થિત થતો નથી, કારણ કે એ પદ્ધતિ પ્રમાણે ઘરોને જ નંબરો આપવામાં આવે છે. તે કારણે વસતિ ગણતરી પહેલાં જ્યારે ઘરોની યાદીમાં કુટુંબ ઘરોની નોંધ કરવાનો પ્રશ્ન ઉપસ્થિત થાય ત્યારે વસતિ ગણતરીના ઘર નંબરની પાછળ કૌંસમાં અ,બ,ક મૂળાક્ષર લગાવીને દર્શાવવાની પદ્ધતિ જ ગુજરાત રાજ્યમાં પણ અપનાવવામાં આવી છે. જેમકે, ૩ નંબરના ઘરમાં બે કુટુંબ ઘરો હોય તો ઘરની યાદીના કોલમ નં. ૮માં ૩ (અ) અને ૩(બ) લખવામાં આવશે. પરંતુ કુટુંબ ઘરના નંબરો ઘર ઉપર જુદા બતાવવાના નથી.

આ આપણી સરળ પદ્ધતિમાં જ્યારે એકવાર ઘર નંબર અપાઈ ગયા બાદ બે ઘરો વચ્ચે કોઈ નવું મકાનનું ચણતર થાય ત્યારે આપણે પહેલાં તપાસ કરીએ છીએ કે એ નવા થયેલા મકાનમાં કેટલાં વસતિ ગણતરીનાં ઘરો છે. તેવી જ રીતે એકવાર નંબર અપાઈ ગયા બાદ કોઈ ઘરનું વિભાજન કરી એકથી વધુ વસતિ ગણતરીનાં ઘરો બનાવવામાં આવે તો તેમાં પણ આપણે તપાસ કરીએ છીએ કે કેટલાં ઘરો થયા છે અને પછી તે પ્રત્યેક ઘરને નંબર આપવા માટે જે ઘરોની વચ્ચે એ નવું ઘર યા ઘરો થયાં હોય તેમાં નીચલી શ્રેણીના ઘરના નંબરની બાજુમાં ઊભી લીટી (Oblique) દોરી ૧,૨,૩,૪, એમ આંકડામાં પેટા નંબરો આપીએ છીએ. દાખલા તરીકે ઘર નંબર ૩ અને ૪ વચ્ચે કોઈ મોટું મકાન થયું હોય તેમાં એક દુકાન હોય, અને બીજા ત્રણ રહેણાકનાં ઘરો હોય તો ચાર વસતિ ગણતરીનાં નવાં ઘરો થવાથી દરેકને અનુક્રમે ૩/૧, ૩/૨, ૩/૩, અને ૩/૪, નંબર આપીએ છીએ. તેવી જ રીતે ઘર નંબર ૫માં ફેરફાર કરી ત્રણ વસતિ ગણતરીનાં ઘરો થયાં હોય તો તે દરેકને ૫/૧, ૫/૨, ૫/૩, એમ નંબરો આપવાનું ધોરણ નક્કી કરવામાં આવ્યું છે. એટલે નં.૫નું ઘર અસ્તિત્વમાં રહેતું નથી પરંતુ તેના પેટા પડી જાય છે.

કુટુંબ ઘરના નંબર આપતી વખતે પણ આવા નવા ચણતર કરવામાં આવેલા યા તો ઘરમાં ફેરફાર કરીને કરવામાં આવેલા વસતિ ગણતરીના ઘર નંબરને કૌંસમાં મૂળાક્ષર લગાડવાનો છે.

ઉપર જણાવેલા ઘર નંબર ૩/૨ માં જો બે કુટુંબ ઘરો હોય તો તેમના નંબરો ઘરની યાદીના કોલમ નં. ૮માં ૩/૨(અ) અને ૩/૨(બ) આવશે.

ગુજરાત રાજ્યમાં કાયમી ઘર નંબરની યોજનાનો ગ્રામ્ય વિસ્તારમાં સંપૂર્ણપણે અમલ કરવામાં આવ્યો છે. એટલે ઘરની યાદીના કોલમ નં. ૨ કે જેમાં મકાનનો નંબર યા તો નગરપાલિકાનો અથવા સ્થાનિક સંસ્થાનો અથવા વસતિ ગણતરીનો નંબર લખવાનો છે. તેમાં કાયમી ઘર નંબરની યોજના મુજબ જે ઘર નંબર આપવામાં આવ્યા છે તે જ આવશે. આ નંબરનું કોલમ નંબર ૩ માં પુનરાવર્તન થશે, કારણ કે અહીં સ્થાનિક સંસ્થાનો નંબર તે જ વસતિ ગણતરીના ઘરનો નંબર છે, એ મકાન નંબરની અગત્યતા ફક્ત તે મકાનને સહેલાઈથી ઓળખવા પૂરતી જ છે. સામાન્ય રીતે નગરપાલિકાએ નીચે જણાવ્યા મુજબ તેના મકાન નંબર ઉપરાંત વસતિ ગણતરીનો ઘર નંબર આપેલો હોવો જોઈએ.

પરંતુ શહેરી વિસ્તારમાં કેટલીક નગરપાલિકાઓએ પોતાના નંબર ચાલુ રાખી સાથે સાથે વસતિ ગણતરીના નંબરો ઘર પર આપ્યા છે. તેવા કિસ્સામાં નગરપાલિકાનો જે નંબર ઘર પર હોય તે ઘરની યાદીના કોલમ નં. ૨માં લખવો એમ નકકી કરવામાં આવ્યું છે. આવી નગરપાલિકાઓએ અંદાજી નકશા બનાવ્યા બાદ નકશા ઉપર અથવા અલગ કાગળ ઉપર બે ખાનાનું એક પત્રક બનાવી પ્રથમ ખાનામાં નગરપાલિકાએ આપેલ મકાન નંબર અને બીજા ખાનામાં તે જ સ્થળનો વસતિ ગણતરીનો નંબર લખવાનો છે. આમ કરવાથી કોઈ પણ મકાનને જૂના અને નવા નંબરથી ઓળખવામાં મુશ્કેલી રહેશે નહિ.

ઉપરોક્ત કારણોસર આ પુસ્તિકાને છેડે ભરેલી ઘરોની યાદીનાં કોલમ ૨, ૩ અને ૮ તેમજ ધંધાના એકમના પત્રકના કોલમ ૨ ગુજરાત રાજ્યની ઘર નંબરોની પદ્ધતિ જાણવા માટે ખાસ ઉપયોગી નથી. તે કારણે નંબરોની પદ્ધતિ આપણા રાજ્યમાં શું છે તે સમજાવવા માટે આ સાથે મૂકેલી ઘરોની યાદીના કોલમ નં. ૧ થી ૮ અને ધંધાના એકમના કોલમ ૧ અને ૨ ગણતરીદારોને સમજવા માટે આપવામાં આવ્યા છે. એ પત્રકોની લીટીવાર સમજૂતી નીચે પ્રમાણે છે :

ઘરોની યાદી

લીટી નં. ૧, ૨

ઘર નંબર ૧૦૧ અને ૧૦૨ દરેક એક જ કુટુંબના કબજામાં છે. તેથી કોલમ નં. ૨, ૩ અને ૮માં નંબર ૧૦૧ અને ૧૦૨ આપવામાં આવ્યો છે.

લીટી નં. ૩, ૪, ૫,

ઘર નંબર ૧૦૨ અને ૧૦૩ ની વચ્ચે નવું મકાન થયું છે, અને તેમાં બે વસતિ ગણતરીનાં ઘરો છે. તેથી તે દરેકને કોલમ નંબર ૨ અને ૩માં નં. ૧૦૨/૧, અને ૧૦૨/૨ નંબર આપવામાં આવ્યા છે. તેમાંના ઘર નં. ૧૦૨/૧માં બે કુટુંબ ઘરો હોવાથી તે દરેકને કોલમ નં. ૮માં નં. ૧૦૨/૧(અ) અને ૧૦૨/૧(બ) આપવામાં આવ્યા છે. લીટી નં. ૩માં ૧ થી ૭ કોલમમાં જે હકીકત ભરવામાં આવી છે તે જ હકીકત લીટી નં. ૪ ને પણ લાગુ પડતી હોવાથી તે કોલમો કુટુંબ ઘર નંબર ૧૦૨/૧ (બ) માટે ભરવાની જરૂર રહેતી નથી. લીટી નં. ૫ માં કોલમ નં. ૨ અને ૩માં ૧૦૨/૨ નંબર લખવામાં આવ્યો છે. તે દુકાન હોવાથી કોલમ નં. ૭માં "હા" લખી ધંધાના એકમમાં તેની એન્ટ્રી કરવાની હોવાથી તેનો નં. ૧ પાડી "હા" સામે આડી લીટી દોરી તે પછી એકડો લખવામાં આવ્યો છે. અને તે કુટુંબ ઘર નહિ હોવાથી કોલમ નં. ૮માં ચોકડી × કરવામાં આવી છે.

લીટી નં. ૬, ૭, ૮,

કાયમી ઘર નંબરની યોજના દાખલ કરવામાં આવી ત્યારે આ ઘરનો નંબર ૧૦૩ હતો. પરંતુ વસતિ ગણતરી અંગે નંબરો આપવા જતી વખતે માલૂમ પડયું કે તે ઘરમાં ફેરફાર કરી બે વસતિ ગણતરીનાં ઘરો બનાવવામાં આવ્યા છે તે કારણે તે બંનેના નંબરો ૧૦૩/૧ અને ૧૦૩/૨ ગણતરીદારે આપવા પડશે. તે મુજબ કોલમ નં. ૨ અને ૩માં તે નંબરો લખવામાં આવ્યા છે. પરંતુ તેમાંનું ૧૦૩/૧ નંબરનું ઘર દુકાન હોવાથી કોલમ નં. ૭માં "હા" લખી તેને માટે ધંધાના એકમના પત્રકમાં જે બે નંબરની એન્ટ્રી પાડવાની છે તે દર્શાવવા "હા" પછી બે નંબરનો આંકડો-૨-લખવામાં આવ્યો છે, અને કોલમ નં. ૮માં ચોકડી × મુકવામાં આવી છે કારણ કે તેમાં કોઈ કુટુંબ ઘર નથી.

ઘર નં. ૧૦૩/૨માં બે કુટુંબ ઘરો હોવાથી તેમના નંબરો ૧૦૩/૨(અ) અને ૧૦૩/૨(બ) કોલમ નં. ૮માં દર્શાવવામાં આવ્યા છે.

લીટી નં. ૯, ૧૦

ઘર નંબર ૧૦૫ અને ૧૦૬ એક બંધ કમ્પાઉન્ડમાં એક જ માલિકનાં બે ઘરો છે. તેમને આપણી પદ્ધતિ પ્રમાણે બે સળંગ નંબરો ૧૦૫ અને ૧૦૬ કોલમ નં. ૨ અને ૩માં આપવામાં આવ્યા છે. કોલમ નં. ૭ માંની એન્ટ્રીઓ ખાસ ધ્યાનમાં લેવાની છે. ઘર નં. ૧૦૫ હોટલ હોવાથી તેમાં "હા" લખી ધંધાના એકમના પત્રકમાં તેનો અનુક્રમ લખવાનો હોવાથી "હા" પછી ત્રણનો આંકડો—૩—તેની સામે જણાવવામાં આવ્યો છે, અને તે સંપૂર્ણ બિનરહેણાકનું હોવાથી કોલમ નં. ૮ માં ચોકડી × મૂકવામાં આવી છે. પરંતુ ઘર નં. ૧૦૬ રહેઠાણ સાથે કોઢ એટલે અંશતઃ રહેઠાણ હોવાથી કોલમ નં. ૭માં "હા" લખી ધંધાના એકમના પત્રકમાં તેની એન્ટ્રી નં. ૪ પાડવાની હોવાથી "હા" પછી ચારનો આંકડો—૪—લખવામાં આવ્યો છે. કોલમ ૮ માં ફરીથી ૧૦૬ નંબર દર્શાવવામાં આવ્યો છે, કારણ કે તે ઘરનો રહેઠાણ તરીકે પણ ઉપયોગ થાય છે.

લીટી નં. ૧૧

૧૦૭ નંબરના ઘર માટે કોલમ નં. ૨ તથા ૩ માં ૧૦૭ નંબર લખવામાં આવે છે અને તે કારખાનું હોવાથી ૭માં કોલમમાં "હા" લખી તેની સામે ધંધાના એકમના પત્રકમાં તે અંગેની એન્ટ્રીનો જે નંબર પાડવાનો છે તે એટલે પાંચડો લખવામાં આવ્યો છે. તે ઘર બિનરહેણાકનું હોવાથી કોલમ નં. ૮માં ચોકડી × મૂકવામાં આવી છે.

ધંધાના એકમનું પત્રક

ઘરોની યાદીના કોલમ નંબર ૩માં "હા" લખી જે અનુક્રમ નંબરો આપવામાં આવ્યા છે તે અનુક્રમ નંબરો ધંધાના એકમના પત્રકના કોલમ નંબર ૧માં લખવામાં આવ્યા છે. તે જ પ્રમાણે ઘરોની યાદીના પત્રકના કોલમ નંબર ૩માં જે ઘરના નંબરો લખવામાં આવ્યા છે તે ધંધાના એકમના પત્રકના કોલમ નંબર ૨માં લખવામાં આવ્યા છે.

ધંધાના એકમના પત્રકમાં ગુજરાત રાજ્યમાં જે રીતે ઘરના નંબરો લખવામાં આવશે તેની હકીકત બતાવતું નમૂનાનું પત્રક

અનુક્રમ નંબર	વસતિ ગણતરીના ઘરનો નંબર
૧	૧૦૨/૨
૨	૧૦૩/૧
૩	૧૦૫
૪	૧૦૬
૫	૧૦૭

ગુજરાત રાજ્યમાં દાખલ કરવામાં આવેલ ઘર નંબરની યોજના મુજબ ભરવામાં આવેલ નમૂનાની ઘરોની યાદીનું પત્રક

લીટી નંબર	મકાનનો નંબર (નગરપાલિકાનો અથવા સ્થાનિક સંસ્થાનો અથવા વસતિ ગણતરીનો નંબર)	વસતિ ગણતરીના ઘરનો નંબર	વસતિ ગણતરીના ઘરના બાંધકામમાં વપરાયેલ મુખ્ય માલ-સામાન		જે હેતુ માટે વસતિ ગણતરીનું ઘર વપરાતું હોય તે દા. ત., રહેઠાણ, દુકાન, દુકાન સાથે રહેઠાણ, ધંધો, કારખાનું, કોઢ (વર્કશોપ), કોઢ સાથે રહેઠાણ, નિશાળ, બેન્ક, વેપારી પેઢી, ઓફિસ, હોસ્પિટલ, હોટલ, વગેરે અથવા ખાલી	તે આખું કે અંશત: ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) તરીકે વપરાય છે? હા કે ના. જો હા, તો ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) ના પત્રકમાં વધુ વિગતો ભરો અને તેની નોંધનો અનુક્રમ નંબર અહીં દર્શાવો.	કુટુંબ ઘરનો નંબર
			દિવાલમાં વપરાયેલો માલ	છાપરામાં વપરાયેલો માલ			
૧	૨	૩	૪	૫	૬	૭	૮
૧	૧૦૧	૧૦૧	પાકી ઈંટો	સળવાળા લોખંડનાં પતરાં	રહેઠાણ	ના	૧૦૧
૨	૧૦૨	૧૦૨	ગારો	દેશી નળિયાં	ખાલી	ના	૧૦૨
૩	૧૦૨/૧	૧૦૨/૧	ગારો	દેશી નળિયાં	રહેઠાણ	ના	૧૦૨/૧(અ)
૪							૧૦૨/૧ (બ)
૫	૧૦૨/૨	૧૦૨/૨	ગારો	દેશી નળિયાં	દુકાન	હા—૧	×
૬	૧૦૩/૧	૧૦૩/૧	ગારો	દેશી નળિયાં	દુકાન	હા—૨	×
૭	૧૦૩/૨	૧૦૩/૨	ગારો	દેશી નળિયાં	રહેઠાણ	ના	૧૦૩/૨(અ)
૮							૧૦૩/૨ (બ)
૯	૧૦૫	૧૦૫	પાકી ઈંટો	સિમેન્ટનાં પતરાં	હોટલ	હા—૩	×
૧૦	૧૦૬	૧૦૬	કેનવાસ	કેનવાસ	રહેઠાણ સાથે કોઢ	હા—૪	૧૦૬
૧૧	૧૦૭	૧૦૭	પાકી ઈંટો	સળવાળા લોખંડનાં પતરાં	કારખાનું	હા—૫	×

લીટી નં. ૮, ૯

મકાન નં. ૧૦૪માં એક જ વસતિ ગણતરી ઘર છે અને તે કોઢ સાથે રહેઠાણ છે. પરંતુ આ વસતિ ગણતરી ઘરમાં બે કુટુંબો રહે છે. લીટીઓ ૮ અને ૯ સામેની આસન ૮માંની એન્ટ્રીઓની નોંધ લો. ઘર નંબર ૧૦૪માં બે વસતિ ગણતરીનાં કુટુંબો હોવાથી આસન ૮ નીચે લીટી ૮ની સામે ૧૦૪(અ) અને લીટી ૯ની સામે ૧૦૪(બ) કુટુંબ નંબર લખવામાં આવેલ છે. કોઢ જ્યાં આવેલી છે તે ઓરડા સાથેનો એક ઓરડો બન્ને કુટુંબો વાપરે છે. લીટીઓ ૮ અને ૯ સામેની આસન ૧૧માંની એન્ટ્રીઓ ધ્યાનમાં રાખો.

લીટી નં. ૧૦

મકાન નંબર ૧૦૫ ગાંડાની હોસ્પિટલ છે અને સંસ્થાકીય કુટુંબ પણ છે. કુટુંબનો મુખ્ય માણસ હોસ્પિટલનો જનરલ સુપરિન્ટેન્ડેન્ટ છે. તે ગેરહાજર સભ્ય છે એટલે કે તે આ વસતિ ગણતરીના ઘરમાં રહેતો નથી. આ લીટી સામેની આસન ૧૨માંની એન્ટ્રીની નોંધ લો. ઈસ્પિતાલનું મકાન અહીં રહેનારા માણસોની

માલિકીનું નથી. તેથી તેને ભાડાનું ગણવામાં આવ્યું છે. સંસ્થાકીય કુટુંબ દેખીતી રીતે પોતાના ઘરમાં રહેતું હોતું નથી.

લીટી નં. ૧૧

આ મકાનમાં એક વસતિ ગણતરીનું ઘર છે અને એક કુટુંબ છે. તેથી મકાનના નંબરનું આસન ૩ અને ૮માં પુનરાવર્તન થાય છે. કુટુંબનો મુખ્ય માણસ અનુસૂચિત જનજાતિનો છે. આ લીટી સામેની આસન ૧૦માંની એન્ટ્રીની નોંધ લો. કુટુંબનો મુખ્ય માણસ અનુસૂચિત જનજાતિ—ભીલ જાતિનો હોવાથી ત્યાં તે પ્રમાણે "અ. જ. જા.— ભીલ" એમ નોંધ કરવામાં આવી છે.

લીટી નં. ૧૨

ખાલી હોવાનું કારણ ગણતરીદાર પોતે આસન ૧૭માં નોંધે છે કેમ કે ખાલી હોવાનું કારણ દેખીતું જ છે.

લીટી નં. ૧૩, ૧૪

આ મકાનમાં બે વસતિ ગણતરીનાં ઘરો આવેલાં છે. પહેલામાં બેંક છે અને બીજામાં ગેરેજ છે જે મુખ્ય મકાન સાથે જોડાયેલું નથી, પરંતુ એક જ કમ્પાઉન્ડમાં જુદી ઈમારત તરીકે આવેલું છે.

લીટી નં. ૧૫, ૧૬, ૧૭, ૧૮

એન્ટ્રીઓ સમજી શકાય તેવી છે, પરંતુ ૧૮મી લીટીમાં આ કુટુંબના કબજામાં રહેવા માટે બે ઝૂંપડાંઓ છે એમ આપણે ખાત્રી કરી છે. તેઓને જુદાં વસતિ ગણતરીનાં ઘરો ગણવામાં આવ્યાં નથી, પરંતુ ફક્ત એક જ ગણવામાં આવેલ છે અને દરેકને ઓરડા તરીકે ગણવામાં આવેલ છે. આસન ૧૭માંની એન્ટ્રી ચોખવટ માટે છે અને તે ફરજિયાત નથી.

લીટી નં. ૧૯

આ કંગાલ ઈમારત છે અને તેને મકાન નંબર ૧૧૨ આપવામાં આવેલ છે. આ ખાસ કિસ્સામાં એમ ધારવામાં આવ્યું છે કે તે તંબુ છે. આસન ૪ અને ૫ હેઠળની એન્ટ્રીઓની નોંધ લો. તે તંબુ હોવાથી તેની દિવાલો તથા છાપરું કેનવાસનું બનેલું છે. એટલે તે પ્રમાણે તેની નોંધ કરી છે.

લીટી નં. ૨૦

આ મકાનમાં ફેક્ટરી આવેલી છે, અને તે ભારતના કારખાનાના કાયદા હેઠળ નોંધાયેલ છે.

જરૂરી

લીટીઓ ૩, ૫, ૬, ૯, ૧૪ અને ૧૭ સામે આસન ૨માં એન્ટ્રીઓ નથી તેની નોંધ લો. જ્યારે મકાનમાં એક કરતાં વધારે વસતિ ગણતરીનાં ઘરો હશે ત્યારે આમ બનશે. લીટીઓ ૫ અને ૯ સામે આસન ૨થી ૭માં એક પણ એન્ટ્રી નથી તેની પણ નોંધ લો. જે વસતિ ગણતરીનાં ઘરોમાં એક કરતાં વધારે કુટુંબો રહેતાં હોય ત્યારે આવું બને છે.

વસતિ ગણતરીનાં ખાલી ઘરો માટે આવી નોંધ કરતાં પહેલાં ગણતરીદારે પાડોશી પાસેથી તેના સાચાપણાની ખાત્રી કરવાની છે. આસન ૭માં "ના"ની એન્ટ્રી હશે તેની નોંધ લો.

વસતિ ગણતરીનાં ઘરોનો કોઢ, કારખાનું, દુકાન, વેપારી પેઢી, નિશાળ, બેંક, હોટલ, વગેરે જેવા ફક્ત ધંધાના એકમો તરીકે ઉપયોગ થતો હોય તેવા કિસ્સામાં આસન ૮ અને તે પછીનાં આસનોમાં કોઈ પણ નોંધ હશે નહિ તે ધ્યાનમાં રાખો કારણ કે તે આખું કે અંશતઃ રહેઠાણ તરીકે વપરાતું નથી.

ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)નું પત્રક

ઓળખ માટેના સંકેતો ઘરોની યાદીમાં છે તે મુજબ ગણવાના છે.

અનુક્રમ નં. ૧

ઘરોની યાદીની લીટી નં. ૪ સામે પોતાના બ્લોકમાં ગણતરીદારને મળેલ આ પહેલું ધંધાનું એકમ છે. આ છૂટક ધંધો કરતી કરીયાણાની દુકાન છે અને તે માણેકલાલની ખાનગી માલિકીની છે. તેને ખાસ નામ આપવામાં આવ્યું નથી અને તેથી આસન ૩માં માલિકનું નામ જણાય છે. આસન ૨માંની એન્ટ્રી ઘરોની યાદીના આસન ૩ની નકલ છે.

અનુક્રમ નં. ૨

દલીચંદનું કુટુંબ વસતિ ગણતરી ઘર નંબર ૧૦૨/૧(૧) માં આવેલું છે પરંતુ તેની ચાની દુકાન અલાયદા વસતિ ગણતરી ઘરમાં આવેલી છે, જેનો નંબર ૧૦૨/૧(૨) છે તેની નોંધ લો.

અનુક્રમ નં. ૩

એન્ટ્રીઓ સમજી શકાય તેવી છે.

અનુક્રમ નં. ૪

એન્ટ્રીઓ સમજી શકાય તેવી છે. મગનલાલ જાતે કામ કરે છે અને એક નોકર પણ રાખેલ છે અને તેથી આસન ૫ નીચે કામ કરનારાઓની સંખ્યા ૨ છે.

આસન ૭માં જે નોંધ કરવાની છે તે ખરેખર જે ઉત્પાદન, પ્રક્રિયા કે સર્વીસીંગ કરવામાં આવતું હોય તેનો સ્પષ્ટ ખ્યાલ આપે તેવી હોવી જોઈએ. ફક્ત "ફર્નિચર બનાવવાનું" લખવાથી લાકડાનું ફર્નિચર અથવા લોખંડનું ફર્નિચર, વગેરે બનાવવામાં આવે છે કેમ તે સ્પષ્ટ થતું નથી. સદરહુ કિસ્સામાં લાકડાનું ફર્નિચર બનાવવામાં આવે છે.

અનુક્રમ નં. ૫

આ ગાંડાની હોસ્પિટલ છે અને તેની અંદર રહેનારા દરદીઓને દાખલ કરવામાં આવે છે. સુપરિન્ટેન્ડેન્ટ, ડોકટરો, નર્સો અને બીજા નીચલા દરજ્જાના સ્ટાફના સભ્યો કે જેઓ આ ધંધાના એકમમાં કામ કરે છે તેમની સંખ્યા ૨૦ની છે.

અનુક્રમ નં. ૬

સ્ટેટ બેન્ક ઓફ ઈન્ડિયા કે જેનું રાષ્ટ્રિયકરણ થયેલું છે તેને માત્ર સરકારી સંસ્થા કહી શકાય નહિ. તેથી તેને અર્ધસરકારી સંસ્થા તરીકે ઓળખવામાં આવી છે. તેવી જ રીતે સ્થાનિક

સ્વરાજ્યની સંસ્થાઓ દ્વારા ચલાવતા ધંધાના એકમને આ અર્ધસરકારી સંસ્થાઓ તરીકે ઓળખવામાં આવશે.

અનુક્રમ નં. ૭

એન્ટ્રીઓ સમજી શકાય તેવી છે.

અનુક્રમ નં. ૮

વસતિ ગણતરી ઘર નં. ૧૧૦(૧) એવી જગ્યા છે કે જ્યાં ડોકટર ધંધાકીય સેવાઓ એટલે કે સલાહ આપે છે. તે દરદીઓને તપાસે છે અને દવાઓ લખી આપે છે. વસતિ ગણતરી ઘર નંબર ૧૧૦(૨)માં દવાઓ ખરેખર બનાવવામાં આવે છે અને આપવામાં આવે છે, તેથી તેમને ધંધાના જુદા એકમો તરીકે ગણવામાં આવ્યા છે.

અનુક્રમ નં. ૯

આ ડોકટર ગાંધીની દવાની દુકાન છે જ્યાં મિક્ષ્ચર, ભૂકીઓ, વગેરે દવાઓ બનાવવામાં આવે છે. અને વેચવામાં આવે છે.

અનુક્રમ નં. ૧૦

એ યાદ હશે કે આ તંબુમાં આવેલું કોઢ સાથેનું રહેઠાણ છે. તંબુની અંદર મીઠાઈઓ બનાવવામાં આવે છે પરંતુ કુટુંબના મુખ્ય માણસ જુદા જુદા મહોલ્લાઓમાં તેને વેચે છે. કુટુંબના બે સભ્યો મીઠાઈ ઘેર બનાવે છે. આસન ૬, ૭ અને ૮ નીચેની એન્ટ્રીઓની નોંધ લો. અહીં કુટુંબના બે સભ્યો મીઠાઈ ઘેર બનાવે છે તેથી તેને આસન ૬માં ગૃહઉદ્યોગ ગણવામાં આવ્યો છે અને ઉત્પાદન મીઠાઈનું હોવાથી તે આસન ૭માં બતાવવામાં આવ્યું છે. તેમાં બળતણ તરીકે કોલસો વપરાય છે તે આસન ૮માં બતાવવામાં આવ્યું છે.

અનુક્રમ નં. ૧૧

આ સહકારી સંસ્થા છે. કારખાનું ભારતના કારખાનાના કાયદા હેઠળ નોંધાયેલું છે. સદરહુ વસતિ ગણતરીનું ઘર રંગાટીની દુકાન તરીકે વપરાય છે જ્યાં ૨૦ માણસો કામ કરે છે. આ સહકારી કાપડ મિલના બીજા એકમો બીજા ગણતરીદારના બ્લોકમાં આવેલા છે અને આ ગણતરીદારના હદની બહાર છે.

જિલ્લાનું નામ અ સંકેત નં. ૨

તાલુકા મહાલનું નામ બ સંકેત નં. ૨/૧

લીટી નંબર ૧	મકાનનો નંબર (નગરપાલિકાનો અથવા સ્થાનિક સંસ્થાનો અથવા વસતિ ગણતરીનો નંબર) ૨	વસતિ ગણતરીના ઘરનો નંબર ૩	વસતિ ગણતરીના ઘરના બાંધકામમાં વપરાયેલ મુખ્ય માલસામાન: દિવાલમાં વપરાયેલો માલ ૪	વસતિ ગણતરીના ઘરના બાંધકામમાં વપરાયેલ મુખ્ય માલસામાન: છાપરામાં વપરાયેલો માલ ૫	જે હેતુ માટે વસતિ ગણતરીનું ઘર વપરાતું હોય તે દા.ત., રહેઠાણ, દુકાન, દુકાન સાથે રહેઠાણ, ધંધો, કારખાનું, કોઢ (વર્કશોપ), કોઢ સાથે રહેઠાણ, નિશાળ, બેંક, વેપારી પેઢી, ઑફિસ, હૉસ્પિટલ, હોટલ વગેરે અથવા ખાલી ૬	તે આખું કે અશંતઃ ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ) તરીકે વપરાય છે? હા કે ના. જો હા, તો ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)ના પત્રકમાં વધુ વિગતો ભરો અને તેની નોંધનો અનુક્રમ નંબર અહીં દર્શાવો ૭
૧	૧૦૧	૧૦૧	પાકી ઈંટો	સળવાળાં લોખંડનાં પતરાં	રહેઠાણ	ના
૨	૧૦૨	૧૦૨(૧)	ગારો	દેશી નળિયાં	ખાલી	ના
૩		૧૦૨(૨)	ગારો	દેશી નળિયાં	રહેઠાણ	ના
૪	૧૦૨/૧	૧૦૨/૧(૧)	કાચી ઈંટો	એસ્બેસ્ટોસ સિમેન્ટનાં પતરાં	દુકાન સાથે રહેઠાણ	હા—૧
૫						
૬		૧૦૨/૧(૨)	કાચી ઈંટો	એસ્બેસ્ટોસ સિમેન્ટનાં પતરાં	ચાની દુકાન	હા—૨
૭	૧૦૩	૧૦૩	પાકી ઈંટો	સળવાળાં લોખંડનાં પતરાં	કોઢ	હા—૩
૮	૧૦૪	૧૦૪	વાંસ	છાજ	કોઢ સાથે રહેઠાણ	હા—૪
૯						
૧૦	૧૦૫	૧૦૫	પાકી ઈંટો	સિમેન્ટ કૉંક્રીટ	ગાંડાની હૉસ્પિટલ	હા—૫
૧૧	૧૦૬	૧૦૬	લાકડું	પાંદડાં	રહેઠાણ	ના
૧૨	૧૦૭	૧૦૭	ઘાસ	છાજ	ખાલી	ના
૧૩	૧૦૮	૧૦૮(૧)	પાકી ઈંટો	આર. સી. સી.	બેંક	હા—૬
૧૪		૧૦૮(૨)	પાકી ઈંટો	આર. સી. સી.	ગેરેજ	ના
૧૫	૧૦૯	૧૦૯	પાકી ઈંટો	સળવાળાં લોખંડનાં પતરાં	સિનેમાઘર	હા—૭
૧૬	૧૧૦	૧૧૦(૧)	પાકી ઈંટો	મેંગલોરી નળિયાં	ડૉ.નું ક્લિનિક	હા—૮
૧૭		૧૧૦(૨)	પાકી ઈંટો	મેંગલોરી નળિયાં	ઔષધાલય	હા—૯
૧૮	૧૧૧	૧૧૧	ગારો	છાજ	રહેઠાણ	ના
૧૯	૧૧૨	૧૧૨	કેનવાસ	કેનવાસ	રહેઠાણ સાથે કોઢ	હા—૧૦
૨૦	૧૧૩	૧૧૩	પાકી ઈંટો	સળવાળાં લોખંડનાં પતરાં	કારખાનું	હા—૧૧

નોંધ: આસન ૪, ૫, ૬, ૧૦ અને ૧૨માં તૂટક લીટીઓવાળાં ખાનામાં કાંઈપણ લખવાનું નથી. તે ખાના ટેબ્યુલેશન ઑફિસમાં કોડિંગ માટે રાખવામાં આવેલ છે.

ગણતરીદારની સહી ક ખ ગ તારીખ ૧૧—૨—૭૦

ચાદી

ગામ કે શહેરનું નામ ક સંકેત નં. III

વૉર્ડ/ગણતરીદારના બ્લૉકનું નામ કે નંબર ૬/૪ સંકેત નં. ૬/૪

જો આખું કે અંશત : રહેઠાણ તરીકે વપરાતું હોય તો

કુટુંબ ઘરનો નંબર ૮	કુટુંબના મુખ્ય માણસનું નામ ૯	જો અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિ હોય તો તે જાતિ અથવા જનજાતિનું નામ લખો ૧૦	વસતિગણતરી કુટુંબના કબ્જામાં આવેલા રહેવાના ઓરડાઓની સંખ્યા ૧૧	કુટુંબ પોતાની માલિકીના ઘરમાં રહે છે કે ભાડે ? (i) પોતાની માલિકીના(પો) (ii) ભાડાના (ભા) ૧૨	ગણતરીદારની મુલાકાતને દિવસે વસતિગણતરી કુટુંબમાં સામાન્ય રીતે રહેતા માણસોની સંખ્યા			કુટુંબ કોઈ જમીન ખેડે છે ? (હા કે ના) ૧૬	નોંધ ૧૭
					પુરુષો ૧૩	સ્ત્રીઓ ૧૪	કુલ ૧૫		
૧૦૧	સુંદરલાલ	અ. જા.- ચમાર	૩	ભા	૨	૩	૫	હા	
×	×	×	×	×	×	×	×	×	ભાડવાતના અભાવે
×	×	×	×	×	×	×	×	×	પાડોશીના કહેવા પ્રમાણે રહેવાસી જાત્રાએ ગયા છે
૧૦૨/૧(૧)(અ)	માણેકલાલ	ના	૨	પો	૨	૧	૩	ના	
૧૦૨/૧(૧)(બ)	દલીચંદ	ના	૧	પો	૧	૧	૨	ના	
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	
૧૦૪(અ)	મગનલાલ	ના	૧	પો	૨	×	૨	ના	
૧૦૪(બ)	શંકરલાલ	ના	૧	પો	૧	×	૧	ના	
૧૦૫	જનરલ સુપરિન્ટેન્ડન્ટ	×	૬૦	ભા	૬૫	×	૬૫	×	
૧૦૬	સુખલાલ	અ. જ. જા.- ભીલ	૧	પો	૩	૨	૫	ના	
×	×	×	×	×	×	×	×	×	ખંડેર
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	
૧૧૧	ગોવિંદલાલ	ના	૨	ભા	૩	૩	૬	ના	વાડવાળી જગામાં બે નાનાં ઝૂંપડાં
૧૧૨	એસ. કે. શાહ	ના	૧	પો	૧	૨	૩	ના	
×	×	×	×	×	×	×	×	×	
				કુલ	૮૦	૧૨	૯૨		

સુપરવાઈઝરની સહી અંક તારીખ ૧૩-૨-૭૦

ભારતની વસતિ

ધંધાના

જિલ્લાનું નામ અ સંકેત નં. ૨

તાલુકા/મહાલનું નામ બ સંકેત નં. ૨/૧

અનુક્રમ નંબર	વસતિ ગણતરીના ઘરનો નંબર	ધંધાના એકમ (એસ્ટાબ્લીશમેન્ટ)નું કે તેના માલિકનું નામ	ધંધાનું એકમ (એસ્ટાબ્લીશમેન્ટ) (અ) સરકારી / અર્ધ સરકારી (બ) ખાનગી (ક) સહકારી સંસ્થા છે	છેલ્લા અઠવાડિયા કે છેલ્લી કામની મોસમ દરમિયાન માલિક અને/અથવા કુટુંબના કામ કરનારા સહિત દરરોજ કામ કરતા માણસોની સરાસરી સંખ્યા
૧	૨	૩	૪	૫
૧	૧૦૨/૧(૧)	માણેકલાલ	ખાનગી	૨
૨	૧૦૨/૧(૨)	દલીચંદ	ખાનગી	૧
૩	૧૦૩	ભીખુશા બીડી કું.	ખાનગી	૧૫
૪	૧૦૪	મગનલાલ	ખાનગી	૨
૫	૧૦૫	ગાંડાની હોસ્પિટલ	સરકારી	૨૦
૬	૧૦૮(૧)	સ્ટેટ બેંક ઓફ ઈન્ડિયા	અર્ધ-સરકારી	૫૨
૭	૧૦૯	કમલ ટોકીઝ	ખાનગી	૩૧
૮	૧૧૦(૧)	ડો. ગાંધીનું ક્લિનિક	ખાનગી	૨
૯	૧૧૦(૨)	ડો. ગાંધીની દવાની દુકાન	ખાનગી	૩
૧૦	૧૧૨	એસ. કે. શાહ	ખાનગી	૨
૧૧	૧૧૩	અજન્ટા કો. ઓ. ક્લોથ મીલ્સ લિ.	સહકારી	૨૦

નોંધ :– આસન ૪, ૬, ૭, ૮, ૯, ૧૦ અને ૧૧માં તૂટક લીટીઓવાળાં ખાનાંમાં કાંઈ પણ લખવાનું નથી. તે ખાનાં ટેબ્યુલેશન ઑફિસમાં કોડિંગ માટે રાખવામાં આવેલ છે.

ગણતરીદારની સહી કમગ તારીખ. ૧૧-૨-૭૦

ગણતરી ૧૯૭૧

એકમ (એસ્ટાબ્લીશમેન્ટ) નું પત્રક

ગામ કે શહેરનું નામ... ક સંકેત નં. III

વૉર્ડ/ગણતરીદારના બ્લૉકનું નામ કે નંબર ૬/૪ સંકેત નં. ૬/૪

જો કોઈ ઉત્પાદન, પ્રક્રિયા કે સર્વીસીંગ થતું હોય તો			જો વેપારના એકમ તરીકે વપરાતું હોય તો		જો બીજા કોઈ ધંધાના એકમ તરીકે વપરાતું હોય તો તેનું, વર્ણન દા.ત., સરકારીકચેરી નિશાળ, દવાખાનું, રેલવે સ્ટેશન, હજામની દુકાન, સિનેમાથિએટર, હોટલ, ચાની દુકાન, વગેરે
(અ) તે ગૃહઉદ્યોગ છે (બ) રજીસ્ટર્ડ કારખાનું છે (ક) રજીસ્ટર થયા સિવાયની કોઢ (વર્કશોપ) છે	ઉત્પાદન થતી વસ્તુ, પ્રક્રિયા કે સર્વીસીંગનું વર્ણન	વાપરવામાં આવતા બળતણ કે શક્તિ (પાવર)નો પ્રકાર	ખરીદવામાં અને વેચવામાં આવતા માલનું વર્ણન	(અ) જથ્થાબંધ કે (બ) છૂટક	
૬		૮	૯	૧૦	૧૧
×	×	×	ક્યીયાણું	છૂટક	×
×	×	×	×	×	ચાની દુકાન
રજીસ્ટર થયા વગરની કોઢ	બીડી બનાવવાનું	માનવ બળ	×	×	×
રજીસ્ટર થયા વગરની કોઢ	લાકડાનું ફર્નિચર બનાવવાનું	માનવ બળ	×	×	×
×	×	×		×	ગાંડાની હોસ્પિટલ
×	×	×	×	×	બેંકિંગ
×	×	×	×	×	સિનેમાઘર
×	×	×	×	×	ડોકટરનું ક્લિનિક
રજીસ્ટર થયા વગરની કોઢ	દવાઓ	માનવ બળ	×	×	×
ગૃહઉદ્યોગ	મીઠાઈઓ બનાવવાનું	કોલસો	×	×	×
રજીસ્ટર કારખાનું	સૂતર રંગવાનું	વરાળ	×	×	×

સુપરવાઈઝરની સહી અબક તારીખ ૧૩-૨-૭૦

APPENDIX 29
INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP

General

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

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

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

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

Reference Date and Enumeration Period

5. The reference date for the population Census of 1971 is the sunrise of 1st April, 1971, i.e., the census is expected to provide a picture of the population of the country as it exists at sunrise of **1st April 1971.** It is obviously not possible to ascertain the particulars of every individual throughout the length and breadth of the country at this fixed point of time. Therefore, the enumerator will actually commence his work of enumeration on 10th March, 1971 and end it on 31st March, 1971. You will, therefore, have to cover your jurisdiction and enumerate every person as will be explained in the succeeding paragraphs during that period of 22 days. But in order to bring the picture up-to-date as at sunrise of 1st April, 1971, i.e., the reference date for the census, you will have to quickly go round your jurisdiction again on a revisit from 1st to 3rd April, 1971 and enumerate any fresh arrival in your jurisdiction who might not have already been enumerated elsewhere and also take account of any fresh births that might have taken place in any of the households after your previous visit and before the sunrise of 1st April, 1971 and fill in fresh census schedules to cover such cases. As a corollary you will have to also cancel the census schedules relating to persons who may have unfortunately died since your last visit to a household but prior to the sunrise of 1st April, 1971. Births or deaths and arrivals of visitors that had taken place after the sunrise of 1st April, 1971 need not be taken note of by you.

Pad No. and Slip No.

6. The Census Charge Officer or the Supervisor would have issued the required number of enumeration schedule pads of individual slips to you. Some may be in pads of 100 schedules and some of 25. On the top of the pad, the pad number would have been noted prominently by the Charge Officer. Soon after you receive your pad, you should check them and note on the right hand corner of each individual slip, within each book in the space provided for the purpose, the pad No. as given on the top of the cover and you should also allot serial number to each schedule. The serial number of the schedules will have to be given by yourself in one sequence starting with one on the first schedule of the pad and ending with 100 in case of pads of 100 schedules and ending with 25 in case of pads of 25 schedules. In some pads the actual number of schedules may by mistake be a little more or little less. The last serial number in such pads may, therefore, vary accordingly. The ultimate idea is that every slip should be allotted the pad number as well as the distinct serial number.

Location Code and Your Jurisdiction

7. On the top cover page of each book you will also find the location code number of your village or town indicating the district number, the tehsil or thana or town number and the village number. You may find that the district No. and the tehsil No. have been already stamped on each slip in the rural pads. In the case of urban areas, the town No. may also be rubber stamped along with the district No. In rural areas you will have to note in addition the village No. and the enumerator block No. and for towns ward No., if any, and enumerator block No. But if on any slip, location code has not been

stamped through oversight, you will have to note the combined location code No. made-up of the district No. tehsil or thana or town No. and the village/ward No. and enumerator block No. on each schedule on the left hand top corner in the space provided for the purpose. Elements of each code should be separated by oblique strokes. The enumerator block number may be within round brackets at the end of the location code. Please also see the instructions in para 22 below. You must get yourself fully acquained with the complete code numbers allotted to your area. This will be intimated to you by your Census Charge Officer.

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

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

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

Persons to be Enumerated

11. While your appointment order may indicate all the houses that fall in your jurisdiction you will have to locate every household in your area. A **household** is defined as 'the entire group of persons who commonly live together and take their meals from a common mess unless the exigencies of work prevent them from doing so'. A household can be either a one person household, i.e., a person who makes provision for his own food or other essentials for living without combining with any other person to form part of a multi-person household. It may be a multi-person household, i.e., a group of two or more persons who make common provision for food or other essentials for living. They may be related or unrelated persons or a combination of both. Households usually occupy a whole or part of not more than one housing unit but they may also be found living in camps, in boarding houses or hotels or other institutions or they may be homeless.

12. You will have to make note of the areas within your jurisdiction where there is a likelihood of houseless persons such as the pavement dwellers or nomads living. Those houseless persons should all be censused on the night of 31st March, 1971. You will also have to cover that night, persons living in boats, if any, in your jurisdiction.

13. All persons normally residing at a place within your jurisdiction during the census enumeration period are eligible for enumeration. A person is considered as normally residing there if he normally stays in that place during the enumeration period, i.e., from 10th March till 31st March, 1971, and had in fact actually resided there during any part of the enumeration period. If a person had been away throughout the enumeration period he is not to be considered eligible for enumeration here. He will be enumerated wherever he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place during the enumeration period but in fact was absent during the entire period from that place will be enumerated if he is to be found in any household in your jurisdiction as a visitor. Such persons should, however, be cautioned that they should not get themselves enumerated again in case they may move from this place.

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

(i) All those who normally stay and are present in that household during the entire period of enumeration, i.e., from 10th March to 31st March; (both days inclusive);

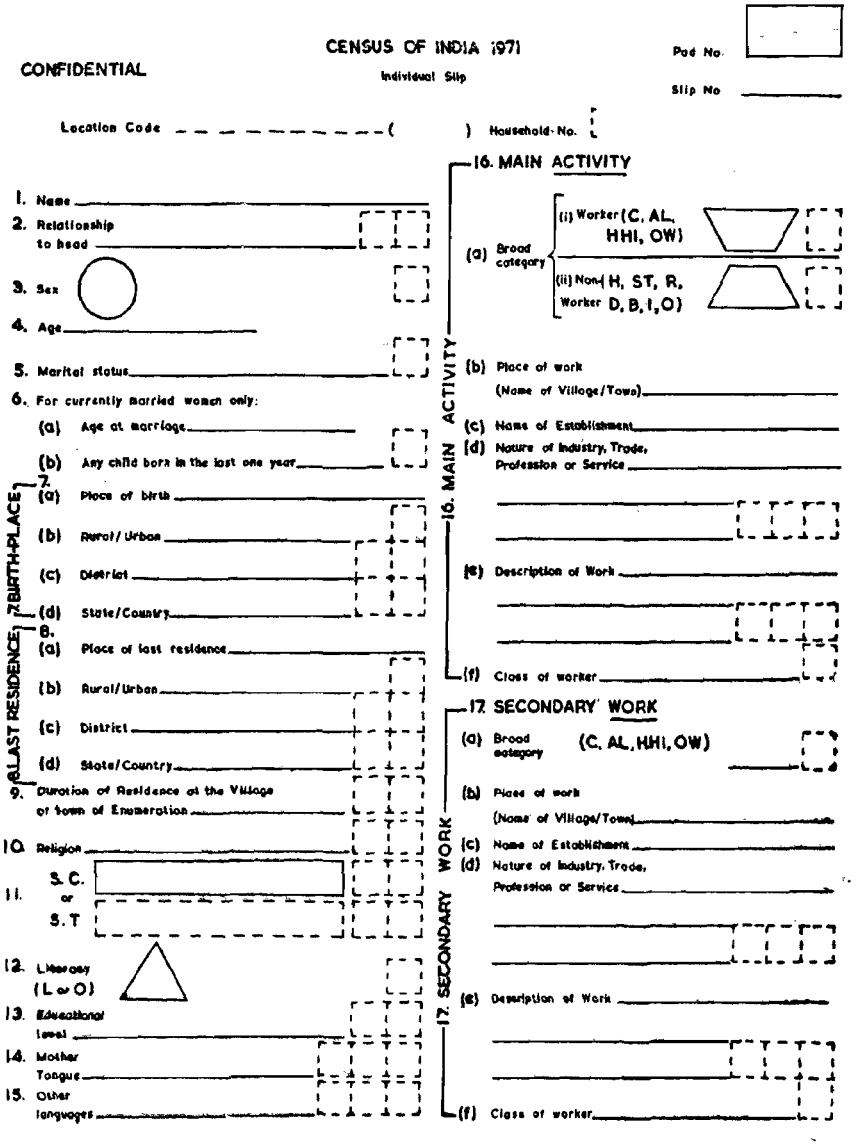
(ii) Also those who are known to be normally residing, and had actually stayed during a part of the enumeration period (10th–31st March) but are not present at the time of your visit;

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

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

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

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


CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No.

Slip No

Location Code ( ) Household No.

1. Name
2. Relationship to head
3. Sex
4. Age
5. Marital status
6. For currently married woman only:
   (a) Age at marriage
   (b) Any child born in the last one year
7. BIRTH-PLACE
   (a) Place of birth
   (b) Rural/Urban
   (c) District
   (d) State/Country
8. LAST RESIDENCE
   (a) Place of last residence
   (b) Rural/Urban
   (c) District
   (d) State/Country
9. Duration of Residence at the Village or town of Enumeration
10. Religion
11. S. C. or S. T
12. Literacy (L or O)
13. Educational level
14. Mother Tongue
15. Other languages

16. MAIN ACTIVITY
   (a) Broad category: (i) Worker (C, AL, HHI, OW); (ii) Non-Worker (H, ST, R, D, B, I, O)
   (b) Place of work (Name of Village/Town)
   (c) Name of Establishment
   (d) Nature of Industry, Trade, Profession or Service
   (e) Description of Work
   (f) Class of worker

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW)
   (b) Place of work (Name of Village/Town)
   (c) Name of Establishment
   (d) Nature of Industry, Trade, Profession or Service
   (e) Description of Work
   (f) Class of worker

CENSUS SCHEDULE (INDIVIDUAL SLIP)

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

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

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

Pad No. and Slip No.

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

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

Location Code

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

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

Household No.

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

have been written out on a tin plate or a wooden board and left with the households with a request to preserve the same. You should use this number.

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

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

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

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

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

Please do not write anything in the spaces enclosed by dotted lines in question Nos. 2, 3, 5, 6 (b), 7 (b), 7 (c), 7 (d), 8 (b), 8 (c), 8 (d), 9—15, 16 (a), 16 (d), 16 (e), 16 (f), 17 (a), 17 (d), 17 (e) and 17 (f). These are meant for writing code numbers in the Tabulation Offices.

Question 1 : Name

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

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

Question 2 : Relationship to Head

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

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

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

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

35. All relationships in this question should be recorded in relation to the Head of the household.

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

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

Question 3: Sex

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

Question 4 : Age

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

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

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

Question 5 : Marital Status

41. In answering this question use the following abbreviations :

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

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

Question 6 : For currently married women only

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

Q. 6 (a) Age at marriage

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

at which she got married for the first time should be recorded.

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

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

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

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

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

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

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

Question 7 : Birth Place

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

Q. 7 (a) Place of Birth

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

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

Q. 7 (b) Rural/Urban

50. For those born outside the village or town of enumeration ascertain if the place of birth was a village or town at the time of his birth. To enable a person to determine whether the place was a town or a village he may be required to indicate

the status of the place of birth in comparison with a known town in the neighbourhood of the place of enumeration. You may mention some important urban characteristics to enable the person to make out if the place of his birth was rural or urban *e.g.* existence of a local administrative body, Industrial townships declared as towns etc.

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

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

Q. 7 (c) District

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

Q. 7 (d) State/Country

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

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

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

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

Question 8 : Last Residence

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

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

Q. 8 (a) Place of last residence

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

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

Q. 8 (b) Rural/Urban

58. For a person who had previously resided outside the place of enumeration ascertain if the

place of last previous residence was rural or urban and record the answer. For a person whose last previous residence was a village write 'R'. For a person whose last previous residence was a town/city, write 'U'. For a person who last resided in a foreign country write 'X'. For a person whose last previous residence can not be classified, write 'Not known'.

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

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

Q. 8 (c) District

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

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

Q. 8 (d) State/Country

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

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

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

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

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

Question 10 : Religion

62. In answering this question use the following abbreviations :

H : Hinduism
I : Islam
C : Christianity
S : Sikhism
B : Budhism
J : Jainism

For others record the actual religion as returned fully.

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

Question 11 : Scheduled Caste or Scheduled Tribe

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

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

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

Question 12 : Literacy (L or O)

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

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

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

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

Question 13 : Educational Level

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

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

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

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

73. Whenever you come across graduates or post-graduates as also those with a technical diploma or degree, you will have to issue him a "Degree-holder and Technical Personnel Card" and ask the person concerned to fill it. You should note the location code on the card while issuing it. Put a tick (√) after noting the educational level against question 13 immediately after you issue a card. When you collect it after some time but before you complete the enumeration of your area, cross the tick and put a circle as (√).

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

Question 14 : Mother Tongue

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

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

Question 15 : Other Languages

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

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

Question 16 : Main Activity

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

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

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

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

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

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

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

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

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

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

C : CULTIVATOR

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

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

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

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

AL : AGRICULTURAL LABOURER

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

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

H. H. I. : HOUSEHOLD INDUSTRY

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

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

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

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

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

OW : OTHER WORKERS

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

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

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

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

H : HOUSEHOLD DUTIES

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

works primarily as a factory worker or a plantation labourer or an agricultural labourer or in some office or shop etc., and also attends to household duties, obviously her main activity will be the economic activity in which she is mostly engaged in and should not be categorised as 'H' for her main activity in this question. She should have been treated basically as a worker and her main economic activity should have been recorded aginst 16 (a) (i).

ST : STUDENT

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

R : RETIRED PERSON OR A RENTIER

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

D : DEPENDENT

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

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

B : BEGGARS ETC.

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

I : INSTITUTIONS

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

O : OTHER NON-WORKERS

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

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

Q. 16 (b) to 16 (f)

108. These sub-parts of question 16 will have to be filled only to describe the details of the household industry or other work indicated against question 16 (a) (i). If the main activity has been shown

as 'C' or 'AL' against 16 (a) (i), there is no need to give the details of the cultivation or agricultural labour in these sub-sections.

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

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

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

Q. 16 (c): Name of Establishment

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

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

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

112. The answer to this question will have to be adequately precise to enable proper classification of the sector of economy in which the person is wokring. The sector of economy in which a person works may relate to (i) Plantation, Forestry, Fishing, Livestock etc., (ii) Mining and/or Quarrying (iii) Manufacturing (iv) Construction (v) Electricity, Gas or Water Supply (vi) Transport and Communications (vii) Trade and Commerce (viii) Professions and Services. Full details of the type of industry, trade-profession or service in which the person is engaged will have to be recorded here. To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, substantial description of various economic activities are furnished in Appendix IV, categorised under certain broad classifications. The list in Appendix IV is not exhaustive. You shall have to describe the nature of Industry, Profession, Trade or Service whatever it is, in as precise a detail as possible.

Q. 16 (e) Description of Work

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

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

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

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

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

General

117. There need be no confusion as to the scope of 16 (d) and 16 (e). 16 (d) would represent the nature of industry, trade, profession or service, *i.e.*, the field of economic activity in which a person is engaged in work and 16 (e) represents the occupation or the actual work that the person does in the industry, trade, profession or service in which he is engaged. Thus, for example the answer to question 16 (d) may be say Cotton Textile manufacture and the answer to question 16 (e) may be Chemical Engineer in that industry or a clerk or an accountant in that industry or a labourer in that industry or a truck driver or the managing director of that industry and so on. Similarly in question 16 (d) the nature of service may be some department of the State Government Service and in question 16(e) the description of work may be a clerk or an accountant, a Director of the Deptt., jeep driver in the Deptt. etc. Again say, against question 16(d) the answer may be private medical practice and in 16 (e) may cover orthopaedic surgeon, or nurse or a sweeper etc., working in that private medical practitioner's nursing home. The sample answers furnished in the specimens (Appendix VI) at the end of Appendix 29, the Industrial and Occupational lists in Appendices IV & V and the instructions given by your superior Census Officers may help you to clear any doubts you may have in your mind regarding the scope of questions relating to Nature of Industry, Trade, Profession or Service covered by question 16 (d) and the description of actual work of the individual enumerated covered by question 16 (e).

Q. 16 (f) : Class of Worker

118. For a person who is;

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

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

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

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

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

Explanation

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

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

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

122. A Family Worker is a member who works without receiving wages in cash or kind, in an industry, business, trade or service. For example, the working members in a family of *Dhobies* where they all participate and each does not receive wages separately will be family workers. There may be family workers in industry, trade or professions as well. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. The family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or Head of the Household or other relative.

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

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

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

Q. 17 : Secondary Work

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

126. Ask of each person if, besides what he had already returned as his/her main activity against Qs. 16 (a) (i) or 16 (a) (ii), he/she participated in any secondary work. A number of unpaid family workers participating in the household enterprises, who might have returned themselves mainly as 'H' or 'ST' or 'R' under Q. 16 (a) (ii) for their main activity will be netted here for their economic activity which is subsidiary. Mere rendering of service for ones own home or production of goods for purely domestic consumption are not to be treated as economic activity. For example, a servant who works as a cook in his or her employer's home for wages will be considered economically active but, a housewife, even if she may work much more than a paid servant, in having to cook for the family or looking after the household will not be treated as economically active for the purpose of this classification. Similarly, women who may produce cloth on a loin loom at home for domestic consumption will not be treated as economically active unless the products are sold and the household derives an income. Participation in work that goes to augment the income of the household will only be treated as ecnomic activity. A boy whose main activity is shown as a student under 16 (a) (ii), can have the secondary work of say, cultivation if he helped the head of the household in the family cultivation during some parts of the season. But if a girl student, whose main activity is shown as 'ST' under 16 (a) (ii), also helped in weaving cloth purey for domestic consumption on a loin loom at home, or helped in attending to household chores, she will not be treated as having any secondary work. Secondary work will be reckoned only if the person is engaged in some economic activity even if marginal in addition to whatever is the main activity under Q. 16. A person whose main activity is shown as, say, a clerk in a Government Office or a teacher under Q. 16, also attends to some cultivation by his direct supervision or undertakes some tuition, this will be shown as secondary work under Q. 17. A person's main activity may be cultivation in Q. 16 and his subsidiary activity money lending in Q. 17. Again main activitiy may be agricultural lobourer and subsidiary work sugar factory labourer and so on and so forth.

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

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

you are in doubt in recording any answer during field operation.

Population Record

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

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

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

You will be required to furnish information in the Enumerator's Abstract on the total number of occupied residential houses, the census households, the institutional households and houseless households in your block with reference to the entries made in this Population Record. So please make sure that you have entered the Household No. correctly as this will guide you in posting the required particulars in the Enumerator's Abstract. At the right hand side below the Household No., you will have to record information if the household belongs to S.C./S.T. You would have already ascertained if the head of the household belongs to a Scheduled Caste/Scheduled Tribe with reference to Question 11 of the Individual Slip. If the head belongs to any S.C./S.T., write S.C./S.T. as the case may be and also the name of S.C./S.T. to which the head of the household belongs.

The columns in the main body of the Population Record are self-explanatory. You have to post them with reference to the information you have collected of each member of the household in the Individual Slip against the relevant questions. However, Col. 9 of the Population Record may require some explanation. For those who have returned themselves as workers for their main activity against Q. 16 (a) (i) of the Individual Slip, while you may not 'C', 'AL' as the case may be, as recorded in the box against Q. 16 (a) (i), in respect of those other than cultivators and agricultural labourers, you may please indicate briefly the description of work as recorded in Q. 16(e) of the Individual Slip. For those who have returned themselves as non-workers for their main activity you may note the same abbreviation as recorded against Q. 16 (a) (ii).

Enumeration of Houseless Population

130. You must complete the enumeration of all the persons in all the households in your jurisdiction between 10th March and 31st March, 1971. During this period you should also take note of the possible places where homeless population is likely to live such as on the road side, pavements or in open temple mandaps and the like. On the night of 31st March, 1971 you will have to quickly cover all such houseless population and enumerate them. If there is likely to be a very large number of houseless persons in your jurisdiction whom you may not be able to enumerate single handed in one night you should report to your supervisor so that one or more extra enumerators may be deputed to assist you in the one night enumeration of such houseless persons. You should keep particular watch on the large settlements of nomadic population who are likely to camp on the outskirts of villages. These people will have to be covered on the 31st March. You should of course make sure that they have not been enumerated elsewhere. As per instructions in para 28 you should record 'O' in bold letters for houseless persons in the space provided for household number.

Revisional Round

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

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

If such a deceased person was recorded as 'Head of the Household' then you will have to find out who is recognised as 'Head' in that household after the deceased person. Accordingly, you will have to put 'Head' in Q. 2 in the individual slip of the person who is now recognised as 'Head' and correct the relationship of all members of the household in their respective individual slips, with reference to their relationship with 'Head' now recognised.

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

Enumerator's Daily posting Statement

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

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

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

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

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

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

Enumerator's Abstract

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

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

APPENDIX I

PROVISIONS OF THE INDIAN CENSUS ACT RELATING TO THE ENUMERATORS

(See Para 2)

Asking of questions and obligation to answer

"8. (1) A census officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by intructions 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 (i) shall be legally bound to answer such question to the best of his knowledge or belief.

Occupier or manager to fill up schedule

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

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may

be shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof 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.

Penalties

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

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

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

x x x x x

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

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

APPENDIX II

PRINCIPLES OF HOUSE-NUMBERING

(SEE PARA 25)

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

Building

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

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

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

4. The buildings should be numbered as follow :

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

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

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

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

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

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

Census House No.

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

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

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

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

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

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

Household No.

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

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

APPENDIX III

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

(SEE PARAS 92-95)

Foodstuffs

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

Beverages

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

Tobacco Products

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

Textile Cotton

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

Textile Jute, Wool or Silk

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

Textile Miscellaneous

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

Manufacture of Wood and Wood Produets

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

Paper and Paper Products

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

Printing and Publishing

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

Leather and Leather Products

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

Rubber, Petroleum and Coal Products

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

Chemicals and Chemical Products

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

Non-metallic Mineral Products and other than Petroleum and Coal

Making of bricks, roofing tiles, sanitary fittings, cement statues, stone or marble carvings, manu-

facture of stone structurals, stone dressing and stone crushing, mica splitting and manufacture of other mica products, making of earthenware and pottery, crockery, glass beads and bangles, earthen toys, manufacture of glass products, etc.

Basic Metals and their Products except Machinery and Transport Equipment

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

Machinery (all kinds other than Transport) and Electrical Equipment

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

Transport Equipment

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

Miscellaneous Manufacturing Industries

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

APPENDIX IV

CLASSIFIED LIST OF ECONOMIC ACTIVITIES

(SEE PARA 112)

AGRICULTURE, HUNTING, FORESTRY & FISHING

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

Plantation Crops

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

Livestock Production

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

Agricultural Services

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

Hunting

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

Forestry and Logging

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

Fishing

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

MINING AND QUARRYING

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

MANUFACTURING AND REPAIR

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

Manufacture of Food Products

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

Manufacture of Beverages, Tobacco and Tobacco Products

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

Manufacture of Cotton Textiles

Cotton ginning, cleaning and baling; spinning weaving and finishing of cotton in textile mills; printing; dyeing and bleaching of cotton textiles; cotton

spinning other than in mills (charkha); khadi production; weaving, etc. in handlooms and powerlooms; etc.

Manufacture of Wool, Silk and Synthetic Fibre Textiles

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

Manufacture of Jute, Hemp and Mesta Textiles

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

Manufacture of Textile Products

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

Manufacture of Wood and Wood Products Furniture and Fixtures

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

Paper and Paper Products and Printing, Publishing and Allied Industries

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

Leather and Leather and Fur Products

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

Rubber, Plastic, Petroleum and Coal Products

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

Chemicals and Chemical Products

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

Non-metallic Mineral Products

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

Basic Metal and Alloys Industries

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

Metal Products and Parts except Machinery and Transport Equipment

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

Machinery, Machine Tools and Parts except Electrical Machinery

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

Electrical Machinery, Apparatus, Appliances and Supplies and parts

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

Transport Equipments and Parts

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

Other Manufacturing Industries

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

ELECTRICITY, GAS AND WATER

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

CONSTRUCTION

(Do not merely say engaged in construction but give further particulars.) Clear details of the type

of construction and maintenance such as buildings, road, railway, tolegraph, telephone, water ways and water reservoirs, hydro-electric projects, industrial plants, activities allied to construction such as plumbing, heating and air conditioning installation, setting of tiles, marble, brick, etc.; construction of electrical installations, etc. should be given.

WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

Food, Textiles, Live Animals, Beverages and Intoxicants

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

Fuel, Light, Chemicals, Perfumery, Ceramics, Glass

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

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

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

Miscellaneous Manufacturing

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

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

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

Retail Trade in Textiles

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

Retail Trade in Others

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

Restaurants and Hotels

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

TRANSPORT, STORAGE AND COMMUNICATION

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

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

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

COMMUNITY, SOCIAL AND PERSONAL SERVICES

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

Personal Services

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

APPENDIX V

CLASSIFIED LIST OF OCCUPATIONS *i.e.* DESCRIPTION OF WORK

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

Professional, Technical and Related Workers

(Do not merely say an Engineer, Doctor, Teacher, etc., in describing the work of an individual but furnish more precise particulars as given below.) Indicate clearly in respect of engineers to what branch they belong such as civil, mechanical, electrical, metallurgical, mining, etc. In respect of physicians, state if they are allopathic, ayurvedic, homoeopathic, etc. Physiologists and dentists etc., should be recorded. As regards teachers, state if they are university teachers, secondary school, middle school, primary

school or kindergarten teachers. There are various other types of chemists, physicists, archaeologists, nurses, pharmacists, health technicians, jurists, social scientists such as economists, statisticians, geographers, historians, anthropologists, etc., as also artists, writers, painters, sculptors, actors, etc., draughtsmen, laboratory assistants, librarians, ordained religious workers, astrologers, etc., who will have to be recorded with particulars of their work.

Administrative, Executive and Managerial Workers

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

Clerical Workers

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

Sale Workers

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

Service Workers

There are all types of service workers such as those engaged as domestic servants or in personal services or in police service or watch and ward etc. (Give precise particulars.) Hotel and resturant keepers, house-keepers, matrons and stewards (domestic and institutional), cooks, waiters, bartenders and related workers (domestic and institutional) maids and related house-keeping service workers, building caretakers, sweepers, cleaners, and related workers, launderers, dry cleaners and pressers, hair dressers, beauticians and related workers, protection service workers, such as watchmen, chowkidars, gatekeepers, etc., other service workers.

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

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

Production and other Related Workers, Transport Equipment Operators and Labourers

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

APPENDIX VI

SOME ILLUSTRATIONS FOR FILLING THE ECONOMIC CHARACTERISTICS FALLING UNDER Q. 16 OR Q. 17 ARE GIVEN BELOW :

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

APPENDIX VI-*Contd.*

Q. 16 (a) (i) Worker	Q. 16 (a) (ii) Non-worker	Q. 16 (b) Place of work	Q. 16 (c) Name of Establishment	Q. 16 (d) Nature of Industry, Trade, Profession or Service	Q. 16 (e) Description of Work	Q. 16 (f) Class of Worker
1	2	3	4	5	6	7
32 OW	X	PL	Delhi Electric Supply Corporation Sub-Station	Transmission of electricity with the help of transformer	Machine Operator Electricity	EE
33 OW	X	PL	Madan Brothers	Retail shop in stationery stores	Shop Assistant	FW
34 OW	X	PL	Sahu and Co.	Wholesale Store for grains and cereals	Proprietor, wholesale trade	ER
35 OW	X	PL	Dayanand and Sons	Retail shop of readymade garments and hosiery	Salesman	FW
36 OW	X	PL	Kaka Agrico	Dealing in Hardware	Sales Manager	EE
37 OW	X	PL	Indian Iron and Steel Company, Buranpur	Manufacturer of iron and steel structurals	Boiler Room Foreman	EE
38 OW	X	New Delhi	Indian Airlines Corporation	Air Transport	Air Pilot	EE
39 OW	X	Chandigarh	State Motor Transport Undertaking	Motor Transport Service	Bus Driver	EE
40 OW	X	PL	Prakash Transport Service	Goods Transport by Motor Truck	Working Proprietor	ER
41 OW	X	PL	Medical College, Calcutta, Radiology Deptt.	Medical and Health Service of State	Radiologist	EE
42 OW	X	PL	I.C.A.R., Pusa, Delhi	Plant Protection Research	Plant Nutritionist	EE
43 OW	X	PL	Bimbla Sugar Factory	Sugar Factory	Chemist	EE
44 OW	X	PL	Akash Chemical and Pharmaceutical Factory	Manufacture of antibiotics	Chemist	EE
45 OW	X	PL	L.I.C., Delhi	Life Insurance Business	Secretary Administration	EE
46 OW	X	PL	Govt. of Tamil Nadu (Commerce and Industry Department)	State Government service	Assistant Secretary	EE
47 OW	X	PL	ditto	ditto	U.D.C.	EE
48 OW	X	PL	Kundan Brothers, Jewellers, Jaipur	Jewellery Works	Supervisor	FW
49 OW	X	PL	No particular name	Domestic Service	Cook	EE
50 OW	X	PL	Ashoka Hotel, New Delhi	Residential Hotel	Cook	EE
51 OW	X	Bangalore	XYZ Club	Recreation Club	Bearer	EE
52 OW	X	PL	No particular name	Retail trade in grocery	Working proprietor	SW
53 OW	X	PL	Bhilai Steel Plant	Steel Production	Chartered Accountant	EE
54 OW	X	Howrah	Howrah Jute Mill	Jute Mill	Accountant	EE
55 OW	X	PL	ABC Film Studios	Production of feature films	Cinema Actor	SW
56 OW	X	PL	Ruparekha Company	Commercial Sign painting	Sign painter	EE
57 OW	X	PL	Portland Cement Co.	Cement manufacturing	Canvas bag maker	EE
58 OW	X	PL	ABC Stock Exchange	Share broker	Share broker in tea and jute	SW
59 OW	X	PL	ABC Business House Ltd.	Discounting of bills of business firms	Managing Director	ER
60 OW	X	PL	Ramachandra Engineering Co.	General Engineering Works	Die Caster	EE
61 OW	X	PL	ABC Paint Factory	Manufacture of paints	Ochre Grinder	EE
62 OW	X	PL	Solan Breweries	Brewery Factory	Distillation Plant Operator	EE
63 OW	X	PL	ABC Chemical Factory	Manufacture of Hydrochloric Acid	Grinder	EE
64 OW	X	PL	ABC Rerolling Mills	Steel Rerolling Works	Cleaner	EE
65 OW	X	PL	ABC Cinema	Cinema House	Gate keeper	EE
66 OW	X	PL	ABC Engineering Works	Iron and Steel Foundry	Moulder	EE
67 OW	X	PL	ABC Oil Mi	Manufacture of mustard oil	Foreman, Packing Department	EE
68 OW	X	PL	ABC Company	Motor body building Factory	Forman, Saw Mill	EE
69 OW	X	Shahdara	ABC Aluminium Company	Aluminium Factory	Foundry Caster	EE
70 OW	X	Tata Nagar	ABC Iron Factory	Iron Foundry Works	Furnaceman Boiler shop	EE

APPENDIX VI–*Concld.*

Q. 16 (a) (i) Worker	Q. 16 (a) (ii) Non-worker	Q. 16 (b) Place of work	Q. 16 (c) Name of Establishment	Q. 16 (d) Nature of Industry, Trade, Profession or Service	Q. 16 (e) Description of Work	Q. 16 (f) Class of Worker
1	2	3	4	5	6	7
71 OW	X	New Delhi	Govt. Printing Press	Printing Works	Mono Operator	EE
72 OW	X	PL	ABC Small Tool Company	Small Tools Production	Brass Turner	EE
73 OW	X	PL	State Social Welfare Board	Social Welfare Organisation	Honorary Social Worker	SW
74 OW	X	New Delhi	Parliament, Delhi	Parliamentary Work	Member of Parliament	SW
75 OW	X	PL	No particular journal	Writing for newspapers and periodicals	Freelance journalist	SW
76 OW	X	PL	ABC Party	Promotion of party's Political Work	Political Worker	SW

APPENDIX VII

CENSUS OF INDIA 1971

Pad No. 3

CONFIDENTIAL

Individual Slip

Slip No. 1

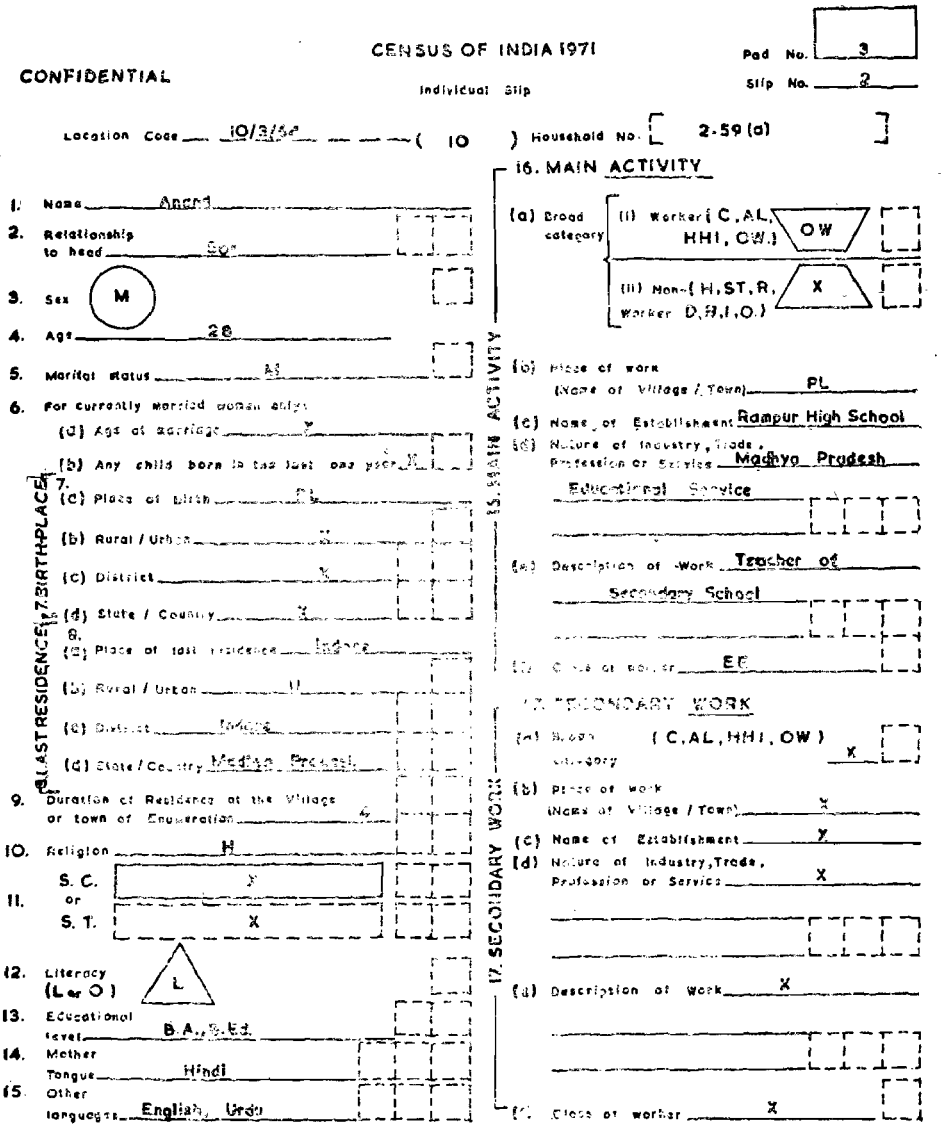
Location Code 10/3/64 (10) Household No. 2-59 (a)

1. Name Gopal
2. Relationship to head Head
3. Sex M
4. Age 52
5. Marital status W
6. For currently married women only:
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH-PLACE
   (a) Place of birth PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
8. LAST RESIDENCE
   (a) Place of last residence Indore
   (b) Rural/Urban U
   (c) District Indore
   (d) State/Country Madhya Pradesh
9. Duration of Residence at the Village or town of Enumeration 4
10. Religion H
11. S. C. / or / S. T. X
12. Literacy (L or O) L
13. Educational level VIII Standard
14. Mother Tongue Hindi
15. Other languages Urdu

16. MAIN ACTIVITY
   (a) Broad category: (i) Worker (C, AL, HHI, OW) HHI; (ii) Non-Worker (H, ST, R, D, B, I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment No particular name
   (d) Nature of Industry, Trade, Profession or Service Tailoring- Sewing of garments
   (e) Description of Work Stitching Clothes
   (f) Class of worker SW

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

APPENDIX VII-*Contd.*



CENSUS OF INDIA 1971

CONFIDENTIAL

Individual Slip

Pad No. 3

Slip No. 2

Location Code 10/3/56 (10) Household No. 2-59 (a)

1. Name Anand
2. Relationship to head Son
3. Sex M
4. Age 28
5. Marital Status M
6. For currently married woman only
   (a) Age at marriage Y
   (b) Any child born in the last one year N
7. (c) Place of birth Pl
   (b) Rural / Urban U
   (c) District X
   (d) State / Country X
8. (a) Place of last residence Indore
   (b) Rural / Urban U
   (c) District Indore
   (d) State / Country Madhya Pradesh
9. Duration of Residence at the Village or town of Enumeration 4
10. Religion H
11. S. C. or S. T. S. C. Y / S. T. X
12. Literacy (L or O) L
13. Educational level B.A., B.Ed.
14. Mother Tongue Hindi
15. Other languages English, Urdu

7. BIRTHPLACE

8. LAST RESIDENCE

16. MAIN ACTIVITY

(a) Broad category (i) Worker (C, AL, HHI, OW.) OW
(ii) Non-Worker (H, ST, R, D, B, I, O.) X

(b) Place of work (Name of Village / Town) PL
(c) Name of Establishment Rampur High School
(d) Nature of Industry, Trade, Profession or Service Madhya Pradesh Educational Service
(e) Description of Work Teacher of Secondary School
(f) Class of worker EE

15. MAIN ACTIVITY

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) X
(b) Place of work (Name of Village / Town) X
(c) Name of Establishment Y
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X

APPENDIX VII–*Contd.*

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 3

Slip No 13

Location Code 1/2/3 / 10 / Household No 3-96/2

1. Name Ram Raj
2. Relationship to head Brother
3. Sex M
4. Age 29
5. Marital status M
6. For currently married women only:
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. (a) Place of birth Jehangabad
   (b) Rural / Urban U
   (c) District Gaya
   (d) State / Country Bihar
8. (a) Place of last residence Patna
   (b) Rural / Urban U
   (c) District Patna
   (d) State / Country Bihar
9. Duration of Residence at the Village or town of Enumeration 7
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Maghi
15. Other languages Hindi

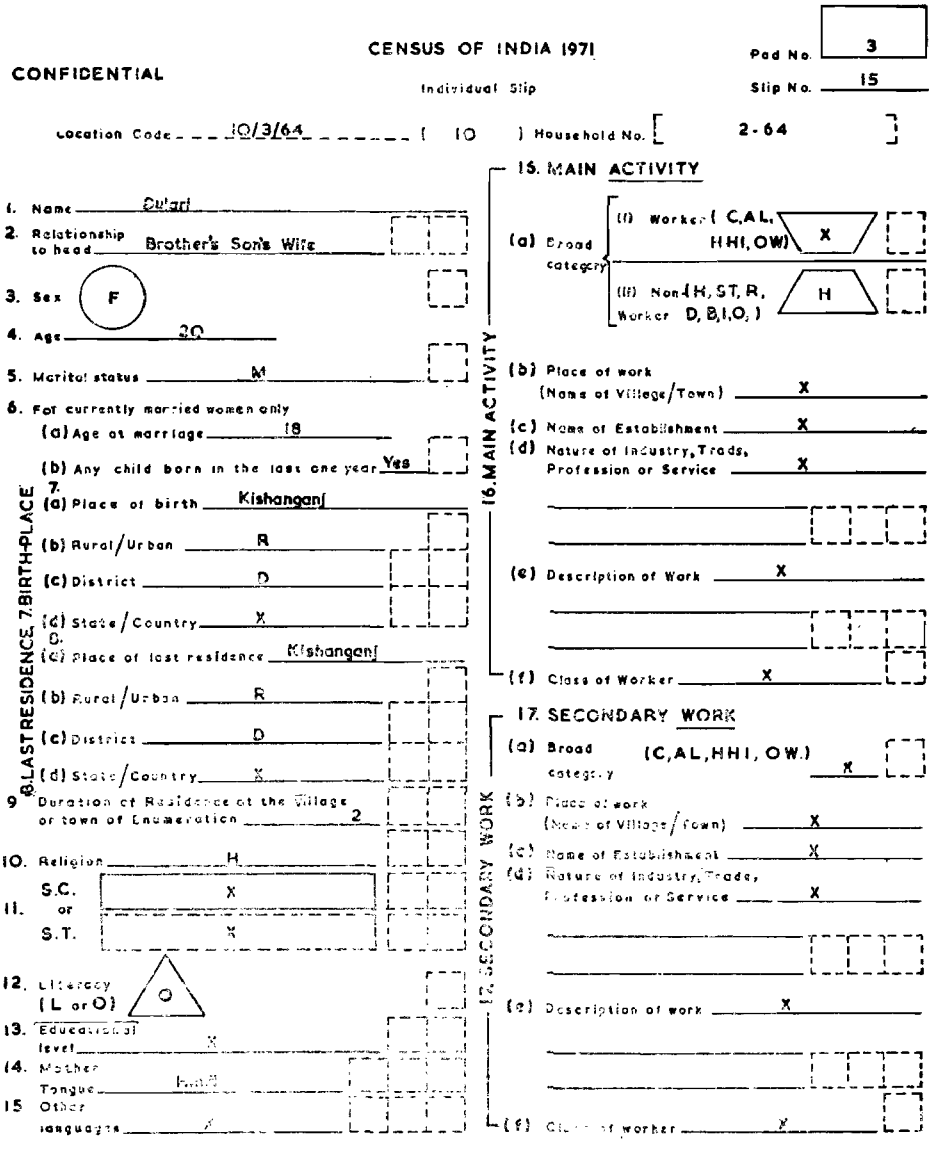
16. MAIN ACTIVITY

(a) Broad category
   (i) Worker (C, AL, HHI, OW) AL
   (ii) Non-Worker (H, ST, R, D, B, I, O) X
(b) Place of work (Name of Village / Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of work X
(f) Class of Worker X

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) X
(b) Place of work (Name of Village / Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service
(e) Description of work X
(f) Class of worker X

APPENDIX VII–*Contd.*



CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 3

Slip No. 15

Location Code 10/3/64 (10) Household No. 2-64

1. Name Gulari
2. Relationship to head Brother's Son's Wife
3. Sex F
4. Age 20
5. Marital status M
6. For currently married women only
   (a) Age at marriage 18
   (b) Any child born in the last one year Yes
7. (a) Place of birth Kishanganj
   (b) Rural/Urban R
   (c) District D
   (d) State/Country X
8. (c) Place of last residence Kishanganj
   (b) Rural/Urban R
   (c) District D
   (d) State/Country X
9. Duration of Residence at the Village or town of Enumeration 2
10. Religion H
11. S.C. or S.T. X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Hindi
15. Other languages /

7. BIRTH-PLACE
8. LAST RESIDENCE
9. DURATION OF RESIDENCE

16. MAIN ACTIVITY

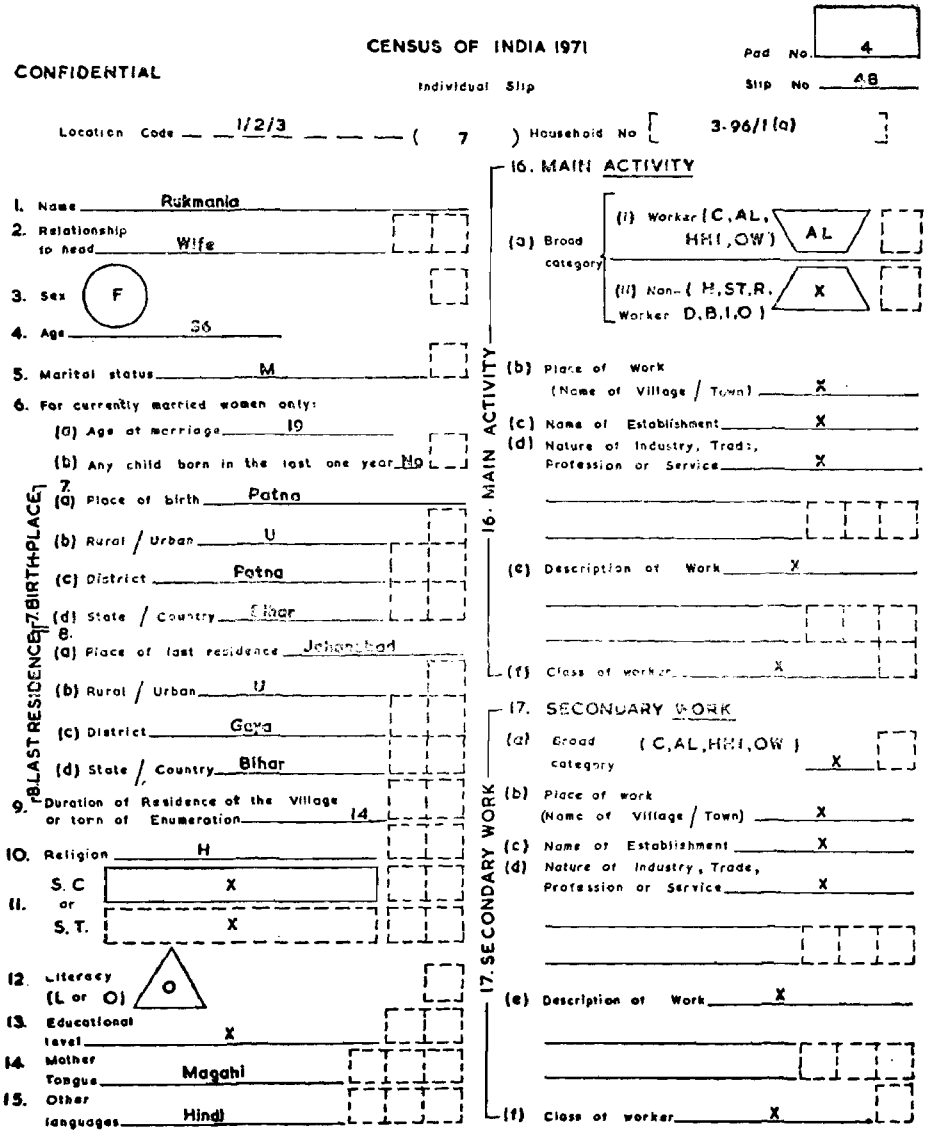
(a) Broad category
(i) Worker (C, AL, HHI, OW) X
(ii) Non-Worker (H, ST, R, D, B, I, O,) H
(b) Place of work (Name of Village/Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of Worker X

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW.) X
(b) Place of work (Name of Village/Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of work X
(f) Class of worker X

12. SECONDARY WORK

APPENDIX VII-*Contd.*



CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 4

Slip No 48

Location Code 1/2/3 (7) Household No 3-96/1(a)

1. Name Rukmania
2. Relationship to head Wife
3. Sex F
4. Age 36
5. Marital status M
6. For currently married women only:
   (a) Age at marriage 19
   (b) Any child born in the last one year No
7. (a) Place of birth Patna
   (b) Rural / Urban U
   (c) District Patna
   (d) State / Country Bihar
8. (a) Place of last residence Jehanabad
   (b) Rural / Urban U
   (c) District Gaya
   (d) State / Country Bihar
9. Duration of Residence of the Village or town of Enumeration 14
10. Religion H
11. S. C or S. T. X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Magahi
15. Other languages Hindi

7. BIRTH-PLACE
8. LAST RESIDENCE

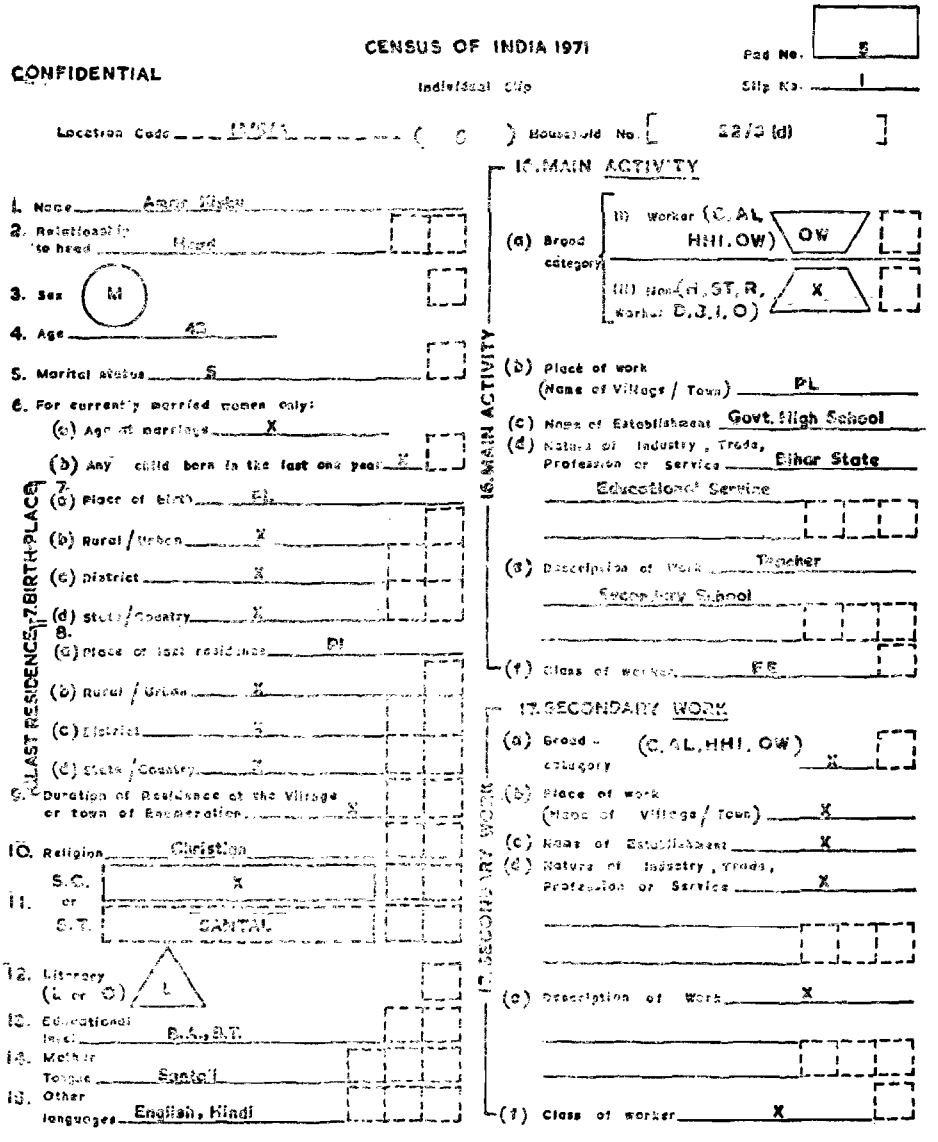
16. MAIN ACTIVITY

(a) Broad category
   (i) Worker (C, AL, HHI, OW) AL
   (ii) Non-Worker (H, ST, R, D, B, I, O) X
(b) Place of Work (Name of Village / Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X

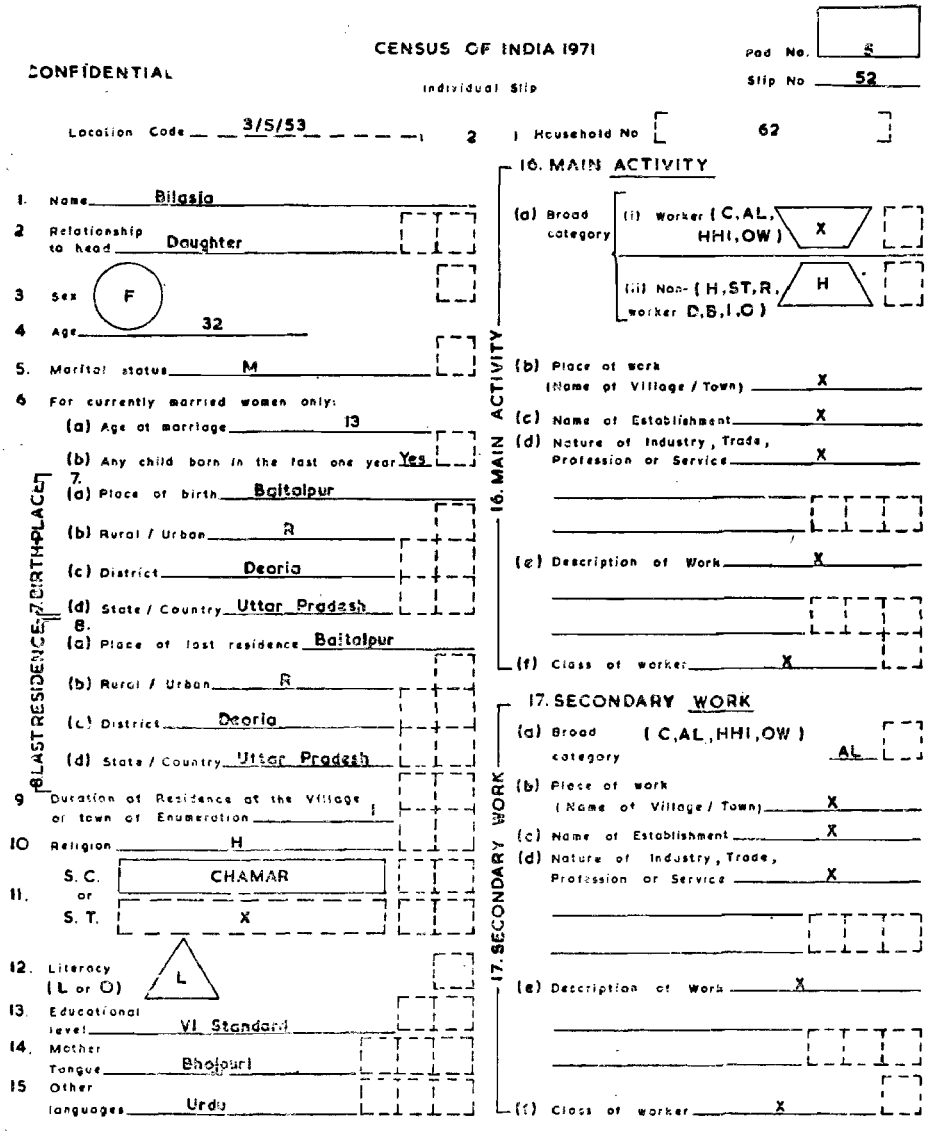
17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) X
(b) Place of work (Name of Village / Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X

APPENDIX VII-*Contd.*



APPENDIX VII-*Contd.*



CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 5

Slip No 52

Location Code 3/5/53 — 1 2 | Household No 62

1. Name Bilgsja
2. Relationship to head Daughter
3. Sex F
4. Age 32
5. Marital status M
6. For currently married women only:
   (a) Age at marriage 13
   (b) Any child born in the last one year Yes
7. (a) Place of birth Baltalpur
   (b) Rural / Urban R
   (c) District Deoria
   (d) State / Country Uttar Pradesh
8. (a) Place of last residence Baltalpur
   (b) Rural / Urban R
   (c) District Deoria
   (d) State / Country Uttar Pradesh

[8 LAST RESIDENCE 7 BIRTHPLACE]

9 Duration of Residence at the Village or town of Enumeration
10 Religion H
11. S. C. or S. T. S. C. CHAMAR / S. T. X
12. Literacy (L or O) L
13. Educational level VI Standard
14. Mother Tongue Bhojpuri
15 Other languages Urdu

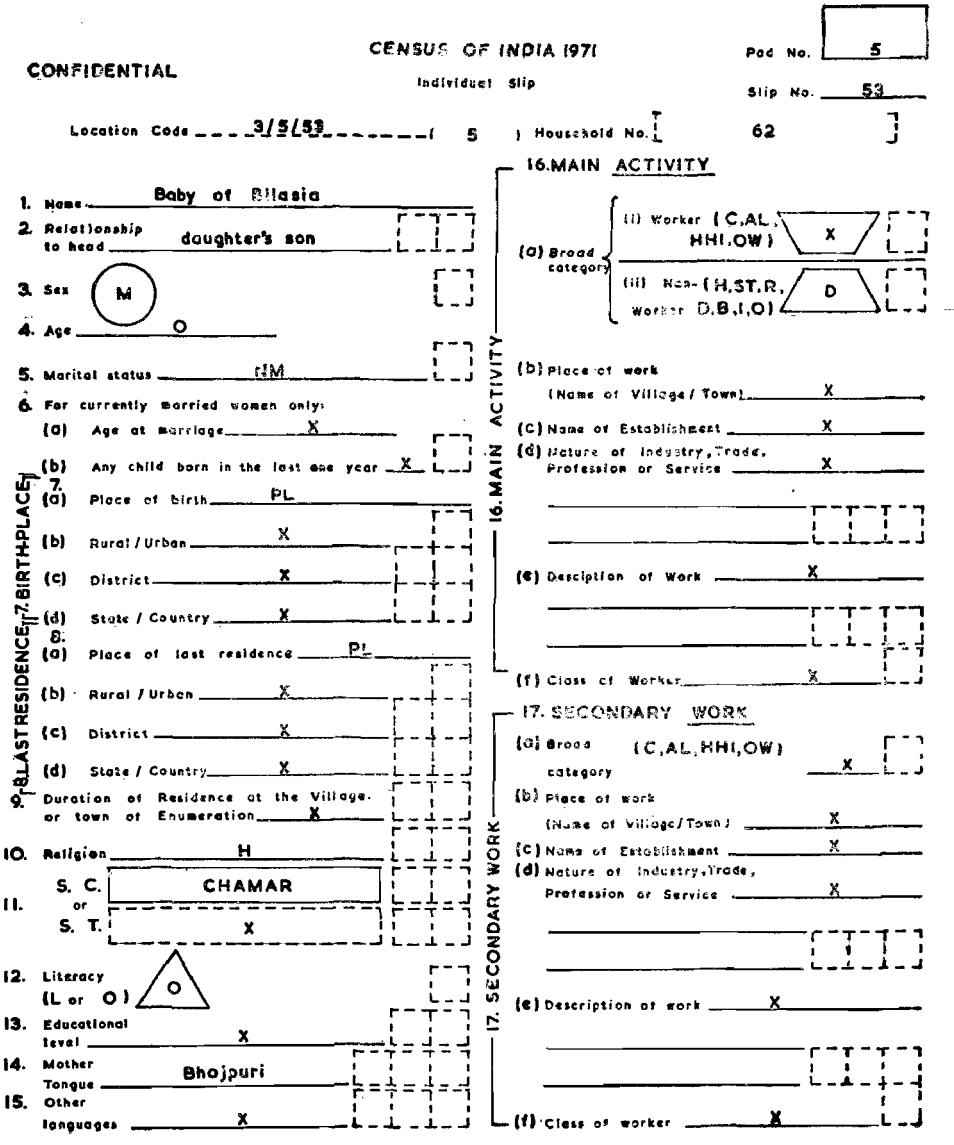
16. MAIN ACTIVITY

(a) Broad category
   (i) Worker (C, AL, HHI, OW) X
   (ii) Non-worker (H, ST, R, D, B, I, O) H
(b) Place of work (Name of Village / Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) AL
(b) Place of work (Name of Village / Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X

APPENDIX VII-*Contd.*



CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 5

Slip No. 53

Location Code 3/5/53 (5) Household No. 62

1. Name Baby of Bilasia
2. Relationship to head daughter's son
3. Sex M
4. Age 0
5. Marital status UM
6. For currently married women only:
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH-PLACE
   (a) Place of birth PL
   (b) Rural / Urban X
   (c) District X
   (d) State / Country X
8. LAST RESIDENCE
   (a) Place of last residence PL
   (b) Rural / Urban X
   (c) District X
   (d) State / Country X
9. Duration of Residence at the Village or town of Enumeration X
10. Religion H
11. S. C. or S. T. CHAMAR / X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Bhojpuri
15. Other languages X

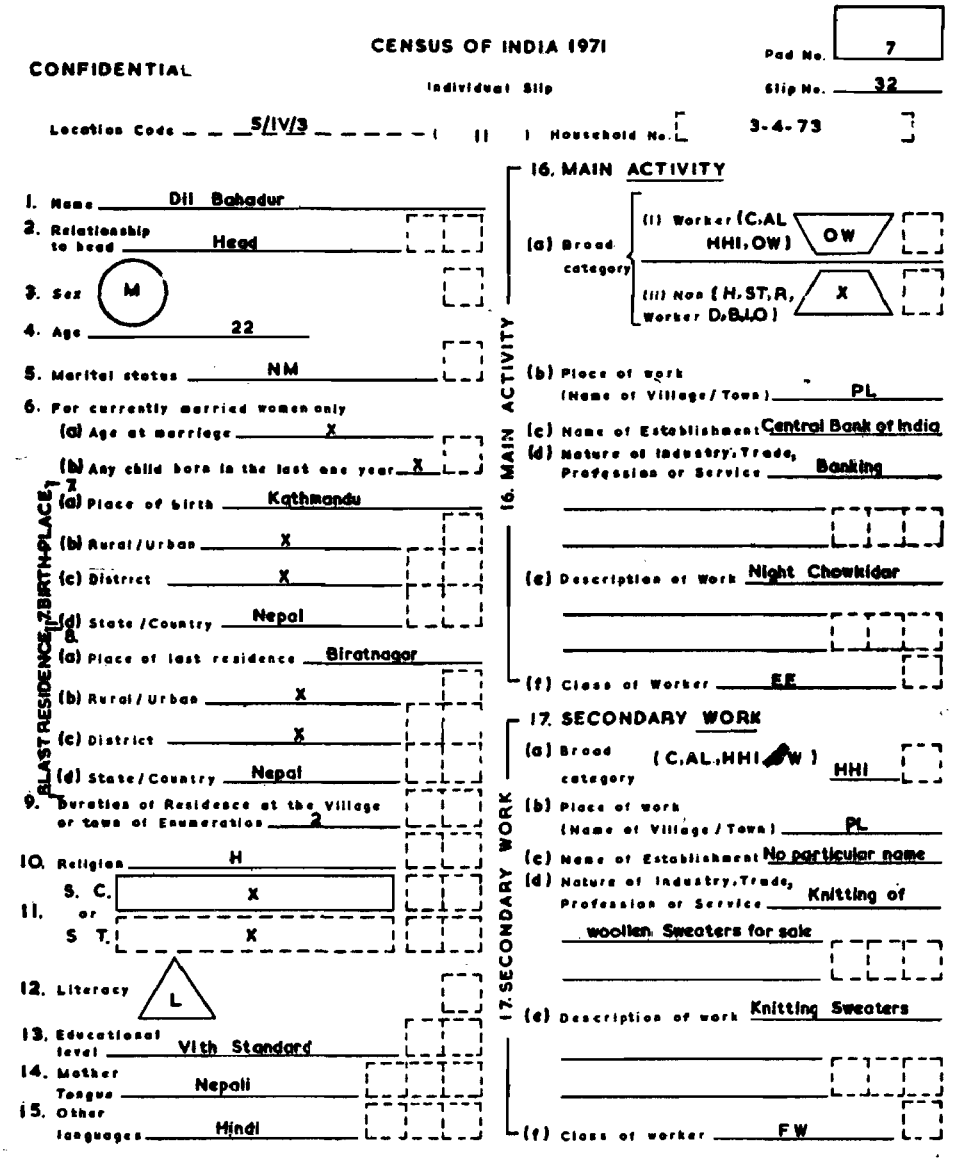
16. MAIN ACTIVITY

(a) Broad category
   (i) Worker (C,AL, HHI,OW) X
   (ii) Non-Worker (H,ST,R, D,B,I,O) D
(b) Place of work (Name of Village / Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of Worker X

17. SECONDARY WORK

(a) Broad category (C,AL,HHI,OW) X
(b) Place of work (Name of Village/Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of work X
(f) Class of worker X

APPENDIX VII–*Contd.*


CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 7

Slip No. 32

Location Code 5/IV/3 (II) Household No. 3-4-73

1. Name Dil Bahadur
2. Relationship to head Head
3. Sex M
4. Age 22
5. Marital status NM
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X

BIRTH-PLACE

(a) Place of birth Kathmandu
(b) Rural/Urban X
(c) District X
(d) State/Country Nepal

LAST RESIDENCE

(a) Place of last residence Biratnagar
(b) Rural/Urban X
(c) District X
(d) State/Country Nepal

9. Duration of Residence at the village or town of Enumeration 2
10. Religion H
11. S. C. or S. T. X
12. Literacy L
13. Educational level VIth Standard
14. Mother Tongue Nepali
15. Other languages Hindi

16. MAIN ACTIVITY

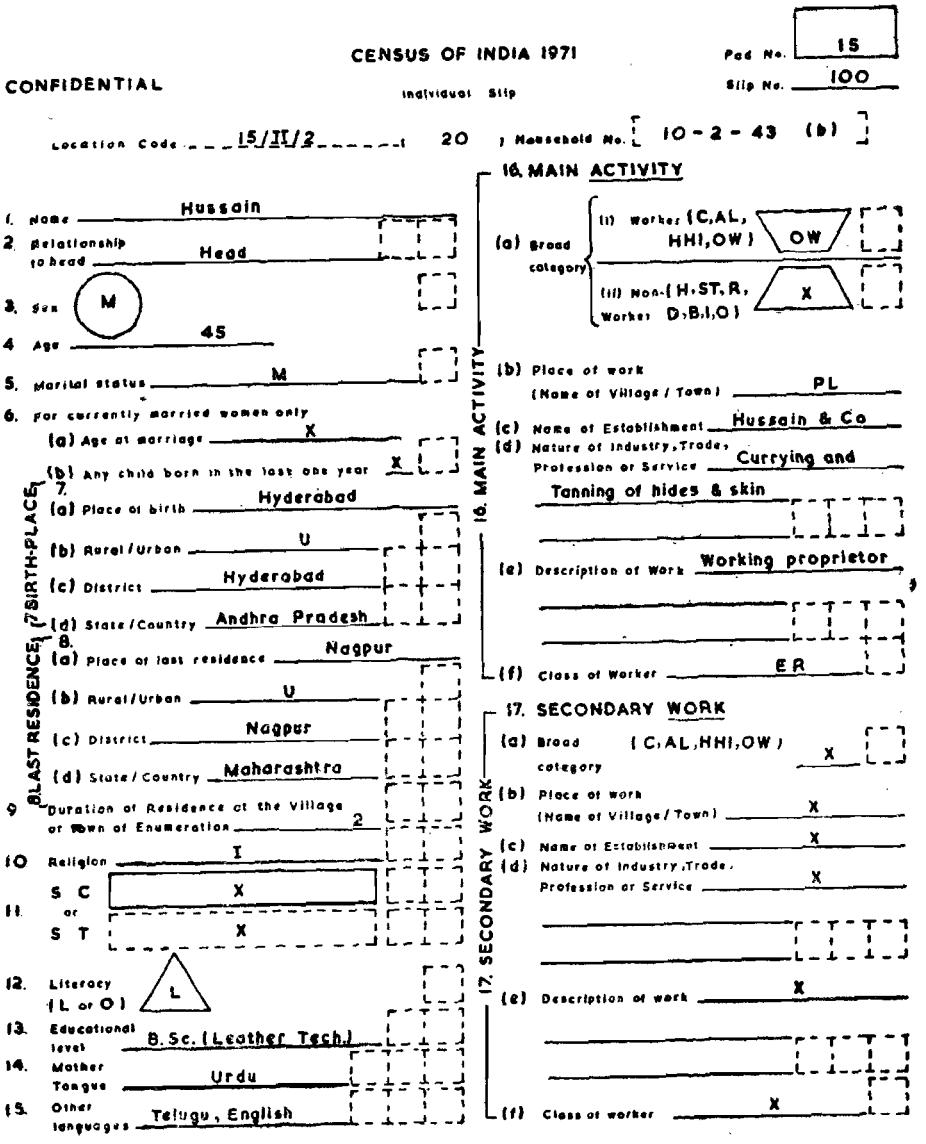
(a) Broad category
(i) Worker (C, AL, HHI, OW) OW
(iii) Non Worker (H, ST, R, D, B, I, O) X

(b) Place of work (Name of Village/Town) PL
(c) Name of Establishment Central Bank of India
(d) Nature of Industry, Trade, Profession or Service Banking
(e) Description of work Night Chowkidar
(f) Class of Worker EE

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) HHI
(b) Place of work (Name of Village/Town) PL
(c) Name of Establishment No particular name
(d) Nature of Industry, Trade, Profession or Service Knitting of woollen Sweaters for sale
(e) Description of work Knitting Sweaters
(f) Class of worker FW

APPENDIX VII–*Concld.*



APPENDIX VIII

ENUMERATOR'S DAILY POSTING STATEMENT

(FORM M)

Location Code 10/4/64 Enumerator's Block No. 6

Name of Village Dandori Name of Enumerator.....Prithipal.....

MALES

Final Sl. No.	Pad No.	Slip No.	Sex	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16 (a) (i)				
				S.C.	S.T.	Literate	Illiterate	Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers
			Q.3			L	O	C	AL	HHI	OW	X
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	1	M	—	—	√	—	—	—	√	—	—
2	15	22	M	—	—	—	√	—	—	—	—	√
3	15	29	M	—	—	—	√	√	—	—	—	—
4	16	3	M	—	√	—	√	—	—	—	—	√
5	16	7	M	√	—	—	√	√	—	—	—	—
6	16	16	M	√	—	√	—	—	√	—	—	—
7	16	25	M	—	—	√	—	—	—	—	√	—
8	16	47	M	—	—	—	√	√	—	—	—	—
			8	2	1	3	5	3	1	1	1	2

Signature of Enumerator————————————

Date————————————

Note : Make sure that total of Col. 4 = total of Cols. 7 + 8 = total of Cols. 9+10+11+12+13.

Verified 100% with Schedules and found correct.

Signature of the Supervisor————————

Date————————————

ENUMERATOR'S DAILY POSTING STATEMENT

(FORM F)

Location Code 10/3/64 Enumerator's Block No. 10

Name of Village Dandori Name of Enumerator.....Prithipal.....

FEMALES

Final Sl. No.	Pad No.	Slip No.	Sex	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16 (a) (i)				
				S.C.	S.T.	Literate	Illiterate	Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers
			Q.3			L	O	C	AL	HHI	OW	X
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	2	F	—	—	—	√	—	√	—	—	—
2	15	23	F	√	—	—	√	—	—	—	—	√
3	15	39	F	√	—	—	√	√	—	—	—	—
4	16	56	F	—	—	√	—	—	—	√	—	—
5	16	62	F	—	—	—	√	—	—	—	—	√
6	16	14	F	—	—	—	√	—	—	—	—	√
7	16	16	F	—	—	—	√	—	—	—	—	√
			7	2	—	1	6	1	1	1	—	4

Signature of Enumerator————————————

Date————————————

Note : Make sure that total of Col. 4 = total of Cols. 7 + 8 = total of Cols. 9+10+11+12+13.

Verified 100% with Schedules and found correct.

Signature of the Supervisor————————

Date————————————

APPENDIX IX

ENUMERATOR'S ABSTRACT

(FORM T)

Location Code 10/3/64(10) Enumerator's Block No. 10

Name of Village Pandori Name of Enumerator....Pritkipal....

No. of occupied residential houses 130

Total No. of Households 140 No. of Institutional Households 1 No. of Houseless households 1

Sex	Population	S.C.	S.T.	Literate	Illiterate	MAIN ACTIVITY					Houseless population	Institutional population
						Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers		
1	2	3	4	5	6	7	8	9	10	11	12	13
M	381	52	25	173	208	139	20	10	77	135	3	24
F	369	50	21	75	294	42	12	4	69	242	2	1
Total	750	102	46	248	502	181	32	14	146	377	5	25

Signature of the Enumerator———— Signature of the Supervisor————

Date———— Date————

Note : The Information on the occupied residential houses, households, institutional households and houseless households will have to be provided with reference to entries in the Population Record. Make sure that you have counted the houses and households correctly. See paras 24–29 of the instruction for filling up the Individual Slip.

The number of households can be same as/or more than the census houses, but normally there will not be more houses than the households. The information for Cols. 12 & 13 will be obtained by counting the population in houseless households (household number noted 'O') and institutional households (household number with 'INST' indicated) respectively in the Population Record.

APPENDIX X

POPULATION RECORD

CONFIDENTIAL (To be compiled from Individual Slip) CENSUS 1971

Location Code..... Household No.....

Name of village or town..... If the head belongs to S.C. or S.T.?.....

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

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

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

APPENDIX 30

ભારતની વસતિ ગણુતરી ૧૯૭૧

વ્યક્તિગત સ્લીપ ભરવા માટે ગણુતરીદારોને સૂચનાઓ

સામાન્ય

વસતિ ગણુતરીદાર તરીકે તમે ઘણી અગત્યની રાષ્ટ્રીય સેવા બજાવો છો. વસતિ ગણુતરી દ્વારા તમે જે માહિતી પૂરી પાડો છો તેને આધારે ચૂંટણીના મતદાર વિભાગો નક્કી કરવામાં આવે છે. વસતિ ગણુતરીમાં ભેગી કરેલી માહિતીની ચોકસાઈ ઉપર રાષ્ટ્રીય આયોજન મહદ્ અંશે અવલંબે છે. જાહેર ક્ષેત્ર અને સરકારી તંત્ર પણ મોટે ભાગે વસતિ ગણુતરી દ્વારા એકઠી કરવામાં આવેલી માહિતી ઉપર ખૂબ આધાર રાખે છે. વસતિ ગણુતરીદાર તરીકે તમે વિશિષ્ટ સ્થાન ધરાવો છો. સાથોસાથ તમારી જવાબદારી પણ ઘણી મોટી છે. તમારે આ જવાબદારીઓ ગૌરવ અને ફરજ પ્રત્યેની નિષ્ઠાની ભાવનાથી બજાવવાની છે.

૨. વસતિ ગણુતરીની પ્રશ્નાવલીની હકીકત મેળવવા માટે ધારાકીય સત્તા આપતી તેમ જ તમારી જવાબદારીઓ નિયત કરતી ભારતના વસતિ ગણુતરીના કાયદાની કેટલીક જોગવાઈઓ તમારી જાણ માટે પરિશિષ્ટ—૧ માં આપવામાં આવી છે.

૩. વસતિ ગણુતરીના કાયદાની કલમો ૧૧(૧) (અ) અને (બ)ની જોગવાઈઓની તમારે ખાસ નોંધ લેવી કારણ કે તેમાં આપવામાં આવેલ આદેશ મુજબ તમારે વસતિ ગણુતરી અધિકારી તરીકેની તમારી ફરજ ખંતપૂર્વક બજાવવાની છે અને ગણુતરી વખતે એકઠી કરેલી માહિતી ગુપ્ત રાખવાની છે.

૪. ભારતની વસતિ ગણુતરીની ઉચ્ચ પ્રણાલિકા છે અને તે દુનિયામાં શ્રેષ્ઠ પૈકીની એક હોવાની પ્રતિષ્ઠા ધરાવે છે. આ શુભ નામના જાળવી રાખવામાં તમે મદદરૂપ થશો એવી આશા રાખવામાં આવે છે.

સંબંધિત તારીખ અને ગણુતરી સમય

૫. સને ૧૯૭૧ની વસતિ ગણુતરી તારીખ ૧ લી એપ્રિલ ૧૯૭૧ના રોજ સૂર્યોદયને અનુલક્ષીને થશે એટલે કે **૧લી એપ્રિલ ૧૯૭૧ના** સૂર્યોદય સમયે દેશમાં કેટલી વસતિ છે તેનું ચિત્ર વસતિ ગણુતરી પૂરું પાડશે તેવી અપેક્ષા રાખવામાં આવે છે. આ મુકરર કરવામાં આવેલ સમયે આટલા મોટા દેશમાં રહેતી પ્રત્યેક વ્યક્તિની વિગતો મેળવવી દેખીતી રીતે જ શક્ય નથી. આથી વસતિ ગણુતરીદાર તેનું ગણુતરીનું કામ ખરેખર તારીખ ૧૦મી માર્ચ ૧૯૭૧ના રોજ શરૂ કરશે અને તારીખ ૩૧મી માર્ચ ૧૯૭૧ના રોજ પૂરું કરશે. આથી તમારે તમને સોંપવામાં આવેલ વિસ્તારમાં ૨૨ દિવસના ગાળામાં ફરી વળી હવે પછીના ફકરાઓમાં સમજાવ્યા પ્રમાણે દરેક વ્યક્તિની ગણુતરી કરી લેવાની રહેશે. પરંતુ ૧લી એપ્રિલ ૧૯૭૧ના સૂર્યોદય, જે વસતિ ગણુતરીની સંબંધિત તારીખ છે તેને અનુલક્ષીને અદ્યતન ચિત્ર આપવાનું છે. તેથી તમારે તમારા વિસ્તારની ૧લી એપ્રિલથી ૩જી એપ્રિલ ૧૯૭૧ના સમય દરમિયાન બીજી વખત ત્વરિત મુલાકાત લેવી. તમારી અગાઉની મુલાકાત પછી અને ૧લી એપ્રિલ ૧૯૭૧ના સૂર્યોદય પહેલાં આવેલા નવા આવનારાઓ કે જેઓની ગણુતરી અગાઉ બીજી જગ્યાએ કરવામાં આવી ન હોય તેઓની ગણુતરી કરવી. કોઈ કુટુંબમાં કોઈ નવા જન્મ થયા હોય તેની પણ નોંધ લેવી અને આવા તમામ કિસ્સાઓને આવરી લેતી નવી વ્યક્તિગત સ્લીપો ભરવી. તેવી જ રીતે જે વ્યક્તિઓ તમારી છેલ્લી મુલાકાત પછી, પરંતુ ૧લી એપ્રિલ ૧૯૭૧ના સૂર્યોદય પહેલાં કમનસીબે ગુજરી ગઈ હોય, તો તમારે તેઓની વ્યક્તિગત સ્લીપો રદ કરવી પડશે. ૧લી એપ્રિલ ૧૯૭૧ના સૂર્યોદય પછી થયેલા જન્મ કે મરણ અને મુલાકાતીઓના આગમનની તમારે નોંધ લેવાની જરૂર નથી.

પેડ નંબર અને સ્લીપ નંબર

૬. વસતિ ગણુતરીના ચાર્જ ઑફિસરે કે સુપરવાઈઝરે તમને જોઈતી સંખ્યામાં વ્યક્તિગત સ્લીપોના પેડ આપ્યાં હશે. આ પૈકીનાં કેટલાંક પેડ ૧૦૦ સ્લીપોવાળાં અને કેટલાંક ૨૫ સ્લીપોવાળાં હશે. પેડના ઉપર તેનો નંબર ચાર્જ ઑફિસરે ધ્યાન ખેંચાય તે રીતે નોંધ્યો હશે. તમને પેડ મળ્યા પછી તમારે તેની ચકાસણી કરી લેવી જોઈશે. પેડ નંબર જે પૂંઠા ઉપર આપ્યો હશે તે તમારે દરેક વ્યક્તિગત સ્લીપના જમણા ખૂણે નિયત જગ્યાએ લખવો જોઈશે, તેમજ દરેક વ્યક્તિગત સ્લીપને અનુક્રમ નંબર આપવો જોઈશે. સ્લીપનો અનુક્રમ નંબર તમારે જાતે પેડની પ્રથમ સ્લીપને ૧ થી શરૂ કરી એક ક્રમમાં જો ૧૦૦ સ્લીપોનું પેડ હોય તો ૧૦૦ સુધી અને ૨૫ સ્લીપોનું પેડ હોય તો ૨૫ સુધી આપવો જોઈશે. કેટલાક પેડમાં ભૂલથી સ્લીપોની સંખ્યા વધારે કે ઓછી હશે. આથી આવા પેડમાં છેલ્લા અનુક્રમ નંબરમાં તે પ્રમાણે તફાવત આવશે. છેવટે ઉદ્દેશ તો એ છે કે દરેક સ્લીપમાં પેડ નંબર તેમ જ અલાયદો અનુક્રમ નંબર આપવો જોઈએ.

સ્થળ સંકેત તથા તમારો ગણુતરી વિસ્તાર

૭. દરેક પેડના ઉપરના પૂંઠા ઉપર તમારા ગામ કે શહેરનો સ્થળ સંકેત નંબર આપવામાં આવેલો હશે, જેમાં તમારા જિલ્લા, તાલુકા અથવા શહેરનો અને ગામનો સંકેત નંબર બતાવવામાં આવેલ હશે. કદાચ ગ્રામ્ય વિસ્તારના પેડની દરેક સ્લીપ ઉપર જિલ્લા તથા તાલુકાના નંબરનો રબર સ્ટેમ્પ મારેલો તમે જોશો. શહેરી વિસ્તારમાં જિલ્લાના નંબર સાથે શહેરના નંબરનો રબર સ્ટેમ્પ પણ મારવામાં આવેલો હશે. આ ઉપરાંત ગ્રામ્ય વિસ્તારમાં ગામનો નંબર અને ગણુતરીદારના બ્લોકનો નંબર તમારે લખવાનો રહેશે. અને શહેરો માટે વૉર્ડ નંબર અને ગણુતરીદારનો બ્લોક નંબર લખવાનો રહેશે. પરંતુ શરતચૂકથી જો કોઈ સ્લીપ ઉપર સ્થળ સંકેતનો સ્ટેમ્પ લગાવવાનો રહી ગયો હોય તો તમારે ડાબા હાથે ઉપરના ખૂણે આ હેતુ માટે રાખવામાં આવેલ જગ્યાની અંદર સંયુક્ત સ્થળ સંકેત લખવાનો રહેશે. શહેરી વિસ્તારનો સ્થળસંકેત જિલ્લાનો નંબર/શહેરનો નંબર/વૉર્ડનો નંબર/ગણુતરીદારના બ્લોક નંબર/નો બનેલો હશે. ગ્રામ્ય વિસ્તારનો સ્થળ સંકેત જિલ્લાનો નંબર/તાલુકાનો નંબર/ગામનો નંબર/ગણુતરીદારના બ્લોક નંબર/નો બનેલો હશે. સ્થળ સંકેતના દરેક ભાગને

ત્રાંસી લીટી દોરી છૂટા પાડવા જોઈએ. ગણતરીદારનો બ્લોક નંબર સ્થળ સંકેતને છેડે આવેલા ગોળ કૌંસમાં લખવાનો રહેશે. નીચેના પેરા ૨૨માં આપવામાં આવેલ સૂચનાઓ પણ ધ્યાનમાં લેવી. તમારા વિસ્તારને આપવામાં આવેલ પૂરા સંકેત નંબરથી તમે સંપૂર્ણપણે વાકેફ થઈ જાઓ તે જરૂરી છે. આ અંગેની જાણ તમને તમારા ચાર્જ ઑફિસર કરશે.

૮. જો તમને સંજોગોવશાત્ એકથી વધારે ગામો અથવા શહેરી બ્લોક સોંપવામાં આવ્યા હોય તો દરેક ગામ કે શહેરી બ્લોક માટે જુદાં પેડ આપવામાં આવ્યાં છે તેની ખાતરી કરો. એક જ પેડમાં પહેલા ગામની કે શહેરી બ્લોકની ગણતરી પૂરી કર્યા બાદ બીજા ગામની કે શહેરી બ્લોકની વસતિની ગણતરી તેમાં જ ચાલુ રાખશો નહિ. દરેક ગામ કે શહેરી બ્લોકની ગણતરી માટેનાં પેડ અલગ રાખવાં જોઈશે.

૯. તમારી નિમણૂકના હુકમમાં તમને સોંપવામાં આવેલ વિસ્તારનું વર્ણન આપવામાં આવ્યું હશે. તમારી નિમણૂકનો હુકમ મળે કે તુરત જ તમારે તમારા વિસ્તારથી પરિચિત થઈ જવું પડશે. ગણતરીદાર માટે તમારે જે જે ઘરોની મુલાકાત લેવાની છે, તેના ઘર નંબરો તમારે જાણી લેવા જોઈશે. તમારા વિસ્તારની હદમાં જો કોઈ નવાં ઘરો બંધાયાં હોય અને તેને અગાઉ નંબર આપવામાં આવ્યાં ન હોય તો તેની આગળના ઘરના નંબરનો પેટા-નંબર આવા નવા ઘરને આપવો. તમારી અને તમારી લાગુ બ્લોકના ગણતરીદાર વચ્ચેની વિભાજન રેખા ક્યાં છે તે તમારે જાણવું જોઈશે. તેને પણ તમારા વિસ્તારની હદની ખબર છે કે કેમ તેની ખાતરી કરી લેવી, કે જેથી દ્વિધા રહે નહિ અને કોઈ વ્યક્તિ બીજીવાર ગણાઈ જવાની કે ભૂલાઈ જવાની શક્યતા રહે નહીં. જ્યારે કોઈ કિસ્સામાં શંકા ઉપસ્થિત થાય ત્યારે તમારે તમારા સુપરવાઈઝર કે ચાર્જ ઑફિસરની તુરત જ સલાહ લેવી.

૧૦. તમારી વસતિ ગણતરીદાર તરીકે નિમણૂક થયા પછી તરત જ તમારે તમને સોંપવામાં આવેલ વિસ્તારનો વિગતવાર નકશો તૈયાર કરવો જોઈશે, અને તેમાં દરેક શહેરી અને બીજા મહત્ત્વનાં સ્થળો અને તમે જે ઘરોની ગણતરી કરો છો તેમનું સ્થાન બતાવવું જોઈશે. (ગ્રામ/નગર પંચાયત અગર મ્યુનિસિપાલિટી પાસે આવા નકશા તૈયાર હોય તો નવેસરથી કરવાની આવશ્યકતા નથી.) આ નકશાનું મહત્ત્વ એટલા માટે છે કે ભવિષ્યમાં પણ તમારો વિસ્તાર કોઈ પણ માણસ સહેલાઈથી ઓળખી શકશે. આ નકશાથી વસતિ ગણતરીનો સંપૂર્ણ વિસ્તાર આવરી લીધાની ખાતરી થશે. વસતિ ગણતરીનું કામ પૂરું થયા બાદ આખરી તારીખ સાથે આ નકશો જો તમે બનાવ્યો હોય તો તે તમારે તમારા સુપરવાઈઝરને આપી દેવો.

ગણતરી કરવાની વ્યક્તિઓ

૧૧. જો કે તમારી નિમણૂકના હુકમમાં તમારા વિસ્તારમાં આવતાં બધાં ઘરોનો નિર્દેશ કરવામાં આવ્યો હશે પણ તમારે તમારા વિસ્તારમાં દરેક કુટુંબનું સ્થાન નક્કી કરવું પડશે. **કુટુંબ** એટલે "માણસોનો સમૂહ જે સામાન્ય રીતે સાથે રહેતો હોય અને એક જ રસોડે જમતો હોય સિવાય કે તેમની પ્રવૃત્તિના કારણે તેમ કરવામાં રૂકાવટ થતી હોય." જો કોઈ વ્યક્તિ પોતાના ખોરાક અગર જીવનની બીજી જરૂરિયાતો માટે પોતે પ્રબંધ કરે અને બીજી કોઈ પણ વ્યક્તિઓ સાથે જોડાય નહિ અને બહુ વ્યક્તિવાળા કુટુંબનો સભ્ય બને નહિ તો તે વ્યક્તિ એક વ્યક્તિનું કુટુંબ ગણાશે. જ્યાં બે કે તેથી વધારે વ્યક્તિઓ પોતાના ખોરાક કે બીજી જીવનની જરૂરિયાતો માટે સહિયારો પ્રબંધ કરે તો તે બહુ વ્યક્તિવાળું કુટુંબ ગણાશે. આ વ્યક્તિઓ સગપણવાળી કે સગપણ વિનાની અથવા બંને જાતની ભેગી હોઈ શકે. સામાન્ય રીતે કુટુંબો એક જ ઘરમાં કે તેના ભાગમાં રહેતાં હોય છે. પરંતુ કુટુંબો છાવણી, બોર્ડિંગ, હોટલ અથવા બીજી સંસ્થાઓમાં પણ રહેતાં હોય અથવા ઘરબાર વિનાના હોય તે સંભવિત છે.

૧૨. તમારે તમારા વિસ્તારના જે ભાગમાં ઘરબાર વિનાના માણસો જેવા કે ફૂટપાથ પર રહેનારા કે ભટકતા લોકો રહેતા હોવાનો સંભવ હોય તેની અગાઉથી ખાતરી કરી નોંધ રાખવી પડશે. આવા ઘરબાર વિનાના બધા માણસોની ગણતરી ૩૧મી માર્ચ ૧૯૭૧ની રાત્રે કરવી પડશે. તે જ રાત્રે તમારે તમારા વિસ્તારમાં જો કોઈ માણસો હોડીઓમાં રહેતા હોય તો તેની પણ ગણતરી કરવી પડશે.

૧૩. વસતિ ગણતરીના સમય દરમિયાન તમારા વિસ્તારમાં કોઈપણ જગ્યાએ સામાન્ય રીતે રહેતા બધા માણસોને ગણતરી માટે પાત્ર ગણવાના છે. જો કોઈ વ્યક્તિ વસતિ ગણતરી સમય દરમિયાન એટલે કે ૧૦મી માર્ચથી ૩૧મી માર્ચ, ૧૯૭૧ દરમિયાન આ વિસ્તારમાં સામાન્ય રીતે રહેતી હોય તો તે વ્યક્તિ સામાન્ય રીતે ત્યાં રહે છે એમ ગણી શકાય, અને ગણતરીના ગાળાના કોઈપણ ભાગ દરમિયાન તે વ્યક્તિ વાસ્તવમાં ત્યાં રહી હોવી જોઈએ. જો કોઈ વ્યક્તિ ગણતરીના સમગ્ર સમય દરમિયાન બહાર રહી હોય તો તેની ગણતરી અહીં કરવામાં આવશે નહીં. આવી વ્યક્તિ વસતિ ગણતરીના સમય દરમિયાન જે સ્થળે રહી હશે ત્યાં તેની ગણતરી કરવામાં આવશે. તે જ પ્રમાણે જો કોઈ માણસ સામાન્ય રીતે બીજી કોઈ જગ્યાએ રહેતો હોય અને વાસ્તવમાં જો તે સમગ્ર વસતિ ગણતરીના સમય દરમિયાન ત્યાં ગેરહાજર હોય તો તેવા માણસની તમારા વિસ્તારમાં આવેલા જે કુટુંબમાં તે મુલાકાતી તરીકે રહેતો હોય ત્યાં ગણતરી કરવી જોઈએ. પરંતુ આવા માણસોને ચેતવણી આપવી જોઈએ કે જો તેઓ આ જગ્યાઓથી બહાર જાય તો પણ તેમણે પોતાની બીજીવાર ગણતરી કરાવવી નહિ.

૧૪. આમ ગણતરીના હેતુ માટે જ્યારે તમે કોઈ કુટુંબની મુલાકાત લો, ત્યારે તમે નીચેની વ્યક્તિઓની ગણતરી કરશો.

(૧) બધી વ્યક્તિઓ કે જે તે કુટુંબમાં સામાન્ય રીતે રહેતી હોય અને ગણતરીના સમગ્ર ગાળા દરમિયાન એટલે કે તારીખ ૧૦મી માર્ચ થી ૩૧મી માર્ચ (બંને દિવસો સહિત) તે કુટુંબમાં હાજર હોય;

(૨) અને એ બધી વ્યક્તિઓ કે જે સામાન્ય રીતે ત્યાં રહેતી હોય એવું જાણમાં હોય અને ગણતરીના ગાળા (૧૦ થી ૩૧ માર્ચ) ના કોઈ ભાગ દરમિયાન ત્યાં વાસ્તવમાં રહી હોય પરંતુ તમારી મુલાકાત વખતે હાજર હોય નહિ;

(૩) અને એ બધી વ્યક્તિઓ કે જે સામાન્ય રીતે ત્યાં રહેતી હોય એવું જાણમાં હોય અને તમારી મુલાકાત વખતે ત્યાં હાજર હોય નહિ પરંતુ ૧લી એપ્રિલ, ૧૯૭૧ પહેલાં પાછા આવવાનો સંભવ હોય; અને

(૪) એવા મુલાકાતીઓ કે જેઓ, જે કુટુંબની તમે ગણતરી કરતાં હશો ત્યાં હાજર હોય પરંતુ ગણતરીના સમગ્ર ગાળા દરમિયાન પોતાના સામાન્ય રહેઠાણના સ્થળે ગેરહાજર હોય. ગણતરીના હેતુ માટે આવા મુલાકાતીઓને ગણતરીના ગાળા દરમિયાન વાસ્તવમાં જે કુટુંબમાં મળી આવે તે કુટુંબના સામાન્ય રહેવાસીઓ ગણવામાં આવશે, સિવાય કે તેઓની બીજી કોઈ જગ્યાએ ગણતરી કરવામાં આવી ન હોવી જોઈએ.

૧૫. તમારે તમારા કામનું આયોજન એવી રીતે કરવું પડશે કે જેથી તમારા સમગ્ર વિસ્તારને તમે પદ્ધતિસર પહોંચી શકો અને છેવટ સુધી કામનો ભરાવો થાય નહિ.

૧૬. આમ તો તમારું કામ સાવ સરળ છે. તમારે ફક્ત ૧૭ પ્રશ્નોવાળી એક સરળ વ્યક્તિગત સ્લીપ તમારા વિસ્તારની દરેક વ્યક્તિ માટે ભરવાની છે. તમારે પછીથી કેટલીક વિગતો "વસતિની નોંધ"માં લખવાની છે અને તારીજ પણ તૈયાર કરવાની છે. તમારે આ પછીની સૂચનાઓ મુજબ જવાબો ટૂંકમાં નોંધવાના છે.

વસતિ ગણતરી પત્રક (વ્યક્તિગત સ્લીપ)

૧૭. તમારે ગણતરી માટે જે પત્રક ભરવાનું છે અને જેને વ્યક્તિગત સ્લીપ તરીકે ઓળખવામાં આવે છે તે આ સૂચનાને અંતે પાના નં. ૩૯ ઉપર આપવામાં આવ્યું છે.

૧૮. તમારા વિસ્તારમાં આવેલ દરેક કુટુંબની તમે મુલાકાત લેશો તેની દરેકે દરેક વ્યક્તિ માટે આ સ્લીપ ભરવાની છે. સૌથી પહેલાં કુટુંબના મુખ્ય માણસની ગણતરી કર્યા બાદ કુટુંબના બીજા સભ્યોની અનુકૂળ ક્રમમાં તમારે ગણતરી કરવી જોઈશે અને તમારે ખાતરી કરવી પડશે કે કુટુંબની કોઈપણ વ્યક્તિ ગણતરી કર્યા સિવાય રહી જતી નથી. કુટુંબના મુખ્ય માણસની ગણતરી કર્યા પછી નજીકના સગાઓ જેવાં કે પત્ની, પુત્રો અને પુત્રીઓ, પુત્રવધૂઓ અને પુત્રનાં બાળકો, જમાઈ અને તેમનાં બાળકો જેઓ કુટુંબના સભ્ય હોય તેમની પ્રથમ ગણતરી કરવી તે શ્રેષ્ઠ રીત છે. ત્યારબાદ દૂરનાં સગાં અને ઘરના નોકરો, અગર બીજા જમનારા અગર મુલાકાતીઓ જે એ કુટુંબના ભાગરૂપ હોય અને અહીં ગણવાને પાત્ર હોય તેમની ગણતરી કરો. **બચ્ચાંઓ અને બહુ નાનાં બાળકો માટે વારંવાર તપાસ કરી પૂછો કારણ કે તેઓ ઘણીવાર ગણતરીમાંથી રહી જવા સંભવ છે.**

૧૯. વ્યક્તિગત સ્લીપમાં ભરવાની વિવિધ બાબતો નીચેની સૂચનાઓમાં સમજાવવામાં આવી છે :—

પેડ અને સ્લીપ નંબર

૨૦. સામાન્ય સૂચનાઓમાં આગળ જણાવ્યા પ્રમાણે દરેક સ્લીપના મથાળે જમણી બાજુએ ખૂણામાં તેને માટે ખાસ રાખવામાં આવેલી જગ્યા ઉપર પેડ નંબર અને સ્લીપ નંબર તમે લખ્યો છે કે કેમ તેની ખાતરી કરો. પેડ નંબર અને સ્લીપ નંબર લખવાનું જરૂરી છે કારણ કે પાછળથી તમારે દરેક સ્લીપમાંની અમુક બાબતોની માહિતીની જુદા ફોર્મ ઉપર તારીજ કરવી પડશે. તે સમયે તમારે સ્લીપ નંબર દર્શાવવાની જરૂર પડશે કારણ કે તે સ્લીપ નંબરની સામે તમારે હકીકત ભરવી પડશે. ગણતરી પત્રકના પેડના પૂંઠા ઉપર આપેલો નંબર તે પેડનો નંબર છે અને સ્લીપ નંબર એટલે આ પેડની દરેક સ્લીપને તમે જે અનુક્રમ નંબર આપશો તે છે. સૌથી ઓછા નંબરવાળા પેડથી શરૂઆત કરી અનુક્રમ નંબરમાં પેડનો ઉપયોગ કરવાનો છે.

૨૧. તમારા વિસ્તારમાં એકથી વધારે ગામ હોય અથવા એકથી વધારે શહેરી બ્લોક હોય તો તમારા ચાર્જના બધાં ગામો કે શહેરી બ્લોકો માટે એકનું એક પેડ વાપરવાનું નથી. પરંતુ દરેક ગામ કે શહેરી બ્લોક માટે જુદું પેડ વાપરવાનું છે. જો કોઈ ગામની કે શહેરી બ્લોકની હકીકત ભરાઈ રહ્યા પછી તેમાં થોડી સ્લીપો કોરી રહે તો પણ તે બીજા ગામ કે શહેરી બ્લોક માટે વાપરવાની નથી.

સ્થળ સંકેત

૨૨. જો કે આ બાબતનો ઉલ્લેખ આગાઉ સામાન્ય રીતે કરવામાં આવ્યો છે છતાં અહીં તેને વિસ્તૃત રીતે સમજાવવી યોગ્ય છે. સ્થળસંકેત નંબર એ એવી પદ્ધતિ છે કે જેના વડે રાજ્યના દરેક જિલ્લાના કોઈપણ તાલુકાના કોઈપણ ગામ કે શહેરને આંકડાના સમૂહ દ્વારા ઓળખવામાં આવે છે. આ હેતુ માટે આપણા રાજ્યના દરેક જિલ્લા, તાલુકા, ગામ કે શહેરને સંકેત નંબર આપવામાં આવ્યો છે. તમારા ચાર્જ અધિકારીએ તમારા વિસ્તારના જિલ્લા, તાલુકા અને ગામ કે શહેરના સંકેત નંબર તેમ જ શહેરના વોર્ડનો નંબર તમને જણાવ્યો હશે. આ નંબરો ભેગા કરીને કોઈપણ વ્યક્તિ તમારા ગામ કે શહેરનું સ્થાન ચોક્કસ રીતે શોધી શકશે. આમ, સંકેત નંબર ૧૦/૩/૪૬ એ ૧૦ નંબરના જિલ્લાના, ૩ નંબરના તાલુકાનું ૪૬ નંબરનું ગામ દર્શાવેલ છે. તેમ જ સ્થળ સંકેત ૬/II/૫, એટલે ૬ નંબરના જિલ્લામાં આવેલા II નંબરના શહેરનો ૫ નંબરનો વોર્ડ. ગામના સંકેત નંબર સાદા આંકડામાં આપવામાં આવ્યા છે જ્યારે શહેરના સંકેત નંબરને તેમનાથી જુદા પાડવા રોમન આંકડામાં આપવામાં આવ્યા છે. સ્થળ સંકેતને છેડે આવેલા ગોળ કૌંસમાં તમારા ચાર્જ ઑફિસરે તમને સોંપવામાં આવેલ બ્લોકનો નંબર તમારે લખવાનો છે. જેમ કે, ૧૦/૩/૪૬(૬૦) અથવા ૬/II/૫(૪). તમને ગણતરીદારના બ્લોક નંબરથી ઓળખવામાં આવશે અને તે નંબરને તમારા દૈનિક નોંધના પત્રકમાં નોંધવો પડશે. (તાલુકા/શહેરી વિસ્તાર, વગેરે માટે ગણતરીદારના બ્લોક નંબર સળંગ રહેશે).

૨૩. તમને સોંપવામાં આવેલ વિસ્તારનો સાચો સ્થળ સંકેત તમે જાણો છો તેની ખાતરી કરો. તમને ગણતરી માટેની ચોપડીઓ આપવામાં આવે કે તરત જ દરેક કોરી વ્યક્તિગત સ્લીપ ઉપર સ્થળ સંકેત નંબર લખવામાં આવ્યો ન હોય તો તમારે લખી દેવો જોઈશે. આમ કરવાથી ગણતરી માટે તમારા બ્લોકના દરેક કુટુંબની જ્યારે તમે પાછળથી ગણતરી માટે ખરેખર મુલાકાત લો ત્યારે સ્થળ સંકેત નંબર નોંધવાની તકલીફથી તમે બચી જશો. જ્યારે તમે કુટુંબની મુલાકાત લો ત્યારે તમે આ અગાઉ નોંધેલા સ્થળ સંકેત

નંબરની બાજુમાં આ પછીના પેરામાં જણાવ્યા મુજબ તમારે ફક્ત કુટુંબ ઘરનો નંબર જ લખવાનો રહેશે.

કુટુંબ ઘરનો નંબર

૨૪. કુટુંબ ઘરનો નંબર લખતી વખતે તમારે પ્રથમ બ્લોક નંબર, પછી વસતિ ગણતરીનો ઘર નંબર અને તે પછી કુટુંબ ઘરનો નંબર, જો જુદો હોય તો, લખવાનો છે. વ્યક્તિગત સ્લીપના મથાળે જમણી બાજુ કુટુંબ ઘરનો નંબર લખવા માટે એક ચોરસ કૉંસ આપવામાં આવ્યો છે. આ કૉંસમાં તમારે પ્રથમ બ્લોક નંબર લખવાનો છે. કાયમી ઘર નંબરની યોજના દાખલ કરતી વખતે દરેક ગ્રામ્ય અને શહેરી વિસ્તારને જુદા જુદા બ્લોકમાં વહેંચી નાખવામાં આવ્યો છે. તે અનુસાર તમારા વિસ્તારને જે બ્લોક નંબર આપવામાં આવ્યો હોય, તેની અહીં નોંધ કરવી. ત્યાર બાદ ત્રાંસી (Oblique) લીટી દોરી તે બ્લોકના જે ઘરની તમે વસતિ ગણતરી કરો છો તેનો નંબર લખો. આ બ્લોક નંબર અને ઘર નંબરની નોંધ તે ઘર ઉપર ગેરૂથી કરવામાં આવી હશે અથવા તે દર્શાવતી ધાતુની તકતી ચોડવામાં આવી હશે.

ગ્રામ્ય વિસ્તારમાં ઘર નંબર બે ભાગનો બનેલો છે. ધાતુની તકતી ઉપર અથવા ગેરૂથી જે નંબર લખવામાં આવ્યા છે તેમાં બ્લોક નંબર ઉપર લખી તેની નીચે આડી લીટી દોર્યા બાદ નીચે ઘર નંબર લખવામાં આવ્યો છે. દા. ત., $\frac{૨}{૭}$, $\frac{૩}{૭૮}$, $\frac{૪}{૧૧૦}$ વગેરે.

શહેરી વિસ્તારમાં ઘર નંબર ત્રણ ભાગનો બનેલો છે અને તેમાં વૉર્ડ નંબર, બ્લોક નંબર અને ઘર નંબર લખવામાં આવ્યા છે. આ નંબર લખવાની રીત એવી છે કે તેમાં ઉપરના ભાગમાં વૉર્ડ નંબર લખ્યા પછી ત્રાંસી લીટી દોરી બ્લોક નંબર લખવામાં આવ્યો છે અને ત્યાર પછી આ બંને નંબરની નીચે આડી લીટી દોરી તેની નીચે ઘર નંબર લખવામાં આવ્યો છે, જેમ કે, $\frac{૧/૨}{૩૪}$, $\frac{૨/૨૦}{૧૦૪}$, $\frac{૩/૩૦}{૭૮}$ વગેરે.

સામાન્ય રીતે વસતિ ગણતરીના એક ઘરની અંદર એક જ કુટુંબ ઘર હોય છે, એટલે આવા કિસ્સાઓમાં વસતિ ગણતરીનો ઘર નંબર અને કુટુંબ ઘર નંબર એક જ રહેશે. પરંતુ જે કિસ્સામાં વસતિ ગણતરીના એક ઘરની અંદર એકથી વધારે કુટુંબ ઘરો હોય, ત્યાં વસતિ ગણતરી ઘરનો નંબર લખી તેની પછી કૉંસમાં અ, બ, ક વગેરે મૂળાક્ષર લખવા. દાખલા તરીકે, વસતિ ગણતરીના ઘર નં ૨૪ માં બે કુટુંબો રહેતાં હોય, તો તેના કુટુંબ ઘર નંબરો ૨૪(અ) અને ૨૪(બ) એમ લખાશે.

જો કોઈ એક વસતિ ગણતરીના ઘરમાં બે કુટુંબો જુદા ચૂલા કરી રહેતાં હોય, તો એક વસતિ ગણતરીના ઘરમાં બે કુટુંબ ઘરો છે એમ ગણાશે. પરંતુ જો એક વસતિ ગણતરીના ઘરમાં બે ભાઈઓ પોતપોતાના કુટુંબ સાથે એક જ રસોડે જમતા હોય, તો સંયુક્ત કુટુંબ ગણાશે અને એક જ કુટુંબ ઘર ગણાશે, અને તેથી તેની નોંધ એક જ કુટુંબ ઘર નંબર નીચે થશે. બીજા અર્થમાં વસતિ ગણતરીનો ઘર નંબર તે જ કુટુંબ ઘરનો નંબર ગણાશે.

અત્રે એ યાદ રાખવું જરૂરી છે કે વસતિ ગણતરીના ઘર નંબર પછી કૉંસમાં (અ), (બ) વગેરે મૂળાક્ષરોનો ઉપયોગ જ્યારે કરવામાં આવ્યો હોય, ત્યારે તે એક વસતિ ગણતરી ઘરમાં રહેતાં એકથી વધારે કુટુંબ ઘરો દર્શાવે છે. આ સિવાય બીજા કોઈ સંજોગોમાં કૉંસમાં અ, બ, ક વગેરે મૂળાક્ષરોનો ઉપયોગ કરવામાં આવતો નથી.

ઉપર પેરા ૨૨માં જણાવ્યા મુજબ સ્થળ સંકેતને છેડે આવેલા ગોળ કૉંસમાં જે ગણતરીદારનો બ્લોક લખવાનો છે તે વસતિ ગણતરીના બીજા તબક્કાની કામગીરી માટે પાડવામાં આવેલા બ્લોકનો નંબર છે. તે નંબર તમને તમારા ચાર્જ ઑફિસર જણાવશે.

પેરા ૨૪માં જણાવ્યા મુજબ વ્યક્તિગત સ્લીપના મથાળે જમણી બાજુના કૉંસમાં કુટુંબ ઘરનો નંબર લખતી વખતે પ્રથમ જે બ્લોક નંબર લખવાનો છે તે કાયમી ઘર નંબરની યોજના હેઠળ પાડવામાં આવેલ બ્લોકનો નંબર છે. તે નંબર પણ તમને તમારા ચાર્જ ઑફિસર જણાવશે.

સબબ સ્થળ સંકેતને છેડે આવેલા ગોળ કૉંસમાં અને જમણી બાજુ આવેલા ચોરસ કૉંસમાં જે બ્લોક નંબરો લખવાના છે તે એકબીજાથી જુદા છે તેની ખાસ નોંધ લેવા વિનંતી છે.

૨૫. એવું બને કે તમે તમારા વિસ્તારની વસતિ ગણતરી માટે મુલાકાત લો ત્યારે કેટલાંક ઘરો એવાં માલૂમ પડે કે જે ઘરોની યાદી બનાવતી વખતે અસ્તિત્વમાં ન હતાં અને તેથી તેમને નંબરો આપવામાં આવ્યાં ન હતાં. તેવા સંજોગોમાં તમારા વિસ્તારમાં પ્રચલિત ઘર નંબરની પદ્ધતિ (જુઓ પરિશિષ્ટ-૨) અનુસાર તેને નંબર આપવો અને તેમાં રહેતા કુટુંબ ઘરને દર્શાવવું. દાખલા તરીકે, ઘર નંબર ૯ અને ૧૦ વચ્ચે એક નવું મકાન થયું છે. તો આ નવા મકાનમાં કેટલાં વસતિ ગણતરીનાં ઘરો છે તેની તપાસ કરવી જોઈશે. જો તે મકાનમાં એક જ વસતિ ગણતરીનું ઘર આવેલું હોય, તો તેને ઘર નંબર ૯/૧ અપાશે. પરતું તેમાં એક કરતાં વધારે વસતિ ગણતરીનાં ઘરો આવેલાં હશે, તો તેને ઘર નંબર ૯/૧, ૯/૨, ૯/૩, એ પ્રમાણે નંબરો અપાશે. જો એક વસતિ ગણતરી ઘરમાં એક કુટુંબ રહેતું હોય તો કુટુંબ ઘરનો નંબર વસતિ ગણતરીના ઘર નંબર બરાબર થશે. જો એક વસતિ ગણતરીના ઘરમાં એક કરતાં વધારે કુટુંબો રહેતા હોય, તો દરેક કુટુંબને ઓળખવા માટે વસતિ ગણતરીના ઘર નંબરને કૉંસમાં મૂળાક્ષર લગાડવાનો છે. જેમ કે, ઘર નંબર ૧૯ માં બે કુટુંબો રહેતાં હોય, તો કુટુંબ ઘર નંબર ૧૯(અ) અને ૧૯(બ) એ પ્રમાણે લખાશે. ઘરોની યાદી બનાવતી વખતે આપવામાં આવેલ નંબરો ભૂંસાઈ ગયા હોય એમ પણ બને. આવા સંજોગોમાં આગળ અને પાછળના ઘરના નંબરો તપાસી તમારે કમાનુસાર સાચો નંબર આપવો.

૨૬. ઘર નંબરની યોજના સરળતાથી સમજવાના હેતુ માટે, મકાનો, વસતિ ગણતરી ઘરો અને કુટુંબોને નંબરો આપવાને લગતી સૂચનાઓ પરિશિષ્ટ-૨ માં આપવામાં આવી છે.

૨૭. જો કોઈ કુટુંબ સંસ્થાકીય કુટુંબ હોય, જેવું કે બોર્ડિંગ, હોસ્પલ, હોસ્ટેલ, મિત્રમંડળ વગેરે જેમાં

સગપણ વિનાના માણસો સાથે રહેતા હોય, તો કુટુંબ ઘરના નંબરને "સ" ઉમેરો.

૨૮. જો તમે ઘરબાર વિનાના માણસની ગણતરી કરતા હો તો કુટુંબ ઘરના નંબર માટે રાખવામાં આવેલ જગામાં તમારે સ્પષ્ટ રીતે "૦" લખવું.

૨૯. એક જ કુટુંબ ઘરના સભ્યોને લગતી બધી વ્યક્તિગત સ્લીપોમાં કુટુંબ ઘરના એક જ નંબરનું પુનરાવર્તન થશે. ત્યાર પછી નીચેની સૂચનાઓ મુજબ તમારે દરેક વ્યક્તિની હકીકત વ્યક્તિગત સ્લીપમાંના જે તે પ્રશ્ન સામે નોંધવી પડશે.

નોંધ :—વ્યક્તિગત સ્લીપના પ્રશ્ન નં. ૨, ૩, ૫, ૬(બ), ૭(બ), ૭(ક), ૭(ડ), ૮(બ), ૮(ક), ૮(ડ), ૯-૧૫, ૧૬(અ), ૧૬(ડ), ૧૬(ઈ), ૧૬(ફ), ૧૭(અ), ૧૭(ડ), ૧૭(ઈ) અને ૧૭(ફ) સામે આપવામાં આવેલા તૂટક લીટીઓવાળા ચોરસમાં તમારે કાંઈપણ લખવાનું નથી. આ ચોરસ ખાનાંઓ ટેબ્યુલેશન ઑફિસમાં કોડ (Code) નંબર લખવા માટે રાખવામાં આવેલાં છે.

પ્રશ્ન ૧ : નામ

૩૦. જેની ગણતરી કરવાની હોય તે વ્યક્તિનું નામ લખો. જો કોઈ સ્ત્રીનું નામ આપવામાં ન આવે તો તેને "અમુકની પત્ની, મા કે પુત્રી" તરીકે વર્ણવો. પ્રચલિત રિવાજને લીધે જો કોઈ સ્ત્રી પોતાના પતિનું નામ આપવામાં મુશ્કેલી અનુભવતી હોય, અને તેનો પતિ ગણતરી વખતે ગેરહાજર હોય અને પડોશીઓ પાસેથી પણ તેનું નામ જાણવામાં સફળતા ન મળે તો "અમુકનો પતિ" એમ લખો.

નવાં જન્મેલાં બાળકો જેનું નામ ન પાડ્યું હોય તેમને માટે "છોકરો", "છોકરી" જે હોય તે લખો અને તેની સામે પિતા કે માતાનું નામ ઉમેરો.

પ્રશ્ન ૨ : મુખ્ય માણસ સાથે સંબંધ

૩૧. કુટુંબના મુખ્ય માણસની બાબતમાં "મુખ્ય માણસ" લખો. વસતિ ગણતરીના હેતુ માટે જે વ્યક્તિને કુટુંબના મુખ્ય માણસ તરીકે સ્વીકારવામાં આવતી હોય તેને કુટુંબનો મુખ્ય માણસ ગણવો. તે સામાન્ય રીતે કુટુંબના ભરણપોષણની મુખ્ય જવાબદારી ઉઠાવતો હોય છે અને કુટુંબ વતી નિર્ણયો લેતો હોય છે. કુટુંબનો મુખ્ય માણસ તે કુટુંબમાં ઉંમરમાં સૌથી મોટો પુરુષ જ હોવો જરૂરી નથી પરંતુ સ્ત્રી અગર ઉંમરમાં નાની એવી બીજી કોઈ વ્યક્તિ (સ્ત્રી યા પુરુષ) પણ હોઈ શકે. આ બાબતમાં તમારે લાંબા વિવાદમાં ઊતરવાની જરૂર નથી, પરંતુ કુટુંબ જે વ્યક્તિને પોતાના મુખ્ય માણસ તરીકે સ્વીકારતું હોય તેનું નામ લખો.

૩૨. બોર્ડિંગ કે ભોજનગૃહો જેવી સંસ્થાઓ અથવા એક જ વસતિ ગણતરી ઘરમાં સાથે રહેતા મિત્રો કે જેને સાથે રહેતા સગપણ વગરના માણસોના કુટુંબો ગણવાં જોઈએ, તેને સંસ્થાકીય કુટુંબો ગણવાં જોઈએ અને ત્યાં મેનેજર, સુપરિન્ટેન્ડેન્ટ અથવા જેના ઉપર વહીવટી જવાબદારી હોય અથવા જેને મુખ્ય માણસ તરીકે સર્વમાન્ય રીતે સ્વીકારવામાં આવતો હોય, તેવા માણસને કુટુંબના મુખ્ય માણસ તરીકે નોંધવો.

૩૩. મેનેજર કે સુપરિન્ટેન્ડેન્ટ જે સામાન્ય રીતે સંસ્થામાં રહેતો ન હોય તેની તેના સામાન્ય વસવાટના સ્થળે ગણતરી કરવી પડશે. સંસ્થાકીય કુટુંબના મેનેજર અથવા સુપરિન્ટેન્ડેન્ટ, વગેરે માટે સ્લીપ ભરતાં પહેલાં તમારે ખાતરી કરવી જોઈશે કે તેની બીજા કોઈ કુટુંબમાં ગણતરી કરવામાં આવી નથી.

૩૪. "મુખ્ય માણસ" ગણાતા શખ્સની ગેરહાજરી હોય તેવા કિસ્સામાં જે માણસ ઉપર કુટુંબનો વહેવાર ચલાવવાની જવાબદારી આવી પડી હોય, તેને મુખ્ય માણસ તરીકે ગણવો.

૩૫. આ પ્રશ્નના જવાબમાં સંગપણ અંગે જે નોંધ કરવાની છે તેમાં જે વ્યક્તિની સ્લીપ ભરવામાં આવે છે તેની કુટુંબના મુખ્ય માણસ સાથે શું સગાઈ છે તે લખવું. (જેમકે, જે માણસની સ્લીપ ભરવામાં આવતી હોય તે જો મુખ્ય માણસનો પુત્ર હોય તો આ પ્રશ્નના જવાબમાં "પુત્ર" એમ લખવું. કેટલીકવાર આવા પુત્રની સ્લીપમાં મુખ્ય માણસ એના પિતા થતા હોવાથી "પિતા" શબ્દ લખવામાં આવે છે તે ખોટું છે.) સગપણ પૂરેપૂરું લખો. "ભત્રીજો", "ભત્રીજી", "ભાણેજ" કે "કાકા" જેવા શબ્દો ન લખો. તેને બદલે "ભાઈનો દીકરો કે દીકરી" અથવા "બહેનનો દીકરો કે દીકરી" એમ લખો (ભત્રીજા, ભત્રીજી કે ભાણેજ માટે). તેવી જ રીતે "કાકા" કે "મામા" માટે "બાપના ભાઈ" કે "માના ભાઈ" એમ લખો. "પુત્રમાં" "ખોળે લીધેલ" એટલે કે "દત્તક" કે "ઓરમાન પુત્ર" નો સમાવેશ થશે, તેવી જ રીતે "પુત્રી" માટે પણ ગણવાનું છે. મહેમાન, સાથે રહી જમનારા કે નોકરોની બાબતમાં "મહેમાન", "સાથે જમનારા" કે "નોકર" જે હોય તે મુજબ લખો. સંસ્થાકીય કુટુંબના સભ્યો માટે "સગપણ વિનાના" એવી નોંધ કરવી.

૩૬. જો ૧લી માર્ચ અને ૩જી માર્ચ ૧૯૭૧ વચ્ચે ફેર તપાસ વખતે પહેલાં નોંધાયેલ કુટુંબનો મુખ્ય માણસ મૃત્યુ પામેલ હોવાનું માલૂમ પડે તો કુટુંબમાં સર્વ સંમતિથી જે વ્યક્તિને હવે મુખ્ય માણસ તરીકે ગણવામાં આવેલ હોય તેનું નામ કુટુંબના મુખ્ય માણસ તરીકે નોંધવું અને તે પ્રમાણે તે કુટુંબની બધી વ્યક્તિઓની સ્લીપોમાં સગપણ બાબત યોગ્ય તે સુધારો કરવો. મૃત્યુ પામેલા કુટુંબના મુખ્ય માણસની સ્લીપ તો અલબત રદ કરવી પડશે.

પ્રશ્ન ૩ : જાતિ

૩૭. પુરુષો માટે "પુ" અને સ્ત્રીઓ માટે "સ્ત્રી" આ પ્રશ્નની સામે આપેલા વર્તુળમાં લખો. હિજડા કે વ્યંઢળ અને નપુંસક માટે ફક્ત "પુ" લખો. પ્રશ્ન ૧ અને ૨ સામે નોંધેલા નામના અને મુખ્ય માણસના સંબંધના સંદર્ભમાં તમે જાતિ સાચી નોંધેલી છે કે કેમ તેની ખાતરી કરો.

પ્રશ્ન ૪ : ઉંમર

૩૮. છેલ્લા જન્મ દિવસે પૂરા થયેલા વર્ષ પ્રમાણે વ્યક્તિની ઉંમર નોંધો. ઘણીવાર "પૂરાં થયેલાં વર્ષ"ને બદલે "ચાલુ વર્ષ" લખાવવાનું માણસોનું વલણ જણાયું છે. ખરેખર પૂરાં થયેલાં વર્ષની જ તમે નોંધ કરી છે કે કેમ તેની ખાતરી કરો.

૩૯. જે બચ્ચાંઓની ઉંમર ગણતરીના દિવસે **પૂરેપૂરી એક વર્ષની થઈ ન હોય** તેમને માટે આવશ્યક "૦" લખો, કારણ કે

તેમને એક વર્ષ પૂરું થયું નથી અને કૉંસમાં "બચ્ચું" ઉમેરો. સામાન્ય સૂચનાઓમાં જણાવ્યા મુજબ એક દિવસની ઉંમરના બચ્ચાની પણ અચૂકપણે ગણતરી કરવામાં આવી છે તેની ખાતરી કરો. તમારે ઉંમર માસમાં લખવાની નથી. જે બચ્ચાએ એક વર્ષ પૂરું કર્યું નથી, તેની ઉંમર માટે અચૂકપણે ફક્ત "૦" લખવું જોઈશે.

૪૦. ઉંમર એ વસતિ ગણતરીના અભ્યાસના સૌથી મહત્ત્વનાં અંગો પૈકીનું એક છે. તેથી તમારે ઉંમરની ખાતરી ઘણી જ કાળજીપૂર્વક કરવી જોઈશે. ખાસ કરીને ગ્રામ્ય વિસ્તારમાં ઘણા માણસો પોતાની સાચી ઉંમર કહી શકતા નથી. તેમના વિસ્તારના કોઈ જાણીતા ઐતિહાસિક બનાવ વગેરેનો ઉલ્લેખ કરીને તેમની યાદદાસ્ત તાજી કરાવવી જોઈએ, અને આ રીતે પોતાની સાચી ઉંમર કહેવામાં તેમને મદદ કરવી જોઈએ. ગુજરાત રાજ્યના જુદા જુદા વિસ્તારોના મહત્ત્વના ઐતિહાસિક બનાવોની યાદી આ સાથે પરિશિષ્ટ ૨-અ થી સામેલ છે. કેટલીક વખત જાણીતી ઉંમરની તે જ કુટુંબની અથવા પડોશના કુટુંબની કે ગામની મુખી જેવી જાણીતી વ્યક્તિની ઉંમર ઉપરથી કોઈ વ્યક્તિની ઉંમર નક્કી કરી શકાય છે અને કોઈ વ્યક્તિ આવા માણસ કરતાં કેટલાં વર્ષ મોટી કે નાની છે તે સહેલાઈથી કહી શકશે. તમને ઘણી ચોકસાઈથી ઉંમર નોંધવામાં આ મદદરૂપ થશે.

પ્રશ્ન ૫ : વૈવાહિક દરજ્જો

૪૧. આ પ્રશ્નના જવાબમાં નીચે જણાવેલાં ટૂંકા રૂપો વાપરો:—

કદી ન પરણેલા માટે	"અપ" લખો.
હાલમાં પરિણિત અવસ્થામાં હોય તેને માટે ...	"પર" લખો.
વિધવા કે વિધુર માટે	"વિ" લખો.
છૂટાછેડા લીધેલા કે જુદા થયેલા માટે ...	"જુ" લખો.

૪૨. જે અગાઉ કદી પણ ન પરણ્યા હોય તેને માટે "અપ" લખો. હાલમાં પરિણીત અવસ્થામાં હોય તે વ્યક્તિ માટે, તે પહેલીવાર કે બીજી વાર પરણી હોય અને જેનો પતિ/પત્ની જીવંત હોય તેને માટે "પર" લખો. જે લોકોને રિવાજ મુજબ અગર સમાજ દ્વારા પરિણીત તરીકે સ્વીકારવામાં આવતા હોય તેમ જ જેઓ વાસ્તવમાં સ્થાયી પતિ-પત્ની તરીકે રહેતાં હોય તેને માટે પણ "પર" લખો. તેઓ જ્યાં રહેતાં હોય તે વિસ્તારમાં તેમના લગ્ન સામે વાંધો હોય તો પણ જો તે વ્યક્તિ કહેતી હોય કે પુરુષ અથવા સ્ત્રી પરણેલ છે અગર તો જેમનો સંબંધ સ્થાયી અને વાસ્તવિક રીતે પતિ-પત્ની જેવો હોય તેમને માટે પણ "પર" લખો. વિધવા સ્ત્રી કે જેનો પતિ ગુજરી ગયો છે અને વિધુર પુરુષ કે જેની પત્ની ગુજરી ગઈ છે અને જેઓ ફરીવાર પરણ્યા ન હોય તેમને માટે "વિ" લખો. જે વ્યક્તિ પોતાના પતિ અથવા પત્નીથી જુદી થઈ હોય અને અલગ રહેતી હોય અને ફરીથી સાથે રહેવાનો દેખીતી રીતે ઈરાદો ન હોય અથવા જેમણે ન્યાયની અદાલતના હુકમનામાથી અથવા ઘોરણસરના સામાજિક કે ધાર્મિક રીતરિવાજ મુજબ કાયદેસર રીતે છૂટાછેડા લીધેલા હોય પરંતુ ફરીથી પરણ્યા ન હોય, તો તેમને માટે "જુ" લખો. વેશ્યા માટે તેનો વૈવાહિક દરજ્જો તે કહે તે પ્રમાણે લખો.

પ્રશ્ન ૬ : ફક્ત હાલ પરિણીત અવસ્થામાં હોય તેવી સ્ત્રીઓ માટે

૪૩. ફક્ત હાલમાં પરિણીત અવસ્થામાં હોય તેવી બધી સ્ત્રીઓ કે જેને માટે પ્રશ્ન ૫ ની સામે વૈવાહિક દરજ્જો "પર" લખેલું છે, તેમને માટે આ પ્રશ્ન ભરવાનો છે. બીજા બધા માટે આ પ્રશ્નના બે પેટા-વિભાગો ઉપર ચોકડી મૂકો.

(અ) લગ્ન સમયે ઉંમર

૪૪. **લગ્ન સમયે ઉંમર**—હાલમાં પરિણીત અવસ્થામાં છે તેવી જે સ્ત્રીની તમે ગણતરી કરતાં હો તેનું લગ્ન કઈ ઉંમરે થયું હતું તેની ખાતરી કરો અને તે ઉંમર પૂરાં વર્ષમાં લખો. જો હાલમાં પરિણીત અવસ્થામાં હોય તેવી સ્ત્રી એક કરતાં વધારે વાર પરણી હોય તો, તેણી પહેલીવાર પરણી ત્યારે તેની જે ઉંમર હતી તે લખો.

(બ) છેલ્લા એક વર્ષમાં કોઈ બાળકનો જન્મ થયો છે

૪૫. **છેલ્લા એક વર્ષમાં કોઈ બાળકનો જન્મ થયો છે.**—હાલમાં પરિણીત અવસ્થામાં છે તેવી જે સ્ત્રીની તમે ગણતરી કરો છો, તેણે ગણતરીની તારીખ પહેલાંના એક વર્ષમાં કોઈ બાળકને જન્મ આપ્યો છે કે કેમ તેની ખાતરી કરો. અંગ્રેજી કેલેન્ડરની તારીખ મુજબ પૂરું એક વર્ષ ગણવાનું કામ ઘણાને માટે મુશ્કેલ થશે. તેથી એવું ઠરાવવામાં આવ્યું છે કે આગલા વર્ષની એટલે કે ૧૯૭૦ની સાલમાં હોળીના તહેવારને અનુલક્ષીને એક વર્ષની ગણતરી કરવી. ૧૯૭૦ની સાલમાં હોળીનો તહેવાર ૨૨મી માર્ચના રોજ એટલે વિક્રમ સંવત ૨૦૨૬ના ફાગણ સુદ પૂનમના રોજ હતો. એટલે તે હોળીના દિવસે કે તે પછી જન્મેલા બાળકોની જ છેલ્લા એક વર્ષમાં જન્મેલા તરીકે નોંધ કરવાની છે. ફક્ત જો બાળક જીવતું જન્મ્યું હોય, અને જન્મ પછી તરત જ મરણ પામ્યું હોય તો આ પ્રશ્નના જવાબમાં "હા" લખવું જોઈશે. **મૃત જન્મ એટલે કે જે બાળક મરેલું જન્મ્યું છે તેને આ હેતુ માટે ગણતરીમાં લેવાનું નથી.** તેથી જીવતા જન્મેલા બાળકના જન્મનો દરેક કિસ્સો, પછી ભલે ગણતરીના દિવસે તે જીવિત ન હોય, તો પણ તે નોંધાયો છે કે કેમ તેની તમારે ખાત્રી કરવી પડશે. જો બાળક નિર્જીવ જન્મ્યું હોય તો તમારે તેની ગણતરી કરવાની નથી.

૪૬. સામાન્ય અનુભવ એવો છે કે ગણતરીના સમયે જો બાળક વાસ્તવમાં જીવતું ન હોય તો તેના જન્મની હકીકત એકદમ જણાવવામાં આવતી નથી. આપણા દેશમાં બાળમૃત્યુનું પ્રમાણ હજી વધારે છે. તેમની જો ચોક્કસ પૂછપરછ કરવામાં ન આવે તો આવા સંખ્યાબંધ કિસ્સાઓ ગણતરીમાંથી રહી જવાનો સંભવ છે. બધા જીવિત જન્મો નોંધવા જરૂરી છે, પછી ભલે બાળક પછી તરત જ મરણ પામેલું હોય કે ગણતરીના દિવસ સુધી જીવિત ન હોય. તેથી આ પ્રશ્નનો શરૂઆતમાં જવાબ "ના" હોય, ત્યાં તમારે ચોક્કસ પ્રશ્ન પૂછવો કે છેલ્લા એક વર્ષમાં કોઈ જીવિત બાળકનો જન્મ થયો હતો અને તે ગણતરીના દિવસ પહેલાં મૃત્યુ પામ્યું હતું કે કેમ. આ નાજુક પ્રશ્ન છે અને તેથી વિગતો આપનાર સામી વ્યક્તિની લાગણી દુભાય નહીં તેવી રીતે કુનેહપૂર્વક પ્રશ્ન પૂછવો જોઈએ. જ્યાં હાલમાં પરિણીત અવસ્થામાં હોય તેવી

સ્ત્રી પ્રથમ જવાબ આપે કે તેણીએ છેલ્લા એક વર્ષમાં કોઈ બાળકને જન્મ આપ્યો નથી, તો તમારે તેને નીચે પ્રમાણે પ્રશ્ન પૂછવો :—

" કેટલાંક ઘરોમાં એવું માલૂમ પડયું છે કે બાળકનો જન્મ થયો હતો અને તરત જ કે થોડા દિવસ કે મહિનાઓ પછી તે મરણ પામ્યું હતું, અને આવા કિસ્સાઓ જણાવવામાં આવતા નથી. હું એમ માનું છું કે આવા કિસ્સાઓ અહીં નથી. તે સાચું છે ? "

આનાથી જરૂરી પ્રત્યુત્તર મળશે. જો "ના" જણાવે તો તમને ખાતરી થશે કે કોઈ જન્મ લખ્યા વગરનો રહી ગયો નથી. તમારે ખાતરી કરવી પડશે કે છેલ્લા એક વર્ષમાં હાલમાં પરિણીત અવસ્થામાં હોય તેવી સ્ત્રીને જો કોઈ જીવિત બાળકનો જન્મ થયો હોય તો નોંધવામાં આવ્યો છે, પછી ભલે તે બાળક ગણતરીના દિવસે જીવતું હોય કે નહીં. એવી જ રીતે મરેલા જન્મેલાને ગણતરીમાંથી બાકાત રાખવા માટે તપાસ કરવી જરૂરી છે. દા. ત. પ્રશ્ન ૬(બ)નો જો જવાબ "હા" હોય તો તમારે પૂછવું કે "બાળક અહીં આ ઘરમાં છે ?" જો જવાબ "હા"માં હોય તો વધુ પૂછપરછ કરવાની જરૂર નથી. જો જવાબ "ના" હોય તો તે ક્યાં ગયું છે તે બાબત તમારે પૂછવું. તે "મરણ પામ્યું છે" કે "બીજે ગયું છે" એમ જવાબ મળશે. જો જવાબમાં "મૃત્યુ પામ્યું છે" એમ જણાવે તો તમારે પૂછવું જોઈશે કે તે ક્યારે મરણ પામ્યું હતું. આથી સત્ય હકીકત બહાર આવશે કે તે મરેલું જન્મ્યું હતું કે નહીં.

૪૭. ૧૯૭૦ના હોળીના તહેવારના ઉત્સવના દિવસથી તે ગણતરીના દિવસ સુધીમાં જો કોઈ હાલ પરિણીત અવસ્થામાં હોય તેવી સ્ત્રીએ જીવિત બાળકને જન્મ આપ્યો હોય, તો "હા" લખો અને જો ન આપ્યો હોય તો "ના" લખો. એકી સાથે બે કે વધારે બાળકોને જન્મ આપ્યો હોય તેવા કિસ્સાઓમાં "હા" ની નોંધ પછી કૌંસમાં ૨, ૩ વગેરે જે હોય તે પ્રમાણે લખો.

નોંધ

૧લી થી ૩જી એપ્રિલ ૧૯૭૧ની તમારી ફેર તપાસ વખતે ૧લી એપ્રિલ ૧૯૭૧ના સૂર્યોદય પહેલાં પરંતુ તમારી છેલ્લી મુલાકાત પછી કોઈ કુટુંબમાં કોઈ પરિણીત સ્ત્રીએ બાળકને જન્મ આપ્યો હોય તેમ તમને માલૂમ પડે તો તેને તમારે ગણતરીમાં લેવો પડશે અને તે અનુસાર પ્રશ્ન ૬(બ) સામેનો જવાબ સુધારવો પડશે. આવો કોઈ જન્મ થયો છે કે કેમ તેની તમારે ચોક્કસ પૂછપરછ કરવી જોઈશે. મૃત જન્મની અવગણના કરી બીજા બધા જન્મો કે જ્યાં બાળક જીવતું જન્મ્યું હોય, પછી ભલે તે લાંબો વખત જીવંત રહ્યું ન હોય તો પણ તેને તમારે ગણતરીમાં લેવા પડશે.

પ્રશ્ન ૭ : જન્મસ્થળ

૪૮. જે વ્યક્તિની ગણતરી કરવામાં આવતી હોય તેને અનુલક્ષીને આ પ્રશ્નમાં તેના જન્મસ્થળ અંગેની હકીકત ચાર પેટા-વિભાગોમાં ભરવાની છે.

૭(અ) : જન્મનું સ્થળ

૪૯. જે ગામ અથવા શહેરમાં ગણતરી થતી હોય તે જ ગામ અથવા શહેરમાં જન્મેલી વ્યક્તિ માટે "જગા" લખો. જો આ પ્રશ્ન સામે "જગા" લખેલું હોય તો પેટા-વિભાગો (બ),(ક), અને (ડ)માં ચોકડી (×) મૂકો.

ગણતરી થતી હોય તે ગામ કે શહેરની બહાર જન્મ્યા હોય તેમને માટે પેટા-વિભાગ (અ) સામે જન્મસ્થળનું નામ લખો અને પેટા વિભાગો (બ), (ક) અને (ડ)માં બીજી હકીકત ભરો.

૭(બ) : ગામ/શહેર

૫૦. ગણતરી થતી હોય તે ગામ અથવા શહેરની બહાર જન્મેલા માટે તેના જન્મનું સ્થળ તેના જન્મ સમયે ગામ હતું કે શહેર તેની ચોકસાઈ કરવી. જન્મનું સ્થળ શહેર હતું કે ગામ તે કહેવાનું શક્ય બને તે માટે ગણતરીવાળા સ્થળની બાજુમાં આવેલા જાણીતા શહેર સાથે સરખાવીને તેના જન્મસ્થળનો દરજ્જો નક્કી કરવા કહેવું. તે માણસ પોતાના જન્મનું સ્થળ ગામ કે શહેર હતું તે કહી શકે તે માટે શહેરી વિસ્તારની કેટલીક અગત્યની લાક્ષણિકતાઓ તેને સમજાવો. દા. ત., સ્થાનિક વહીવટી સંસ્થાનું અસ્તિત્વ, શહેર તરીકે જાહેર થયેલી ઔદ્યોગિક વસાહતો, બજાર (માર્કેટીંગ સેન્ટર), ઈલેક્ટ્રીસિટી, પાણીનો પુરવઠો, ડ્રેનેજ, તાર અને ટપાલ કચેરી, માધ્યમિક શાળા, દવાખાનું વગેરે.

ગામડામાં જન્મેલી વ્યક્તિ માટે લખો "ગા".

શહેરી વિસ્તારમાં જન્મેલી વ્યક્તિ માટે લખો "શ".

જે વ્યક્તિ પરદેશમાં જન્મી હોય તેને માટે આ પેટા-વિભાગ તેમ જ પેટા-વિભાગ (ક) સામે ચોકડી (×) મૂકો.

જો જન્મના સ્થળનું ગામ/શહેર તરીકે વર્ગીકરણ કરવાના બધા પ્રયત્નો સફળ ન થાય, તો લખો "ખબર નથી."

૭(ક) : જિલ્લો

૫૧. **જે વ્યક્તિની ગણતરી કરવામાં આવતી હોય તેના જન્મનું સ્થળ ગણતરી થતી હોય તે ગામ અથવા શહેરની બહાર હોય તો જ આ પ્રશ્નનો જવાબ ભરવાનો છે.** જો કોઈ વ્યક્તિનો જન્મ જે જિલ્લામાં ગણતરી થતી હોય તે જ જિલ્લામાં થયો હોય તો "જિ" લખો. જે રાજ્યમાં ગણતરી થતી હોય તેના બીજા કોઈ જિલ્લામાં જન્મેલા માટે અથવા દેશના બીજા કોઈ રાજ્ય/કેન્દ્ર શાસિત પ્રદેશમાં જન્મેલા માટે તે જિલ્લાનું નામ લખો. જો કોઈ વ્યક્તિ જિલ્લાનું નામ કહી ન શકતી હોય તો લખો "ખબર નથી."

૭(ડ) : રાજ્ય / દેશ

૫૨. જે રાજ્યમાં ગણતરી થતી હોય તે જ રાજ્યમાં જન્મેલી વ્યક્તિઓ માટે આ વિભાગ સામે ચોકડી (×) મૂકો. આ અગાઉ પેટા-વિભાગ (અ), (બ) અને (ક)માં કરવામાં આવેલી નોંધ સાથે આ જવાબ સુસંગત હોવાની ખાતરી કરો, એટલે પેટા-વિભાગ (અ) સામે "જગા" લખેલું હશે અથવા પેટા-વિભાગ (ક) સામે "જિ" લખેલું હશે અથવા જે રાજ્યમાં ગણતરી થતી હશે તેના કોઈ જિલ્લાનું નામ લખેલું હશે.

૫૩. જે રાજ્યમાં ગણતરી થતી હોય તેની બહાર પરંતુ દેશની અંદર જન્મેલી વ્યક્તિ માટે રાજ્ય/કેન્દ્ર શાસિત પ્રદેશ કે જ્યાં જન્મ થયેલો હોય તેનું નામ લખો.

૫૪. ભારત બહાર જન્મેલી વ્યક્તિઓ માટે માત્ર તેમના જન્મના દેશનું નામ લખો. આ સંજોગોમાં પરદેશી રાજ્યના અંગભૂત નાના એકમનું નામ લખવાની જરૂર નથી. જો કોઈ વ્યક્તિ દેશનું નામ જણાવી શકે તેમ ન હોય તો તેના ખંડનું નામ લખો.

૫૫. જે વ્યક્તિનો જન્મ સમુદ્રની સપાટી ઉપર થયેલો હોય તેને માટે આ પેટા-વિભાગ સામે "સમુદ્રની સપાટી ઉપર જન્મેલા" એમ લખો અને પેટા-વિભાગ (અ), (બ) અને (ક) સામે ચોકડી (×) મૂકો. જો કોઈ વ્યક્તિનો જન્મ દેશની અંદર ટ્રેઈન, બોટ કે બસ વગેરેમાં થયેલો હોય તો આ બનાવ જે વહીવટી પ્રદેશમાં બન્યો હોય અથવા જ્યાં તેની નોંધણી થઈ હોય તેની વિગત પેટા-વિભાગ (અ), (બ) અને (ક)માં લખો.

પ્રશ્ન ૮ : છેલ્લો વસવાટ

૫૬. જે સ્થળે ગણતરી થતી હોય તે સ્થળે આવ્યા પહેલાં જે વ્યક્તિઓનું સામાન્ય વસવાટનું સ્થળ બીજું હોય તે દરેક વ્યક્તિ માટે આ પ્રશ્નનો જવાબ ભરવાનો છે, ભલે પછી એવી વ્યક્તિઓનું જન્મનું સ્થળ ગમે તે હોય. જે વ્યક્તિનો જન્મ જ્યાં ગણતરી થતી હોય ત્યાં થયો હોય પરંતુ કામ કે અભ્યાસ વગેરે કારણોસર તેણે બીજા ગામ કે શહેરમાં સ્થળાંતર કર્યું હોય અને ફરીથી પાછી ગણતરીના સ્થળે આવી હોય તો તેની અહીં ગણતરી પહેલાં તેનું રહેવાનું સ્થળ બીજું હતું તેમ ગણાશે.

દા. ત., કોઈ એક વ્યક્તિનો જન્મ સાણંદમાં થયો છે અને વસતિ ગણતરીના સમયે તે સાણંદમાં છે. તેની વ્યક્તિગત સ્લીપમાં પ્રશ્ન ૭ આ રીતે ભરાશે. આ વ્યક્તિ વેપાર ધંધો કરવાના ઈરાદાથી અમદાવાદમાં રહેવા જાય છે. તેની અમદાવાદની મુલાકાત યાત્રા કે પ્રવાસ માટે નથી પરંતુ અમદાવાદને કાયમી રહેણાક બનાવવાના હેતુસરની છે. સંજોગોવશાત્ આ માણસ અમદાવાદમાં સ્થિર થવાનો વિચાર માંડીવાળી પાછો સાણંદ આવેલ છે અને વસતિ ગણતરીના સમયે તે સાણંદમાં છે, તો તેના છેલ્લા વસવાટનું સ્થળ અમદાવાદ ગણાશે. **આથી દરેક વ્યક્તિ તે અત્યારના જે સ્થળે રહે છે ત્યાં આવ્યા પહેલાં બીજે કયે સ્થળે છેલ્લી રહેતી હતી તે શોધી કાઢવું જરૂરી છે.**

જો તે ગણતરીના ગામ કે શહેર બહાર રહેવા ગઈ હોય તો જ અગાઉના છેલ્લા વસવાટનું સ્થળ લખવાની જરૂરિયાત છે. જો કોઈ વ્યક્તિ તે જ (એટલે કે ગણતરીવાળા) ગામ કે શહેરમાં એક ઘેરથી બીજા ઘેર અથવા તે જ ગામ કે શહેરમાં બીજા લત્તામાં રહેવા ગઈ હોય તો અગાઉના છેલ્લા વસવાટનું સ્થળ લખવાની જરૂરી નથી. દા. ત., કોઈ વ્યક્તિ અમદાવાદમાં ખાડિયા વિસ્તારમાં જન્મેલી હોય પરંતુ ગણતરી સમયે એલીસબ્રીજ વિસ્તારમાં રહેતી માલૂમ પડે તો રહેણાકના આ ફેરફારને વસવાટના સ્થળના ફેરફાર તરીકે ગણવો જોઈએ નહિ, કારણ કે બંને વિસ્તારો અમદાવાદ શહેરમાં જ આવેલા છે. તેવી જ રીતે રામપુર ગામના પરા નં. ૧માં જન્મેલી વ્યક્તિ વસતિ ગણતરી સમયે રામપુર ગામના પરા નં. ૨માં રહેતી માલૂમ પડે, તો જ્યાં તેની ગણતરી થતી હોય તે ગામ તેના રહેવાના સ્થળથી બીજું છે એમ ગણાશે નહિ. જો કોઈ વ્યક્તિ બીજે સ્થળે અમસ્તી ગઈ હોય કે એક સ્થળેથી બીજે સ્થળે ફક્ત પ્રવાસ, યાત્રા કે ધંધાર્થે ટૂંક સમય માટે ફરતી હોય તો તેનું કુટુંબ સામાન્ય રીતે જે સ્થળે રહેતું હોય તેનાથી તેનું વસવાટનું સ્થળ જુદું છે તેમ ગણવું જોઈએ નહિ. જો કોઈ વ્યક્તિની હાલના તેના રહેવાના સ્થળે ગણતરી થાય તે પહેલાં તેનું સામાન્ય વસવાટનું સ્થળ અન્યત્ર હોય, તો તેના જન્મસ્થાનને ધ્યાનમાં લીધા સિવાય તેના વસવાટના અગાઉના સ્થળની અહીં નોંધ કરવી.

૮ (અ) : છેલ્લા વસવાટનું સ્થળ

૫૭. જે વ્યક્તિ જન્મથી જ ગણતરીના ગામ કે શહેરમાં સતત રહેતી હોય (સિવાય કે ગણતરીના ગામ કે શહેર બહાર બીજે સ્થળે બિલકુલ કામચલાઉ રોકાણ માટે ગઈ હોય) તેના માટે પેટા-વિભાગ (અ) સામે "જગા" લખો, અને પેટા-વિભાગ (બ), (ક) અને (ડ) સામે ચોકડી (×) મૂકો.

જો કોઈ વ્યક્તિએ ગતણરી થતી હોય તે ગામ અથવા શહેરની બહાર બીજી જગ્યાએ અગાઉ છેલ્લો વસવાટ કર્યો હોય તો (તેના જન્મના સ્થળને લક્ષમાં લીધા સિવાય) પેટા-વિભાગ (અ) સામે તેના છેલ્લા વસવાટના સ્થળનું નામ લખવું અને પેટા-વિભાગ (બ), (ક), (ડ) સામે બીજી હકીકત ભરવી.

૮(બ) : ગામ/શહેર

૫૮. ગણતરી થતી હોય તે સ્થળની બહાર અગાઉ વસવાટ કર્યો હોય તેવી વ્યક્તિઓ માટે અગાઉના છેલ્લા વસવાટનું સ્થળ ગામ કે શહેર હતું તેની ખાતરી કરો, અને તે મુજબ જવાબ નોંધો. જે વ્યક્તિનું અગાઉનું છેલ્લા વસવાટનું સ્થળ ગામડું હોય તે વ્યક્તિ માટે અહીં "ગા" લખો. જે વ્યક્તિનું અગાઉનું છેલ્લા વસવાટનું સ્થળ શહેરી વિસ્તાર હોય તો "શ" લખો. જે વ્યક્તિનો છેલ્લો વસવાટ પરદેશમાં હોય તેને માટે ચોકડી (×) મૂકો. જે વ્યક્તિનું અગાઉનું છેલ્લા વસવાટના સ્થળનું વર્ગીકરણ થઈ શકે તેમ ન હોય, તો લખો "ખબર નથી."

ગ્રામ્ય કે શહેરી વિસ્તારનું વર્ગીકરણ જે વ્યક્તિની ગણતરી થતી હોય તે વ્યક્તિ તેના અગાઉના છેલ્લા વસવાટના સ્થળેથી ગણતરીના સ્થળે આવી તે સમયે તે સ્થળ ગામ કે શહેર હતું તેને અનુલક્ષીને કરવામાં આવશે. છેલ્લા વસવાટનું સ્થળ ગામ છે કે શહેર તે નક્કી કરવામાં વ્યક્તિને મદદરૂપ થાય તે માટે પેરા (૫૦)માં પ્રશ્ન ૭(બ) સામે આપેલી સૂચનાઓ મુજબ શહેરી વિસ્તારની મહત્ત્વની લાક્ષણિકતાઓ જણાવવી.

૮(ક) : જિલ્લો

૫૯. જે વ્યક્તિ અગાઉ બીજી જગ્યાએ રહી હોય એટલે કે, પેટા-વિભાગ (અ) સામે જેને માટે "જગા" લખેલું ન હોય તેને માટે આ વિભાગ નીચે જણાવેલ રીત પ્રમાણે તમારે ભરવાનો છે.

જે વ્યક્તિ જ્યાં ગણતરી થતી હોય તે જિલ્લાના બીજા કોઈ ગામ કે શહેરમાં અગાઉ રહેલી હોય તેને માટે "જિ" લખો. જે વ્યક્તિ જ્યાં ગણતરી થતી હોય તે રાજ્ય/કેન્દ્ર શાસિત પ્રદેશના બીજા કોઈ જિલ્લામાં કે દેશના બીજા કોઈ રાજ્ય/કેન્દ્ર શાસિત પ્રદેશમાં અગાઉ રહેલી હોય તો તેને માટે જિલ્લાનું નામ લખો. જો તે જિલ્લાનું નામ કહી શકે તેમ ન હોય, તો લખો "ખબર નથી".

જો કોઈ વ્યકિતનું અગાઉનું છેલ્લું વસવાટનું સ્થળ ભારત બહાર હોય તો આ પેટા–વિભાગ સામે ચોકડી (×) મૂકો.

૮(૬) : રાજ્ય/દેશ

૬૦. જે વ્યકિતનો અગાઉનો છેલ્લો વસવાટ જે ગામ કે શહેરમાં ગણતરી થતી હોય તેની બહાર પરંતુ ગણતરી થતી હોય તે રાજ્ય કે કેન્દ્રશાસિત પ્રદેશમાં હોય તો આ વિભાગ સામે ચોકડી (×) મૂકો. પરંતુ જો તે સ્થળ ગણતરી થતી હોય તે રાજ્ય કે કેન્દ્રશાસિત પ્રદેશની બહાર હોય પરંતુ ભારતમાં હોય તો રાજ્ય/કેન્દ્રશાસિત પ્રદેશનું નામ લખો. જો કોઈ વ્યકિતનો અગાઉનો છેલ્લો વસવાટ પરદેશમાં હોય તો તે દેશનું નામ લખો, અને જો તે દેશનું નામ ઉપલબ્ધ ન હોય તો ખંડનું નામ લખો.

જો કોઈ વ્યકિતઓ જન્મથી જ હાલના ગણતરીના સ્થળેથી બિલકુલ બહાર ગઈ ન હોય (સિવાય કે બિલકુલ કામચલાઉ રોકાણ માટે) તો આ પેટા-વિભાગ ભરવાની જરૂર નથી, અને તેવી વ્યકિતઓ બાબતમાં આ પેટા-વિભાગ સામે ચોકડી (×) મૂકો.

પ્રશ્ન ૯ : વસતિ ગણતરીના ગામ કે શહેરમાં વસવાટની મુદત

૬૧. જે ગામ કે શહેરમાં જ્યાં વ્યકિતની ગણતરી થતી હોય તે સ્થળે તેના સળંગ વસવાટની મુદત પૂરાં વર્ષમાં નોંધો. ગણતરીના સ્થળે જન્મેલ વ્યકિતને પણ આ લાગુ પડે છે. જો તેણે આ ગામ કે શહેર છોડયું હોય અને બીજી જગ્યાએ કેટલોક સમય રહી હોય એટલે કે પ્રશ્ન ૮માં છેલ્લા વસવાટનું બીજું સ્થળ નોંધાયેલું હોય અને આ ગામ કે શહેરમાં ફરી પાછી આવી હોય તો આ પ્રશ્ન સામે વસવાટનો સમય જે નોંધવાનો છે તે છેલ્લા સળંગ વસવાટનો સમય છે. પરંતુ જો કોઈ વ્યકિત લાંબી મુલાકાત કે પ્રવાસ વગેરે કારણે બહાર ગયેલ હોય, તો તેના અહીંના સળંગ વસવાટનો સમય અખંડ ગણવાનો છે. જો કોઈ વ્યકિત ગણતરીના સ્થળે જન્મી હોય અને તેના છેલ્લા વસવાટનું બીજું કોઈ સ્થળ ન હોય એટલે પ્રશ્ન ૮ (અ) સામે "જગા" લખેલું હોય, તો પ્રશ્ન ૯ સામે ચોકડી (×) મૂકો.

જે વ્યકિતની બાબતમાં ગણતરીના સ્થળે સળંગ વસવાટનો ગાળો એક વર્ષ કરતાં ઓછો હોય, તો તેને માટે "૦" લખો.

પ્રશ્ન ૧૦ : ધર્મ

૬૨. આ પ્રશ્નનો જવાબ લખવામાં નીચેનાં ટૂંકાક્ષરી રૂપો વાપરો :–

હિંદુ ધર્મ માટે	...	'હિં' લખો.
ઈસ્લામ ધર્મ માટે	...	'ઈ' લખો.
ખ્રિસ્તી ધર્મ માટે	...	'ખ્રિ' લખો.
શીખ ધર્મ માટે	...	'શી' લખો.
બૌધ ધર્મ માટે	...	'બૌ' લખો.
જૈન ધર્મ માટે	...	'જૈ' લખો.

બીજાઓ માટે જે ધર્મ કહેવામાં આવે તેનું આખું નામ લખો.

૬૩. જો કોઈ વ્યકિત એમ કહે કે તે કોઈ ધર્મ પાળતી નથી તો તે પ્રમાણે નોંધ કરો. ધર્મને બદલે જ્ઞાતિ લખવાની ભૂલ કરશો નહિ, કારણ કે અહીં જ્ઞાતિ લખવાની નથી.

પ્રશ્ન ૧૧ : અનુસૂચિત જાતિ અને અનુસૂચિત જનજાતિ

૬૪. આપણા રાજ્યમાં અનુસૂચિત જાતિ તથા અનુસૂચિત જનજાતિની માન્ય રાખવામાં આવેલી યાદી તમને પરિશિષ્ટ ૨–બ થી આપવામાં આવી છે. ગણતરી કરવામાં આવતી હોય તે વ્યકિત અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિની છે કે કેમ તેની ખાતરી કરો અને જો તેમ હોય તો તે અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનું નામ લખો. આવી જાતિ/જનજાતિના નામનો સમાવેશ તમને આપવામાં આવેલ યાદીમાં હોવો જોઈએ. આ પ્રશ્નનો જવાબ તેની સામે આ હેતુ માટે મૂકવામાં આવેલ યોગ્ય લંબચોરસમાં નોંધવો. જો કોઈ વ્યકિત કોઈપણ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિની ન હોય તો બંને લંબચોરસમાં ચોકડી (×) મૂકો.

૬૫. જો કોઈ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિની વ્યકિત તેની જાતિ કે જનજાતિનું વર્ણન જાતિ કે જનજાતિના પર્યાય કે સમાનાર્થ શબ્દથી જણાવે તો તમને આપવામાં આવેલ યાદીમાં તેનો સમાવેશ થતો હોય તો જ તેની નોંધ કરવી જોઈએ. અનુસૂચિત જાતિઓ માટે સામાન્ય રીતે વપરાતા "હરિજન" કે "અછૂત" એવા મોઘમ શબ્દો લખવા નહિ. જ્યારે કોઈ વ્યકિત અનુસૂચિત જાતિની છે એમ જણાવવામાં આવે ત્યારે તે જાતિના નામ વિષે ખાતરી કરો અને આ નામ લખવા માટે રાખવામાં આવેલ લંબચોરસમાં તેની નોંધ કરો. તેવી જ રીતે અનુસૂચિત જનજાતિ માટે "આદિવાસી" જેવા મોઘમ શબ્દો લખશો નહીં. જ્યારે કોઈ વ્યકિત અનુસૂચિત જનજાતિની છે એમ તમને કહેવામાં આવે ત્યારે તે કઈ અનુસૂચિત જનજાતિની છે તેના નામની ખાતરી કરો અને આને માટે રાખવામાં આવેલ ટૂંટક લીટીઓવાળા લંબચોરસમાં તેની નોંધ કરો. જો કોઈ વ્યકિત બેદરકારી બતાવે અને પોતાને માત્ર "હરિજન" અગર "અછૂત" અગર "આદિવાસી" એમ કહેવડાવવાનો આગ્રહ રાખે તો તેને જણાવો કે આવું મોઘમ વર્ણન વસતિ ગણતરીના હેતુ માટે પૂરતું નથી, અને તેને જાતિ કે જનજાતિનું સાચું નામ આપવા માટે સમજાવો. પ્રસિદ્ધ કરેલી યાદીમાં જણાવ્યા પ્રમાણેની અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનું સાચું નામ જાણવા માટે તમારે બધા પ્રયત્નો કરવા જોઈશે. જો કોઈ વ્યકિત અનુસૂચિત જાતિ કે અનુસૂચિન જનજાતિનો હોવાનો ફકત દાવો કરે પરંતુ જો એમ કહે કે તે વિસ્તારને લાગુ પડતી મુકરર જાતિઓમાંની કોઈ એક પણ જાતિનો તે નથી, તો તેની અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિ તરીકે નોંધણી કરવામાં આવશે નહિ.

૬૬. અનુસૂચિત જાતિ માત્ર હિંદુ કે શીખ ધર્મોમાં હોય છે. જો કોઈ વ્યકિત અનુસૂચિત જાતિની હશે તો પ્રશ્ન ૧૦ના જવાબમાં કાં તો "હિં" કે "શી" લખેલું હશે. અનુસૂચિત જનજાતિ કોઈપણ ધર્મની હોઈ શકે છે.

પ્રશ્ન ૧૨ : અક્ષરજ્ઞાન (હા અથવા ૦)

૬૭. **ભણેલાની વ્યાખ્યા.**–જે વ્યકિત ગમે તે ભાષામાં સમજણપૂર્વક વાંચી અને લખી શકે તેને ભણેલી ગણવી. જે વ્યકિત માત્ર વાંચી શકે છે પરંતુ લખી નથી શકતી તેને અભણ ગણવી.

૬૮. જે વ્યકિત ભણેલી છે તેણે કંઈપણ ઔપચારિક શિક્ષણ લીધેલું હોવું જરૂરી નથી, તેમ જ તેને માટે શૈક્ષણિક ધોરણની

ઓછામાં ઓછી કોઈ પણ પરીક્ષા પાસ કરેલી હોવી જાઈએ તે જરૂરનું નથી.

૬૯. પ્રશ્ન ૧૨ સામે રાખેલા ત્રિકોણમાં જે વ્યકિત ભણેલી હોય એટલે જે વાંચી તથા લખી શકે છે તેને માટે "ભ" લખો. જ્યારે વ્યકિતની વાંચી કે લખી શકવાની શકિત માટે શંકા ઉપસ્થિત થાય, ત્યારે વાંચવા બાબતની ચકાસણી માટે ગણતરીદારની સૂચનાનો છાપેલો કોઈપણ ભાગ વાંચવાની તેની આવડત જાણી લેવાની છે. તેવી રીતે લખવાની બાબતમાં તે સાદો કાગળ લખી શકે તેમ છે કે કેમ તેના આધારે ચકાસણી કરવી. માત્ર પોતાની સહી કરવાની આવડત હોય તેથી કોઈ વ્યકિત સમજણપૂર્વક લખી શકે છે તેમ ગણવા પૂરતું નથી. જો કોઈ વ્યકિત, ગણતરીદાર જે ભાષાથી અજ્ઞાન છે તેવી ભાષામાં ભણેલી છે તેમ જણાવે તો તેને માન્ય રાખવું. જે વ્યકિતની ગણતરી કરવામાં આવની હોય તેને વિષે તેના કુટુંબના બીજા સભ્યો પણ તેના ભણતરની ખાતરી આપી શકશે.

૭૦. જે વ્યકિત અભણ છે એટલે કે વાંચી કે લખી શકતી નથી, અથવા જે માત્ર વાંચી શકે છે પરંતુ કોઈપણ ભાષામાં લખી શકતી નથી, તેને માટે પ્રશ્ન ૧૨ સામે રાખેલા ત્રિકોણમાં "૦" મૂકો. **ચાર વર્ષ કે તેથી ઓછી ઉંમરનાં બધાં બાળકોને અભણ ગણવાના છે,** ભલે પછી તે બાળક નિશાળે જતું હોય અને થોડાક શબ્દો વાંચી અને લખી શકતું હોય.

પ્રશ્ન ૧૩ : શિક્ષણનું સ્તર

૭૧. જેને માટે પ્રશ્ન ૧૨ સામે "ભ" નોંધવામાં આવ્યો હોય તેને આ પ્રશ્ન પૂછવાનો છે. જે વ્યકિત અભણ છે અને જેને માટે આ પ્રશ્ન ૧૨ના જવાબમાં "૦" લખેલું હોય તેણે શિક્ષણનું ઊંચામાં ઊંચું કેટલું સ્તર પ્રાપ્ત કર્યું છે, તેની ખાતરી કરવાનો કોઈ અર્થ નથી. આવી વ્યકિતએ કોઈક સમયે શાળામાં અભ્યાસ કર્યો હોય અને અમુક ધોરણ પાસ કર્યું હોય તો પણ જો ગણતરીના સમયે તે અભણ જણાય તો અભણ ગણવી. આવા કિસ્સાઓમાં તમારે ચોકડી (×) મૂકવી જોઈશે. જે વ્યકિત માટે પ્રશ્ન ૧૨ ના જવાબમાં "ભ" લખેલો હોય તેણે પ્રાપ્ત કરેલા સૌથી ઊંચા શિક્ષણના સ્તરની તમારે ખાતરી કરવી પડશે, અને તેની નોંધ કરવી પડશે.

૭૨. જે વ્યકિત ગણતરીના સમયે અમુક ધોરણમાં અભ્યાસ કરતી હોય તેનું શૈક્ષણિક ધોરણ લખતી વખતે તેણે ઊંચામાં ઊંચી જે ધોરણની પરીક્ષા પાસ કરી હોય તે લખવું જોઈએ, નહિ કે અત્યારે તે જે ધોરણમાં ભણે છે, તે ધોરણ. દા. ત., જે વ્યકિત બી.એ. ના પ્રથમ વર્ષમાં અભ્યાસ કરે છે, તેની શૈક્ષણિક લાયકાત પ્રી.યુનિ. આર્ટ્સ પાસ એમ બતાવવી જોઈએ. તેવી જ રીતે જે વ્યકિત એમ.બી.બી.એસ.ના છેલ્લા વર્ષમાં અભ્યાસ કરે છે, તેની શૈક્ષણિક લાયકાત એમ. બી. બી. એસ. નહિ લખતાં તેણે પસાર કરેલી છેલ્લી સૌથી ઊંચી પરીક્ષા જે બીજા વર્ષ એમ.બી.બી.એસ. ની છે તે મુજબ લખવી. જો કોઈ વ્યકિતએ પ્રાથમિક, માધ્યમિક કે બીજા કોઈ ચોક્કસ સ્તરની પરીક્ષા પાસ કરી છે કે કેમ તેની તમને ખાતરી ન હોય તો તેણે ખરેખર જે ધોરણની પરીક્ષા પાસ કરી હોય તે લખો. જેમ કે ત્રીજું ધોરણ, આઠમું ધોરણ, બી.કોમ.નું પ્રથમ વર્ષ, વગેરે.

જે વ્યકિતની ગણતરી થતી હોય તેણે શિક્ષણનું જે સૌથી ઊંચું સ્તર પ્રાપ્ત કર્યું હોય તેની નોંધ કરવી. જ્યારે કોઈ વ્યકિત સામાન્ય તેમ જ ટેકનિકલ એમ બંને લાયકાતો ધરાવતી હોય કે જે સામાન્ય દરજ્જાની હોય. દા. ત., બી.એસસી. (ઝૂલોજી) અને એમ.બી.બી.એસ. અથવા બી.એ. (મેથ્સ) અને બી.ઈ. (બેચેલર ઈન એન્જિનીયરીંગ), **તો સૌથી ઊંચું શિક્ષણનું સ્તર નોંધવામાં ટેકનિકલ લાયકાતને પસંદગી આપવી.** જ્યાં સામાન્ય શિક્ષણનું સ્તર ટેકનિકલ શિક્ષણના સ્તર કરતાં ઊંચું હોય અથવા જ્યાં કયું શિક્ષણનું સ્તર એકબીજા કરતાં ઊંચું છે તે નક્કી કરવાનું શકય ન હોય, ત્યાં સંબંધિત વ્યકિત જે સૌથી ઊંચું શિક્ષણનું સ્તર જણાવે તે નોંધવું.

સૌથી ઊંચા શિક્ષણના સ્તરની નોંધ કરતી વખતે નિષ્ણાતપણાના વિષયો જેવાં કે "બી.એસસી. (મેથ્સ)", "એમ.એ. (ઈકોનોમીકસ)", "એમ.એસસી. (બોટની)", "બી.એસસી. (એગ્રિકલ્ચર)", વગેરેની નોંધ કરવી. જે ટૂંકાં રૂપો સામાન્ય ઉપયોગમાં ન હોય, તે તમારે વાપરવાં નહિ. આવા કિસ્સાઓમાં ડિગ્રી કે ડિપ્લોમાની પૂરેપૂરી વિગત લખવી.

૭૩. **ગણતરી દરમિયાન જો તમને કોઈ સ્નાતક અથવા અનુસ્નાતક તેમ જ ટેકનિકલ ડિપ્લોમા કે ડિગ્રી ધરાવનાર કોઈ વ્યક્તિ મળે તો તમારે તેને "ડિગ્રી-હોલ્ડર એન્ડ ટેકનિકલ પર્સોનલ કાર્ડ" આપવું અને તેને તે કાર્ડ ભરવા માટે કહેવું. તમે કાર્ડ આપો ત્યારે તમારે તેમાં સ્થળસંકેત લખવો જોઈશે. તમે કાર્ડ આપો કે તરત જ પ્રશ્ન ૧૩ સામે શૈક્ષણિક લાયકાત નોંધ્યા પછી તેની સામે ટીક (√) નિશાની કરો. જ્યારે તમે થોડા સમય બાદ પરંતુ તમારા વિસ્તારની ગણતરી પૂરી કર્યા પહેલાં જ્યારે આ કાર્ડ પાછું લો ત્યારે ટીકની નિશાની ઉપર છેકો મૂકી તેને ફરતું વર્તુળ કરો. જેમ કે** (√×)

બધા સ્નાતકો તથા ટેકનિકલ ડિગ્રી કે ડિપ્લોમા ધારણ કરનાર વ્યક્તિઓને આપવામાં આવેલ કાર્ડ પાછા મેળવવામાં આવ્યા છે, તેની ચોકસાઈ કરો. જે કિસ્સામાં પ્રશ્ન ૧૩ સામે ટીકની નિશાની ઉપર છેકો મૂકવામાં આવ્યો નથી તે કાર્ડ પરત મેળવવામાં આવ્યું નથી તેમ ગણાશે.

પ્રશ્ન ૧૪ : માતૃભાષા

૭૪. **વ્યાખ્યા :**—માતૃભાષા એટલે તે વ્યકિતના બાળપણમાં તેની માતા તેની સાથે જે ભાષામાં વાત કરતી હોય તે ભાષા. જો માતા બાળકના બાળપણમાં મૃત્યુ પામી હોય તો તે માણસના ઘરમાં તેના બાળપણથી જે ભાષા મુખ્યત્વે બોલાતી હોય તે ભાષાને માતૃભાષા તરીકે નોંધવી. તદ્દન નાનાં બચ્ચાંઓ તથા બહેરામૂંગાની બાબતમાં માતા જે ભાષામાં સામાન્ય રીતે બોલતી હોય તે ભાષા લખવી.

૭૫. માતૃભાષાનું નામ ગમે તે જણાવવામાં આવે પણ તેનું પૂરેપૂરું વર્ણન કરવું અને ટૂંકા રૂપોનો ઉપયોગ કરવો નહીં. કોઈ વ્યકિતએ લખાવેલ ભાષા કોઈ મુખ્ય ભાષાની બોલી છે કે

કેમ વગેરે તે તમારે નક્કી કરવાનું નથી. ધર્મ અને માતૃભાષા વચ્ચે સંબંધ સ્થાપિત કરવાનો પ્રયત્ન તમારે કરવાનો નથી. કોઈપણ **વ્યક્તિ પોતાની જે માતૃભાષા જણાવે તે નોંધવા તમો બંધાયેલા છો. તમારે કોઈપણ વ્યક્તિ સાથે વાદવિવાદમાં ઊતરવું નહીં, અને તે જે લખાવે તેનાથી જુદું લખવાનો પ્રયાસ કરવો નહીં.** જો કોઈ વિસ્તારમાં કોઈ વ્યવસ્થિત ચળવળને કારણે સાચી માતૃભાષા લખાવવામાં આવતી નથી એવો તમને વહેમ પડે તો પણ તમારે લખાવનાર જે માતૃભાષા લખાવે તે જ લખવી અને તમારા વસતિ ગણતરીના ઉપરી અધિકારીને તપાસ કરવા માટે રીપોર્ટ કરવો. તમારી પોતાની મેળે કોઈપણ સુધારો કરવાનો તમને અધિકાર નથી.

પ્રશ્ન ૧૫ : બીજી ભાષાઓ

૭૬. પ્રશ્ન ૧૪માં માતૃભાષાની નોંધ કર્યા પછી તે વ્યકિત બીજી કોઈ ભારતીય કે પરદેશી ભાષા જાણે છે કે કેમ તેની ખાતરી કરો. તે વ્યકિત આવી બીજી જે ભાષાઓ જાણતી હોય તેની નોંધ આ પ્રશ્નની સામે કરો. જો તે વ્યકિત પોતાની માતૃભાષા સિવાય બીજી કોઈ ભાષા જાણતી ન હોય તો આ પ્રશ્ન સામે ચોકડી (×) મૂકો.

૭૭. આ પ્રશ્ન સામે બેથી વધારે ભાષાઓ નોંધવાની જરૂર નથી. આ ભાષાઓ તેની માતૃભાષા સિવાયની હોવી જોઈએ અને તે જે ભાષાઓ સૌથી સારી રીતે બોલી અને સમજી શકતો હોય અને બીજા સાથે સરળતાથી વ્યવહાર કરી શકતો હોય તે મુજબ ક્રમમાં ગોઠવી તેની નોંધ કરો. તે વ્યકિત આ ભાષાઓ વાંચી અને લખી શકતી હોય તે જરૂરનું નથી. તેને આ વધારાની ભાષાઓનું કામચલાઉ જ્ઞાન હોય અને તે આ ભાષાઓમાં બીજાની સાથે આસાનીથી વાતચીત કરી શકે તેમ હોય તો તે **પૂરતું** છે.

પ્રશ્ન ૧૬ : મુખ્ય પ્રવૃત્તિ

૭૮. દરેક વ્યકિતને પૂછવામાં આવશે કે તેની મુખ્ય પ્રવૃત્તિ કઈ છે, એટલે કે, તે પોતે કઈ પ્રવૃત્તિમાં સૌથી વધારે રોકાયેલી રહે છે. આ પ્રશ્નના હેતુ માટે મુખ્ય પ્રવૃત્તિના બે વિસ્તૃત પ્રકારોમાં બધા માણસો વહેંચાઈ જશે. એટલે કે વ્યકિત પોતે મુખ્ય પ્રવૃત્તિના જે પ્રકારમાં વધુમાં વધુ રોકાયેલી રહે છે, તે અનુસાર

(૧) કામ કરનાર તરીકે અને

(૨) કામ નહિ કરનાર તરીકે, વહેંચાઈ જશે.

૭૯. **"કામ કરનાર" ની વ્યાખ્યા.**—શારીરિક કે માનસિક પ્રવૃત્તિ દ્વારા કોઈપણ આર્થિક ઉત્પાદનના કામમાં ભાગ લેવાની જેની મુખ્ય પ્રવૃત્તિ છે તે વ્યકિતને "કામ કરનાર" ગણવી. "કામ" શબ્દના અર્થમાં માત્ર પ્રત્યક્ષ કામનો સમાવેશ થાય છે તેમ નથી પરંતુ અસરકારક દેખરેખ અને કામના સંચાલનનો પણ સમાવેશ થાય છે.

૮૦. **કામનો સંબંધિત સમય.**–વેપાર, વ્યવસાય, નોકરી કે ધંધામાં નિયમિત કામની બાબતમાં કામનો સંબંધિત સમય વસતિ ગણતરીની તારીખથી એક અઠવાડિયા અગાઉનો ગણવાનો છે. આ સંબંધિત સમય દરમિયાન કોઈપણ એક દિવસે કોઈ વ્યકિતએ કોઈ આવા નિયમિત કામમાં ભાગ લીધો હોય અને આ તેની મુખ્ય પ્રવૃત્તિ તરીકે નોંધાયેલ હોય, તો તે વ્યકિતનું તે અનુસાર વર્ગીકરણ કરવામાં આવશે. એક વ્યકિત સામાન્ય રીતે અમુક કામ નિયમિત કરે છે. પરંતુ આ સંબંધિત સમય દરમિયાન માંદગી કે મુસાફરી, રજા, ટૂંક મુદત માટે કામ ખોરવાઈ જવું, હડતાળ વગેરે કારણોસર કામ ઉપર ગેરહાજર રહે છે, તો તે વ્યકિતની ટૂંકી ગેરહાજરી બાદ કરતાં તે જ્યાં નિયમિત કામમાં રોકાયેલી હોત તેમાં રોકાયેલી ગણવી જોઈએ. જે વ્યકિતઓ વેતન સાથે કે વેતન સિવાય ઉમેદવાર તરીકે તાલીમ લેતી હોય, તેમને આર્થિક રીતે પ્રવૃત્ત ગણવી જોઈશે અને કામ કરતી નોંધવી પડશે. જે વ્યકિતને નિમણૂક આપવામાં આવી હોય પરંતુ કામ પર હાજર થઈ નહોય તેને કામ કરનાર તરીકે ગણવાની નથી.

૮૧. કામના એવા કેટલાક પ્રકારો છે કે જે આખું વર્ષ ચાલતા હોતા નથી. જેવા કે ખેતી, પશુપાલન, પ્લાન્ટેશન કામ, ગૃહ ઉદ્યોગના કેટલાક પ્રકારો, વગેરે. કોઈ વ્યકિત ગણતરીના અગાઉના એક અઠવાડિયામાં આર્થિક રીતે પ્રવૃત્ત ન હોય તો પણ છેલ્લા એક વર્ષમાં આવા કામના સંદર્ભમાં તે વ્યકિતની મુખ્ય પ્રવૃત્તિની ખાતરી કરવી જોઈએ. એવું પણ બને કે કોઈ વ્યકિત ગણતરીની તારીખના અગાઉના એક અઠવાડિયાના સમય દરમિયાન કોઈ બીજા કામમાં રોકાયેલી હોય, પરંતુ તે વ્યકિતની મુખ્ય પ્રવૃત્તિ ખેતી, ખેતમજૂરી કે કોઈ બીજું કામ હશે કે જે, તે વર્ષ દરમિયાન સામાન્ય રીતે કરતો હશે. આવા કિસ્સાઓમાં મુખ્ય પ્રવૃત્તિની બરાબર ચોકસાઈ થાય તે માટે કાળજી રાખવી પડશે. દાખલા તરીકે, કોઈ વ્યકિતની મુખ્ય પ્રવૃત્તિ ખેતમજૂરી હોય અને તે ગણતરીના અગાઉના અઠવાડિયામાં ખાંડના કારખાનામાં મજૂર તરીકે અથવા રસ્તા ઉપરના મજૂર તરીકે કામ કરતો હોય, તો તેણે જણાવ્યા મુજબ માત્ર ખેતમજૂર તરીકે તેની મુખ્ય પ્રવૃત્તિનું વર્ગીકરણ કરવું જોઈએ, કારણ કે તે પોતાની જાતને તે કામમાં વધારે વખત રોકે છે, અને બીજું કામ તેના ગૌણ કામ તરીકે નોંધવું જોઈએ.

૮૨. કોઈપણ પુરુષ કે સ્ત્રી કે જે મુખ્યત્વે કરીને ઘર કામમાં રોકાયેલ હોય. જેમ કે, પોતાના કુટુંબ માટે રસોઈ કરવી અથવા પોતાના ઘરકામની ફરજો બજાવવી અથવા કોઈ છોકરો કે છોકરી કે જે મુખ્યત્વે કરીને કોઈ સંસ્થામાં વિદ્યાર્થી તરીકે હાજરી આપતા હોય, તો તેમને મુખ્ય પ્રવૃત્તિ માટે **કામ કરનાર તરીકે ગણવા જોઈએ નહિ,** ભલે પછી આવી વ્યકિત કુટુંબની આર્થિક પ્રવૃત્તિમાં મદદ કરતી હોય પરંતુ પૂરા સમયના કામ કરનાર તરીકે (Full-time worker) ન હોય તો તેને મુખ્ય પ્રવૃત્તિ માટે કામ કરનાર તરીકે ગણવી જોઈએ નહિ. બીજી બાજુએ જો કોઈ વ્યકિત કોઈ આર્થિક પ્રવૃત્તિમાં મુખ્યત્વે કરીને રોકાયેલી હોય, પરંતુ તે સાથે થોડું ઘરકામ પણ કરતી હોય અથવા રાત્રી શાળામાં હાજરી આપતી હોય, વગેરે, તો મૂળભૂત રીતે તેની મુખ્ય પ્રવૃત્તિ માટે તેને કામ કરનાર તરીકે ગણવી જોઈએ અને તે મુજબ તેનું વર્ગીકરણ કરવું જોઈએ.

૮૩. જો કોઈ વ્યકિત પોતાની આવક, માત્ર ભાડું કે પેન્શનમાંથી મેળવતી હોય અને આ આવક મેળવવા માટે તેને કામ કરવું પડતું ન હોય, તો તેને આર્થિક રીતે પ્રવૃત્તિ ગણી શકાશે

નહિ, સિવાય કે આવી વ્યકિત કોઈ આર્થિક પ્રવૃત્તિમાં રોકાયેલી હોય અને તે પ્રવૃત્તિ તે વ્યકિતની મુખ્ય પ્રવૃત્તિ તરીકે લખાવવામાં આવી હોય.

પ્રશ્ન ૧૬ (અ): વિસ્તૃત પ્રકાર : (i) કામ કરનાર (ખે, ખેમ, ગૃઉ, બીકા) (ii) કામ નહિ કરનાર (ઘકા, વિદ્યા, નિ, આ, ભિ, સં, બી.)

૮૪. વ્યકિતએ લખાવેલ મુખ્ય પ્રવૃત્તિ મુજબ પ્રશ્ન ૧૬(અ) (i) હેઠળ કામ કરનાર તરીકે અથવા પ્રશ્ન ૧૬ (અ) (ii) હેઠળ કામ નહિ કરનાર તરીકે તેનું વર્ગીકરણ કરવું.

૧૬ (અ) (i): કામ કરનાર (ખે, ખેમ, ગૃઉ, બીકા)

૮૫. જ્યાં વ્યકિતની મુખ્ય પ્રવૃત્તિને ધોરણે તે કામ કરનાર તરીકે ગણવાને પાત્ર હોય, ત્યાં તેનું કામના પ્રકાર અનુસાર વર્ગીકરણ કરવું, અને આ પ્રશ્ન સામે દર્શાવવામાં આવેલ ટૂંકા રૂપોમાંથી એક યોગ્ય રૂપ આ હેતુ માટે રાખવામાં આવેલ ખાનામાં નોંધવું. જો કોઈ વ્યકિત કોઈપણ આર્થિક પ્રવૃત્તિમાં રોકાયેલી ન હોય, તો આ ખાનામાં ચોકડી (×) મૂકો. કામ કરનાર માટે વાપરવાના ટૂંકા રૂપોની સમજૂતી નીચે આપવામાં આવી છે.

ખે–ખેડૂત

૮૬. જે વ્યકિત પોતાની મુખ્ય પ્રવૃત્તિ ખેડૂત તરીકે જણાવે તેને માટે ટૂંકું રૂપ "ખે" વાપરવું.

૮૭. **ખેડૂતની વ્યાખ્યા**–વસતિ ગણતરીના હેતુ માટે જો કોઈ સ્ત્રી કે પુરુષ નીચે મુજબ કામ કરતા હોય તો તેમને ખેડૂત તરીકે ગણવા :–

(૧) જાતે ખેતીમાં રોકાયેલા હોય, અથવા

(૨) માલિકની હેસિયતથી જમીનની દેખરેખ કે સંચાલનનું કામ કરતા હોય, અથવા

(૩) સરકાર પાસેથી ધારણ કરેલી જમીનના પટેદાર તરીકે હોય, અથવા

(૪) રોકડ અનાજ કે ભાગમાં વળતર આપવાની શરતે ખાનગી વ્યકિત કે સંસ્થા પાસેથી ધારણ કરેલી જમીનના ગણોતિયા હોય.

૮૮. ખેતીમાં, જમીનનું ખેડવાનું, બી વાવવાનું અને પાક લણવાના કામનો તેમ જ ઘઉં, ડાંગર, જુવાર, બાજરી, રાગી વગેરે જેવા અનાજના પાકો અને કઠોળ, કાચું શાણ અને તેના જેવા રેશાવાળાં પાકો, કપાસ, વગેરે અને શેરડી, મગફળી, સાબુદાણા, વગેરે જેવા બીજા પાકોના ઉત્પાદનનો સમાવેશ થાય છે. પરંતુ ખેતીમાં ફળફળાદિ ઉગાડવાં, શાકભાજી ઉગાડવા કે બગીચા તૈયાર કરવા અથવા ચા, કોફી, રબર, સીંકોના અને એવા બીજા ઔષધને લગતા છોડો ઉગાડવાનો સમાવેશ થતો નથી.

૮૯. જે વ્યકિત ફકત જમીનની માલિકી ધરાવતી હોય પરંતુ તેણે જમીન બીજી વ્યકિત કે વ્યકિતઓને રોકડ, અનાજ કે પાકના ભાગના બદલામાં ખેડવા આપી દીધી હોય અને તે જમીનની ખેતી ઉપર દેખરેખ રાખતી ન હોય કે દોરવણી આપતી ન હોય, તો તે ખેડૂત તરીકે ગણાશે નહિ. એ જ પ્રમાણે કોઈ વ્યકિત બીજાની જમીનમાં રોકડેથી અથવા અનાજ કે પાકના ભાગના બદલામાં વેતનથી (ખેતમજૂર) તરીકે કામ કરતી હોય, તો તે આ પ્રશ્ન માટે ખેડૂત ગણાશે નહિ.

ખેમ–ખેતમજૂર

૯૦. જે વ્યકિતએ પોતાની મુખ્ય પ્રવૃત્તિ ખેતમજૂર તરીકે લખાવી હોય, તેને માટે ખાનામાં ટૂંકું રૂપ "ખેમ" લખો.

૯૧. **ખેતમજૂરની વ્યાખ્યા**–જે વ્યકિત બીજાની જમીનમાં રોકડ, અનાજ કે પાકના ભાગના બદલામાં વેતનથી કામ કરે છે, તેને ખેતમજૂર ગણવી. ખેતીમાં તેને કંઈ જોખમ હોતું નથી. પરંતુ તે ફકત બીજાની જમીન ઉપર વેતનથી કામ કરે છે, આ મજૂર જે જમીન ઉપર કામ કરતી હોય તે જમીન તેને પટેથી આપવાનો કે તેના વિષે બીજા કોઈપણ પ્રકારનો કરાર કરવાનો તેને હક્ક નથી.

ગૃઉ–ગૃહ ઉદ્યોગ

૯૨. જે વ્યકિત પોતાની મુખ્ય પ્રવૃત્તિ માલસામાનના ઉત્પાદન, પ્રક્રિયા, સર્વીસીંગ કે સમારકામ, જેમ કે હાથશાળ વણાટ, રંગાટ, સુથારીકામ, બીડી વાળવાનું, માટીકામ, સાયકલ રીપેરીંગ, લુહારીકામ, દરજીકામ, વગેરેમાં રોકાયેલી છે એમ લખાવે તો તેને માટે તે ગૃહ ઉદ્યોગ છે કે કેમ તેની ખાતરી કરો અને જો તેમ હોય તો, ખાનામાં ટૂંકું રૂપ "ગૃઉ" લખો.

ગૃહ ઉદ્યોગની વ્યાખ્યા

૯૩. ગ્રામ્ય વિસ્તારમાં કુટુંબના મુખ્ય માણસ પોતે અને/અથવા મુખ્યત્વે કુટુંબના સભ્યો દ્વારા પોતાના ઘરમાં કે ગામમાં ચલાવતા ઉદ્યોગને ગૃહ ઉદ્યોગ ગણવાનો છે. શહેરી વિસ્તારમાં મુખ્ય માણસ પોતે અને/અથવા મુખ્યત્વે કુટુંબના સભ્યો દ્વારા માત્ર કુટુંબ જે ઘરમાં રહેતું હોય તેની હદમાં જ (શહેરમાં બીજે નહિ) ચલાવાતા ઉદ્યોગને ગૃહ ઉદ્યોગ ગણવાનો છે. આ ઉદ્યોગ રજિસ્ટર થયેલા કારખાનાના ધોરણે ચલાવાતો ન હોવો જોઈએ.

૯૪. ગૃહ ઉદ્યોગની મુખ્ય કસોટી કુટુંબના એક કે વધુ સભ્યો તેમાં ભાગ લેતા હોય તે છે. આ કસોટી શહેરી વિસ્તારને પણ લાગુ પડે છે. ગ્રામ્ય વિસ્તારમાં ગૃહ ઉદ્યોગ પોતાના ઘરે જ ચાલતો ન હોય અને ગામની હદમાં ગમે ત્યાં આવેલો હોય તો પણ તેમાં કુટુંબના સભ્યો ભાગ લઈ શકે તેવી ઘણી જ શકયતા રહેલી છે. શહેરી વિસ્તારમાં જ્યાં સુસંચાલિત ઉદ્યોગોનું સ્થાન આગળ પડતું છે, ત્યાં ગૃહ ઉદ્યોગ ફકત તેમાં ભાગ લેનાર જે ઘરમાં રહેતા હોય તે ઘરે અથવા તેના આંગણામાં જ ચલાવાતો હોય તે જ ગૃહ ઉદ્યોગ ગણાશે. શહેરી વિસ્તારમાં જો કોઈ કુટુંબના માણસો પોતાના રહેવાના ઘરથી દૂરના સ્થળે કોઈ ઉદ્યોગ ચલાવતા હોય, તો તે ગૃહ ઉદ્યોગ ગણાશે નહિ. જે ઘરમાં સભ્યો રહે છે તે ઘરમાં કે તેના આંગણામાં જ તે ચલાવતો હોવો જોઈએ.

૯૫. ગૃહ ઉદ્યોગને ઉત્પાદન, પ્રક્રિયા, સર્વીસીંગ, સમારકામ કે માલસામાન બનાવવા અને વેચવા (પરંતુ ફકત વેચવા માટે નહિ) સાથે સંબંધ છે. તેમાં વકીલ, દાકતર, નાથી, સંગીતકાર, નૃત્યકાર, પાણીવાળો, ધોબી, જ્યોતિષી વગેરેનો સમાવેશ થતો નથી. તે જ પ્રમાણે સામાન્ય વેપાર ધંધાનો પણ તેમાં સમાવેશ થતો નથી, પછી

ભલે આવા વ્યવસાયો, વેપાર કે સેવાઓ કુટુંબના સભ્યો દ્વારા ઘેર ચલાવાતા હોય. ઉદાહરણ રૂપે કેટલાક ગૃહ ઉદ્યોગોની યાદી આ સૂચનાઓ સાથે જોડેલા પરિશિષ્ટ–૩માં આપવામાં આવી છે.

૯૬. કેટલીકવાર એવું બનવા સંભવ છે કે કોઈ વ્યકિત પોતાના ગૃહ ઉદ્યોગમાં કામ કરતી ન હોય પરંતુ બીજાના ગૃહ ઉદ્યોગમાં નાના નોકર તરીકે કામ કરતી હોય. તેથી જે વ્યકિત તેના પોતાના ગૃહ ઉદ્યોગમાં કામ કરતી ન હોય તેની બાબતમાં તે બીજાના ગૃહ ઉદ્યોગમાં નોકર તરીકે કામ કરે છે કે કેમ તેની તમારે તપાસ કરવી અને ઉપર આપવામાં આવેલ સૂચનાઓ અનુસાર નોંધ કરવી.

ગૃહ ઉદ્યોગની વ્યાખ્યામાં "સર્વીસીંગ" શબ્દનો અર્થ મોટર કે મશીનરીને થોડા થોડા સમયને અંતરે સાફસૂફી, ઓઈલીંગ વગેરે કરી તેનું સરળ સંચાલન કરવા માટે જે કામગીરી કરવામાં આવે છે તે સમજવાનો છે. ધોબી, હજામ, જ્યોતિષી, નૃત્યકાર વગેરે બીજી સેવાઓ આપનારા હોવાથી તેમનો સમાવેશ આમાં કરવાનો નથી, તેની ખાસ નોંધ લેવી.

બીકા–બીજા કામ કરનારાઓ

૯૭. જો કોઈ વ્યકિત પોતાની મુખ્ય પ્રવૃત્તિ ખેતી, ખેતમજૂરી કે ગૃહ ઉદ્યોગ સિવાયનું બીજું કોઈ કામ જણાવે તો તેને માટે ખાનામાં ફકત "બીકા" ની નોંધ કરવી. "બીજા કામ કરનારાઓ"ના પ્રકાર હેઠળ જે કામ કરનારાઓ આવે છે તે કારખાનામાં કામ કરનારાઓ, વેપાર કે વાહનવ્યવહારમાં કામ કરનારાઓ, બધા સરકારી નોકરો, નગરપાલિકાના કર્મચારીઓ, શિક્ષકો, ખાણમાં કામ કરનારાઓ, રાજકીય કે સામાજિક કાર્યકરો, બાંધકામના કારીગરો, વગેરે છે. વાસ્તવમાં ખેતી, ખેતમજૂરી, કે ગૃહ ઉદ્યોગમાં ન આવતી હોય તેવી બધા પ્રકારની આર્થિક પ્રવૃત્તિ આ શેષ પ્રકારમાં આવશે. પ્લાન્ટેશન કે જંગલ ઉદ્યોગમાં કામ કરનારાઓને ખેડૂત કે ખેતમજૂર તરીકે ગણવા જોઈશે નહિ, પરંતુ તેમને "બીજા કામ કરનારા" તરીકે ગણવા જોઈશે.

૯૮. આ "બીજા કામ કરનારા"ની તેમ જ ગૃહ ઉદ્યોગમાં રોકાયેલા હોય તેમને લગતી વધુ વિગતો પ્રશ્ન ૧૬ના પેટા–વિભાગો (બ) થી (ફ) માં નોંધવામાં આવશે.

૧૬ (અ) (ii) : કામ નહિ કરનારા (ઘકા, વિદ્યા, નિ, આ, ભિ, સં, બી.)

૯૯. અગાઉ કહ્યા પ્રમાણે પ્રશ્ન ૧૬, પ્રત્યેક વ્યકિત, તે આર્થિક રીતે પ્રવૃત્ત હોય કે ન હોય તો પણ તેની મુખ્ય પ્રવૃત્તિની ખાતરી કરવા માટે રાખવામાં આવ્યો છે. પ્રશ્ન ૧૬ (અ) (i) જેઓએ પોતાની મુખ્ય પ્રવૃત્તિ તરીકે કંઈ કામ જણાવ્યું હોય તેમનું વિસ્તૃત પ્રકારોમાં વર્ગીકરણ કરવામાં મદદ કરે છે, જ્યારે પ્રશ્ન ૧૬ (અ) (ii) જેઓએ પોતાની મુખ્ય પ્રવૃત્તિ કોઈ આર્થિક ઉત્પાદનના કામમાં રોકાયેલ ન હોય પરંતુ મૂળભૂત રીતે કામ નહિ કરનારાઓ છે તેમ જણાવેલ હોય તેમનું વર્ગીકરણ કરવામાં મદદ કરે છે. તેઓનું વર્ગીકરણ સાત વિસ્તૃત મથાળા હેઠળ કરવું કે જેને માટેના ટૂંકા રૂપો આ પ્રશ્ન સામે જણાવવામાં આવેલ છે. તે માટે રાખવામાં આવેલ ખાનામાં યોગ્ય ટૂંકું રૂપ લખવું. આ ટૂંકા રૂપોની સમજૂતી નીચે આપવામાં આવી છે :–

ઘકા–ઘરકામ

૧૦૦. જે વ્યકિતઓ બિન-વેતનવાળી ઘરકામની ફરજોમાં મૂળભૂત રીતે રોકાયેલી હોય અને બીજું કંઈ કામ કરતી ન હોય, તેમનો સમાવેશ આમાં થશે, અથવા ભલે આવી વ્યકિત કોઈ બીજા કામમાં ભાગ લેતી હોય પરંતુ તે પૂરા સમયના કામ કરનાર જેટલું ન હોય, અને જો તે પુરુષ કે સ્ત્રીએ ઘરકામ તરીકે પોતાની મુખ્ય પ્રવૃત્તિ લખાવેલ હોય તો આવી વ્યકિતની મુખ્ય પ્રવૃત્તિ "ઘકા" તરીકે નોંધવી જોઈએ. જેની મુખ્ય પ્રવૃત્તિ ઘરકામ છે એવી કોઈ વ્યકિત બીજી આર્થિક પ્રવૃત્તિ જેવી કે કુટુંબની ખેતીમાં મદદ અથવા વેચવા માટે કોક્વાર છાણાં વગેરે બનાવવાનું કામ કરતી હોય તો તે આર્થિક પ્રવૃત્તિ પ્રશ્ન ૧૭ હેઠળ ગૌણ કામ તરીકે નોંધવામાં આવશે. બીજી બાજુએ કોઈ સ્ત્રી મુખ્યત્વે કરીને કારખાનામાં અથવા પ્લાન્ટેશનમાં મજૂર તરીકે અથવા ખેતમજૂર તરીકે અથવા કોઈ ઑફિસમાં અથવા કોઈ દુકાન વગેરેમાં કામ કરતી હોય અને ઘરકામ પણ કરતી હોય, તો તેની મુખ્ય પ્રવૃત્તિ દેખીતી રીતે જ એ આર્થિક પ્રવૃત્તિ છે કે જેમાં તે ઘણો સમય રોકાયેલી રહે છે. આથી આ પ્રશ્નમાં તેની મુખ્ય પ્રવૃત્તિ માટે "ઘકા" તરીકે વર્ગીકરણ ન કરવું. તેને મૂળભૂત કામ કરનાર તરીકે જ ગણવી જોઈએ. તેની મુખ્ય પ્રવૃત્તિ પ્રશ્ન ૧૬ (અ) (i) સામે નોંધવામાં આવેલી હોવી જોઈશે.

વિદ્યા–વિદ્યાર્થી

૧૦૧. જેઓની મુખ્ય પ્રવૃત્તિ વિદ્યાર્થી તરીકે જણાવવામાં આવી હોય તેને આ લાગુ પડે છે. આમાં બધા પૂરા સમયના (Full-time) વિદ્યાર્થીઓ અથવા નિશાળે જતાં બાળકોનો સમાવેશ થશે. કુટુંબની ખેતી, ગૃહ ઉદ્યોગ, વેપાર કે ધંધામાં વેતન વગરના કુટુંબના કામ કરનાર તરીકે કવચિત્ માત્ર મદદ કરતા હોય તે રીતે આવી વ્યકિતઓ કોઈ કામમાં ભાગ લેતી હોય પરંતુ પૂરા સમયના કામ કરનાર તરીકે નહિ અને તેમની મુખ્ય પ્રવૃત્તિ વિદ્યાર્થી તરીકેની હોય તો તેઓને મુખ્યત્વે વિદ્યાર્થી તરીકે નોંધવા જોઈશે. ખાનામાં "વિદ્યા" લખવું જોઈશે. આવી વ્યકિત જો બીજી કોઈ આર્થિક પ્રવૃત્તિ કરતી હશે, તો તે પ્રશ્ન ૧૭ હેઠળ ગૌણ કામ તરીકે જણાવવામાં આવશે.

નિ–નિવૃત્ત વ્યકિતઓ અથવા ભાડા ઉપર નભનાર

૧૦૨. જે વ્યકિત નોકરીમાંથી નિવૃત્ત થઈ હોય અને બીજું કોઈ કામ કરતી ન હોય, એટલે પૂરા સમયના કોઈ કામમાં રોકાયેલ ન હોય અથવા ખેતી, ધંધા, વેપાર, વગેરે જેવું બીજું કોઈ કામ કરતી ન હોય, અથવા જે વ્યકિત ભાડા ઉપર નભતી હોય, અથવા ખેતીની અથવા બિન-ખેતીની રોયલ્ટી, ભાડા કે ડિવિડન્ડ ઉપર જીવતી હોય, અથવા આવકનાં સ્વતંત્ર સાધનોવાળી બીજી વ્યકિતઓ કે જેને તે સાધનો મેળવવા માટે કોઈ કામ કરવું પડતું નથી, તેવી વ્યકિતઓ આ પ્રકાર હેઠળ આવશે. આ પ્રકાર હેઠળ આવતી વ્યકિત માટે ખાનામાં "નિ" લખવું.

આ–આશ્રિત

૧૦૩. બધા આશ્રિતો જેવા કે નાનાં બચ્ચાં કે નિશાળે ન જતાં બાળકો અથવા વૃદ્ધાવસ્થા કે બિમારીને લીધે કાયમ માટે

કામ કરી શકે તેમ ન હોય, તેમનો આ પ્રકારમાં સમાવેશ થશે. જો કોઈ છોકરી કે વૃદ્ધ સ્ત્રી ઘરકામની ફરજો બજાવતી હોય, તો તેની મુખ્ય પ્રવૃત્તિ માટે "આ" ને બદલે "ઘરકા" લખવું.

કામ નહિ કરનારાઓના બીજા કોઈપણ પ્રકાર હેઠળ જેની કોઈ પ્રવૃત્તિ નોંધાયેલી નથી અને જેઓ કોઈ કામની શોધમાં નથી, પરંતુ ફક્ત આશ્રિતો છે તે બધા કામ નહિ કરનારાઓનો સમાવેશ આશ્રિતોમાં કરવો, ભલે પછી તેઓ સશક્ત હોય.

ભિ–ભિખારી વગેરે

૧૦૪. આમાં ભિખારીઓ, રખડુઓ અથવા જેના આવકનાં સાધનોનો નિર્દેશ મળતો નથી તેવી સ્વતંત્ર સ્ત્રીઓ અને જેના આજીવિકાનાં સાધનો અસ્પષ્ટ છે તથા જેઓ કોઈ આર્થિક રીતે ઉત્પાદનના કામમાં રોકાયેલા નથી તેવી વ્યક્તિઓનો સમાવેશ થશે.

સં–સંસ્થા

૧૦૫. આમાં જેલમાં સજા ભોગવતી વ્યક્તિઓ અથવા શિક્ષાત્મક, ગાંડાની કે ધર્માદા સંસ્થાના નિવાસીઓનો થશે, પછી ભલે આવી વ્યક્તિઓને આવી સંસ્થાઓમાં સુથારી, શેત્રંજી વણવાનું, શાકભાજી ઉગાડવાનું વગેરે જેવાં કામ કરવાની ફરજ પાડવામાં આવતી હોય. કાચા કામના કેદીને આ પ્રકાર નીચે લાવવા ન જોઈએ પરંતુ તેની ધરપકડ પહેલાં તે જે મુખ્ય પ્રવૃત્તિમાં રોકાયેલા હોય, તે મુજબ તેની પ્રવૃત્તિ દર્શાવવી જોઈએ. આવી સંસ્થાના રહેવાસીઓની "સં"થી નોંધ કરવી જોઈએ.

બી–બીજા કામ નહિ કરનારાઓ

૧૦૬. આમાં ઉપરના છ પ્રકારોમાંના કોઈપણ પ્રકાર હેઠળ ન આવતા કામ નહિ કરનારાઓનો પરંતુ જેઓ કામની શોધમાં છે, તેમનો સમાવેશ થશે. તેઓને "બી" તરીકે ખાનામાં નોંધવા જોઈએ, જે છોકરા કે છોકરીએ શિક્ષણ પૂરું કર્યું છે અથવા ભણવાનું છોડી દીધું છે અને કામની શોધમાં છે તેઓ આ પ્રકાર હેઠળ આવશે. જે વ્યક્તિ આશ્રિત તરીકે ફક્ત ઘેર સમય ગાળતી હોય અને બીજું કોઈ કામ ન કરતી હોય અને કોઈ કામની શોધમાં ન હોય તે "બી" ને બદલે "આ" હેઠળ આવશે. ગમે તે ઉંમરવાળી શિક્ષિત કે અશિક્ષિત વ્યક્તિ એમ કહે કે તે કોઈ બીજી પ્રવૃત્તિમાં રોકાયેલ નથી પણ કામની શોધમાં છે, તો તે આ પ્રકાર હેઠળ આવશે.

૧૦૭. જેની ગણતરી કરવામાં આવી છે તે વ્યક્તિની મુખ્ય પ્રવૃત્તિ જો તેને કામ કરનાર તરીકે ગણવા માટે લાયક બનાવતી ન હોય અને તે પ્રશ્ન ૧૬ (અ) (i) માં આવતા ચાર વિસ્તૃત પ્રકારોમાંના કોઈપણ પ્રકારમાં પડતી ન હોય અને તે પ્રશ્ન સામે ખાનામાં ચોકડી (×) મૂકવામાં આવી હોય, તો તેનું કામ નહિ કરનારાઓના સાત વિસ્તૃત પ્રકારોમાંના કોઈ એક પ્રકાર હેઠળ વર્ગીકરણ કરવું જોઈશે, અને પ્રશ્ન ૧૬ (અ) (ii) સામેના ખાનામાં યોગ્ય ટૂંકું રૂપ લખવું જોઈશે. એથી ઊલટું જો કોઈ વ્યક્તિને કામ કરનાર તરીકે ગણવામાં આવી હોય અને તેની મુખ્ય પ્રવૃત્તિ પ્રશ્ન ૧૬(અ) (i) સામેના ખાનામાં દર્શાવવામાં આવી હોય, તો પ્રશ્ન ૧૬ (અ) (ii) તે વ્યક્તિને લાગુ પડશે નહિ, અને પ્રશ્ન ૧૬ (અ) (ii) સામેના ખાનામાં ચોકડી (×) મૂકવી પડશે. આમ ૧૬(અ) (i) અને ૧૬(અ) (ii) એકબીજાથી અલગ છે. એટલે કોઈપણ વ્યક્તિની મુખ્ય પ્રવૃત્તિની નોંધ કાં તો ૧૬(અ) (i) અથવા ૧૬(અ) (ii) સામે આવશે, પરંતુ કોઈપણ સંજોગોમાં એકી સાથે બન્ને સ્થળે આવશે નહિ.

પ્રશ્ન ૧૬ (બ) થી ૧૬ (ફ)

૧૦૮. પ્રશ્ન ૧૬ના આ પેટા-વિભાગો પ્રશ્ન ૧૬ (અ) (i) સામે દર્શાવવામાં આવેલા ગૃહઉદ્યોગ કે બીજા કામની વિગતો જણાવવા માટે ભરવામાં આવશે. **જો પ્રશ્ન ૧૬(અ) (i) સામે મુખ્ય પ્રવૃત્તિ "ખે" કે "ખેમ" તરીકે જણાવવામાં આવી હોય તો, ખેતી કે ખેતમજૂરીની વિગતો આ પેટા-વિભાગોમાં આપવાની જરૂર નથી.**

૧૦૯. તેવી જ રીતે, જો કોઈ વ્યક્તિની મુખ્ય પ્રવૃત્તિ પ્રશ્ન ૧૬(અ) (ii) સામે કામ નહિ કરનાર તરીકે જણાવવામાં આવેલ હોય, તો તેને પેટા-વિભાગો (બ) થી (ફ) લાગુ પડશે નહિ અને આ બધા પ્રશ્નો સામે ચોકડી (×) મૂકવી જોઈશે.

પ્રશ્ન ૧૬ (બ) : કામનું સ્થળ (ગામ/શહેરનું નામ)

૧૧૦. જે વ્યક્તિ ખેતી કે ખેતમજૂરી સિવાયના બીજા કામ કરનાર તરીકે નોંધવામાં આવી હોય એટલે કે જેને માટે પ્રશ્ન ૧૬ (અ) (i) ના જવાબમાં "ગૃઉ" કે "બીકા" લખવામાં આવ્યું હોય, તેને માટે તે જે ગામ કે શહેરમાં કામ કરતી હોય તેની ખાતરી કરો, જો કામનું સ્થળ જે ગામ કે શહેરમાં ગણતરી થતી હોય તે જ હોય તો "જગા" લખો. બીજા બધા કિસ્સાઓમાં તમારે સ્થળનું પૂરેપૂરું નામ લખવું જોઈએ. જો કોઈ વ્યક્તિને કામનું નિયત સ્થળ ન હોય, જેવી કે શાકભાજી તથા વસ્તુઓ વેચનાર ફેરિયો કે રિક્ષા ખેંચનાર જે એક ગામથી બીજે ગામ કે એક શહેરથી બીજે શહેર જાય છે, તો તેને માટે "કામનું નિયત સ્થળ નથી" એમ લખો. જો તે કોઈ એક ચોક્કસ શહેર કે ગામમાં કામ કરતો હોય, તો તે શહેર કે ગામનું નામ લખવું જોઈએ.

પ્રશ્ન ૧૬ (ક): ધંધાના એકમનું નામ

૧૧૧. પ્રશ્ન ૧૬(અ) (i) સામે "ખે" કે "ખેમ" તરીકે અગાઉ નોંધાયેલા ખેડૂત અને ખેતમજૂર માટે આ પ્રશ્ન અને પ્રશ્ન ૧૬ના હવે પછીના પેટા-વિભાગો ભરવાના નથી.

કારખાનું, પેઢી, કોઢ, ધંધાની પેઢી, કંપની, દુકાન, ઑફિસ વગેરેનું જે ચોક્કસ નામ હોય તે લખો, અને જાહેર કચેરીઓની બાબતમાં તે કેન્દ્ર કે રાજ્ય સરકારની અથવા સ્થાનિક સ્વરાજ્યની સંસ્થાની કચેરીઓ છે, વગેરે, તમારે સ્પષ્ટ રીતે નોંધવું જોઈએ. જો કોઈ ધંધાના એકમનું કોઈ ચોક્કસ નામ ન હોય, જેમ કે, ચોખાને હાથથી છડવા, ગોળ બનાવવો, મધમાખઉછેર, હાથસાળ વણાટ, કુંભારકામ, લુહારીકામ વગેરે જેવા ગૃહ ઉદ્યોગની બાબતમાં "કોઈ નામ નથી" એમ નોંધ કરો.

પ્રશ્ન ૧૬ (ડ) : ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર

૧૧૨. અર્થવ્યવસ્થાના વિભાગ કે જેમાં વ્યક્તિ કામ કરતી હોય તેનું યોગ્ય વર્ગીકરણ કરવા માટે આ પ્રશ્નનો જવાબ સંપૂર્ણપણે મુદ્દાસર હોવો જોઈએ. અર્થવ્યવસ્થાના વિભાગ કે જેમાં વ્યક્તિ

કામ કરે છે તે (૧) પ્લાન્ટેશન, જંગલ-ઉદ્યોગ, મત્સ્ય-ઉદ્યોગ, પશુપાલન વગેરે (૨) ખનિજ અને/અથવા ખાણ, (૩) ઉત્પાદન, (૪) બાંધકામ (૫) વીજળી, ગેસ અથવા પાણી પુરવઠો (૬) વાહન-વ્યવહાર અને સંદેશાવ્યવહાર (૭) વેપાર અને વાણિજ્ય (૮) વ્યવસાય અને સેવાઓ છે, જેમાં વ્યકિત રોકાયેલી છે તે ઉદ્યોગ, વેપાર, ધંધા કે નોકરીના પ્રકારની પૂરી વિગતો અહીં નોંધવી જોઈશે. આર્થિક પ્રવૃત્તિનું યોગ્ય રીતે વર્ગીકરણ થાય તે માટે જે વિગતો ભરવાની છે તેમાં મદદરૂપ થાય તે માટે વિવિધ આર્થિક પ્રવૃત્તિઓનું મહત્ત્વનું વર્ણન પરિશિષ્ટ ૪માં આપવામાં આવેલ છે, અને તેનું કેટલાક વિસ્તૃત વિભાગોમાં વર્ગીકરણ કરવામાં આવેલું છે. પરિશિષ્ટ ૪માં આપવામાં આવેલી યાદી સંપૂર્ણ નથી. તમારે ઉદ્યોગ, વેપાર, ધંધા કે નોકરી જે હોય તેના પ્રકારની વિગતો શકય હોય તેટલી મુદ્દાસર આપવી જોઈશે.

પ્રશ્ન ૧૬ (૬) : કામનું વર્ણન

૧૧૩. બધી વ્યકિતઓ કે જેની મુખ્ય પ્રવૃત્તિ "ગૃહ" કે "બીકા" તરીકે પ્રશ્ન ૧૬(અ)(i)માં જણાવવામાં આવી છે અને જેને માટે પ્રશ્ન ૧૬ના બીજા પેટાવિભાગોના જવાબો તમારે લખવાના છે, તેને માટે આ પ્રશ્ન ભરવાનો છે. પ્રશ્ન ૧૬(૬)માં નોંધવામાં આવેલ ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો ગમે તે પ્રકાર હોય તો પણ જે વ્યકિતની ગણતરી કરવામાં આવની હોય તે જે ચોક્કસ કામ કરતી હોય તેનું વર્ણન આ પ્રશ્ન હેઠળ લખવાનું છે. તેના ચોક્કસ કામની પૂરતી વિગતો પણ આપવી જોઈશે. દાખલા તરીકે જો કોઈ વ્યકિત માત્ર કારકુન તરીકે નોંધવામાં આવી હોય અને તેની બીજી વિગતો આપવામાં આવી ન હોય તો તે કયા પ્રકારનું કામ કરે છે તેનું યોગ્ય વર્ગીકરણ કરવાનું અશકય બનશે. તે કારકુન પત્રવ્યવહાર, ચોપડાઓ લખવાનું અથવા હિસાબનું કામ કરતો કારકુન હોઈ શકે. તેવી જ રીતે જો કોઈ વ્યકિત માત્ર મિકેનિક તરીકે નોંધવામાં આવી હોય તો તે કયા પ્રકારનો મિકેનિક-ઈલેકિટ્રકલ મિકેનિક કે મોટર મિકેનિક કે રેલવે એન્જિનનો મિકેનિક, વગેરે છે તે નકકી કરવામાં મદદરૂપ થશે નહિ. વ્યકિત જે ચોક્કસ કામ કરતી હોય તેના વર્ણનની પૂરતી વિગતોની ખાતરી કરી આ પ્રશ્ન સામે લખો.

૧૧૪. પ્રશ્ન ૧૬(૬) નો જવાબ ભરવામાં તમને માર્ગદર્શનરૂપ થાય તે માટે કેવી વિગતોની ચકાસણી કરવાની જરૂર રહે છે તે બતાવતા થોડા નમૂનારૂપ ધંધાની વિગતો પરિશિષ્ટ ૫માં આપી છે.

પરિશિષ્ટ ૫ કોઈ રીતે સંપૂર્ણ નથી. પ્રશ્ન ૧૬(૬) ભરવા માટે વ્યકિત જે કામ કરે છે તેની પૂરેપૂરી વિગતોની ખાતરી કરી, લખવાની કેટલી જરૂરિયાત છે તેનું તે ફકત દૃષ્ટાંત પૂરું પાડે છે.

૧૧૫. ભૂતકાળમાં સારી એવી સંખ્યામાં લોકોને સામાન્ય મજૂરો તરીકે નોંધવામાં આવ્યા હતા એવું માલૂમ પડયું છે. આવા કિસ્સાઓમાં મજૂર તરીકે તે કયા પ્રકારનું કામ કરે છે, તેની ઊંડી તપાસ કરવાની જરૂર છે. જેમ કે રસ્તાનો મજૂર, માર્કીટમાં માલ ઉતારનાર તથા ચઢાવનાર મજૂર, બાંધકામનો મજૂર, વગેરે.

૧૧૬. લશ્કરી સેવા આપનારાઓ માટે ફકત "કેન્દ્ર સરકારની સેવામાં" એટલું નોંધવામાં આવે તો તે પૂરતું છે. બીજી વિગતો આપવાની જરૂર નથી.

સામાન્ય

૧૧૭. પ્રશ્ન ૧૬(૬) અને ૧૬(૬)ની મર્યાદા બાબત કોઈ ગૂંચવાડો રહેવો ન જોઈએ. ઉદ્યોગ, વેપાર, ધંધો કે નોકરી એ આર્થિક પ્રવૃત્તિનાં ક્ષેત્રો છે. તે ઉદ્યોગ, વેપાર, ધંધા કે નોકરીના પણ વિવિધ પ્રકારો છે. તે વિવિધ પ્રકારો પૈકી વ્યકિત જે પ્રકારમાં કામ કરે છે તે પ્રકાર પ્રશ્ન ૧૬(૬)માં દર્શાવવાનો છે, અને પ્રશ્ન ૧૬(૬) જે ઉદ્યોગ, વેપાર ધંધા કે નોકરીમાં તે વ્યકિત જે ચોક્કસ કામ કરે છે તે દર્શાવે છે. આમ દાખલા, તરીકે પ્રશ્ન ૧૬(૬)ના જવાબમાં સુતરાઉ કાપડનું ઉત્પાદન લખેલું હોય અને પ્રશ્ન ૧૬(૬)ના જવાબમાં તે ઉદ્યોગમાં કેમિકલ એન્જિનિયર કે રવાનગી કારકુન કે હિસાબનીશ કે પેકિંગ ડિપાર્ટમેન્ટનો મજૂર કે ટ્રક ડ્રાઈવર કે મેનેજિંગ ડીરેકટર, વગેરે લખેલું હોય એવું પણ બને. તેવી જ રીતે પ્રશ્ન ૧૬(૬)માં નોકરીના પ્રકાર માટે રાજ્ય સરકારનો કોઈ વિભાગ લખેલું હોય અને પ્રશ્ન ૧૬(૬)માં કામનું વર્ણન તે વિભાગમાં નોંધણી કારકુન કે હિસાબનીશ, નિયામક, જીપ ડ્રાઈવર વગેરે, લખેલું હોય એવું પણ બને. એવી જ રીતે પ્રશ્ન ૧૬(૬)માં ખાનગી મેડિકલ પ્રેકટીસ લખેલું હોય અને પ્રશ્ન ૧૬(૬)માં તે ખાનગી મેડિકલ પ્રેકટીશનરના નર્સીંગ હોમમાં ઓર્થોપીડીક સર્જન કે નર્સ કે ઝાડુવાળનાર વગેરે તરીકે કામ કરે છે તેમ લખેલું હોય એમ બને. પ્રશ્ન ૧૬(૬)માં આવતા ઉદ્યોગ, વેપાર, ધંધા કે નોકરીના પ્રકાર અને પ્રશ્ન ૧૬(૬)માં આવતા વ્યકિતના ચોક્કસ કામના વર્ણન બાબતમાં તમારા મનમાં ઉદ્ભવતી શંકાઓ નિવારવામાં આ પુસ્તિકાને અંતે આપવામાં આવેલ પરિશિષ્ટ ૬માં જણાવવામાં આવેલ નમૂનાના જવાબો, પરિશિષ્ટ ૪ અને ૫માં આપવામાં આવેલ ઉદ્યોગો અને ધંધાની યાદીઓ તેમ જ તમારા ઉપરી સેન્સસ અધિકારીએ તમને આપેલી સૂચનાઓ મદદરૂપ થશે.

પ્રશ્ન ૧૬(૬) : કામ કરનારનો વર્ગ

૧૧૮. **કામ કરનારા માટે નીચે મુજબ નોંધ કરવી :-**

(૧) **"કામે રાખનાર"** એટલે પ્રશ્ન ૧૬(૬)માં વર્ણવેલા પોતાના કામમાં એક કે વધુ માણસોને નોકરીએ રાખે છે, તેને માટે લખો..... "કારા"

(૨) **"નોકર"** એટલે પ્રશ્ન ૧૬(૬)માં વર્ણવેલું કામ જે બીજાની તાબેદારીમાં રહી રોકડ કે ચીજ—વસ્તુમાં વેતન કે પગાર લઈ મહેનતાણાથી કરે છે તેને માટે લખો..... "નો"

(૩) **"જાતે એકલો કામ કરનાર"** એટલે પ્રશ્ન ૧૬(૬)માં વર્ણવેલું પોતાનું કામ, બીજાને કયારેય રોકવો પડે તે સિવાય, તેમ જ કુટુંબના બીજા સભ્યોની પ્રસંગોપાત્ત મદદ લેવી પડે તે સિવાય જે એકલો જાતે કરે છે. આમાં સહકારી મંડળીના સભ્ય તરીકે કામ કરનારનો સમાવેશ થાય છે, આવી વ્યકિત માટે લખો..... "એકા"

(૪) **"કુટુંબનો કામ કરનાર"** એટલે પ્રશ્ન ૧૬(૬) વર્ણવેલું પોતાનું કામ કૌટુંબિક સાહસમાં રોકડ કે ચીજ-વસ્તુમાં વેતન કે પગાર લીધા વિના પોતાના કુટુંબના સભ્યો સાથે કરે છે, તેને માટે લખો..... "કુકા"

જે વ્યકિત માટે પ્રશ્ન ૧૬(ડ) અને ૧૬ (ઈ) માં ચોકડી (×) મૂકેલી હોય, તેને માટે આ પ્રશ્ન સામે પણ ચોકડી મૂકો.

સમજૂતિ

૧૧૯. **"કામે રાખનાર"** એટલે જે વ્યકિત પ્રશ્ન ૧૬(ઈ)માં વર્ણવેલું કામ કરવા માટે બીજા માણસોને કામે રાખે છે તે. એટલે કે આવી વ્યકિત પ્રશ્ન ૧૬(ઈ)માં જણાવેલું કામ પોતે જાતે કરવા ઉપરાંત બીજાને કામે રાખવા માટે પણ જવાબદાર છે. પરંતુ કોઈ વ્યકિત ઘરકામ માટે નોકર રાખતી હોય અથવા પોતે જે ઑફિસમાં કામ કરતી હોય ત્યાં તેના હાથ નીચે ઊતરતી કક્ષાના માણસો નોકરી કરતા હોય તો તે વ્યકિત આવા નોકરને "કામે રાખનાર" બનતી નથી, પછી ભલે તે વ્યકિતને પોતાની ઑફિસમાં પોતાને કામે રાખનાર વતી બીજા માણસોને નોકરીમાં રાખવાની સત્તા હોય.

૧૨૦. **"નોકર"** એટલે જે વ્યકિત રોકડ કે ચીજ–વસ્તુમાં પગાર કે વેતન લઈ બીજાના તાબામાં રહી સામાન્ય રીતે કામ કરે છે તે. આવા માણસો પૈકી કેટલાક માણસો એવા હશે કે જે મેનેજર સુપરિન્ટેન્ડેન્ટ, એજન્ટ વગેરે દરજ્જાનું કામ કરતા હોય અને તેથી પોતાને કામે રાખનાર વતી બીજાઓને કામે રાખતા હોય અગર તેમના ઉપર કાબૂ ભોગવતા હોય, છતાં આવા માણસો પણ ઉપર જણાવ્યું તેમ માત્ર નોકર જ છે અને તેમને કામે રાખનાર તરીકે ગણવાના નથી.

૧૨૧, પ્રશ્ન ૧૬(ફ) ના હેતુ માટે **"જાતે એકલો કામ કરનાર"** એટલે જે વ્યકિત જાતે કામ કરે છે તે. તેને બીજા કોઈએ કામે રાખેલ હોતો નથી તેમ જ તે પોતે બીજા કોઈને કામે રાખતો નથી તેમ જ પોતાના કુટુંબના સભ્યોને પણ કામે રાખતો નથી સિવાય કે પ્રસંગોપાત્ત. એકલા કામ કરનારની આ વ્યાખ્યામાં જે વ્યકિત બીજા કોઈને કામે રાખ્યા સિવાય એક કે વધારે માણસોની સંયુકત ભાગીદારીમાં કામ કરતી હોય તેનો સમાવેશ થાય છે. ઉપરાંત ઉત્પાદક સહકારી મંડળીના સભ્યોનો પણ આમાં સમાવેશ થાય છે. ઉત્પાદક સહકારી મંડળના પ્રત્યેક સભ્ય કે ભાગીદારને "એકલા કામ કરનાર" તરીકે નોંધવા.

૧૨૨. **"કુટુંબનો કામ કરનાર"** એટલે ઉદ્યોગ, વેપાર ધંધા કે નોકરીમાં કોઈ પણ જાતના રોકડ કે ચીજ–વસ્તુમાં વેતન લીધા વિના કુટુંબનો જે સભ્ય કામ કરે છે તે. દાખલા તરીકે ધોબીના કુટુંબના કામ કરનાર સભ્યો જેઓ બધા કામ કરે છે અને તે દરેક અલાયદા વેતન લેતા નથી તેમને કુટુંબના કામ કરનારા તરીકે ગણવા જોઈએ. ઉદ્યોગ, વેપાર કે ધંધામાં પણ કુટુંબના કામ કરનારા હોઈ શકે. આ વ્યાખ્યાના હેતુ માટે કુટુંબના વર્તુળની બહારના પરંતુ લોહી કે લગ્ન સંબંધથી જોડાયેલા કુટુંબના સભ્યોને પણ આવરી લેવામાં આવે છે. કુટુંબનો કામ કરનાર પોતે ધંધો ચલાવતો હોય અથવા કુટુંબના મુખ્ય માણસ કે બીજા સગાઓ મારફત ચલાવવામાં આવતા ધંધાના નફામાં ભાગીદાર હોવો જોઈએ એવું જરૂરી નથી.

૧૨૩. કુટુંબના જે સભ્યો માત્ર ઘરકામની ફરજોમાં જ મદદ કરતા હોય તેમને કુટુંબના કામ કરનાર ગણવાના નથી.

૧૨૪. ગૃહઉદ્યોગમાં રોકાયેલી વ્યકિતઓની બાબતમાં એટલે કે જેને માટે પ્રશ્ન ૧૬(અ) (i)ના જવાબમાં "ગૃઉ" લખેલું હશે ત્યાં સામાન્ય રીતે કામ કરનારાઓના ત્રણ વર્ગો હશે, જેવા કે (૧) કુટુંબના કામ કરનાર (૨) એકલા કામ કરનારા અને (૩) નોકર. તેમાં કામે રાખનાર હશે નહિ. ગૃહ ઉદ્યોગની વ્યાખ્યા મુજબ તે ઉદ્યોગ ઘરનો મુખ્ય માણસ પોતે અને/અથવા કુટુંબના બીજા માણસોની મદદથી ચલાવતો હોય છે, અને તેમાં કામે રાખેલ માણસો ગૌણ ભાગ ભજવતા હોય છે. નોકરો વેતનથી રાખી જો કુટુંબનો મુખ્ય માણસ કુટુંબના બીજા સભ્યો સાથે ગૃહઉદ્યોગમાં કામ કરતો હોય, તો મુખ્ય માણસ અને કુટુંબના બીજા જે સભ્યો કામ કરે છે તેમને "કુટુંબના કામ કરનાર" ગણવા જોઈએ. જો મુખ્ય માણસ એકલો જ કામે રાખેલા માણસોની મદદથી કામ કરતો હોય અને કામે રાખેલા માણસો ઉપર જણાવ્યા પ્રમાણે ગૌણ ભાગ ભજવતા હોય તો તેને "એકલો કામ કરનાર તરીકે ગણવો જોઈએ.

પ્રશ્ન ૧૬ અથવા ૧૭ ભરવા માટે કેટલાંક દષ્ટાંતો પરિશિષ્ટ ૬માં આપવામાં આવ્યાં છે.

પ્રશ્ન ૧૭ : ગૌણ કામ

૧૨૫. આ પ્રશ્ન દરેક વ્યકિત, જેણે પ્રશ્ન ૧૬(અ) (i) સામે તેની મુખ્ય પ્રવૃત્તિ તરીકે કંઈ કામ લખાવેલું હોય અથવા પ્રશ્ન ૧૬(અ) (ii) સામે મૂળભૂત રીતે કામ નહિ કરનારા પ્રકારોમાંના કોઈ એક પ્રકાર હેઠળ પોતાની જાતને નોંધાવી હોય, તેને પૂછવાનો છે. અગાઉ નોંધ્યા પ્રમાણે, પ્રશ્ન ૧૬(અ) (ii)માં મૂળભૂત રીતે ઘરગથ્થુ ફરજો બજાવતી વ્યકિતઓ અથવા વિદ્યાર્થીઓ કે જે બીજા કોઈ આર્થિક રીતે ઉત્પાદનના કામમાં બિલકુલ રોકાયેલા નથી તેમનો સમાવેશ થશે. તે ઉપરાંત આમાં જેઓ પોતાની મુખ્ય પ્રવૃત્તિના હેતુ માટે ઘરગથ્થુ ફરજો બજાવતા હોય છતાં બીજી કોઈ આર્થિક પ્રવૃત્તિમાં ભાગ લેતા હોય, જેમ કે ખેતીમાં કે ગૃહ ઉદ્યોગમાં કે ઢોરોની સંભાળ રાખવામાં, કુટુંબના ધંધામાં, ધ્યાન રાખવા જેવી કામની ઘણી બાબત વગેરેમાં કુટુંબને મદદ કરતા હોય તો પણ તેમનો સમાવેશ થશે. આ આર્થિક પ્રવૃત્તિ પૂરા સમયના કામ કરનાર (Full–time worker)ના ધોરણે કરાતી ન હોવી જોઈએ. આવા સહયોગને આ વ્યકિતઓનું ગૌણ કામ ગણવું.

૧૨૬. દરેક વ્યકિતને પૂછો કે પ્રશ્ન ૧૬(અ) (*i*) અથવા ૧૬(અ)(*ii*) સામે પોતાની મુખ્ય પ્રવૃત્તિ તરીકે જે લખાવ્યું છે તે ઉપરાંત તે બીજા કોઈ ગૌણ કામમાં ભાગ લે છે કે કેમ. કુટુંબના ધંધામાં ભાગ લેનારા વેતન વિનાના કુટુંબના કામ કરનારા જેઓએ પોતાની મુખ્ય પ્રવૃત્તિ માટે પ્રશ્ન ૧૬(અ) (*ii*) હેઠળ દા. ત., "ઘકા" કે "વિદ્યા" કે "નિ" તરીકે મુખ્યત્વે પોતાની જાતને નોંધાવી હોય, તેઓને તેમની આર્થિક પ્રવૃત્તિ કે જે ગૌણ છે તેને માટે અહીં આવરી લેવામાં આવશે. માત્ર પોતાના ઘરને માટે અપાતી સેવાઓ અથવા માત્ર ઘરઘથ્થુ વપરાશ માટેના માલસામાનના ઉત્પાદનને આર્થિક પ્રવૃત્તિ ગણવાની નથી. દાખલા તરીકે, કોઈ નોકર પોતાને કામે રાખનારના ઘેર વેતનથી રસોઈયા તરીકે કામ કરે છે, તે આર્થિક રીતે પ્રવૃત્ત ગણાશે. પરંતુ કોઈ ગૃહિણી કુટુંબ માટે રસોઈનું કામ કે કુટુંબની દેખરેખ રાખવાનું કામ વેતનથી રાખેલ

નોકર કરતાં ઘણુ વધારે કરતી હોય છતાં આ વર્ગીકરણના હેતુ માટે તે આર્થિક રીતે પ્રવૃત્ત ગણાશે નહિ. તેવી રીતે જે સ્ત્રીઓ ઘર વપરાશ માટે સાળ ઉપર કાપડ ઉત્પાદન કરતી હોય તેને આર્થિક રીતે પ્રવૃત્ત ગણવામાં આવશે નહિ; સિવાય કે ઉત્પાદનનું વેચાણ કરવામાં આવતું હોય અને કુટુંબ તેમાંથી આવક મેળવતું હોય. કામમાં જે સહયોગ કુટુંબની આવક વધારવામાં મદદ કરે છે, તેને જ ફકત આર્થિક પ્રવૃત્તિ ગણવી. જે છોકરાની પ્રશ્ન ૧૬(અ) (*ii*) હેઠળ વિદ્યાર્થી તરીકે મુખ્ય પ્રવૃત્તિ જણાવવામાં આવી હોય, તેણે જો મોસમના કોઈ ભાગ દરમિયાન ખેતીના કામમાં કુટુંબના મુખ્ય માણસને મદદ કરી હોય તો તેનું ગૌણ કામ ખેતી હોઈ શકે. પરંતુ કોઈ વિદ્યાર્થીની જેની મુખ્ય પ્રવૃત્તિ પ્રશ્ન ૧૬ (અ) (*ii*) હેઠળ "વિદ્યા" તરીકે જણાવવામાં આવી હોય તે ઘેર સાળ ઉપર માત્ર ઘર વપરાશ માટે કાપડ વણવામાં મદદ કરતી હોય, અથવા ઘરગથ્થુ ફરજોમાં મદદ કરતી હોય, તો તેને કોઈ ગૌણ કામ છે તેમ ગણવામાં આવશે નહિ. જો કોઈ વ્યકિત કોઈ આર્થિક પ્રવૃત્તિમાં રોકાયેલી હોય તો જ ગૌણ કામ લાગુ પડશે, પછી ભલે તે આર્થિક પ્રવૃત્તિ નજીવી હોય પરંતુ તે પ્રશ્ન ૧૬ હેઠળ જે મુખ્ય પ્રવૃત્તિ નોંધવામાં આવી છે તે ઉપરાંતની હોવી જોઈએ. પ્રશ્ન ૧૬ હેઠળ જે વ્યકિતની મુખ્ય પ્રવૃત્તિ, દાખલા તરીકે સરકારી કચેરીમાં કારકુન તરીકે અથવા શિક્ષક તરીકે જણાવવામાં આવી હોય, તે પોતાની સીધી દેખરેખ હેઠળ ખેતીમાં ધ્યાન આપતી હોય, અથવા ટયુશન કરતી હોય, તો તે પ્રશ્ન ૧૭ હેઠળ ગૌણ કામ તરીકે જણાવવામાં આવશે. પ્રશ્ન ૧૬માં કોઈ વ્યકિતની મુખ્ય પ્રવૃત્તિ ખેતી હોય અને પ્રશ્ન ૧૭માં તેની ગૌણ પ્રવૃત્તિ નાણાં ધીરનારની હોય, તેમ બને. તેવી રીતે કોઈની મુખ્ય પ્રવૃત્તિ ખેતમજૂર તરીકે હોય અને ગૌણ કામ ખાંડના કારખાનામાં મજૂર તરીકે હોય એવું પણ બને.

૧૨૭. પ્રશ્ન ૧૬ (અ) (*i*) હેઠળ કામ કરનારાઓનું વર્ગીકરણ માટેના ટૂંકાં રૂપેાના ઉપયોગ માટેની અને પ્રશ્ન ૧૬(બ) થી (ફ) હેઠળ વિગતો ભરવા માટેની સૂચનાઓ પ્રશ્ન ૧૭(અ) થી (ફ) ને ભરવામાં જરૂરી ફેરફાર સાથે લાગુ પડે છે. આમાં અપવાદ એ છે કે પ્રશ્ન ૧૬ (અ) (*i*) મુખ્ય કામને આવરી લે છે, જ્યારે પ્રશ્ન ૧૭(અ) ગૌણ કામને આવરી લે છે કે જે ઘણું ખરું ઓછા સમય માટે (Part–time) હોય છે. કામ નહિ કરનારાના પ્રકારો જેવા કે ઘરકા, વિદ્યા, નિ, આ, વગેરેની નોંધ પ્રશ્ન ૧૭ હેઠળ ગૌણ કામ તરીકે કરવામાં ન આવે તેની ખાસ કાળજી રાખવી.

૧૨૮. નમૂનાની એન્ટ્રીઓ બતાવતી થોડીક સ્લીપો પરિશિષ્ટ ૭માં અને પ્રશ્ન ૧૬ની સામે જવાબો નોંધવા માટેના કેટલાંક દૃષ્ટાંતો પરિશિષ્ટ ૬માં આપવામાં આવેલ છે. ગણતરીનું કામ શરૂ કરતાં પહેલાં આ નમૂનાની એન્ટ્રીઓ અને દૃષ્ટાંતોનો અભ્યાસ કરવાની તેમ જ ગણતરી સમયે કોઈ પ્રશ્નનો જવાબ નોંધવામાં તમને કંઈ શંકા થાય ત્યારે આ એન્ટ્રીઓ તેમ જ દૃષ્ટાંતો જોઈ જવાની સલાહ આપવામાં આવે છે.

વસતિની નોંધ

૧૨૯. કુટુંબની બધી વ્યકિતઓની ગણતરી પૂરી કર્યા પછી તરત જ તમારે દરેક કુટુંબની બધી વ્યકિતઓની માહિતીની કેટલીક વિગતો વસતિની નોંધમાં ઉતારવી પડશે. વસતિની નોંધનું પત્રક પરિશિષ્ટ ૧૦ ઉપર આપવામાં આવેલું છે. જો તમને એમ લાગે કે ગણતરી કરતી વખતે વસતિની નોંધ ભરવામાં ઘણો સમય લાગે તેમ છે તો દિવસને અંતે તમારે ઘેર વિગતો લખવામાં વાંધો નથી. તેમ છતાં કુટુંબની બધી વ્યકિતઓની ગણતરી તમે પૂરી કર્યા પછી તમારે વસતિની નોંધમાં સ્થળસંકેત નંબર અને કુટુંબ નંબર લખવો જોઈએ અને આસન ૨માં કુટુંબની ગણતરી કરવામાં આવેલ બધી વ્યકિતઓનાં નામોનો ઉતારો કરવો જોઈએ. કુટુંબના સભ્યોની સાથે ચકાસણી કરવામાં અને કુટુંબમાં ગણતરી માટે લાયક બધી વ્યકિતઓની પૂરેપૂરી ગણતરી થઈ ગઈ છે તેની ખાતરી કરવામાં આ તમને મદદરૂપ થશે.

વસતિની નોંધના પત્રકો તમને અનુકૂળ ચોપડીઓમાં આપવામાં આવ્યાં હશે, અને એક પાનામાં સામાન્ય રીતે એક કુટુંબની બધી વ્યકિતઓનો સમાવેશ થશે. તેમ છતાં જો કોઈ મોટા કુટુંબમાં વ્યકિતઓની સંખ્યા એક પત્રકમાં સમાઈ શકે તેના કરતાં વધારે હોય તો એક પત્રક પૂરું કર્યા પછી તમારે બીજા પત્રકોમાં એન્ટ્રીઓ ચાલુ રાખવી. પરંતુ બીજા પત્રકના મથાળે "ચાલુ" એમ મોટા અક્ષરે લખવું.

વસતિની નોંધની વિગતવાર સમજૂતીની ભાગ્યે જ જરૂર છે. પત્રકના મથાળે સાચો સ્થળસંકેત નંબર અને કુટુંબ નંબર લખવો. આ સૂચનાઓના પેરા ૨૪ થી ૨૮માં સમજાવ્યા પ્રમાણે તમે સાચો કુટુંબ નંબર લખો તે મહત્ત્વનું છે. પેરા ૨૭માં સમજાવ્યા પ્રમાણે સંસ્થાકીય કુટુંબો માટે "સ" મોટા અક્ષરે લખવાનું ચૂકશો નહિ. પેરા ૨૮માં સમજાવ્યા પ્રમાણે ઘરબાર વગરનાં કુટુંબો માટે "૦" લખવાનું ચૂકશો નહિ.

તમારે આ વસતિની નોંધમાં કરવામાં આવેલ એન્ટ્રીઓના સંદર્ભમાં તમારા બ્લોકમાંના વસવાટવાળાં રહેણાકનાં વસતિ ગણતરીનાં ઘરો, વસતિ ગણતરી કુટુંબો, સંસ્થાકીય કુટુંબો અને ઘરબાર વગરનાં કુટુંબોની કુલ સંખ્યાની માહિતી ગણતરીદારની તારીજમાં લખવી પડશે. તેથી તમે કુટુંબ નંબર સાચી રીતે લખ્યો છે તેની ખાતરી કરો, કારણ કે ગણતરીદારની તારીજમાં જરૂરી વિગતો ભરવામાં તે તમને માર્ગદર્શનરૂપ થશે. જમણી બાજુએ કુટુંબ ઘર નંબરની નીચે જો કુટુંબ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનું હોય, તો તમારે માહિતી નોંધવાની છે. વ્યકિતગત સ્લીપના પ્રશ્ન ૧૧ના સંદર્ભમાં કુટુંબનો મુખ્ય માણસ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો છે કે કેમ તેની તમે ખાતરી કરી હશે. જો મુખ્ય માણસ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો હોય, તો અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિ જે હોય તે લખો અને કુટુંબનો મુખ્ય માણસ જે અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો હોય તેનું નામ લખો.

વસતિની નોંધના આસનો સ્વયંસ્પષ્ટ છે. તમારે સંબંધિત પ્રશ્નો સામે વ્યકિતગત સ્લીપમાં કુટુંબના પ્રત્યેક સભ્યની જે માહિતી એકત્રિત કરી છે તેના સંદર્ભમાં તે આસનો ભરવાનાં છે. તેમ છતાં વસતિની નોંધનું આસન ૯ ભરવામાં કેટલીક સમજૂતીની

જરૂર છે. જે વ્યક્તિઓએ વ્યક્તિગત સ્લીપના પ્રશ્ન ૧૬(અ)(i) સામે તેમની મુખ્ય પ્રવૃત્તિ માટે કામ કરનારાઓ તરીકે લખાવેલ હોય તેને માટે પ્રશ્ન ૧૬(અ)(i) સામેના ખાનામાં "ખે", "ખેમ" જે પ્રમાણે લખ્યું હોય, તે પ્રમાણે તમે નોંધ કરો, અને ખેડૂત અને ખેતમજૂર સિવાયની વ્યક્તિઓ બાબતમાં વ્યક્તિગત સ્લીપના પ્રશ્ન ૧૬(ઈ)માં જે કામ નોંધવામાં આવ્યું હોય, તેનું ટૂંકું વર્ણન આપો. જે વ્યક્તિઓએ પોતાના મુખ્ય કામ માટે કામ નહિ કરનારા તરીકે લખાવ્યું હોય તેમને માટે પ્રશ્ન ૧૬(અ) (ii) સામે જે ટૂંકા રૂપો લખવામાં આવ્યાં હોય તે અહીં લખો.

ઘરબાર વગરના માણસોની ગણતરી

૧૩૦. તમારા ગણતરી વિભાગમાં આવતાં બધાં કુટુંબોની બધી વ્યક્તિઓની ગણતરી તમારે ૧૦મી માર્ચ ૧૯૭૧થી ૩૧મી માર્ચ ૧૯૭૧ સુધીમાં પૂરી કરવાની છે. આ સમય દરમિયાન તમારે ઘરબાર વગરની વસતિ, જે રસ્તાની બાજુ, ફૂટપાથ અથવા મંદિરના ખુલ્લા મંડપો, વગેરે સ્થળે રહેવાની શકયતા હોય તે અંગેનો ખ્યાલ રાખવો જોઈએ. ૩૧મી માર્ચ ૧૯૭૧ની રાત્રે આવી ઘરબાર વગરની વસતિને તમારે ઝડપથી આવરી લેવી પડશે, અને તેમની ગણતરી કરવી પડશે. જો તમારા ગણતરી વિભાગમાં ઘરબાર વગરના માણસોની ઘણી મોટી સંખ્યા હોવાનો સંભવ હોય અને તમે એકલે હાથે એક જ રાત્રિમાં ગણતરી કરવાને શક્તિમાન ન હો તો તમારે તમારા સુપરવાઈઝરને જાણ કરવાની કે જેથી આવા ઘરબાર વગરના માણસોની એક જ રાત્રિમાં ગણતરી કરવા એક કે વધુ ગણતરીદારો તમને મદદ કરવા આપવામાં આવશે. ગામોના સીમાડે પડાવ નાખી પડેલા ભટકતી જાતિના લોકોની મોટી વસાહતો બાબત તમારે ખાસ ધ્યાન રાખવું જોઈશે. આવા માણસોની ગણતરી ૩૧મી માર્ચના રોજ કરવી પડશે, અલબત્ત, તેઓની ગણતરી બીજી કોઈ જગ્યાએ થઈ નથી તેની તમારે ખાતરી કરવી પડશે. પેરા ૨૮માં આપવામાં આવેલ સૂચના મુજબ ઘરબાર વિનાના માણસો માટે કુટુંબ ઘર નંબર માટે રાખવામાં આવેલી જગ્યાએ મોટા અક્ષરે "૦" લખો.

ફેરતપાસ

૧૩૧. પછીના ત્રણ દિવસો એટલે ૧લી એપ્રિલ ૧૯૭૧થી ૩જી એપ્રિલ ૧૯૭૧ સુધીમાં તમારે તમારા વસતિ ગણતરી વિભાગમાં આવેલા બધાં કુટુંબોની ફરી મુલાકાત લેવી પડશે અને તમારી છેલ્લી મુલાકાત પછી પરંતુ ૧લી એપ્રીલ ૧૯૭૧ના સૂર્યોદય પહેલાં કોઈ નવો જન્મ થયો હોય તો તેની ગણતરી કરવી પડશે. આ સમય દરમિયાન કોઈ મુલાકાતી કોઈ કુટુંબમાં આવ્યો હોય કે જે વસતિ ગણતરીના સમગ્ર સમય માટે એટલે કે ૧૦મી માર્ચ ૧૯૭૧થી ૧લી એપ્રિલ ૧૯૭૧ના સમયમાં પોતાના હંમેશના રહેવાના સ્થળેથી બહાર જ હોય, અથવા આખું કુટુંબ કે જે આ ગાળા દરમિયાન તમારા વિસ્તારમાં આવ્યું હોય અને જેની અગાઉ બીજી કોઈ જગ્યાએ ગણતરી કરવામાં આવી ન હોય, તો તેની ગણતરી કરવી પડશે. દરેક નવા જન્મ બાબતમાં બાળકની માતાની સ્લીપના પ્રશ્ન ૬(બ)ની એન્ટ્રી તમે સુધારો છો તેની ખાતરી કરો. પેરા ૪૭ નીચેની નોંધ પણ જુઓ.

તમારી છેલ્લી મુલાકાત પછી પરંતુ ૧લી એપ્રિલ ૧૯૭૧ના સૂર્યોદય વચ્ચેના ગાળામાં કોઈપણ કુટુંબમાં કોઈ મરણ થયું છે કે કેમ તેની તમારે ખાતરી કરવી અને એ મૃત્યુ પામેલ માણસની સ્લીપ ઉપર ચોકડી (×) મૂકવી અને "મૃત્યુ પામ્યા છે" તેવી નોંધ મોટા અક્ષરે કરવી.

જો આવી મરણ પામેલી વ્યક્તિ કુટુંબના મુખ્ય માણસ તરીકે નોંધવામાં આવી હોય, તો મરણ પામેલી વ્યક્તિ પછી કુટુંબમાં "મુખ્ય માણસ" તરીકે કોને ગણવામાં આવેલ છે તે તમારે શોધી કાઢવું પડશે. તે અનુસાર જે વ્યક્તિને હવે "મુખ્ય માણસ" તરીકે ગણવામાં આવી હશે, તેની વ્યક્તિગત સ્લીપના પ્રશ્ન ૨માં તમારે "મુખ્ય માણસ" એમ લખવું પડશે અને હવે જે વ્યક્તિને મુખ્ય માણસ ગણવામાં આવી છે તેની કુટુંબના બધા સભ્યોની સાથેના સગપણના સંબંધમાં દરેક વ્યક્તિગત સ્લીપના પ્રશ્ન (૨)માં સુધારો કરવો પડશે.

વસતિની નોંધમાં પણ તમારે આનુષંગિક ફેરફારો કરવા પડશે. કોઈ કુટુંબની વિગતો નોંધવામાં વસતિની નોંધનું આખું પત્રક ભરાઈ ગયું હોય, અને નવા જન્મ કે મુલાકાતી માટે નોંધ કરવાની તમને જરૂર પડે તો પ્રથમ પત્રકના અનુસંધાનમાં વસતિની નોંધનું બીજું પત્રક તમારે ભરવું. આમ કરતી વખતે બીજા પત્રકમાં સ્થળસંકેત વગેરે બરાબર લખવામાં આવ્યા છે કે કેમ તેની કાળજી રાખવી. તે કુટુંબ માટેની વસતિની નોંધના બીજા પત્રકમાં અનુક્રમ નંબર જે આપવાના છે તે આગળના પત્રકના છેલ્લા અનુક્રમ નંબર પછીના નંબરથી શરૂ કરીને આપવાના છે.

ગણતરીદારની દૈનિક નોંધનું પત્રક ભરવા બાબત

૧૩૨. દરેક વ્યક્તિગત સ્લીપના અમુક પ્રશ્નોની હકીકત તમને આપવામાં આવેલ મુકરર કરેલા ગણતરીદારની નોંધના પત્રકમાં તમારે દરરોજ કાળજીપૂર્વક ભરવી પડશે. આ કામને બાકીમાં રહેવા દેશો નહિ. એક કરતાં વધારે દિવસો વીત્યા પછી માણસોની મોટી સંખ્યાની વિગતો ઉતારવાનો જો તમે પ્રયત્ન કરશો તો તમે ભૂલ કરો એવો સંભવ છે. તમારે પત્રકનાં આસનોનો સરવાળો કરવો પડશે અને તે માહિતી તારીજમાં ભરવી પડશે અને તે બધાં ભરેલાં પત્રકો તમારા સુપરવાઈઝરને સોંપવા પડશે. દરરોજની ગણતરી પૂરી થઈ ગયા પછી દિવસના અંતે દરરોજ નોંધનાં પત્રકો ભરવા જોઈશે. આનાથી તમારું કામ હળવું થશે અને છેવટે કામનો ભરાવો અને દબાણ અને પરિણામે નોંધ કરવામાં થતી ભૂલો નિવારી શકાશે. પુરુષો અને સ્ત્રીઓ માટે અલગઅલગ નોંધના પત્રકો રાખવામાં આવ્યાં છે. વ્યક્તિની માહિતી તેને સંબંધિત પત્રકમાં ઉતારવાની તમારે કાળજી રાખવી પડશે. આનાથી પ્રત્યેક જાતિનો સરવાળો કરવામાં અને પત્રકો ભરવામાં સરળતા થશે. તમે ઘરબાર વગરના માણસોની ગણતરી પૂરી કર્યા પછી અને તમારી છેલ્લી મુલાકાત પછી તમારી ફેરતપાસમાં જણાયેલ જન્મ અને મરણની નોંધ લીધા પછી તરત જ તેને છેવટની તારીખ સુધીની એટલે ૧લી માર્ચ ૧૯૭૧ ના સૂર્યોદય મુજબ લાવ્યા બાદ સરવાળો કરો. તમે જોઈ શકશો કે જે માહિતી ભરવાની છે તે વ્યક્તિગત સ્લીપમાં જે પ્રશ્નની સામે ભૂમિતિની

આકૃતિ આપવામાં આવેલી છે તેને લગતી છે, જેમ કે પ્રશ્ન ૩—જાતિ, પ્રશ્ન ૧૧—અનુસૂચિત જાતિ/અનુસૂચિત જનજાતિ, પ્રશ્ન ૧૨—અક્ષરજ્ઞાન, પ્રશ્ન ૧૬(અ)(i) અને ૧૬(અ)(ii)—કામ કરનારા કે નહિ કરનારા. ખૂબ જ કાળજીથી નોંધનાં પત્રકો ભરવામાં આવે તે જરૂરી છે.

૧૩૩. સૌથી પ્રથમ તમારે બધાં નોંધનાં પત્રકોમાં સ્થળસંકેત, ગામ/શહેરનું નામ, ગણતરીદારનો બ્લોક નંબર (તમને આપવામાં આવેલ નંબર) અને તમારું (ગણતરીદારનું) નામ લખવું જોઈશે. પછી નોંધનાં પત્રકોમાં સંબંધિત એન્ટ્રીઓ ભરવાનું શરૂ કરો. "પુરુષ"ની વિગતો પુરુષના નોંધના પત્રક (પત્રક પુ)માં અને "સ્ત્રી"ની વિગતો સ્ત્રીના નોંધના પત્રક (પત્રક સ્ત્રી)માં તમે ભરો છો તેની કાળજી રાખો.

૧૩૪. કોઈ એન્ટ્રીઓ બીજીવાર લખાઈ ન જાય અથવા ભૂલાઈ ન જાય તે માટે સૌથી ઓછો નંબર હોય તે પેડમાંથી એક નંબરની સ્લીપથી શરૂ કરી અનુક્રમે એન્ટ્રીઓ નોંધવાની તમને સલાહ આપવામાં આવે છે. બંને પત્રકો એકસરખાં છે. સિવાય કે એક પુરુષો માટે અને બીજું સ્ત્રીઓ માટે છે. તમારે આસન ૧ (આખરી અનુક્રમ નંબર) તે વખતે ભરવાનું નથી. ફેરતપાસ પછી એટલે કે ૧લી એપ્રીલ ૧૯૭૧ના સૂર્યોદયને અનુલક્ષીને ગણતરી અદ્યતન બનાવ્યા પછી (જુઓ પેરા ૧૩૧) અને આસન ૪થી ૧૩નો કુલ સરવાળો મૂક્યા પછી તમારે આસન ૧ ભરવાનું છે. બીજા, ત્રીજા અને ચોથા આસનોમાં વ્યક્તિગત સ્લીપોમાં જે પેડ નંબર અને સ્લીપ નંબર અને જાતિ નોંધવામાં આવી હોય તેનો ઉતારો કરવાનો છે. પુરુષો અને સ્ત્રીઓ માટે ઈલાયદા પત્રકો હોવાં છતાં વ્યક્તિગત સ્લીપમાંથી આસન ૪માં જાતિનો ઉતારો કરવો પડશે, કારણ કે આનાથી ઉતારો કરવામાં ભૂલ થતી નિવારી શકાશે. બાકીના આસન માટે સંબંધિત પ્રશ્નોમાં જ્યાં માહિતી ભરેલી જણાય ત્યાં તેના યોગ્ય આસનોમાં ટીક (✓) કરો અને જ્યાં લાગુ ન પડતું હોય ત્યાં આડી લીટી (—) દોરો.

૧૩૫. આસનો (૫) અને (૬) વ્યક્તિગત સ્લીપના પ્રશ્ન ૧૧ સામેની એન્ટ્રીઓના સંદર્ભમાં ભરવાના છે. જો કોઈ વ્યક્તિ અનુસૂચિત જાતિની છે એમ નોંધવામાં આવ્યું હોય તો આસન (૫) હેઠળ ટીક (✓) કરો અને આસન (૬) હેઠળ આડી લીટી (—) દોરો. જો કોઈ વ્યક્તિ અનુસૂચિત જનજાતિની હોય તો આસન (૬) હેઠળ ટીક (✓) કરો, અને આસન (૫) હેઠળ આડી લીટી (—) દોરો. જો કોઈ વ્યક્તિ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિની ન હોય, તો નોંધના પત્રકના આસનો (૫) અને (૬)માં આડી લીટી (—) દોરો.

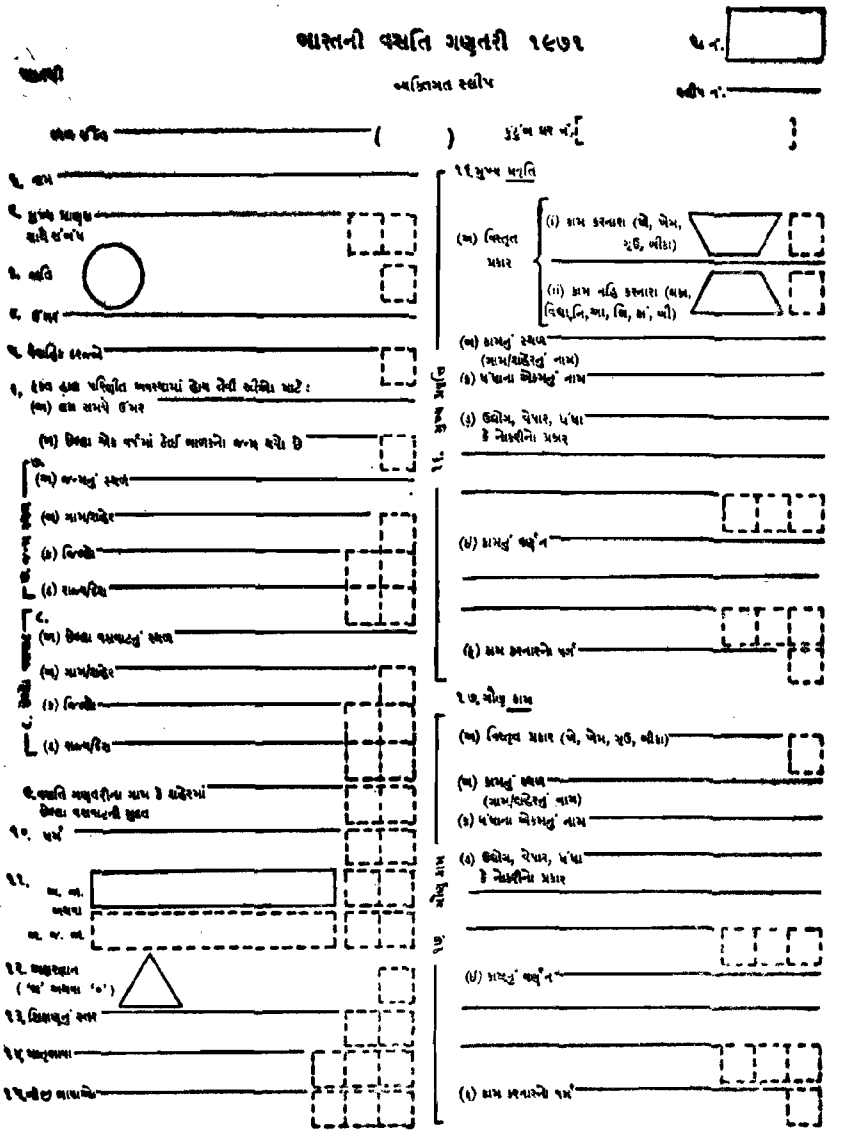
૧૩૬. નોંધના પત્રકના આસનો (૭) અને (૮) વ્યક્તિગત સ્લીપના પ્રશ્ન ૧૨ના જવાબના સંદર્ભમાં ભરવાના છે. વ્યક્તિ કાં તો "ભ" અથવા "૦" હોઈ શકે. તે પ્રમાણે સંબંધિત ખાનામાં ટીક (✓) અથવા આડી લીટી લીટી (—) દોરો, એ ધ્યાનમાં રાખવું કે બન્ને આસનોમાં આડી લીટી (—) હોઈ ન શકે.

૧૩૭. આસનો ૯ થી ૧૩ કાળજી સાથે ભરવા જોઈએ. જે વ્યક્તિ માટે પ્રશ્ન ૧૬(અ)(i) સામેના ખાનામાં "ખે" લખેલું હોય, તેને માટે આસન (૯) હેઠળ ટીક (✓) કરવી જોઈએ અને આસનો (૧૦) થી (૧૩) હેઠળ આડી લીટી (—) દોરવી જોઈએ. તેવી રીતે જે વ્યક્તિ માટે પ્રશ્ન ૧૬(અ)(i) સામે "ખેમ" કે "ગૃહ" કે "બીકા" અથવા "×" નોંધવામાં આવેલ હોય, તેને માટે અનુક્રમે આસન (૧૦) અથવા (૧૧) અથવા (૧૨) અથવા (૧૩) હેઠળ ટીક (✓) કરો અને (૯) થી (૧૩) પૈકી બાકીના આસન હેઠળ આડી લીટી (—) દોરો. તમારે ધ્યાન રાખવું જોઈએ કે જ્યાં આસન (૧૩)માં ટીક (✓) કરવામાં આવી હોય, ત્યાં એનો અર્થ એ થાય છે કે વ્યક્તિ કામ નહિ કરનાર છે તેથી આસન (૯) થી (૧૨)માં આડી લીટી (—) હોવી જોઈએ. તમારા માર્ગદર્શન માટે ગણતરીદારના નોંધનાં પત્રકમાં નમૂનાની એન્ટ્રીઓ ભરવામાં આવી છે જે પરિશિષ્ટ ૮ તરીકે આપવામાં આવેલી છે. તમે એક કરતાં વધારે નોંધના પત્રકોનો ઉપયોગ કરો તેવો સંભવ છે. તેથી તમે એક પત્રકમાં એન્ટ્રીઓ પૂરી કરો કે તરત જ સંબંધિત ખાનામાં કરવામાં આવેલી ટીક (✓)ની સંખ્યાને ગણી તેનો સરવાળો કરો અને ફેરતપાસ પછી બધાં પત્રકોનો સરવાળો કરો. હવે દૈનિક નોંધના પત્રકમાં પહેલી એન્ટ્રીથી શરૂ કરી આસન ૧માં સળંગ અનુક્રમે નંબર આપવાનું શરૂ કરો. આસન ૧માં અનુક્રમ નંબર આપતી વખતે છેકી નાખેલી એન્ટ્રીઓને ગણતરીમાં લેવાની નથી. આ રીતે આસન (૪)નો કુલ સરવાળો આસન (૧)માં છેલ્લા અનુક્રમ નંબર બરાબર થશે.

ગણતરીદારની તારીજ

૧૩૮. ગણતરીદારની દૈનિક નોંધના પત્રકમાં કુલ સરવાળો કર્યા પછી તમારે પરિશિષ્ટ ૯ (પત્રક કુલ) તરીકે આપવામાં આવેલ બીજું એક પત્રક ભરવું જોઈશે. તારીજ કેવી રીતે ભરવામાં આવશે તેનો તમને ખ્યાલ આપવા માટે આ પત્રકમાં નમૂનાની એન્ટ્રીઓ કરવામાં આવી છે. આ પત્રક ખૂબ કાળજીથી ભરવામાં આવે તે ઘણું જ અગત્યનું છે. વસતિગણતરીનું પ્રથમ પરિણામ આ તારીજના આધારે જાહેર કરવામાં આવશે. અગાઉની વસતિ ગણતરીઓ દરમિયાન ગણતરીદારોએ ઘણી ચોક્કસ તારીજો આપી હતી અને તારીજમાં આપેલા આંકડાઓ અને છેવટના પત્રકો બનાવી મેળવેલા આંકડાઓ વચ્ચે ભાગ્યે જ કંઈ તફાવત હતો. તમારે આ તારીજો કાળજીપૂર્વક ભરવી અને તમારા સુપરવાઈઝરને જેમ બને તેમ જલદી સુપ્રત કરવી. ગણતરી પૂરી થઈ ગયા પછી બીજે જ દિવસે તમારે ગણતરીના પેડ સુઘડ રીતે બાંધી પેરા ૧૦માં જણાવ્યા પ્રમાણે તમારા ગણતરીના બ્લોકના નકશા જો તમે બનાવ્યા હોય તો, અને નોંધનાં પત્રકો અને તારીજ સાથે સોંપવાના છે. તારીજ ભરવાનું તમારું કામ તમારા સુપરવાઈઝર ઝીણવટપૂર્વક તપાસશે. તમારી કોઈપણ બેદરકારીની ગંભીરતાપૂર્વક નોંધ લેવામાં આવશે.

ગણતરી પૂરી થયા બાદ જ્યારે નોંધનાં પત્રકો અને વ્યક્તિગત સ્લીપના પેડ તમે સુપ્રત કરો ત્યારબાદ તમારી જવાબદારી પૂરી થશે. જો તમે તમારું કામ સારી રીતે કર્યું હશે તો તમને દેશના મહત્ત્વના કામમાં નમ્ર છતાં અમૂલ્ય ફાળો આપ્યાનો સંતોષ થશે.



પરિશિષ્ટ ૧

ભારતના વસતિગણતરીના કાયદાની ગણતરીદારોને લગતી કેટલીક જોગવાઇઓ

(જુઓ પેરા ૨)

પ્રશ્નો પૂછવા અંગે તેના જવાબ આપવાની ફરજ અંગે

"૮(૧) જે સ્થાનિક વિસ્તાર માટે પોતાની નિમણૂક થઈ હોય તેની હદમાં રહેતા બધા માણસોને વસતિગણતરી અધિકારી, રાજ્ય સરકારે આ વિષે જે કંઈ સૂચના આપી હોય તે અનુસાર અને રાજ્ય પત્રિકામાં પ્રસિદ્ધ કરવામાં આવેલ હોય તે મુજબ બધા પ્રશ્નો પૂછી શકશે.

(૨) જે કોઈ વ્યક્તિને પેટા-વિભાગ (૧) અન્વયે પ્રશ્નો પૂછવામાં આવે તે પોતાની જાણ તથા માન્યતા મુજબ તેના સાચા જવાબ આપવા કાયદેસર રીતે બંધાયેલ છે.

કબજેદાર અથવા મેનેજરે પત્રક ભરવા બાબત

૧૦ (૧) રાજ્ય સરકાર આ વિષય પરત્વે જે કંઈ હુકમો બહાર પાડે તેને આધીન રહીને વસતિગણતરી અધિકારી પોતાની જે સ્થાનિક વિસ્તાર માટે નિમણૂક કરવામાં આવી હોય તેમાંના કોઈ પણ રહેણાકના ઘરે કે વ્યાપારી કે ઔદ્યોગિક સંસ્થાના મેનેજર કે અધિકારી પાસે માહિતી ભરવા માટેનું એક પત્રક જાતે મૂકી જશે અથવા મોકલવાની ગોઠવણ કરશે. સદરહુ માહિતીપત્રક આ ઘરમાં અથવા તેના નિર્દિષ્ટ કરેલા ભાગમાં જે શખ્સો રહેતા હશે તેમણે ભરવાનું છે. જો આ ઘર વેપારી કે ઔદ્યોગિક સંસ્થાના

કબજામાં હોય તો તેના મેનેજર અથવા બીજા અધિકારીએ રાજ્ય સરકારની સૂચના અનુસાર તે ભરવાનું છે. વસતિ ગણતરીના સમયે આ ઘરની અંદર કે તેના કોઈ ભાગમાં રહેતા શખ્સો સંબંધી અથવા આવા મેનેજર કે અધિકારીના હાથ નીચે નોકરીમાં રાખવામાં આવેલ માણસો સંબંધી માહિતી ભરવાની છે.

(૨) જ્યારે આવું પત્રક આ રીતે મૂકી જવામાં આવ્યું હોય ત્યારે, ઉપરોક્ત કબજેદાર, મેનેજર કે અધિકારી તેની જાણ તથા માન્યતા પ્રમાણે વસતિ ગણતરી સમયે તે ઘર કે તેના ભાગમાં રહેનારા કે તેના હાથ નીચે નોકરીમાં રાખેલા માણસો વિષેની હકીકત ભરશે કે ભરાવશે તથા તેની નીચે પોતાની સહી કરશે તેમજ જરૂર પડે આ ભરેલું અને સહી કરેલું પત્રક વસતિ ગણતરી અધિકારીને અથવા તેણે નિર્દેશ કરેલ વ્યક્તિને સોંપશે.

શિક્ષાઓ

૧૧ (૧) (અ) કોઈપણ વસતિગણતરી અધિકારી, અથવા તો વસતિ ગણતરી કરવામાં સહાય કરવાની જેની કાયદેસરની ફરજ છે તેવી કોઈપણ વ્યક્તિ, આ કાયદા અન્વયે તેમને સોંપવામાં આવેલી કોઈપણ ફરજ બજાવવાની ના પાડશે, અથવા તેમને સોંપવામાં આવેલી કોઈપણ ફરજ યોગ્ય રીતે બજાવવામાં બેદરકારી બતાવશે, અથવા તેમને આ કાયદા નીચે આપવામાં આવેલ કોઈપણ આજ્ઞાનું પાલન નહિ કરે કે કોઈપણ વ્યક્તિ આવી કોઈપણ ફરજ બજાવવામાં કે હુકમનું પાલન કરવામાં બીજી વ્યક્તિને હરકત કે બાધા કરશે તો, અથવા

(બ) જો કોઈ વસતિ ગણતરી અધિકારી ઈરાદાપૂર્વક કોઈને અપમાનજનક કે અયોગ્ય પ્રશ્નો પૂછે કે જાણીબૂઝીને પત્રકમાં ખોટી નોંધ કરે અથવા કેન્દ્ર કે રાજ્ય સરકારની મંજૂરી વગર કોઈપણ હકીકત જે તેને વસતિ ગણતરી દ્વારા કે તેને માટે પ્રાપ્ત થઈ હોય તે જાહેર કરે.....

(૩) વસતિ ગણતરી અધિકારી તરફથી પૂછવામાં આવેલ પ્રશ્નોના જવાબ આપવા દરેક વ્યક્તિ કલમ ૮ નીચે કાયદેસર રીતે બંધાયેલ છે. જો કોઈ પ્રશ્નના જવાબમાં તે ઈરાદાપૂર્વક ખોટી માહિતી આપશે કે પોતાની જાણ અથવા માન્યતા પ્રમાણે જવાબ આપવાની ના પાડે.....

તો તે છ માસ સુધીની જેલની સજાની શિક્ષાને પાત્ર થશે.

(૨) જો કોઈ વ્યક્તિ પેટા-કલમ (૧) હેઠળ જણાવેલા ગુનામાં મદદ કરશે તે રૂ. ૧,૦૦૦ સુધીના દંડની શિક્ષાને પાત્ર થશે."

પરિશિષ્ટ ૨

ઘરોને નંબર આપવા માટેના સિદ્ધાંતો

૧. **"મકાન"** (Building)—મકાન એ સાધારણ રીતે એક ઈમારત છે. પરંતુ કેટલીક વખત તે ઈમારતમાં એકથી વધારે એકમો આવેલા હોય છે. આ એકમોનો ઉપયોગ રહેણાક તરીકે અથવા બિનરહેણાક તરીકે થતો હોય છે અથવા થવાની શક્યતા હોય છે. બિનરહેણાકના ઉપયોગમાં દુકાન, કોઢો (વર્કશોપ), કારખાનાં, વગેરે તથા ગોડાઉન, સ્ટોર્સ, ઢોર બાંધવાનાં છાપરાં, વગેરેનો સમાવેશ થાય છે. કેટલીકવાર મકાન રહેણાકના તથા બિનરહેણાકના સંયુકત હેતુ માટે પણ વપરાય છે. જેમ કે, દુકાન સાથે રહેઠાણ અથવા કોઢ (વર્કશોપ) સાથે રહેઠાણ, વગેરે.

૨. કેટલીક વખત રસ્તા ઉપર જુદાં જુદાં મકાનોની હારમાળા આવેલી હોય છે. તેમની બન્ને બાજુએ સહિયારી દીવાલો હોવાથી તે એક સળંગ બાંધકામ હોય તેવું દેખાય છે. આ જુદા જુદા એકમો એકબીજાથી સ્વતંત્ર હોય છે, અને તેનું બાંધકામ જુદે જુદે સમયે જુદા જુદા માણસો દ્વારા કરવામાં આવેલું હોય છે. આ સંજોગોમાં જોડાજોડ આવેલા આવા એકમો સહિતનું આખું બાંધકામ એક જ મકાન જેવું દેખાતું હોય તો પણ તેના દરેક એકમને જુદા મકાન તરીકે ગણવું જોઈએ.

વસતિ ગણતરી ઘર નંબર

૩. "વસતિ ગણતરીનું ઘર" એટલે મકાન કે મકાનનો ભાગ જેનું મુખ્ય પ્રવેશદ્વાર રસ્તા ઉપર અથવા સહિયારા ચોકમાં અથવા સહિયારી સીડી વગેરે ઉપર પડે છે, અને જેને અલાયદા એકમ તરીકે વાપરવામાં આવે છે અથવા અલાયદા એકમ તરીકે ગણવામાં આવે છે. તે વસવાટવાળું હોય કે ખાલી હોય અને રહેણાકના કે બિનરહેણાકના અથવા બન્નેના ઉપયોગ માટે લેવાનું હોય, તેવું બનવાજોગ છે.

૪. જો કોઈ મકાનમાં સંખ્યાબંધ ફલેટ અથવા બ્લોક એકબીજાથી અલગ આવેલા હોય અને તેમના સ્વતંત્ર પ્રવેશદ્વાર રસ્તા ઉપર અથવા મુખ્ય દરવાજા તરફ જવાની સહિયારી સીડી ઉપર અથવા સહિયારા ચોકમાં પડતા હોય, તો તેઓને જુદાં જુદાં વસતિ ગણતરીનાં ઘર ગણવાં જોઈએ. વળાંકી લીધેલા મોટા વિસ્તારની અંદર જુદાં જુદાં મકાનો આવેલાં હોય, તે સંભવિત છે. આવા પ્રત્યેક મકાનની અંદર એક કે તેથી વધારે વસતિ ગણતરીનાં ઘરો આવેલાં હોય તે બનવાજોગ છે. બંધ કમ્પાઉન્ડમાં આવેલ સંખ્યાબંધ ઈમારતોને એક જ મકાન તરીકે ગણવામાં આવતું હોય, તેમ પણ બને. આવી પ્રત્યેક ઈમારતમાં સ્વતંત્ર પ્રવેશવાળાં એક અથવા એકથી વધુ વસતિ ગણતરીનાં ઘરો હોઈ શકે.

૫. વસતિ ગણતરીના દરેક ઘરને નીચે પ્રમાણે નંબર આપવો જોઇએ :

(૧) ગુજરાત રાજ્યમાં કાયમી ઘર નંબરની યોજના દાખલ કરવામાં આવી છે. તેને પરિણામે ગ્રામ્ય અને શહેરી વિસ્તારમાં ઘરોને નંબરો આપવા માટે નીચે જણાવેલ પદ્ધતિનો અમલ કરવામાં આવ્યો છે. ઘરોને નંબરો આપતી વખતે આપણે "મકાન"ની વ્યાખ્યાને લક્ષમાં લીધા સિવાય વસતિ ગણતરીના પ્રત્યેક ઘરને નંબર આપ્યો છે. એક મકાનની અંદર વસતિ ગણતરીનાં સંખ્યાબંધ ઘરો આવેલાં હોય, તો વસતિ ગણતરીના પ્રત્યેક ઘરને સળંગ અનુક્રમ નંબર આપવામાં આવ્યો છે. આ પ્રમાણે ઘર નંબરની પદ્ધતિનો અમલ કરતી વખતે આપણે "મકાન" ને જુદો નંબર આપ્યો નથી પરંતુ "મકાન"ની અંદર આવેલા પ્રત્યેક ઘરને સળંગ અનુક્રમ નંબર આપવામાં આવેલ છે.

ગુજરાત રાજ્યમાં ઘરોને નંબર આપવાની આ વિશિષ્ટ પદ્ધતિ અપનાવવામાં આવી છે. બીજાં કેટલાંક રાજ્યોમાં "મકાન"ને મુખ્ય

નંબર આપવાનું ધોરણ પ્રચલિત છે, જો એક મકાનમાં એક જ વસતિ ગણતરીનું ઘર આવેલું હોય, તો તે મકાનનો અને તેના વસતિ ગણતરી ઘરનો નંબર એકસરખો રહે છે. પરંતુ એક જ મકાનમાં વસતિ ગણતરીનાં સંખ્યાબંધ ઘરો આવેલાં હોય, તો તે દરેકને પેટા-નંબરો આપવામાં આવે છે.

ગુજરાત રાજ્યમાં જ્યારે પ્રથમવાર ૧૯૭૦માં ઘરોને નંબરો આપવામાં આવ્યા ત્યારે વસતિ ગણતરીના દરેક ઘરને સ્વતંત્ર નંબર આપવામાં આવ્યો હતો. ઘર નંબર અપાઈ ગયા પછી જો કોઈ નવું મકાન અસ્તિત્વમાં આવે તો તે નવા થયેલા મકાનની અંદર કેટલાં વધારે વસતિ ગણતરીનાં ઘરો આવેલાં છે તેની તપાસ કરીને દરેક વસતિ ગણતરી ઘરને પેટા-નંબર આપવામાં આવે છે. તેજ પ્રમાણે જો નંબર અપાઈ ગયેલા વસતિ ગણતરીના ઘરમાં વસતિ ગણતરીનું નવું ઘર અસ્તિત્વમાં આવે તો તેને પેટા-નંબર આપવાનું ઠરાવવામાં આવ્યું છે. આ ઉપરથી જોઈ શકાશે કે ગુજરાત રાજ્યમાં ઘર નંબરની યોજનાનો અમલ થઈ ગયા પછી જે નવાં મકાનો બાંધવામાં આવે, તેની અંદર જેટલાં વસતિ ગણતરીનાં ઘરો આવેલાં હોય તે મુજબ પેટા-નંબરો આપવામાં આવે છે. તેવી જ રીતે એવા નંબર અપાઈ ગયા બાદ કોઈ ઘરનું વિભાજન કરી એકથી વધુ વસતિ ગણતરીનાં ઘરો બનાવવામાં આવ્યાં હોય, તો તે પ્રત્યેક ઘરને પેટા નંબર આપવામાં આવે છે.

(૨) ગુજરાત રાજ્યમાં ઘર નંબરની યોજનાનો અમલ કરતી વખતે ગ્રામ્ય વિસ્તારમાં ૧૨૫ થી ૧૫૦ ઘરોનો એક બ્લોક એ ધોરણે દરેક ગામમાં જરૂરિયાત મુજબ બ્લોક પાડવામાં આવ્યા છે. તે જ પ્રમાણે શહેરી વિસ્તારમાં ૧૦૦ થી ૧૨૫ ઘરનો એક બ્લોક એ ધોરણે દરેક વોર્ડને વહેંચી નાખવામાં આવ્યો છે. અત્રે એ ધ્યાન રાખવું જરૂરી છે કે વસતિ ગણતરીના હેતુ માટે જે વિસ્તારને શહેરી વિસ્તાર તરીકે મુકરર કરવામાં આવ્યો છે તેમાં પહેલાં વોર્ડ પાડી ત્યાર પછી દરેક વોર્ડની અંદર ૧૦૦ થી ૧૨૫ ઘરોનો એક બ્લોક એ ધોરણે બ્લોક પાડવામાં આવ્યા છે. પ્રત્યેક બ્લોકમાં ઘર નંબર આપતી વખતે ૧ થી શરૂ કરીને નંબરો આપવામાં આવ્યા છે. તે જ પ્રમાણે દરેક વોર્ડમાં પણ બ્લોકના નંબરો ૧ થી આપવામાં આવ્યા છે, પરંતુ કોઈ જગ્યાએ અપવાદ તરીકે સમગ્ર શહેરના બ્લોકને સળંગ નંબર આપવામાં આવ્યા હોય, તો તેને માન્ય રાખવામાં આવ્યા છે. કોઈપણ બ્લોકનો સમાવેશ એકથી વધારે વોર્ડમાં કરવામાં આવ્યો નથી તેની ખાસ નોંધ લેવી.

(૩) ગામના કોઈ વિસ્તારમાં સંખ્યાબંધ શેરીઓ આવેલી હોય તો દરેક શેરીમાં આવેલાં ઘરોને સળંગ નંબર આપવામાં આવ્યા છે. શેરીઓ વ્યવસ્થિત રીતે ઉત્તર-પૂર્વથી દક્ષિણ-પશ્ચિમ દિશામાં લેવામાં આવી છે. શેરીમાં આવેલાં ઘરોને નંબર આપવાની ઉત્તમ પદ્ધતિ એ છે કે (શેરીની બીજી તરફના છેડે જતાં પહેલાં) શેરીની એક બાજુએ શરૂ કરી અનુક્રમે હારમાં નંબરો આપતાં જવું અને તે હાર પૂરી થયેથી સામેની હારના બીજા છેડેથી તે અનુક્રમ ચાલુ રાખવા. છેવટે જ્યાંથી નંબર શરૂ કર્યા હોય તેની સામે આવીને અટકી જવું.

(૪) શહેરી વિસ્તારમાં વસતિ ગણતરીદારના બ્લોકની અંદર ઘર નંબરો આપતી વખતે અગાઉથી નક્કી કરેલ ઉત્તર-પૂર્વ કે એવી દિશા અનુસાર આગળ નહિ વધતા જે તે શેરીની રચના મુજબ આગળ વધવું.

(૫) એક મકાનની અંદર આવેલાં વસતિ ગણતરીનાં ઘરોને ચાલુ અથવા સળંગ નંબર આપવા જોઈએ અને શક્ય હોય તો ઘડિયાળના કાંટાની દિશામાં આગળ વધવું જોઈએ અને જો તેમ કરવું શક્ય ન હોય, તો બીજી કોઈ પણ અનુકૂળ રીત મુજબ નંબર આપવા જોઈએ.

(૬) ઘરોને નંબર ગુજરાતી અંકમાં આપવાના છે. દા. ત., ૧, ૨, ૩.

(૭) જો કોઈ ઘરનું બાંધકામ અધૂરું હોય પરંતુ તેના છાપરાનું બાંધકામ પૂરું થઈ ગયું હોય, તો તેને ક્રમમાં નંબર આપવો.

(૮) જો ઘર નંબર અપાઈ ગયા પછી કોઈ નવું પાકું કે કાચું ઘર થયેલું જોવામાં આવે અથવા તો જેને નંબરો અપાઈ ગયા છે તેવાં ઘરોની વચ્ચે નવું પાકું કે કાચું ઘર થયેલું જોવામાં આવે તો એને નંબર આપવો પડશે. આ નંબરો તેની આગળના ઘર નંબરનો પેટા-નંબર તરીકે આપવો. દા.ત., ઘર નંબર ૨૩ અને ૨૪ વચ્ચે નવું ઘર થયું હોય તો તે નવા ઘરને નંબર ૨૩/૧ આપવામાં આવશે, અને એકથી વધુ નવાં ઘરો થયાં હશે તો ૨૩/૧, ૨૩/૨, ૨૩/૩, એમ નંબરો આપવામાં આવશે. તે જ પ્રમાણે જો કોઈ વસતિ ગણતરી ઘરમાં પ્રથમ નંબર આપતી વખતે એક જ કુટુંબ રહેતું હોય તો તેને એક જ નંબર આપ્યો હશે. પરંતુ જો પાછળથી આ ઘરનો ભાગ પાડી બે ભાઈઓ જુદા રહેતા હોય અગર એક ભાગ ભાડે આપવામાં આવ્યો હોય તો મૂળ નંબરને પેટા-નંબર આપી. જેમ કે, ૨૩/૧, ૨૩/૨ એ મુજબ નંબરો લખાશે. આવા કિસ્સામાં મૂળ નંબર ૨૩ રહેશે નહિ.

નોંધ :—આ રીતે નંબરો આપતી વખતે ૧૦(૧) અથવા ૧૦(૨) એ રીતે લખવાનું નથી, પરંતુ ૧૦/૧ અથવા ૧૦/૨ એમ લખવાનું છે.

(૯) કોઈ એક વ્યકિતની માલિકીનાં એકથી વધારે ઘરો ખુલ્લાં કે વળાંકી લીધેલા ચોગાનમાં આવેલાં હોય, તો તે દરેકને ચાલુ સળંગ અનુક્રમ નંબર આપવાના છે. દા. ત., મુખ્ય મકાન, નોકરની ઓરડી, ગેરેજ, વગેરે અલગ ઘરને જુદો ઘર નંબર આપવાનો છે.

૬. બાંધકામની અને તેના ઉપયોગની વિવિધતા લક્ષમાં લેતા વસતિ ગણતરીના ઘરની વ્યાખ્યાનો અક્ષરશ: અમલ કરવાનું કેટલીક વખત મુશ્કેલ બને છે. દા. ત., શહેરની અંદર એવા પ્રસંગો બને છે કે જ્યારે કુટુંબના રહેણાકના વપરાશમાં લેવામાં આવતો ફલેટ ચારેક ઓરડાઓનો બનેલો હોય અને બધા જ ઓરડાઓને સહિયારા ચોક કે સીડીમાંથી સીધું પ્રવેશદ્વાર મળતું હોય. વસતિ ગણતરીના ઘરની જે વ્યાખ્યા આપવામાં આવી છે તે અનુસાર આ દરેક ઓરડો વસતિ ગણતરીનું ઘર ગણવાને પાત્ર છે, કારણ કે તે દરેક ઓરડાને સ્વતંત્ર પ્રવેશદ્વાર છે અને દરેકને સહિયારી સીડી ઉપરથી પ્રવેશ મળે છે. પરંતુ તે ઘરોની સંખ્યાની વાસ્તવિક પરિસ્થિતિ દર્શાવતું

નથી. આવા કિસ્સાઓમાં કુટુંબ દ્વારા વપરાતા આ બધા ઓરડાઓને એકત્રિત કરી એક "એકમ" તરીકે ઉપયોગમાં લેવાય છે, તે લક્ષમાં લઈને ચાર ઓરડાઓનો બનેલો સમગ્ર ફ્લેટ વસતિ ગણતરીના એક જ ઘર તરીકે ગણાવો જોઈએ અને તેને એક જ નંબર આપવો જોઈએ. પરંતુ જો આ દરેક ઓરડો જુદાં જુદાં કુટુંબોના સ્વતંત્ર કબજામાં હોય અને દરેક ભાગને જુદું મુખ્ય પ્રવેશદ્વાર હોય, તો તે પ્રત્યેક એકમને વાજબી રીતે વસતિ ગણતરીનું અલગ ઘર ગણી શકાય. હોસ્ટેલના મકાનના દરેક ઓરડાની અંદર વિદ્યાર્થીઓ રહે છે અને તેનું બારણું સહિયારા વરંડા કે દાદર ઉપર સામાન્ય રીતે ખૂલતું હોય છે, તો પણ હોસ્ટેલના આખા મકાનને વસતિ ગણતરીના એક જ ઘર તરીકે ગણવાનું છે.

૭. મ્યુનિસિપલ વિસ્તારમાં બાંધકામ કરેલ ન હોય તોપણ મિલકતના ધોરણે દરેક પ્લોટને નંબર આપવામાં આવે છે, એવું સામાન્ય રીતે જોવામાં આવે છે. વસતિ ગણતરીના હેતુ માટે આવા ખુલ્લા પ્લોટોને વંડી ચણવામાં આવી હોય, તોપણ નંબરો આપવાના નથી. ફક્ત જ્યારે કોઈ બાંધકામને ચાર દીવાલો થઈ ગઈ હોય અને તેની ઉપર છાપરું બાંધવામાં આવ્યું હોય તો જ તેને વસતિ ગણતરીના ઘર તરીકે ગણવું જોઈએ અને તેની નોંધ કરવી જોઈએ. પરંતુ કેટલાક વિસ્તારોમાં ઘરોનું બાંધકામ જ એવા પ્રકારનું હોય છે કે શંકુ આકારનું છાપરું જમીનને અડે છે અને તેને દીવાલો હોતી નથી, પરંતુ પ્રવેશદ્વાર હોય છે. આવા બાંધકામને ઘરો તરીકે માન્ય રાખવા જોઈએ અને તેને નંબર આપવો જોઈએ.

૮. ગુજરાતના ગ્રામ્ય વિસ્તારમાં કાયમી ઘર નંબરની યોજના સંપૂર્ણપણે દાખલ કરવામાં આવી છે. આથી ગ્રામ્ય વિસ્તારમાં ઘણા સ્થળે તમને કાયમી ઘર નંબરની ધાતુની તકતી જોવા મળશે. પરંતુ જો કોઈ સ્થળે ધાતુની નંબરની તકતી લગાડવામાં આવી ન હોય ત્યાં પણ ફેબ્રુઆરી ૧૯૭૦માં ઘરોની યાદી બનાવતી વખતે ગણતરીદારે દરેક ઘર ઉપર ગેરૂથી નંબર લખેલો હશે.

શહેરી વિસ્તારમાં કેટલેક સ્થળે કાયમી ઘર નંબરની યોજનાનો અમલ કરવામાં આવ્યો નથી. પરંતુ આ વિસ્તારમાં દરેક સ્થાનિક સંસ્થાની પોતાની આગવી નંબરની પદ્ધતિ અમલમાં છે. બધા શહેરી વિસ્તારોમાં વોર્ડવાર નંબરોની પદ્ધતિ અપનાવવામાં આવી છે. આવા શહેરી વિસ્તારોમાં સ્થાનિક સંસ્થાએ આપેલા નંબરો કાયમ રાખવામાં આવ્યા છે, પરંતુ તેનું ૧૦૦ થી ૧૨૫ ઘરોનો એક બ્લોક એ ધોરણે વિભાજન કરવામાં આવ્યું છે. જે શહેરી વિસ્તારોમાં કાયમી ઘર નંબરની યોજનાનો અમલ કરવામાં આવ્યો છે. તેમાં ૧૦૦ થી ૧૨૫ ઘરોનો એક બ્લોક એ ધોરણે નંબરોની તકતીઓ પણ લગાડવામાં આવી હશે જ્યાં તે મુજબ અમલ કરવામાં નથી આવ્યો ત્યાં શહેરી વિસ્તારના સત્તાવાળાઓએ આપેલા ઘર નંબરો ચાલુ રહેશે.

૯. અમદાવાદ મ્યુનિસિપલ કૉર્પોરેશન વિસ્તારમાં કાયમી ઘર નંબરની યોજનાનો અમલ કરવામાં આવ્યો નથી. અમદાવાદ મ્યુનિસિપલ કૉર્પોરેશને મકાન ઉપર જે નંબરો આપ્યા છે તે ચાલુ રાખવામાં આવ્યા છે. આ વિસ્તારમાં કોટની અંદર આવેલા મકાનોને સિટી સર્વે નંબર અને કોટની બહાર આવેલા વિસ્તારોમાં રેવન્યુ સરવે નંબર અથવા જે વિસ્તારમાં ટાઉન પ્લાનિંગ સ્કીમ લાગુ કરવામાં આવી હોય, ત્યાં ફાઈનલ પ્લોટનો નંબર આપવાનું ધોરણ પ્રચલિત છે. આ સર્વે નંબરમાં જેટલાં મકાનો બાંધવામાં આવ્યાં હોય, તે દરેકને પેટા-નંબરો આપવામાં આવે છે. દા. ત., સ. નં. ૨૦૦૧ની અંદર દસ મકાનો બાંધવામાં આવ્યાં હોય તો દરેક મકાનને ૨૦૦૧/૦, ૨૦૦૧/૧, ૨૦૦૧/૨થી ૨૦૦૧/૯ સુધી નંબરો આપવામાં આવે છે. આ દરેક મકાનની અંદર જો એકથી વધુ વસતિ ગણતરીનાં ઘરો આવેલાં હોય, તો તેના નંબરો નીચે મુજબ પડશે. જો મકાન નં. ૨૦૦૧/૦માં ચાર વસતિ ગણતરીનાં ઘરો આવેલાં હોય, તો તેના નંબર ૨૦૦૧/૦/૧, ૨૦૦૧/૦/૨, ૨૦૦૧/૦/૩ અને ૨૦૦૧/૦/૪એ મુજબ પડશે.

કુટુંબ

૧૦ "કુટુંબ" એટલે માણસોનો સમૂહ જે સામાન્ય રીતે સાથે રહેતો અને એક જ રસોડે જમતો હોય, સિવાય કે તેમની પ્રવૃત્તિના કારણે કોઈ માટે તેમ કરવામાં રૂકાવટ થતી હોય. તે સગપણવાળી કે સગપણના સંબંધ સિવાયની વ્યક્તિઓનું બનેલું હશે. જો કોઈ રસોઈઓ કે નોકર તેના માલિકના ઘરમાં રહેતો હોય અને ત્યાં જમતો હોય તો તે કુટુંબનો સભ્ય ગણાશે. હોસ્ટેલ કે જેની અંદર સગપણ સિવાયની વ્યક્તિઓ સાથે રહેતી હોય તો તે સંસ્થાકીય કુટુંબ ગણાશે. તે જ પ્રમાણે જેલ પણ સંસ્થાકીય કુટુંબ ગણાશે.

૧૧. વસતિ ગણતરીના એક ઘરની અંદર એકથી વધારે કુટુંબો હોઈ શકે. આવા પ્રત્યેક કુટુંબને જુદો નંબર આપવો જોઈએ. આમ કરતી વખતે વસતિ ગણતરી ઘરને જે નંબર આપવામાં આવ્યો છે તેની પછી (અ), (બ), (ક), વગેરે મૂળાક્ષર લગાડવા. દા. ત., ૨ નંબરના વસતિ ગણતરીના ઘરમાં ત્રણ કુટુંબો રહેતા હોય તો કુટુંબ ઘરના નંબરો ૨ (અ), ૨(બ) અને ૨ (ક) એમ લખાશે. જો ઘર નંબર ૩ની અંદર એક જ કુટુંબ રહેતું હોય, તો તે કુટુંબ ઘરનો નંબર ૩ થશે, અને કૉલમમાં મૂળાક્ષર લગાવવાનો પ્રશ્ન રહેશે નહિ.

કોઈ નવા બંધાયેલા ઘરમાં એકથી વધુ કુટુંબ ઘરો રહેતાં માલૂમ પડે તો તેવા ઘરનો જે નંબર આવતો હોય તે આપી મૂળાક્ષર લગાવવા. જેમ કે, ઘર નંબર ૯ અને ૧૦ વચ્ચે નવું ઘર થયું હોય તો તે ઘરનો નંબર ૯/૧ આવશે. પરંતુ તે નવા ઘરમાં જો ત્રણ કુટુંબ ઘરો હોય તો દરેકને નંબર ૯/૧ (અ), ૯/૧ (બ), ૯/૧ (ક) આપવામાં આવશે.

પરિશિષ્ટ ૨–અ

અગત્યના બનાવોની યાદી

નંબર	બનાવનું વર્ણન	અગત્યના બનાવની સાલ
૧	૧૮૫૭નો બળવો	૧૮૫૭
૨	છપનાનો દુકાળ	૧૯૦૦
૩	પ્લેગ	૧૯૦૬
૪	દિલ્હી દરબાર-પંચમ જ્યોર્જનો ...	૧૯૧૧
૫	પહેલું વિશ્વયુદ્ધ	૧૯૧૪
૬	પ્લેગ અને ઇન્ફ્લુએન્ઝાનો રોગચાળો ...	૧૯૧૮
૭	અસહકારની ચળવળ	૧૯૨૦-૨૧
૮	પ્રિન્સ ઑફ વેલ્સની ભારતની મુલાકાત ...	નવેમ્બર, ૧૯૨૧
૯	રેલસંકટ	૧૯૨૭
૧૦	ભારતના સ્વાતંત્ર્યની પ્રતિજ્ઞા	૨૬મી જાન્યુઆરી, ૧૯૩૦
૧૧	દાંડીકૂચ	૧૯૩૦
૧૨	સવિનય કાનૂનભંગની ચળવળ	૧૯૩૦-૩૨
૧૩	બિહારનો ધરતીકંપ	૧૯૩૪
૧૪	બીજું વિશ્વયુદ્ધ	૧૯૩૯
૧૫	"હિન્દ છોડો" ની ચળવળ	૧૯૪૨
૧૬	બંગાલનો દુકાળ	૧૯૪૩
૧૭	પ્રથમ સ્વાતંત્ર્યદિન	૧૫મી ઑગસ્ટ, ૧૯૪૭
૧૮	માહાત્મા ગાંધીજીનું નિર્વાણ	૩૦મી જાન્યુઆરી, ૧૯૪૮
૧૯	સૌરાષ્ટ્રનું એકમ	૧૫મો એપ્રિલ, ૧૯૪૮
૨૦	દેશી રાજ્યોનું મુંબઈ રાજ્યમાં વિલીનીકરણ	૧લી ઑગસ્ટ, ૧૯૪૯
૨૧	સરદાર પટેલનું અવસાન	૧૫મી ડિસેમ્બર, ૧૯૫૦
૨૨	પહેલો પ્રજાસત્તાક દિન	૨૬મી જાન્યુઆરી, ૧૯૫૦
૨૩	મહાગુજરાતની ચળવળ	ઑગષ્ટ, ૧૯૫૬
૨૪	મુંબઈના દ્વિભાષી રાજ્યની પુનઃરચના	૧લી નવેમ્બર, ૧૯૫૬
૨૫	તાપી નદીનું ભયંકર પૂર	સપ્ટેબર, ૧૯૫૯
૨૬	ગુજરાત રાજ્યની સ્થાપના	૧લી મે, ૧૯૬૦
૨૭	ચીની આક્રમણ	ઑક્ટોબર, ૧૯૬૨
૨૮	પંડિત જવાહરલાલનું અવસાન	મે, ૧૯૬૪
૨૯	ભારત ઉપર પાકિસ્તાનનું આક્રમણ	જુલાઈ, ૧૯૬૫
૩૦	શ્રી લાલબહાદુર શાસ્ત્રીનું અવસાન	જાન્યુઆરી, ૧૯૬૬
૩૧	રેલસંકટ	ઑગસ્ટ, ૧૯૬૮

પરિશિષ્ટ ૨–બ

ભારતની વસતિ ગણુતરી, ૧૯૭૧

ગુજરાત

ભારતના બંધારણ અન્વયે રાષ્ટ્રપતિના હુકમથી નક્કી થયેલ અનુસૂચિત જાતિ અને અનુસૂચિત જનજાતિની યાદી

(૧લી ઓક્ટોબર, ૧૯૬૯ મુજબ)

અનુસૂચિત જાતિની યાદી

બનાસકાંઠા, સાબરકાંઠા, મહેસાણા, ગાંધીનગર, અમદાવાદ, ખેડા, પંચમહાલ, વડોદરા, ભરૂચ, સુરત, વલસાડ અને ડાંગ જિલ્લાઓમાં:—

(૧) અગર
(૨) બાકડ અથવા બાંટ
(૩) ભાંબી, ભાંભી, અસાદરૂ, અસોડી, ચામડીઆ, ચમાર, ચાંભાર, ચામગર, હરલય્યા, હરાલી, ખાલપા, માચીગર, મોચીગર, મદાર, માડીગ, તેલેગુ મોચી, કામાટી મોચી, રાણીગર, રોહિદાસ, રોહિત અથવા સામગર
(૪) ભંગી, મેહતર, ઓલ્ગાણા, રૂખી, મલ્કાણા, હલાલખોર, લાલબેગી, બાલ્મિકિ, કોરાર અથવા ઝાડમલ્લિ
(૫) ચલ્વાડી અથવા ચનય્યા
(૬) ચેન્ના દસર અથવા હોલયા દસર
(૭) ઢોર, કાક્ય્યા અથવા કંક્ય્યા
(૮) ગરોડા અથવા ગારો
(૯) હલીર
(૧૦) હલસર, હસ્લર, હુલાસવર અથવા હલસવર
(૧૧) હોલાર અથવા વલ્હાર
(૧૨) હોલાયા અથવા હોલેર
(૧૩) ર્લીગાદર
(૧૪) મહાર, તરાલ અથવા ઢેગુમેગુ
(૧૫) માયાવંશી, ઢેઢ, વણકર અથવા માડ વણકર
(૧૬) માંગ, માતંગ અથવા મીનીમાડીગ
(૧૭) માંગ-ગારૂડી
(૧૮) મેઘવાળ કે મેંઘવાર
(૧૯) મુકરી
(૨૦) નાડીઆ અથવા હાડી
(૨૧) પાસી
(૨૨) શેણવા, ચેન્વા, સેડમા કે રાવત
(૨૩) તીરગર અથવા તીરબંદા
(૨૪) તુરી

૨. ડાંગ જિલ્લો અને વલસાડ જિલ્લાના ઉંબરગામ તાલુકામાં: મોચી

૩. જામનગર, રાજકોટ, સુરેન્દ્રનગર, ભાવનગર, અમરેલી અને જૂનાગઢ જિલ્લાઓમાં:
(૧) બાવા (ઢેઢ) કે ઢેઢ-સાધુ
(૨) ભંગી કે રૂખી

(૩) ચામડીઆ
(૪) ચમાર, નાલીયા કે રોહિત
(૫) ડાંગશીયા
(૬) ગરોડા
(૭) ગરમાતંગ
(૮) હાડી
(૯) મેઘવાળ
(૧૦) શેણવા
(૧૧) શેમળિયા
(૧૨) થોરી
(૧૩) તુરી
(૧૪) તુરી-બારોટ અથવા ઢેઢ-બારોટ
(૧૫) વણકર, ઢેઢ કે અંત્યજ

૪. કચ્છ જિલ્લામાં :
(૧) ભંગી
(૨) ચમાર
(૩) ગરોડા
(૪) મેઘવાળ
(૫) તુરી
(૬) તુરી-બારોટ

અનુસૂચિત જનજાતિની યાદી

બનાસકાંઠા, સાબરકાંઠા, મહેસાણા, ગાંધીનગર, અમદાવાદ, ખેડા, પંચમહાલ, વડોદરા, ભરૂચ, સુરત, વલસાડ અને ડાંગ જિલ્લાઓમાં :
(૧) બરડા
(૨) બાવચા કે બામચા
(૩) ભીલ, ભીલ ગરાસિયા, ઢોલી ભીલ, ડુંગરી ભીલ, ડુંગરી ગરાસિયા, મેવાસી ભીલ, રાવલ ભીલ, તડવી ભીલ, ભાગલીઆ, ભીલાળા, પાવરા, વસાવા અને વસાવે સહિત.
(૪) ચોધરા
(૫) ધાનકા, તડવી, તેતરિયા અને વલ્વી સહિત
(૬) ધોડીઆ
(૭) દુબળા, તલાવીઆ, અથવા હળપતિ સહિત
(૮) ગામીત કે ગામટા કે ગાવીત, માવચી, પડવી, વસાવા, વસાવે અને વલ્વી સહિત
(૯) ગોંડ કે રાજગોંડ
(૧૦) કથોડી કે કાતકરી, ઢોર કથોડી કે ઢોર કાતકરી અને સોન કથોડી કે સોનકાતકરી સહિત.
(૧૧) કોકણા, કોકણી, કુકણા
(૧૨) કોળી ઢોર, ટોકરે કોળી, કોળચા કે કોલઘા
(૧૩) નાયકડા કે નાયકા, ચોળીવાળા નાયકા, કાપડીઆ નાયકા, મોટા નાયકા અને નાના નાયકા સહિત.
(૧૪) પારાધી, અડવી ચીંચર અને ફણસે પારાધી સહિત.
(૧૫) પટેલીઆ
(૧૬) પોમ્લા
(૧૭) રાઠવા
(૧૮) વાલ્મી
(૧૯) વીટોલીઆ, કોટવાલીઆ કે બરોડીઆ

૨. ડાંગ જિલ્લામાં :
કુણબી

૩. સુરત અને વલસાડ જિલ્લાઓમાં :
(અ) ઉંબરગામ તાલુકામાં—કોળી મલ્હાર, કોળી મહાદેવ કે ડોંગર કોળી
(બ) બીજા તાલુકામાં—ચોધરી

૪. જામનગર, રાજકોટ, સુરેન્દ્રનગર, ભાવનગર, અમરેલી અને જૂનાગઢ જિલ્લાઓમાં :
સીદી

૫. આલેચ, ગીર, અને બરડા જંગલના નેસ વિસ્તારોમાં :
(૧) ભરવાડ
(૨) ચારણ
(૩) રબારી

૬. સુરેન્દ્રનગર જિલ્લામાં :
પઢાર

૭. કચ્છ જિલ્લામાં :
(૧) ભીલ
(૨) ધોડીઆ
(૩) કોળી
(૪) પારાધી
(૫) વાઘરી

પરિશિષ્ટ ૩

ગૃહઉદ્યોગના ધોરણે ચલાવી શકાય તેવા કેટલાક નમૂનારૂપ ઉદ્યોગોની યાદી

(જુઓ પેરા ૯૨-૯૫)

ખાદ્યસામગ્રી

ગામડાની ઘંટીઓ અથવા આટાની મિલોમાં આટાનું ઉત્પાદન; ડાંગરને પીલવાનું અને છડવાનું; મરચાં, હળદર, વગેરે દળવાનું; ગોળ, ખાંડસરી, બૂરું, વગેરેનું ઉત્પાદન; અથાણાં, ચટણી, મુરબ્બા વગેરેનું ઉત્પાદન; કાજુ ઉપરની પ્રક્રિયા; શાકભાજીની સૂક્વણી; મીઠાઈ, ફરસાણ તથા બીજી બેકરીની પેદાશોનું ઉત્પાદન; માખણ ઘી, વગેરેનું ઉત્પાદન; જાનવરોની કતલ કરવાનું તથા માંસ અને માછલી બગડી ન જાય તેવી રીતે સાચવવાની વ્યવસ્થા, માછલી સૂક્વવાનું, વગેરે; તેલઘાણી.

પીણાંઓ

દેશી દારૂ, તાડી, સોડા વોટર, બરફ, આઈસક્રીમ, કૉફી, શરબત, વગેરેનું ઉત્પાદન.

તમાકુની પેદાશો

બીડી, સિગાર, ચિરૂટ, તમાકુ, છીંકણી, વગેરેનું ઉત્પાદન.

કાપડ–સુતરાઉ

કપાસનું જીનિંગ, કાર્ડિંગ, પ્રેસિંગ, બેલિંગ(ગાંસડી બાંધવી) કાંતવું વગેરે; કાપડને રંગવાનું અને બ્લીચ કરવાનું, હાથશાળ કે પાવરલૂમ ઉપર વણાટકામ અથવા ખાદીનું ઉત્પાદન, કાપડ ઉપર છાપકામ, માછલી પકડવાની જાળ, મચ્છરદાની, સુતરાઉ દોરા, દોરડાં, જાડો દોરો, વગેરે બનાવવાનું.

કાપડ–શણ, ગરમ અથવા રેશમી

ઉપર જણાવેલ સુતરાઉ કાપડની જેમ શણ, ગરમ અને રેશમી કાપડનું ઉત્પાદન અગર તેની પ્રક્રિયા.

કાપડ–પરચૂરણ

શેત્રંજી, કારપેટ, ગંજીફરાક અને મોજાં બનાવવાં, ભરતકામ અંકોડીનું ભરતકામ, લેસના હાર બનાવવા, દરજીકામ તથા માથે પહેરવાનો પોશાક બનાવવો; પાટી, ચાદરો, પડદા, ઓશિકાના ગલેફ વગેરે બનાવવાં; ગોદડાં, રજાઈ, વગેરે બનાવવાં, બનાત બનાવવી, નારિયેળના રેશામાંથી બેઠકની ગાદી, પીંછીઓ, સાવરણાં, વગેરે બનાવવું; કાથી પીંજવી, છત્રીઓ બનાવવી તથા સમી કરવી, ચીંથરાં અને રૂમાંથી ઢીંગલીઓ તથા રમકડાં, વગેરે બનાવવાં.

લાકડું તથા લાકડાની બનાવટોનું ઉત્પાદન

લાકડું વહેરવું તથા રંદો મારવો, લાકડાનું ફરનિચર બનાવવું, ઈમારતી માલ જેવો કે પીઢીયાં, બારણાં અને બારીઓનાં ચોખઠાં વગેરે બનાવવાં, લાકડાનાં ખેતીને લગતાં ઓજારો બનાવવાં અને તેનું સમારકામ, લાકડાનું લાખકામ, લાકડાનાં રમકડાં, લાકડાનું કોતરકામ, વહેર તથા પ્લાસ્ટરમાંથી આકૃતિઓ બનાવવાનું કામ, જડાઉકામ, દીવાસળીની કાંડી બનાવવાનું કામ, પ્લાયવુડ, વિનીઅર વગેરેની બનાવટનું કામ, તાડનાં પાંદડાંની ચટાઈ, પંખા, છત્રી વગેરે બનાવવું, ટોપલી અને સાવરણાં બનાવવાં, ખુરશીમાં નેતર ભરવું, ખસટટ્ટીઓ તથા વાંસની પટ્ટીઓ(ચીક) ના પડદા બનાવવાં, ગાડાનાં પૈડાં, લાકડાની પાવડીઓ, વગેરે બનાવવી.

કાગળ અને કાગળની બનાવટો

માવો તથા કાગળ હાથથી બનાવવા, પરબીડિયા બનાવવાં, કાગળના માવા (થેપડા)ની વસ્તુઓ, પૂઠાનાં ખોખાં, કાગળનાં ફૂલો, કાગળના પતંગો, રમકડાં, વગેરે બનાવવાં.

છાપકામ અને પ્રકાશન

છાપકામ, લિથોગ્રાફી, બ્લોક બનાવવા, ચોપડી બાંધવી (બુક-બાઈન્ડીંગ), વગેરે.

ચામડું તથા ચામડાની બનાવટો

ખાલ ઉતારવી તથા ચામડાને કમાવવાનું કામ, ચામડાનાં પગરખાં બનાવવાં, ચામડા તથા ફરનાં પહેરવાનાં વસ્ત્રો બનાવવાં, જોડા તથા બીજી ચામડાની બનાવટોનું સમારકામ.

રબર, પેટ્રોલિયમ અને કોલસાની બનાવટો

ટાયર તથા ટયુબનું વલ્કેનાઈઝિંગ, ફાટેલા ટાયરમાંથી ચંપલો બનાવવી તથા બીજા રબરનાં પગરખાં બનાવવાં, કુદરતી તથા બનાવટી (સિન્થેટિક) રબરની બનાવટો.

કેમીકલ્સ તથા રસાયણિક બનાવટો

રમકડાં, પેઈન્ટસ, રંગો, વગેરેનું ઉત્પાદન, દીવાસળી, દારૂખાનું, પરફ્યુમ્સ (સુગંધિત દ્રવ્યો), સૌંદર્ય પ્રસાધનોનું ઉત્પાદન, આયુર્વેદિક દવાઓ, સાબુઓ, પ્લાસ્ટીકની વસ્તુઓ, કચકડાની વસ્તુઓનું ઉત્પાદન, શાહી, મીણબત્તી, બૂટ પૉલિસ, વગેરેનું ઉત્પાદન.

પેટ્રોલિયમ અને કોલસા સિવાયની બીજી બિન-ધાતુ (નોન-મેટલીક)ની ખનીજ (મીનરલ)ની બનાવટો

ઈંટો, છાપરાનાં નળિયાં, સેનીટરી ફીટિંગ્સ, સિમેન્ટનાં બાવલાં કે પૂતળાં બનાવવાં, પત્થર તથા આરસનું કોતરકામ, પત્થરના ઈમારતી ભાગો તૈયાર કરવા, પત્થરને ઘડવાનું તથા પત્થરોને તોડવાનું, અબરખને છૂટું પાડવાનું અને અબરખની બીજી બનાવટોનું ઉત્પાદન, માટીનાં વાસણો બનાવવાનું અને બીજું ફુંભારી કામ, કપરકાબી, કાચના મણકા અને બંગડીઓ, માટીના રમકડા બનાવવાં, તથા કાંચની બનાવટોનું ઉત્પાદન, વગેરે.

મશીનરી તથા વાહનવ્યવહારના સામાન સિવાયની બેઝિક ધાતુ તથા તેની બનાવટો

લોખંડના હથિયારો અને શસ્ત્રોનું ઉત્પાદન, સર્વિસીંગ અને સમારકામ, લોખંડ તથા સ્ટીલનું ફર્નિચર, પિત્તળ, કાંસાનાં વાસણો, એલ્યુમિનિયમનાં વાસણો, પતરાંના વાસણો, તાંબાનાં વાસણો, વગેરે બનાવવાનું કામ, નિકલ તથા ઈલેકટ્રોપ્લેટિંગ, લુહારીકામ, ખેતીનાં ઓજારો બનાવવાં તથા સમારકામ, જેવાં કે હળ વગેરે, તાળા તથા પેટીઓ બનાવવી તથા સમી કરવી, કટલરી, ત્રાજવાં, તોલમાપ બનાવવાં તથા ફાઉન્ડ્રી ઉદ્યોગ, વગેરે.

મશીનરી (વાહનવ્યવહાર સિવાયની બધી) અને ઈલેકટ્રીકનો સામાન

મશીનના નાના ઓજારો અને તેના ભાગો બનાવવા, પંખા, રેડિયો, ઘરગથ્થુ ઈલેકટ્રીકનો સામાન વગેરે રીપેર કરવો તથા સાફચૂફી કરવી.

વાહનવ્યવહારનો સામાન

ઓટોમોબાઈલ્સનું રીપેરીંગ તથા સર્વિસિંગ, સાયકલના ભાગો રીક્ષાના ભાગો, બોટ તથા બાર્જિસ બનાવવા, પશુઓથી ચાલતા તથા હાથથી ખેંચવામાં આવતાં વાહનો બનાવવા જેવાં કે બળદગાડી, પૈડાવાળી ગાડી વગેરે.

પરચૂરણ ઉત્પાદક ઉદ્યોગો

ચશ્મા સમા કરવાં, ફોટોગ્રાફીનો સામાન, સોનીકામ, ચાંદીના નકશી કામનો ઉદ્યોગ, સોનાનો ઢાળ ચઢાવવાનું કામ, બિદરીકામ, સંગીતના સાધનો, ફાઉન્ટન પેનો, છાણાં બનાવવા, રમતગમતના સાધનો બનાવવા, પેટ્રોમેક્ષ બત્તીઓ સમી કરવી, છીપમાંથી બટન તથા મણકા બનાવવા અને શીંગડામાંથી વસ્તુઓ બનાવવી.

પરિશિષ્ટ ૪

આર્થિક પ્રવૃતિઓની વર્ગીકૃત યાદી

(જુઓ પેરા ૧૧૨)

ખેતી, શિકાર, જંગલકામ (Forestry) અને મત્સ્ય ઉદ્યોગ

(માત્ર પ્લાન્ટેશન કે મત્સ્ય ઉદ્યોગ, વગેરે એટલું જ નહિ લખતાં અહિ આપ્યા પ્રમાણે યોગ્ય વિગતો દર્શાવવી)

પ્લાન્ટેશન પાકો—પ્લાન્ટેશનનો પ્રકાર જણાવો, જેમ કે ચ્હા, કોફી, રબર, તમાકુ, કાષ્ઠફળ જેમ કે, સોપારી, બદામ વગેરે ફળો, ગાંજો વગેરે.

પશુ ઉછેર—કઈ જાતના પશુઓનો ઉછેર કરવામાં આવે છે તે જણાવો, જેમ કે બકરાં, ઘેટાં, ઘોડા, ડુક્કર, બતક, મધમાખી રેશમના કીડા, વગેરે. આમાં ઊન, કાચું રેશમ વગેરેના ઉત્પાદનનો સમાવેશ થાય છે.

ખેતીને લગતી સેવાઓ—ખેતીને લગતી કઈ જાતની સેવાઓ આપવામાં આવે છે તે જણાવો; જેમ કે જિવાત નાશ કરવાનું, દવા છાંટવાનું, સિંચાઈ પદ્ધતિનું સંચાલન, પશુઓના વાળ કાપવાનું અને પશુ સેવાઓ (ઢોરોના રોગોને લગતી સેવાઓ સિવાય), ખેતી અને પશુજન્ય ઉત્પાદનોનું વર્ગીકરણ કરવું, જમીન સંરક્ષણ, જમીન ચકાસણી, વગેરે.

શિકાર—ફક્ત વેપારના હેતુ માટે શિકાર કરવો, પશુઓને ફસાવીને પકડવા, અને શિકારને લગતી જાહેરાત જણાવો.

જંગલકામ અને ઝાડ કાપવાનું કામ—ઝાડો રોપવાં અને જંગલની સાચવણી, ઝાડો પાડવાં અને કાપવાં વગેરે ઉપરાંત અહીં બળતણનું ઉત્પાદન, ઢોરચારો, ગુંદર, રેઝીન, લાખ, વગેરેને એકઠા કરવાના કામનો સમાવેશ થાય છે.

મત્સ્ય ઉદ્યોગ—દરિયામાં દરિયા કિનારે અને ખાડી, નદી કે તળાવના પાણીમાં માછલાં પકડવા, માછલાં ઉછેરવા, મોતી, શંખો, છીપલાં, વાદળી વગેરે એકઠા કરવા.

ખનીજ અને ખાણકામ

(માત્ર ખનીજ અને ખાણકામ એટલું જ નહિ લખતાં વધુ વિગતો દર્શાવો) કઈ વસ્તુ ખાણમાંથી કાઢવામાં આવે છે તે જણાવો, જેમ કે કોલસો, લીગ્નાઈટ, ખનીજ તેલ, કુદરતી વાયુ, કાચું લોખંડ, મેંગેનીઝ, સોનું ચાંદી, કાચું તાંબુ, પથ્થર, માટી અને રેતી કાઢવાં, મૂલ્યવાન અને અર્ધ-મૂલ્યવાન પથ્થરો ખોદી કાઢવા, અબરખ, જિપ્સમ, વગેરે ખોદી કાઢવાનું, કામ.

ઉત્પાદન અને સમારકામ

(કારખાનામાં કામ કરે છે એટલું જ માત્ર ન લખતાં અહીં વિગતો આપ્યા પ્રમાણે ઉત્પાદન શેને લગતું છે તે દર્શાવો.)

ખાદ્ય પદાર્થોનું ઉત્પાદન — જાનવરોની કતલ, માંસની બનાવટ અને સાચવણી, દૂધની વસ્તુઓનું ઉત્પાદન, ફળો અને શાકભાજીને ડબ્બામાં પેક કરવા અને તેની સાચવણી, માછલી, અનાજ દળવાની ઘંટીને લગતું ઉત્પાદન, બેકરીની બનાવટો, ખાંડ, બૂરુ, મીઠું, વનસ્પતિ સહિત ખાદ્ય તેલો, ચ્હા અથવા કોફીનું પ્રોસેસીંગ, બરફ બનાવવાનું, ઢોરોનું દાણ, સ્ટાર્ચ, વગેરે.

પીણાં,તમાકુ અને તમાકુની બનાવટોનું ઉત્પાદન—સ્પિરિટનું શુદ્ધિકરણ અને મેળવણી, દારૂનો ઉદ્યોગ, દેશી દારૂ અને તાડી, ક્ષારવાળાં પીણાંનો ઉદ્યોગ, બીડી, સિગાર, સિગારેટો, ઝરદા, છીંકણી વગેરે.

સુતરાઉ કાપડનું ઉત્પાદન —કપાસનું જીનિંગ, સાફ કરવું અને ગાંસડીઓ બાંધવાનું, કાપડની મીલોમાં કપાસ પીંજવું, સૂતર વણવું અને ફીનીસીંગ, છાપકામ, સુતરાઉ કાપડને રંગવાનું અને બ્લીચ કરવાનું, મિલ સિવાય બીજે (ચરખા) સૂતર કાંતવાનું, ખાદીનું ઉત્પાદન, હેન્ડલુમ અને પાવરલુમમાં વણાટકામ, વગેરે.

ગરમ, રેશમી અને સિન્થેટિક કાપડનું ઉત્પાદન—ઉન સાફ કરવું, ગાંસડી દબાવવી અને બાંધવી, મિલોમાં અને મિલો સિવાય બીજે વણવાનું અને ફીનીસીંગ, રંગાટ અને બ્લીચીંગ, રેશમી, સિન્થેટિક કાપડ, વગેરેનું છાપકામ.

શણ, હેમ્પ અને મેસ્તા કાપડનું ઉત્પાદન—શણ અને મેસ્તાનું પીંજવું, પ્રેસીંગ અને બેલીંગ, રંગાટ, શણના કાપડનું પ્રિંટિંગ અને બ્લીચીંગ અને શણની ગુણીઓના ઉત્પાદનનો પણ આમાં સમાવેશ થાય છે.

કાપડની બનાવટોનું ઉત્પાદન (પગરખાં સિવાયના બીજા પહેરવાના કપડાં સહિત)—ગૂંથણકામની મિલો, બધી જાતના દોરા, જાડા દોરા, દોરડાં, વગેરેનું ઉત્પાદન, ભરતકામ, શેતરંજીઓ, રેઈનકોટ, હેટ, કાપડની તૈયાર વસ્તુઓ (સીવેલાં કપડા સિવાય) તેલી કાપડ, તાડપત્રી, કાથી અને કાથીની બનાવટો, લીનોલીયમ, પેડીંગ અને વેડીંગ (પેકીંગમાં વપરાતા સામાન) નો પણ આમાં સમાવેશ થાય છે.

લાકડા અને લાકડાની બનાવટોનું ઉત્પાદન ફર્નિચર અને સાંધાઓ—વિનિયર, પ્લાયવુડ અને તેની બનાવટોનું ઉત્પાદન, લાકડાને વેરવાનું અને રંદો મારવાનું, લાકડાની અને નેતરની પેટીઓ, ક્રેટ, પીપ, બેરલ, વગેરે પીઢિયાં, થાંભલા, બારણાં અને બારીઓ, લાકડાની ઔદ્યોગિક ચીજવસ્તુઓ જેવી કે બ્લોક, હેન્ડલ્સ, વગેરે; બૂચનું ઉત્પાદન, લાકડા, વાંસ અને નેતરનું ફર્નિચર અને સાંધાઓ, વગેરે.

કાગળ અને કાગળની બનાવટો અને છાપકામ, પ્રકાશન અને આનુસંગિક ઉદ્યોગો—માવાનું ઉત્પાદન, કાગળ, પેપર બોર્ડસ અને ન્યુઝપ્રિન્ટસ, કન્ટેનર અને કાગળના ખોખાં, અખબારોનું છાપકામ અને પ્રકાશન, સામયિકો અને ચોપડીઓ, વગેરે, એન્ગ્રેવીંગ, બ્લોક બનાવવા, બુક—બાઈન્ડીંગ વગેરે.

ચામડું અને ચામડા અને ફરની બનાવટો—ચામડું કમાવવું, સાફ કરવું, પગરખાં (સમારકામ સિવાય), ફરના કોટ, હાથના મોજા, સાફસૂફી, રંગાટ, ફર અને ચામડાના કામળાં વગેરે.

રબર, પ્લાસ્ટિક પેટ્રોલિયમ અને કોલસાની બનાવટો—ટાયર અને ટયુબના ઉદ્યોગો, વલ્કેનાઈઝ અથવા મોલ્ડેડ રબરના બનાવેલા પગરખાં, રબર અને પ્લાસ્ટીકની બનાવટો, પેટ્રોલિયમ રીફાઈનરીઓ, કોલસાની ભઠ્ઠીઓમાં ડામરનું ઉત્પાદન, વગેરે.

રસાયણ અને રસાયણની બનાવટો-ગેસોનું ઉત્પાદન, જેવા કે એસીડ, આલ્કલી, ઓકસિજન, વગેરે; ખાતરો અને જંતુનાશક દવાઓ, રંગો, વારનિશ, પ્રવાહી અને ઘન દવાઓ, સુગંધિત દ્રવ્યો, સૌંદર્ય પ્રસાધનો, લોશન, સિન્થેટિક રેઝીન, વગેરે દીવાસળીઓ, સળગી ઊઠે તેવા પદાર્થો અને દારૂગોળો, દારૂખાનું વગેરે.

નોન-મેટલીક મીનરલ બનાવટો—બાંધકામ માટે વપરાતી માટીની બનાવટો, કાચ અને કાચની બનાવટો, માટીના વાસણો

અને માટીકામ, ચાયના માટીની વસ્તુઓ અને પોર્સલીનની બનાવટો, સિમેન્ટ, ચૂનો અને પ્લાસ્ટર, એસ્બેસ્ટોસ, સિમેન્ટ, વગેરે.

બેઝિક ધાતુ અને એલોય ઉદ્યોગો—ભરતર અને ઘડતર લોખંડના ઉદ્યોગો, બીબાં બનાવવાનું કામ, ફેરો એલોય, તાંબું પિત્તળ, જસ્તત અને પિત્તળની બનાવટો વગેરે.

મશીનરી અને વાહનવ્યવહારના સાધનો સિવાયની ધાતુની બનાવટો અને છૂટા ભાગો—ટીનના પતરામાંથી કેન, શીટ મેટલ, બેરલ્સ, પીપ, બાલદીઓ, તિજોરીઓ, વગેરે, બાંધકામ માટે વપરાતી ધાતુની બનાવટો, ધાતુનું ફર્નિચર અને સાંધાઓ, ઓજારો, વાસણો, કટલરી, વગેરે.

ઈલેકટ્રીકલ મશીનરી સિવાયની મશીનરી, મશીન ટુલ્સ અને છૂટા ભાગો—ખેતીને લગતી મશીનરી, ઊંટડા, રોડ રોલર, બોઈલર, ડિઝલ એન્જિનો, રેફ્રીઝરેટર્સ, એર કન્ડીશનર વગેરે.

ઇલેકટ્રીક મશીનરી, એપરેટર્સ, એપ્લાયનસીસ અને સપ્લાયીઝ અને છૂટા ભાગો—ઈલેકટ્રીક મોટરો, જનરેટર્સ, ટ્રાન્સફોર્મર્સ, ઈન્સ્યુલેટેડ વાયરો અને કેબલો, ડ્રાય અને વેટ બેટરીઓ, રેડિયો, ટેલીવિઝન વગેરે એક્સ—રે એપરેટસ, ઈલેકટ્રીક કોમ્પ્યુટર્સ વગેરે.

વાહનવ્યવહારના સાધનો અને છૂટા ભાગો—વહાણ બાંધકામ અને સમારકામ, લોકોમોટીવ અને છૂટા ભાગો, રેલવે વેગનો, ડબ્બાઓ, વગેરે રેલ રોડ સાધનો, મોટર વાહનો, સાયકલો, વિમાનો, ધક્કાલારીઓ અને હાથલારીઓ વગેરે.

બીજા ઉત્પાદક ઉદ્યોગો—માત્ર બીજા ઉત્પાદક ઉદ્યોગો એટલું જ ન લખતાં જેનું ઉત્પાદન થતું હોય તે સ્પષ્ટ રીતે દર્શાવો, જેમ કે મેડિકલ, સર્જિકલ અને સાયન્ટીફીક સાધનોનું ઉત્પાદન, ફોટોગ્રાફી અને ચશ્માને લગતી વસ્તુઓ, ઘડિયાળો, સિક્કાઓ પાડવા, સંગીતના સાધનો, વગેરે.

વીજળી, ગેસ, અને પાણી

જો વિજળીશક્તિનું ઉત્પાદન અને ટ્રાન્સમીશન અથવા વીતરણનો સમાવેશ થતો હોય, તો તે પ્રમાણે દર્શાવો, દા. ત., ગેસ વર્કસમાં ગેસનું ઉત્પાદન અને તેની વહેંચણી, પાણીનો પુરવઠો, જેમ કે પાણીનો સંગ્રહ, શુદ્ધિકરણ અને વહેંચણી, વગેરે.

બાંધકામ

(બાંધકામમાં રોકાયેલ છે એટલું જ માત્ર ન લખતાં વધુ વિગતો આપો). બાંધકામના પ્રકાર અને સાચવણીની વિગતો સ્પષ્ટ રીતે દર્શાવો, જેમ કે મકાન, રસ્તા, રેલવે, ટેલિગ્રાફ, ટેલિફોન, વોટરવેઝ અને પાણીના જળાશયો, જળવિ ત યોજનાઓ, ઔદ્યોગિક પ્લાન્ટસ, બાંધકામને સંબંધિત પ્રવૃત્તિઓ, જેવી કે પ્લમ્બીંગ, હીટીંગ અને એર કન્ડીશનીંગ ઈન્સ્ટોલેશન, ટાઈલ્સ, આરસ, ઈંટો, વગેરે બેસાડવું, ઈલેકટ્રીકલ ઈન્સ્ટોલેશનનું બાંધકામ, વગેરે.

જથ્થાબંધ અને છૂટક વેપાર અને રેસ્ટોરાં અને હોટેલો

ખોરાક, કાપડ, જાનવરો, પીણાંઓ અને કેફી પદાર્થો—અનાજ, દાળ, ખાદ્યસામગ્રી, કાપડ અને કાપડની બનાવટો, દા. ત., તૈયાર કપડાં, ખમીસ વગેરે, પીણાંઓ, કેફી પદાર્થો જેવાં કે દારૂ, અફીણ, ગાંજો, તમાકુ વગેરેમાં જથ્થાબંધ વેપાર થાય છે તેમ સ્પષ્ટ રીતે જણાવો. આમાં જાનવરો, પરાળ અને ઘાસચારાના જથ્થાબંધ વેપારનો સમાવેશ થાય છે.

બળતણ, અત્તરીઓ, રસાયણ, સુગંધિત દ્રવ્યો, સીરેમીકસ, કાચ—દવા, રસાયણો, બળતણ, દીવાબત્તીને લગતી બનાવટો, ટોઈલેટસ, પોર્સલીન, કાચના વાસણો, કોકરી વગેરેમાં જથ્થાબંધ વેપાર.

વાહનવ્યવહાર અને ઈલેકટ્રીકના સાધનો સહિત બધી જાતની મશીનરી, સાધનો—ખેતીકામ અને ઉદ્યોગને લગતી મશીનરી, દા. ત., પાક લણવાના, સાફ કરવાના વગેરે, વીજળીક મશીનરી, વાહનવ્યવહારના સાધનો, વગેરે.

પરચૂરણ ઉત્પાદન—ફર્નિચર, રબર અને રબરની બનાવટો, બાંધકામના સાધનો, ઘડિયાળો, વગેરે, ચશ્માના કાચ, વગેરે, મેડિકલ અને સર્જિકલ સાધનો, કિંમતી ધાતુઓ, પત્થરો અને ઝવેરાત, વગેરેમાં જથ્થાબંધ વેપાર.

ખોરાક અને ખોરાકની વસ્તુઓ, પીણાં તમાકુ અને કેફી પદાર્થોનો છૂટક વેપાર—કરીયાણા, શાકભાજી, ફળ વેચવા, માંસ, મરઘા, બતકાં, બેકરીની બનાવટો, ડેરીની બનાવટો, પાન, બીડી, ક્ષારવાળાં પીણાંઓ વગેરેમાં છૂટક વેપાર ચાલે છે તેમ સ્પષ્ટ રીતે જણાવો.

કાપડનો છૂટક વેપાર—કાપડના છૂટક વેપારમાં રોકાયેલ છે એટલું જ માત્ર ન લખતાં શેનો છૂટક વેપાર ચાલે છે તે સ્પષ્ટ રીતે જણાવો. કાપડનો વેપારી (રેડિમેડ સિવાય), તૈયાર કપડાંનો વેપારી એ કેટલાંક દૃષ્ટાંતો છે.

બીજી વસ્તુઓનો છૂટક વેપાર—શેનો છૂટક વેપાર ચાલે છે તે સ્પષ્ટ રીતે જણાવો, જેમ કે દવાની દુકાન, પુસ્તકવિક્રેતા, બાંધકામનો સામાન.

રેસ્ટોરાં અને હોટલો—રેસ્ટોરાં, કાફે અને બીજા ભોજનાલયો, હોટલો, કેમ્પ અને બીજાં રહેવાની સગવડવાળાં સ્થળો.

વાહનવ્યવહાર, સંગ્રહ અને સંદેશાવ્યવહાર

(ભૂમિ, જળ અને હવાઈ વાહનવ્યવહારમાં જ રોકાયેલ છે એમ માત્ર ન લખતાં વધુ વિગતો આપો). તે કઈ જાતની વાહનવ્યવહારની સેવા છે તે જણાવો. દા. ત. રેલવે, ટ્રામવે, મોટર બસ, વગેરે. તેમાં બળદગાડું, એકો, ટાંગા, વગેરેનો પણ સમાવેશ થાય છે; દરિયાઈ અને સમુદ્રકિનારાનું જળ, નદી, તળાવના પાણીમાં વાહનવ્યવહાર, હવાઈ વાહનવ્યવહાર, વાહનવ્યવહારને આપવામાં આવતી સેવાઓ, જેવી કે પેકીંગ, માલવહન ટ્રાવેલ એજન્સી, વગેરે તેમાં સંગ્રહ, વેરહાઉસિંગ, સંદેશાવ્યવહાર જેવો કે ટપાલ ટેલિગ્રાફ, વાયરલેસ, ટેલિફોન, વગેરેનો સમાવેશ થાય છે.

ધીરધાર, વીમો, રિયલ એસ્ટેટ અને ધંધાકીય સેવાઓ

સેવાઓ શેને લગતી છે તે સ્પષ્ટ રીતે દર્શાવો, જેમ કે બેંકિંગ, બેંકો સિવાયની ધીરધારની સંસ્થાઓ, દા. ત., લોન આપતી

મંડળીઓ, એગ્રિકલ્ચરલ ક્રેડીટ સંસ્થાઓ, વગેરે, નાણાં ધીરનારાઓ, ફાઈનેન્શીઅર્સ વગેરે, પ્રોવિડંટને લગતી સેવાઓ, જીવન વીમાની સેવાઓ, આગ, દરિયાઈ અકસ્માત, સ્વાસ્થ્ય વગેરેને લગતી વીમાની સેવાઓ, વગેરે. તેમાં ધંધાકીય સેવાઓનો પણ સમાવેશ થાય છે. દા. ત. ખરીદ અને વેચાણના એજન્ટો અને દલાલ, લીલામ કરવાવાળાઓ, હિસાબનીસો, ડેટા પ્રોસેસીંગ, ઈજનેરી, જાહેરાત અંગેની સેવાઓ, વગેરે, ધારાશાસ્ત્રી, બેરિસ્ટર, વકીલો, વગેરે તરફથી આપવામાં આવતી કાયદાને લગતી સેવાઓ.

સામૂહિક, સામાજિક અને અંગત સેવાઓ

સેવાઓ શેને લગતી છે તે સ્પષ્ટ રીતે જણાવો. જેમ કે, જાહેર વહીવટ, કેન્દ્ર સરકાર, રાજ્ય સરકાર, પોલીસ સેવાઓ, અર્ધ-સરકારી સંસ્થાઓ, સેનિટરી સેવાઓ, શૈક્ષણિક, વૈજ્ઞાનિક અને સંશોધન સેવાઓ, વગેરે.

અંગત સેવાઓ.—અંગત સેવાઓમાં રોકાયેલા છે એટલું જ માત્ર ન લખતાં કઈ જાતની સેવામાં રોકાયેલા છે તે સ્પષ્ટ રીતે દર્શાવો. જેમ કે, ધરગથ્થુ સેવાઓ, લોન્ડ્રી, ધોબીકામ, સફાઈકામ, રંગાટકામને લગતી સેવાઓ, કેશપ્રસાધન, ફોટોગ્રાફિક સ્ટુડિઓ, આંતરરાષ્ટ્રિય અને બીજી એક્સ્ટ્રા ટેરિટોરીઅલ સંસ્થાઓ, વગેરે.

પરિશિષ્ટ ૫

ધંધાઓની વર્ગીકૃત યાદી એટલે કામનું વર્ણન

[પ્રશ્ન ૧૬ (ઇ) અને ૧૭ (ઇ) જુઓ પેરા ૧૧૩-૧૧૪]

ધંધાદારી, ટેકનિકલ અને સંબંધિત કામ કરનારાઓ (કોઈ વ્યક્તિના કામનું વર્ણન લખતી વખતે માત્ર ઇજનેર, ડોકટર, શિક્ષક, એટલું જ ન લખતાં નીચે આપ્યા પ્રમાણેની વધુ ચોક્કસ વિગતો આપો)

ઈજનેરની બાબતમાં તે કઈ શાખાના ઈજનેર છે તે સ્પષ્ટ રીતે દર્શાવો. જેમ કે સિવિલ, મીકેનિકલ, ઈલેકટ્રીકલ, મેટલર્જિકલ, માઈનિંગ, વગેરે; દાકતરની બાબતમાં તે એલોપેથીક છે, આયુર્વેદિક છે કે હોમિયોપેથિક વગેરે છે તે જણાવો. શરીરવિજ્ઞાનશાસ્ત્રી તથા દાંતના દાકતર, વગેરેને જુદા દર્શાવવા. શિક્ષકના સંબંધમાં તે યુનિવર્સિટી, માધ્યમિક શાળા કે પ્રાથમિક શાળા કે બાળમંદિરના શિક્ષક છે તે જણાવો. જુદા જુદા પ્રકારના કેમિસ્ટ, ફિઝિસિસ્ટ, પુરાતત્ત્વશાસ્ત્રીઓ, પરિચારિકાઓ, ફાર્મસિસ્ટ, હેલ્થ ટેકનીશીયનો, જ્યુરિસ્ટ તેમજ સમાજવિજ્ઞાન શાસ્ત્રીઓ, જેવા કે અર્થશાસ્ત્રી, આંકડાશાસ્ત્રી, ભૂગોળશાસ્ત્રી, ઈતિહાસકાર, નૃવંશશાસ્ત્રી, વગેરે, તેમ જ કળાકારો, લેખકો, ચિત્રકારો, શિલ્પીઓ, એકટરો વગેરે, ડ્રાફ્ટસમેન, લેબોરેટરી મદદનીશ, ગ્રંથપાલ, દિક્ષા લીધેલા ધાર્મિક કામ કરનારાઓ, જ્યોતિષીઓ, વગેરેને તેમના કામની વિગતો સાથે નોંધો.

વહીવટી, કારોબારી અને મેનેજર જેવા કામ કરનારાઓ (સરકારી અધિકારી અથવા ખાનગી પેઢીમાં અધિકારી છે એટલું જ માત્ર ન લખતાં વધુ વિગતો આપો)

તેઓ સરકારી નોકરીમાં કે સ્થાનિક સંસ્થા કે વ્યાપારી પેઢી, ઉત્પાદક સંસ્થા કે ભોજનાલયો અગર વાહન વ્યવહારની પેઢી, વગેરેમાં નોકરી કરતા હશે. તેઓના કામનું સંપૂર્ણ વર્ણન આપો. દા.ત., ભારત સરકારના સચિવ, જિલ્લા કલેકટર, મ્યુનિસિપલ કમિશનર, જિલ્લા વિકાસ અધિકારી, પેઢીના ડાયરેકટર, વેપારી પેઢીના મેનેજર, હોટેલના મેનેજર અને માલિક, ચૂંટાએલા અને વિધાનસભાના અધિકારીઓ, વિમાન તથા નૌકા અધિકારીઓ, વગેરે.

કારકુની કરનારાઓ

(વ્યક્તિના કામને કારકુન કે ઑફિસના કામ કરનાર તરીકે જ માત્ર ન જણાવતાં વધુ વિગતો આપો)

જે પ્રકારનું કામ કરતા હોય તે સ્પષ્ટ જણાવો. જેમ કે, કેશિયર, હિસાબનીસ, સ્ટેનોગ્રાફર, ટાઈપિસ્ટ, કોમ્પ્યુટિંગ કલાર્ક, કી-પંચ ઓપરેટર, ઓફિસ મદદનીશ, ગાર્ડ, બ્રેકસમેન, ટ્રાફિક કંટ્રોલર, રેલવે ટિકિટ ઈન્સ્પેકટર, પોસ્ટમેન, ટેલિફોન, ટેલિપ્રિન્ટર, વાયરલેસ ઓપરેટર, રેકર્ડ કીપર, ટપાલની રવાનગી કરનાર, વગેરે. ઓફિસના કામ કરનારાઓમાં પટાવાળા, દફતરી, વગેરેનો સમાવેશ થાય છે.

વેચાણનું કામ કરનારાઓ

(દુકાનમાં કામ કરનારા છે એટલું જ માત્ર ન લખતાં વિગતો આપો)

વ્યાપારી પેઢીના માલિક જથ્થાબંધ કે પરચૂરણ વેપાર કરે છે તે સ્પષ્ટ નોંધવું જોઈએ. સેલ્સમેન, દુકાનના ગુમાસ્તા, વીમા એજન્ટ, શેરદલાલ, લીલામ કરનારાઓ, પ્રવાસી વ્યાપારી પ્રતિનિધિઓ, ફેરિયા, ધીરધાર કરનારા, ગીરો રાખનારા, વગેરેનો આમાં સમાવેશ થશે.

સેવા આપનારાઓ

(સેવા આપનારાઓના ઘણા પ્રકારો છે જેવા કે ઘરકામના કે અંગત સેવાના કે પોલીસ સેવાના કે વોચ અને વોર્ડની સેવાના નોકરો, વગેરે. તેમને માટે નીચે પ્રમાણે ચોક્કસ વિગતો આપો)

હોટલ અને રેસ્ટોરાંઓવાળાઓ અને હાઉસ કીપરો, મેટ્રન અને સ્ટુવર્ડ, (ઘરગથ્થુ તેમ જ સંસ્થાકીય) રસોઈયા, વેઈટર, બારટેન્ડર અને સંબંધિત કામ કરનારા (ઘરગથ્થુ તેમ જ સંસ્થાકીય) સેવિકાઓ અને સંબંધિત ગૃહસેવા કરનારાઓ, મકાનની દેખરેખ રાખનારા, ઝાડુવાળા, સફાઈ અને તેને સંબંધિત કામ કરનારા, ધોબી, ડ્રાયક્લીનર અને ઈસ્ત્રી કરનારા, કેશ-પ્રસાધક, સૌંદર્ય-પ્રયોજક અને સંબંધિત કામ કરનારા, રક્ષણ અંગેની સેવાઓ આપનારા જેવા કે વોચમેન, ચોકીદાર, ગેટકીપર વગેરે અને બીજા આવી સેવા આપનારા.

વાડી-બગીચાવાળા, માછીમાર, શિકારી, ઝાડ કાપનારા અને બીજા સંબંધિત કામ કરનારાઓ

ઊંડા દરિયાના માછીમારો, ખાડીના કે નદીના માછીમારો, છીપ એકઠી કરનારાઓ, ફોરેસ્ટ રેન્જર, કોલસા બનાવનારા, જંગલની પેદાશ એકઠી કરનારા, પ્લાન્ટેશન મેનેજર, ખેતીનાં યંત્રો ચલાવનારા, માળીઓ, તાડી છેદનારા, રબર છેદનારા, શિકારી, પારધી, વગેરેનો આમાં સમાવેશ થાય છે.

ઉત્પાદન અને બીજા સંબંધિત કામ કરનારા, વાહન-વ્યવહારનાં સાધનો ચલાવનારા તેમ જ મજૂરો

(આમાં વિવિધ પ્રકારનાં ઘણા કારીગરોનો તેમ જ ઓપરેટરોનો સમાવેશ થશે. તેઓનું કામ નીચેનાં દૃષ્ટાંતોમાં જણાવ્યા પ્રમાણે પૂરતી વિગત સાથે આપવું જોઈશે.) દાખલા : ખાણિયા, પથ્થરની ખાણમાં કામ કરનારા, કૂવામાં શારકામ કરનારા, કપાસમાંથી રૂ છૂટું પાડનારા, કાંતનારા, રંગનારા, ગૂંથનારા, લેસ બનાવનારા, શેત્રંજી બનાવનારા, વગેરે; દરજીઓ, કપડું વેતરનારા, ટોપીઓ બનાવનારા, ભરતકામ કરનારા, મોચી કામ કરનારા તથા જોડા રિપેર કરનારા, જિન બનાવનારા, કમાવેલું ચામડું કાપનારા, વગેરે; લુહાર, ભઠ્ઠી ઉપરના માણસો, ઢાળકામ કરનારા વગેરે; ગાડાં બનાવનારાં તથા પૈડાની વાટ ચઢાવનારા, અને કબાટ બનાવનારા વગેરે, પથ્થર ઘડનારા, ઈંટ મૂકનારા, કડિયા, ઝૂંપડાં બાંધનારા, છાજ કરનારા, કૂવો ખોદનારા વગેરે, ઝવેરી, સોની, કાંડા ઘડિયાળ અને દીવાલ-ઘડિયાળ બનાવનારા તથા દુરસ્ત કરનારા, વેલ્ડીંગ કામ કરનારા અને પ્લેટો કાપનારા, પતરાનું કામ કરનારા, મશીન ટુલ ઓપરેટર, ઈલેક્ટ્રીશિયન, ઈલેક્ટ્રીકલ અને ઈલેક્ટ્રોનીક વાયર ફિટર, રેડિયો મેકેનિક, ઈલેકટ્રીક લાઈનમેન, કેબલ જોડનાર, સુથાર, સાંધા જોડનારા, વણેરા, વગેરે, છાપખાનાના ટાઈપનું મશીન ચલાવનારા, પ્રૂફરીડર, ફોટોલીથો ઓપરેટર, બુક બાઈન્ડર, કુંભાર, ઢાળનારા, ફાયરમેન, ચૂનાની ભઠ્ઠીવાળા, કાચ ફૂલાવનારા અને બનાવનારા, ધંટીવાળા, બેકરીવાળા, કન્ફેક્શનર, મીઠાઈ બનાવનારાં, ખાદ્ય પદાર્થને ડબ્બામાં પેક કરનારા, કોફી અને ચા રોપનારા, તમાકુ કમાવનારા, વર્ગીકરણ કરનારા અને મેળવણી કરનારા, બીડી અથવા સીગાર બનાવનારા, છીંકણી અથવા જરદો બનાવનારા, ટાયર બિલ્ડર, ઊંટડા (ક્રેઈન) ચલાવનારા, હોઈસ્ટ ઓપરેટર, માલ ભરનારા અને ખાલી કરનારા, વગેરે.

પરિશિષ્ટ ૬

પ્રશ્ન ૧૬ અથવા પ્રશ્ન ૧૭માં આવતી આર્થિક લાક્ષણિકતાઓ ભરવા માટેના કેટલાંક ઉદાહરણો નીચે આપવામાં આવ્યા છે:—

વિસ્તૃત પ્રકાર		પ્રશ્ન ૧૬(બ)	પ્રશ્ન ૧૬(ક)	પ્રશ્ન ૧૬(ડ) ઉદ્યોગ, વેપાર,		૧૬(ફ)
પ્રશ્ન ૧૬(અ)(i) કામ કરનારા	પ્રશ્ન ૧૬(અ)(ii) કામ નહિ કરનારા	કામનું સ્થળ	ધંધાના એકમનું નામ	ધંધા કે નોકરીનો પ્રકાર	૧૬(ઈ) કામનું વર્ણન	કામ કરનારનો વર્ગ
૧	૨	૩	૪	૫	૬	૭
૧ ખે	×	×	×	×	×	×
૨ ખેમ	×	×	×	×	×	×
૩ ગૃહ	×	જગા	કોઈ નામ નથી	અંબર ચરખા ઉપર સુતર કાંતવાનું	સુતર કાંતવાનું	કુશ
૪ ગૃહ	×	જગા	કોઈ નામ નથી	હાથશાળ ઉપર સુતરાઉ કાપડ વણવાનું	સુતર રંગવાનું અને કાંતવાનું	કુશ
૫ ગૃહ	×	જગા	કોઈ નામ નથી	અનાજ દળવાની ચક્કી	અનાજ ઉણપવાનું અને સાફ કરવાનું	નો
૬ ગૃહ	×	જગા	કોઈ નામ નથી	તેલઘાણી	તેલની ઘાણી ચલાવવાનું	એકા
૭ ગૃહ	×	જગા	કોઈ નામ નથી	લુહારીકામ (ખેતીના ઓજારો બનાવવાનું)	ઓજારોને પાણી પાવાનું અને પોલિશ કરવાનું	કુશ
૮ ગૃહ	×	જગા	કોઈ નામ નથી	કુંભારકામ (માટીની વસ્તુઓ અને વાસણો બનાવવાનું)	ચાકડા ઉપર માટીનાં વાસણો બનાવવાં	કુશ
૯ ગૃહ	×	જગા	કોઈ નામ નથી	કુંભારકામ (માટીની વસ્તુઓ અને વાસણો બનાવવાનું)	ભઠ્ઠી ગોઠવવી તથા સળગાવવી	નો
૧૦ ગૃહ	×	જગા	કોઈ નામ નથી	સુથારીકામ—લાકડાના બારી અને બારણાં બનાવવાનું	સુથાર	કુશ
૧૧ ગૃહ	×	જગા	કુંદન જ્વેલર્સ	સોનીકામ	સોનાના ઘરેણાંમાં લાખ પૂરવાનું કામ	કુશ
૧૨ ગૃહ	×	વડોદરા	ગુજરાત હોઝિયરી વર્કસ	હોઝિયરી માલનું ઉત્પાદન	હોઝિયરી મશીનનો ઓપરેટર	નો
૧૩ બીકા	×	વડોદરા	ગુજરાત સ્ટીલ વર્કસ	સ્ટીલના ફર્નિચરનું ઉત્પાદન	એકાઉન્ટ ક્લાર્ક	નો

પરિશિષ્ટ ૬–ચાલુ

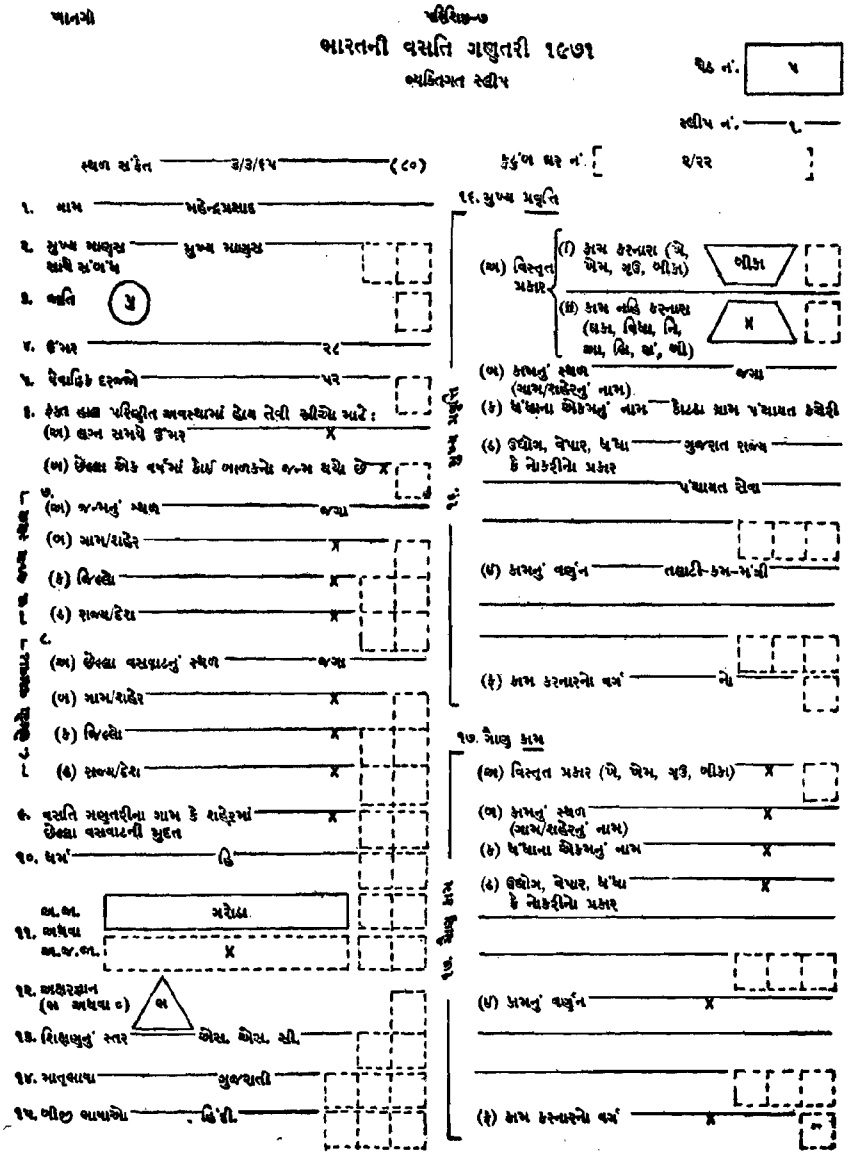
૧	૨	૩	૪	૫	૬	૭
૧૪ ગૃહ	×	જગા	કોઈ નામ નથી	ઈલેકટ્રોપ્લેટીંગ	ધાતુને ઘસવાનું અને પોલિશિંગનું કામ	કુકા
૧૫ ગૃહ	×	જગા	કોઈ નામ નથી	ગાડાના પૈડાની વાટનું ઉત્પાદન	ગાડાના પૈડા ઉપર લોખંડની વાટ ચઢાવવી	નો
૧૬ બીકા	×	જગા	કોઈ નામ નથી	વાળ કાપવાનું	નાપી	એકા
૧૭ બીકા	×	જગા	કોઈ નામ નથી	મધનું ઉત્પાદન	મધમાખી ઉછેરવાનું કામ	એકા
૧૮ બીકા	×	જગા	કોઈ નામ નથી	પશુ સંવર્ધન	ઢોર પાળવાનું	કુકા
૧૯ બીકા	×	ગીરનું જંગલ	સરકારી જંગલ ખાતું	જંગલમાં ઝાડો કાપવાનું વગેરે	જંગલમાં ઝાડો કાપવાનું	નો
૨૦ બીકા	×	જગા	કોઈ નામ નથી	ખાનગી ટયુશન	શિક્ષક	એકા
૨૧ બીકા	×	જગા	કોઈ નામ નથી	ફળો ઉછેરવાનું	આંબાના બગીચામાં માળી	નો
૨૨ બીકા	×	જગા	પટેલ ટોબેકો કું.	તમાકુ કમાવવાનું	વેતનથી કામે રાખેલ મજૂર	નો
૨૩ બીકા	×	અમદાવાદ	પશ્ચિમ રેલવે	રેલવે વાહનવ્યવહાર	ટ્રાવેલિંગ ટિકિટ ઈન્સ્પેકટર	નો
૨૪ બીકા	×	જગા	ગુજરાત વેકસીન ઈન્સ્ટીટયુટ	વેકસીન ઈન્સ્ટીટયુટમાં સંશોધન	સિનિયર સાયન્ટિફિક ઑફિસર (વેકસીન રિસર્ચ)	નો
૨૫ બીકા	×	જગા	વસતિગણતરીના નિયામકની કચેરી, ગુજરાત	કેન્દ્ર સરકારની સેવામાં	સંશોધન અધિકારી (જન્મ-મરણના આંકડા)	નો
૨૬ બીકા	×	જગા	યોગીન કલર સપ્લાય કંપની.	ઓર્ડરથી રંગો પૂરા પાડવાનું	મિલોમાં રંગો પૂરા પાડનાર કોન્ટ્રાકટર	કારા
૨૭ બીકા	×	જગા	ચિતરંજન લોકો-મોટિવ	લોકોમોટિવ ફેકટરી	એકાઉન્ટન્ટ	નો
૨૮ બીકા	×	જગા	અમદાવાદ રેલવે સ્ટેશન	રેલવે સ્ટેશનનો મજૂર	ગોદી પરનો મજૂર	નો
૨૯ બીકા	×	રામપુર ગામ	મધ્યસ્થ જાહેર બાંધકામ ખાતું	રસ્તાનું બાંધકામ	માટી ખોદકામનો મજૂર (હાજરીપત્રક ઉપર)	નો
૩૦ બીકા	×	જગા	ચોક્કસ નામ નથી	ઘર બાંધકામ	ઈંટો મૂકનાર મજૂર	એકા
૩૧ બીકા	×	જગા	ચોક્કસ નામ નથી	શાકભાજી માર્કેટનો મજૂર	માલસામાન લઈ જનાર સામાન્ય મજૂર	એકા
૩૨ બીકા	×	જગા	અમદાવાદ ઈલેકટ્રીક કું. સબ-સ્ટેશન	ટ્રાન્સફોર્મરની મદદથી વીજળીનું ટ્રાન્સમિશન	વીજળી-મશીન ઓપરેટર	નો
૩૩ બીકા	×	જગા	લકી સ્ટેશનરી માર્ટ	સ્ટેશનરીની છૂટક દુકાન	બિલ બનાવનાર	કુકા
૩૪ બીકા	×	જગા	અન્નપૂર્ણા અનાજ ભંડાર	અનાજ અને કઠોળનો જથ્થાબંધ વેપાર	માલિક, જથ્થાબંધ વેપાર	કારા
૩૫ બીકા	×	જગા	દયાનંદ એન્ડ સન્સ	તૈયાર કપડાં અને હોઝિયરીની છૂટક દુકાન	સેલ્સમેન	કુકા
૩૬ બીકા	×	જગા	કાકા એગ્રીકો	હાર્ડવેરનો વેપાર	સેલ્સ મેનેજર	નો
૩૭ બીકા	×	જગા	અરવિંદ મિલ	સુતરાઉ કાપડનું ઉત્પાદન	બોઈલર રૂમ ફોરમેન	નો
૩૮ બીકા	×	ન્યુ દિલ્હી	ઈન્ડીયન એર-લાઈન્સ કોર્પોરેશન	હવાઈ વાહન વ્યવહાર	હવાઈ પાયલોટ	નો

પરિશિષ્ટ ૬—ચાલુ

૧	૨	૩	૪	૫	૬	૭
૩૯ બીકા	×	સાણંદ	સ્ટેટ ટ્રાન્સપોર્ટ અંડર ટેકીંગ	મોટર ટ્રાન્સપોર્ટ સર્વીસ	બસ ડ્રાઈવર	નો
૪૦ બીકા	×	જગા	પ્રકાશ ટ્રાન્સપોર્ટ સર્વીસ	મોટર ટ્રકથી માલની હેરફેર	કામ કરનાર માલિક (વર્કિંગ પ્રોપ્રાયટર)	કારા
૪૧ બીકા	×	જગા	મેડિકલ કૉલેજ અમદાવાદ, રેડીઓ-લોજી ડિપાર્ટમેન્ટ	મેડીકલ અને હેલ્થ સર્વીસ	રેડીઓલોજીસ્ટ	નો
૪૨ બીકા	×	જગા	ઈન્ડિઅન કાઉન્સીલ ઑફ એગ્રીકલ્ચર રિસર્ચ, પુસા, દિલ્હી	પ્લાન્ટ પ્રોટેક્શન રિસર્ચ	પ્લાન્ટ ન્યુટ્રીશનીસ્ટ	નો
૪૩ બીકા	×	જગા	બીમલા સુગર ફેક્ટરી	સુગર ફેક્ટરી	કેમીસ્ટ	નો
૪૪ બીકા	×	જગા	એલેમ્બીક કેમીકલ વર્કસ	એન્ટી બાયોટીક્સનું ઉત્પાદન	કેમીસ્ટ	નો
૪૫ બીકા	×	જગા	જીવન વીમા કોર્પો-રેશન, અમદાવાદ	જિંદગીના વીમાનો ધંધો	શાખાના વડા (પ્રીમિયમ)	નો
૪૬ બીકા	×	જગા	ગુજરાત સરકાર (મહેસૂલ વિભાગ)	રાજ્ય સરકારની સેવામાં	મદદનીશ	નો
૪૭ બીકા	×	જગા	,, ,,	,,	સામાન્ય કામગીરી કારકુન	નો
૪૮ બીકા	×	જગા	ઝવેરી બ્રધર્સ	ઝવેરાતનું કામ	સુપરવાઈઝર	કુકા
૪૯ બીકા	×	જગા	ચોક્કસ નામ નથી	ઘરકામનો નોકર	રસોઈયો	નો
૫૦ બીકા	×	જગા	કામા હોટલ	રહેવા તથા જમવાની સગવડવાળી હોટલ	રસોઈયો	નો
૫૧ બીકા	×	વડોદરા	આઝાદ ક્લબ	આનંદ પ્રમોદની ક્લબ	સાફસૂફી કરનાર	નો
૫૨ બીકા	×	જગા	કોઈ નામ નથી	કરીયાણાની છૂટક દુકાન	કામ કરનાર ભાગીદાર	એકા
૫૩ બીકા	×	જગા	ગુજરાત ફર્ટીલાઈઝર કું.	ખાતરનું ઉત્પાદન	એકાઉન્ટન્ટ	નો
૫૪ બીકા	×	અમદાવાદ	અનંત મિલ	કાપડની મિલ	મેનેજર	નો
૫૫ બીકા	×	જગા	મનમોહન સીને સ્ટુડીઓ	ફિલ્મનું ઉત્પાદન	ફિલ્મી અભિનેતા	એકા
૫૬ બીકા	×	જગા	રૂપરેખા કું.	ધંધાકીય જાહેરાત	જાહેરાતના પાટિયા ચીતરનાર	નો
૫૭ બીકા	×	જગા	પોરબંદર સિમેન્ટ કું.	સિમેન્ટનું ઉત્પાદન	કેનવાસની બેગ બનાવનાર	નો
૫૮ બીકા	×	જગા	અમદાવાદ શેરબજાર	શેર દલાલી	એરંડા અને કપાસ શેરદલાલ	એકા
૫૯ બીકા	×	જગા	ગોપાળ બીઝનેસ હાઉસ લી.	ધંધાની પેઢીઓની લૂંડીઓ વટાવવાનું	મેનેજીંગ ડિરેક્ટર	કારા
૬૦ બીકા	×	જગા	રામચંદ્ર એન્જીની-યરીંગ કું.	જનરલ એન્જીનીયરીંગ વર્કસ	બીલો બનાવનાર	નો
૬૧ બીકા	×	જગા	મુકુંદ પેઈન્ટ ફેક્ટરી	પેઈન્ટ બનાવવાનું	રંગ મેળવનાર	નો
૬૨ બીકા	×	જગા	કોઈ નામ નથી	ખેતીના ઓજારો બનાવવાનું અને સમા કરવાનું	હથોડા ટીપનાર	નો
૬૩ બીકા	×	જગા	આનંદ ઈલેકટ્રીક સ્ટોર	ઈલેકટ્રીક સામાનનો છૂટક વેપાર	બીલ બનાવનાર	નો
૬૪ બીકા	×	જગા	મહેન્દ્ર રીરોલીંગ મીલ વર્કસ	સ્ટીલ રીરોલીંગ વર્કસ	સાફસૂફી કરનાર	નો
૬૫ બીકા	×	જગા	પ્રકાશ સિનેમા	સિનેમા ઘર	ડોર કીપર	નો

પરિશિષ્ટ ૬–પૂર્ણ

૧	૨	૩	૪	૫	૬	૭
૬૬ બીકા	×	જગા	અંબીકા પેટ્રોલિયમ વર્કસ	પેટ્રોલનો પંપ	વાહનમાં પેટ્રોલ પૂરનાર	નો
૬૭ બીકા	×	જગા	બજરંગ ઓઈલ મીલ	મગફળીના તેલનું ઉત્પાદન	પેકીંગ ડિપાર્ટમેન્ટમાં સુપરવાઈઝર	નો
૬૮ બીકા	×	જગા	મહેશ મોટર્સ	મોટરના બોડી બનાવવાની ફેકટરી	ફોરમેન	નો
૬૯ બીકા	×	જગા	અરૂણ મીલ	સુતરાઉ કાપડનું ઉત્પાદન	સુતરાઉ કાપડ વણવાનું	નો
૭૦ બીકા	×	રાજકોટ	રશિમ આયર્ન ફેકટરી	ઓઈલ એન્જિનના ભાગો બનાવવાનું	ભઠ્ઠી ઉપર કામ કરનાર	નો નો
૭૧ બીકા	×	અમદા-વાદ	સરકારી મુદ્રણ પ્રેસ	પ્રિંન્ટિંગ કામ	મોનો ઓપરેટર	નો
૭૨ બીકા	×	જગા	અજય બકેટ ફેકટરી	ડોલો બનાવવાનું કામ	પતરાં કાપનાર	નો
૭૩ બીકા	×	જગા	સમાજ કલ્યાણ મંડળ	સમાજ કલ્યાણ સંસ્થા	માનદ્ સામાજિક કાર્યકર	એકા
૭૪ બીકા	×	અમદા-વાદ	રાજ્ય વિધાનસભા	વિધાનસભાનું કામ	વિધાનસભાના સભ્ય	એકા
૭૫ બીકા	×	જગા	કોઈ નામ નથી	દૈનિક અને સામયિકોના કટાર લેખક	મુકત પત્રકાર	એકા
૭૬ બીકા	×	જગા	અ. બ. ક. પક્ષ	રાજકીય પક્ષનું કામ આગળ ધપાવવાનું	રાજકીય કાર્યકર	એકા

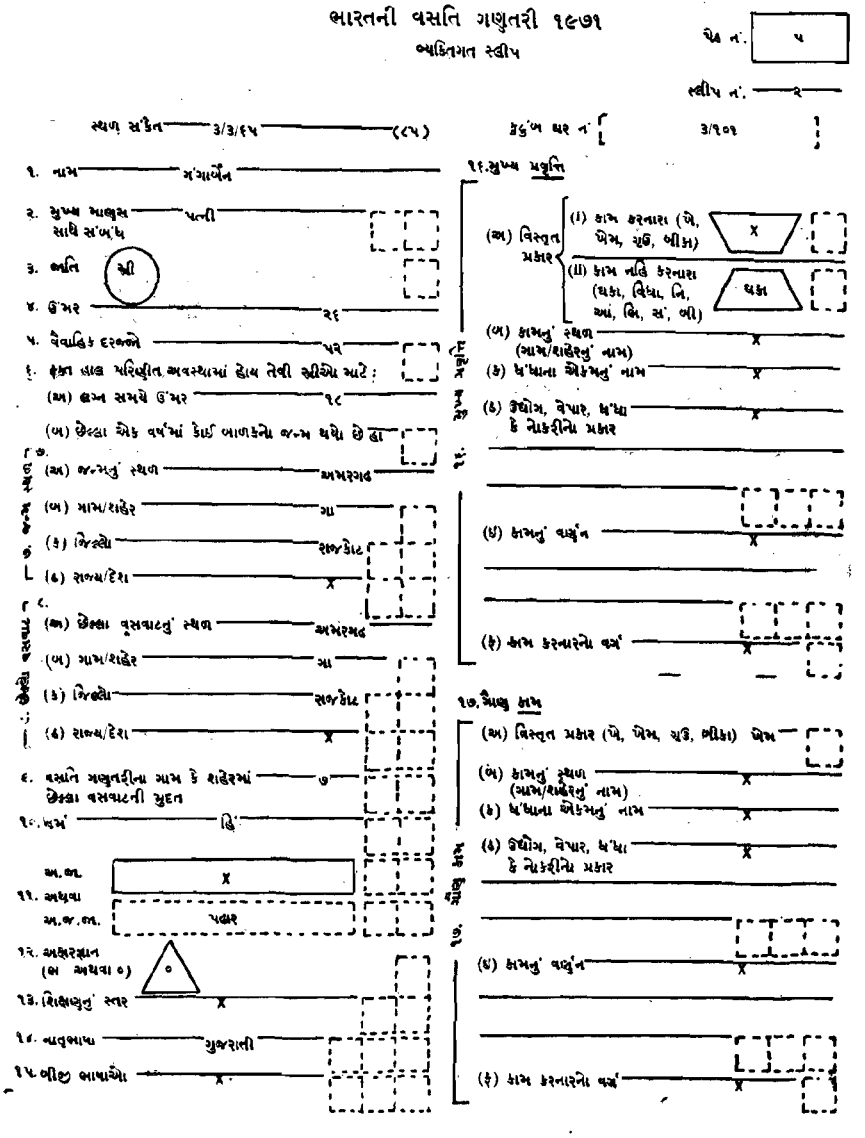

નમૂનો
પરિશિષ્ટ-૭
ભારતની વસતિ ગણતરી ૧૯૭૧
વ્યક્તિગત સ્લીપ
ઘર નં. ૫
સ્લીપ નં. ૧
કુટુંબ ઘર નં. ૨/૨૨
સ્થળ સંકેત ૩/૩/૧૫ (૮૦)
૧. નામ મહેન્દ્રપ્રસાદ
૨. મુખ્ય માણસ સાથે સંબંધ મુખ્ય માણસ
૩. વ્યક્તિ પુ
૪. ઉંમર ૨૮
૫. વૈવાહિક દરજ્જો પર
૬. ફક્ત હાલ પરિસ્થિતિ અવસ્થામાં હોય તેવી સ્ત્રીએ માટે :
(અ) લગ્ન સમયે ઉંમર X
(બ) છેલ્લા એક વર્ષમાં કેટલાં બાળકોને જન્મ થયો છે X
૭. (અ) જન્મનું સ્થળ જગ્યા
(બ) ગામ/શહેર X
(ક) જિલ્લો X
(ડ) રાજ્ય/દેશ X
૮. (અ) છેલ્લા વસવાટનું સ્થળ જગ્યા
(બ) ગામ/શહેર X
(ક) જિલ્લો X
(ડ) રાજ્ય/દેશ X
૯. વસતિ ગણતરીના ગામ કે શહેરમાં છેલ્લા વસવાટની મુદત X
૧૦. ધર્મ હિ
૧૧. સાક્ષરતા અ.જા. અરેડા
અ.જ.જા. X
૧૨. અક્ષરજ્ઞાન (અ અક્ષર ૦) અ
૧૩. શિક્ષણનું સ્તર એસ. એસ. સી.
૧૪. માતૃભાષા ગુજરાતી
૧૫. બીજી ભાષાઓ હિંદી
૧૬. મુખ્ય પ્રવૃત્તિ
(અ) વિસ્તૃત પ્રકાર (i) કામ કરનારા (ખે, ખેમ, ગૃઉ, બીજા) બીજા
(ii) કામ નહિ કરનારા (શાક, વિદ્યા, નિ, ભા, ભિ, સં, બી) X
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) જગ્યા
(ક) ધંધાના એકમનું નામ કેટલા ગામ પંચાયત કચેરી
(ડ) ઉદ્યોગ, વેપાર, ધંધા ગુજરાત રાજ્ય
કે નોકરીનો પ્રકાર
પંચાયત સેવા
(ઇ) કામનું વર્ગીકરણ તલાટી-કમ-મંત્રી
(ફ) કામ કરનારનો વર્ગ નો
૧૭. બીજું કામ
(અ) વિસ્તૃત પ્રકાર (ખે, ખેમ, ગૃઉ, બીજા) X
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) X
(ક) ધંધાના એકમનું નામ X
(ડ) ઉદ્યોગ, વેપાર, ધંધા X
કે નોકરીનો પ્રકાર
(ઇ) કામનું વર્ગીકરણ X
(ફ) કામ કરનારનો વર્ગ X

ખાનગી

પરિશિષ્ટ-૭

ભારતની વસતિ ગણતરી ૧૯૭૧

વ્યક્તિગત સ્લીપ



ખાનગી

પરિશિષ્ટ-૭

ભારતની વસતિ ગણતરી ૧૯૭૧

વ્યક્તિગત સ્લીપ

પેડ નં. ૧૫

સ્લીપ નં. —— ૨૮ ——

સ્થળ સંકેત —— ૧૫/I/૩ —— (૧૨)

કુટુંબ ઘર નં. [૫/૫૨]

૧. નામ —— ગુલામનબી ——

૨. મુખ્ય માણસ સાથે સંબંધ —— મુખ્ય માણસ ——

૩. જાતિ (પુ)

૪. ઉંમર —— ૩૫ ——

૫. વૈવાહિક દરજ્જો —— પર ——

૬. ફક્ત હાલ પરિણીત અવસ્થામાં હોય તેવી સ્ત્રીઓ માટે :

(અ) લગ્ન સમયે ઉંમર —— X

(બ) છેલ્લા એક વર્ષમાં કોઈ બાળકનો જન્મ થયો છે X

૭. જન્મ સ્થળ

(અ) જન્મનું સ્થળ —— વડથલ ——

(બ) ગામ/શહેર —— ગા ——

(ક) જિલ્લો —— ખેડા ——

(ડ) રાજ્ય/દેશ —— X ——

૮. છેલ્લો વસવાટ

(અ) છેલ્લા વસવાટનું સ્થળ —— વડથલ ——

(બ) ગામ/શહેર —— ગા ——

(ક) જિલ્લો —— ખેડા ——

(ડ) રાજ્ય/દેશ —— X ——

૯ વસતિ ગણતરીના ગામ કે શહેરમાં છેલ્લા વસવાટની મુદત —— ૧૮ ——

૧૦. ધર્મ —— ઇ ——

૧૧. અથવા

અ.જા. [X]

અ.જ.જા. [X]

૧૨. અક્ષરજ્ઞાન (અ અથવા ન) △ અ

૧૩. શિક્ષણનું સ્તર —— ૩ જુ ધોરણ ——

૧૪. માતૃભાષા —— ગુજરાતી ——

૧૫. બીજી ભાષાઓ —— ઉર્દૂ ——

૧૬. મુખ્ય પ્રવૃત્તિ

(અ) વિસ્તૃત પ્રકાર

(I) કામ કરનાર (ખે, ખેમ, ગૃઉ, બીકા) [બીકા]

(II) કામ નહિ કરનાર (ઘકા, વિદ્યા, નિ, આ, ભિ, ગં, બી) [X]

મુખ્ય કામ

(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) —— જમા ——

(ક) ધંધાના એકમનું નામ —— વડોદરા કલેકટરની કચેરી

(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર —— ગુજરાત રાજ્ય ——

—— મહેસુલી સેવા ——

(ઇ) કામનું વર્ણન —— પટાવાળા ——

(ફ) કામ કરનારનો વર્ગ —— નો ——

૧૭. ગૌણ કામ

(અ) વિસ્તૃત પ્રકાર (ખે, ખેમ, ગૃઉ, બીકા) —— X ——

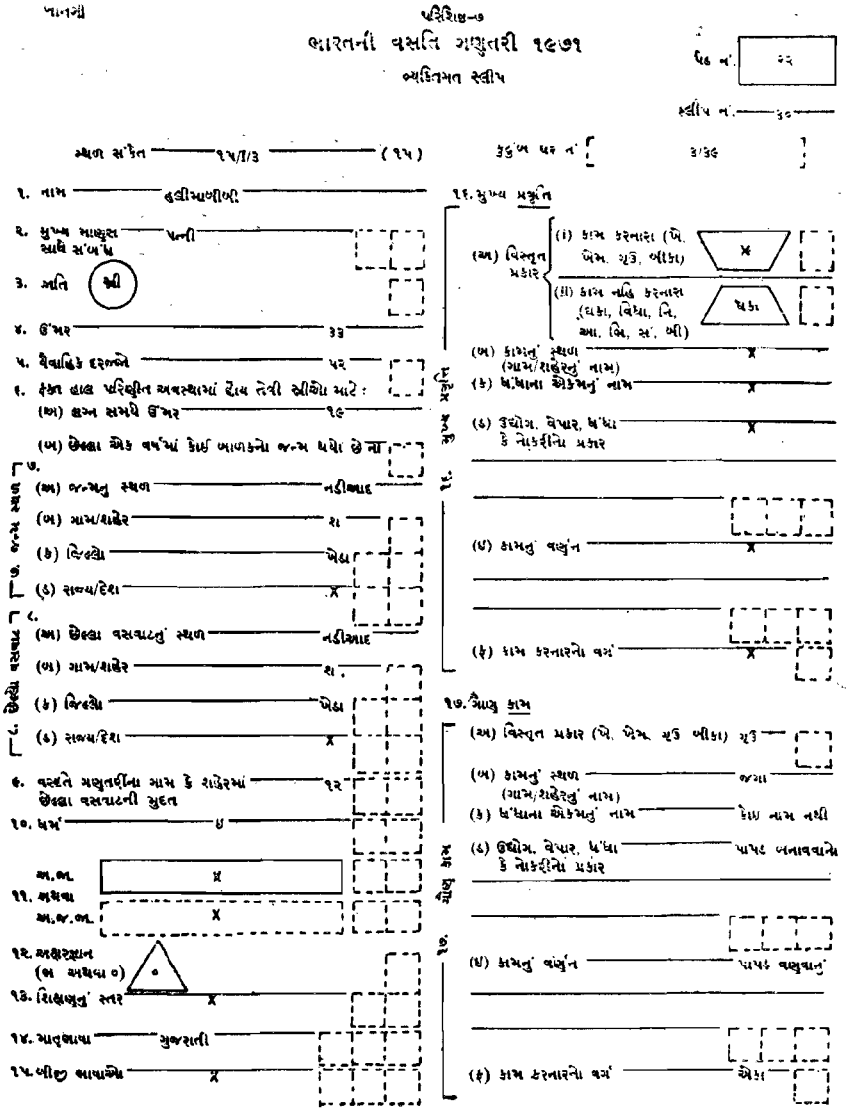
(બ) કામનું સ્થળ —— X ——

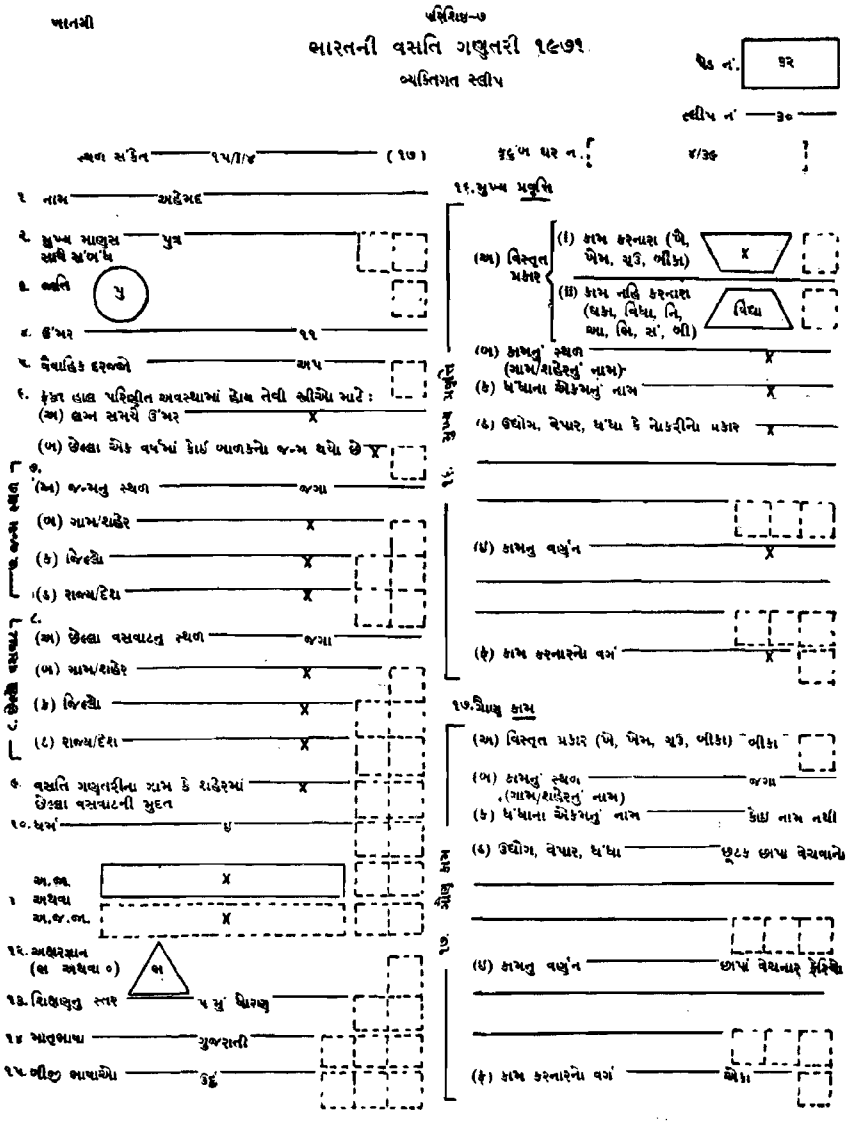
(ક) ધંધાના એકમનું નામ —— X ——

(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર —— X ——

(ઇ) કામનું વર્ણન —— X ——

(ફ) કામ કરનારનો વર્ગ —— X ——


પરિશિષ્ટ–૭
ભારતની વસતિ ગણતરી ૧૯૭૧
વ્યક્તિગત સ્લીપ
ઘર નં. ૨૨
સ્લીપ નં. ૩૦
૩૬ખ ઘર નં. ૩/૩૬
સ્થળ સંકેત ૧૨/I/3 (૧૫)
૧. નામ હસીચણીબી
૨. મુખ્ય માણસ સાથે સંબંધ પત્ની
૩. જાતિ સ્ત્રી
૪. ઉંમર ૩૩
૫. વૈવાહિક દરજ્જો ૫૨
૬. હંકા હાલ પરિસ્થિત અવસ્થામાં હોય તેવી સ્ત્રીઓ માટે :
(અ) લગ્ન સમયે ઉંમર ૧૯
(બ) છેલ્લા એક વર્ષમાં કોઈ બાળકનો જન્મ થયો છે ના
૭. જન્મ સ્થળ
(અ) જન્મનું સ્થળ નડીઆદ
(બ) ગામ/શહેર શ
(ક) જિલ્લો ખેડા
(ડ) રાજ્ય/દેશ X
૮. છેલ્લા વસવાટનું સ્થળ
(અ) છેલ્લા વસવાટનું સ્થળ નડીઆદ
(બ) ગામ/શહેર શ
(ક) જિલ્લો ખેડા
(ડ) રાજ્ય/દેશ X
૯. વસ્તિ ગણતરીના ગામ કે શહેરમાં છેલ્લા વસવાટની મુદત ૧૨
૧૦. ધર્મ હ
૧૧. અનુ.જા. X
અ.જ.જ. X
૧૨. અક્ષરજ્ઞાન (ભ અથવા ૦) ૦
૧૩. શિક્ષણનું સ્તર X
૧૪. માતૃભાષા ગુજરાતી
૧૫. બીજી ભાષાઓ X
૧૬. મુખ્ય પ્રવૃત્તિ
(અ) વિસ્તૃત પ્રકાર (i) કામ કરનારા (બે. બેઝ. ચૂડ, બીકા) X
(ii) કામ નહિ કરનારા (ગૃહ., વિદ્યા., નિ. આ. ભિ. સં. બી) ૪૬
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) X
(ક) ધંધાના એકમનું નામ X
(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર X
(ઇ) કામનું વર્ણન X
(ફ) કામ કરનારનો વર્ગ X
૧૭. બીજું કામ
(અ) વિસ્તૃત પ્રકાર (બે. બેઝ. ચૂડ બીકા) ચૂડ
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) જગા
(ક) ધંધાના એકમનું નામ કોઇ નામ નથી
(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર પાપડ બનાવવાનો
(ઇ) કામનું વર્ણન પાપડ વણવાનું
(ફ) કામ કરનારનો વર્ગ એક


ખાનગી
પરિશિષ્ટ-૭
ભારતની વસતિ ગણતરી ૧૯૭૧
વ્યક્તિગત સ્લીપ
ઘર નં. ૧૨
સ્લીપ નં ૩૦
સ્થળ સંકેત ૧૫/૧/૪ (૧૭)
કુટુંબ ઘર ન. ૪/૩૬
૧. નામ અહેમદ
૨. મુખ્ય માણસ સાથે સંબંધ પુત્ર
૩. જાતિ પુ
૪. ઉંમર ૧૧
૫. વૈવાહિક દરજ્જો અપ
૬. ફક્ત હાલ પરિસ્થિત અવસ્થામાં હોય તેવી સ્ત્રીઓ માટે :
(અ) લગ્ન સમયે ઉંમર X
(બ) છેલ્લા એક વર્ષમાં કોઈ બાળકનો જન્મ થયો છે X
૭. જન્મ સ્થળ
(અ) જન્મનું સ્થળ જગા
(બ) ગામ/શહેર X
(ક) જિલ્લો X
(ડ) રાજ્ય/દેશ X
૮. છેલ્લા વસવાટનું સ્થળ
(અ) છેલ્લા વસવાટનું સ્થળ જગા
(બ) ગામ/શહેર X
(ક) જિલ્લો X
(ડ) રાજ્ય/દેશ X
૯. વસતિ ગણતરીના ગામ કે શહેરમાં છેલ્લા વસવાટની મુદત X
૧૦. ધર્મ હ
૧૧. અપંગ અથવા અ.જા.જ. X
૧૨. અક્ષરજ્ઞાન (હા અથવા ના) હા
૧૩. શિક્ષણનું સ્તર ૫ મું ધોરણ
૧૪ માતૃભાષા ગુજરાતી
૧૫. બીજી ભાષાઓ હિં
૧૬. મુખ્ય પ્રવૃત્તિ
(અ) વિસ્તૃત પ્રકાર (i) કામ કરનારા (બે, ખેમ, ચૂડ, બીકા) X
(ii) કામ નહિ કરનારા (બકા, વિધા, નિ, અા, બિ, સં, બી) વિદ્યા
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) X
(ક) ધંધાના એકમનું નામ X
(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર X
(ઇ) કામનું વર્ણન X
(ફ) કામ કરનારનો વર્ગ X
૧૭. ગૌણ કામ
(અ) વિસ્તૃત પ્રકાર (બે, ખેમ, ચૂડ, બીકા) બીકા
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) જગા
(ક) ધંધાના એકમનું નામ કોઈ નામ નથી
(ડ) ઉદ્યોગ, વેપાર, ધંધા છૂટક છાપા વેચવાનો
(ઇ) કામનું વર્ણન છાપાં વેચનાર ફેરિયો
(ફ) કામ કરનારનો વર્ગ એકા

નમૂનો પરિશિષ્ટ-૭

ભારતની વસતિ ગણતરી ૧૯૭૧

વ્યક્તિગત સ્લીપ

ઘેર નં. ૩

સ્લીપ નં. ૨૧

સ્થળ સંકેત ૧૦/૩/૫ (૧૪) કુટુંબ વડ નં. ૨/૪૫

૧. નામ રમણુકાલ

૨. મુખ્ય આણુસ આથે સંબંધ મુખ્ય આણુસ

૩. જાતિ પુ

૪. ઉંમર ૫૨

૫. વૈવાહિક દરજ્જો વિ

૬. ફક્ત હાલ પરિસ્થિત અવસ્થામાં હોય તેવી સ્ત્રીઓ માટે :
(અ) લગ્ન સમયે ઉંમર X
(બ) છેલ્લા એક વર્ષમાં કોઈ બાળકનો જન્મ થયો છે X

૭. જન્મ સ્થળ
(અ) જન્મનું સ્થળ જગા
(બ) ગામ/શહેર X
(ક) જિલ્લો X
(ડ) રાજ્ય/દેશ X

૮. છેલ્લા વસવાટનું સ્થળ
(અ) છેલ્લા વસવાટનું સ્થળ ઇંદોર
(બ) ગામ/શહેર શા
(ક) જિલ્લો ઇંદોર
(ડ) રાજ્ય/દેશ મધ્યપ્રદેશ

૯. વસતિ ગણુતરીના ગામ કે શહેરમાં છેલ્લા વસવાટની મુદત ૪

૧૦. ધર્મ હિં

૧૧. અથવા
અ.જા. X
અ.જ.જા. X

૧૨. અક્ષરજ્ઞાન (અ અથવા ૦) અ

૧૩. શિક્ષણનું સ્તર ૮મું ધોરણ

૧૪. માતૃભાષા ગુજરાતી

૧૫. બીજી ભાષાઓ હિંદી

૧૬. મુખ્ય પ્રવૃત્તિ

(અ) વિસ્તૃત પ્રકાર
(i) કામ કરનારા (બે, બેમ, ચૂડ, બીકા) ચૂડ
(ii) કામ નહિ કરનારા (બકા, વિદ્યા, નિ, બ્યા, હિ, સં, બી) X

(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) જગા

(ક) ધંધાના એકમનું નામ કોઈ નામ નથી

(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર દરજીકામ

કપડાં સીવવાનું

(ઇ) કામનું વર્ણન કપડાં સીવવાનું

(ફ) કામ કરનારનો વર્ગ એકા

૧૭. બીજું કામ

(અ) વિસ્તૃત પ્રકાર (બે, બેમ, ચૂડ, બીકા) X

(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) X

(ક) ધંધાના એકમનું નામ X

(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર X

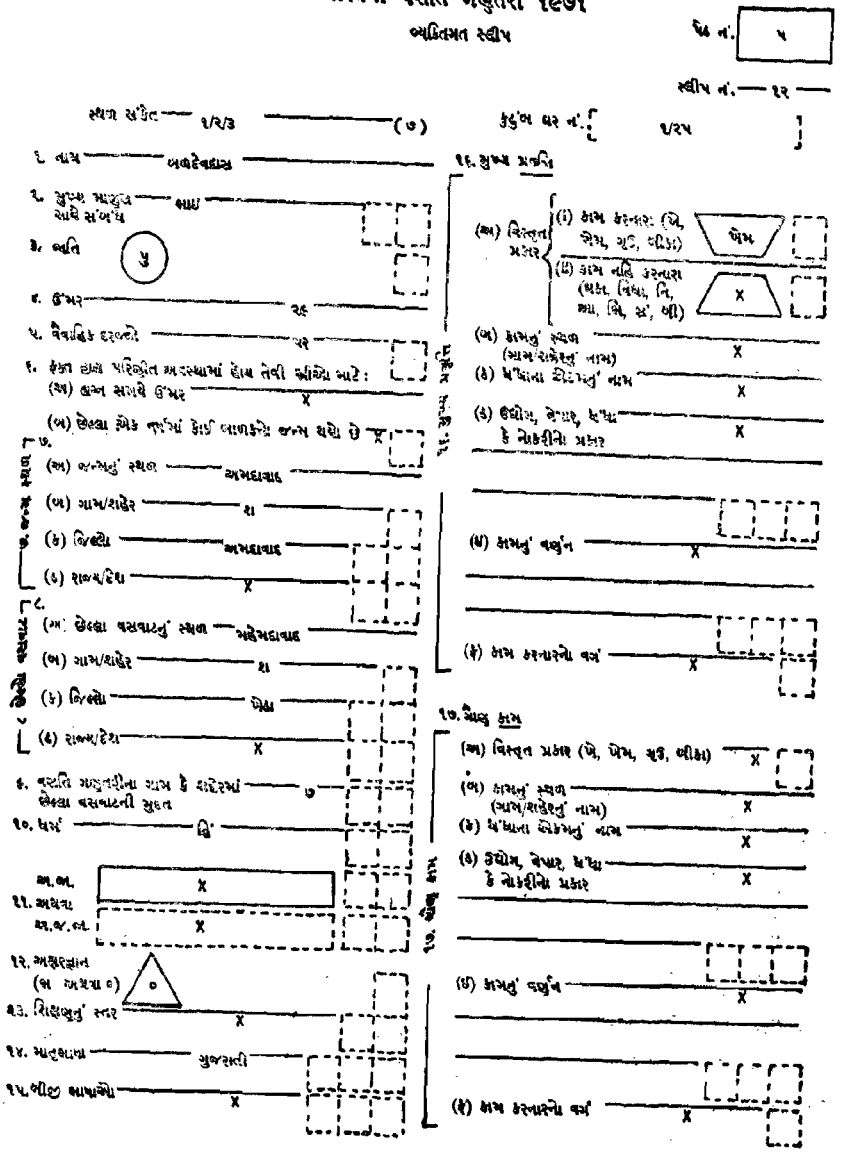
(ઇ) કામનું વર્ણન X

(ફ) કામ કરનારનો વર્ગ X

પરિશિષ્ટ-૭

ભારતની વસતિ ગણતરી ૧૯૭૧

વ્યક્તિગત સ્લીપ



ખાનગી

પરિશિષ્ટ–૭

ભારતની વસતિ ગણતરી ૧૯૭૧

વ્યક્તિગત સ્લીપ

પેઠ નં. [૭]

સ્લીપ નં — ૭૫ —

સ્થળ સંકેત — ૨/૪/૧૫ — (૨૫)   કુટુંબ ઘર નં [૩/૧૦૨]

૧ નામ — મંગાબેન

૨. મુખ્ય માણસ સાથે સંબંધ — પત્ની

૩ જાતિ (સ્ત્રી)

૪ ઉંમર — ૩૧

૫ વૈવાહિક દરજ્જો — પર

૬ ફક્ત હાલ પરિણીત અવસ્થામાં હોય તેવી સ્ત્રીઓ માટે :
(અ) લગ્ન સમયે ઉંમર — ૧૯
(બ) છેલ્લા એક વર્ષમાં કોઈ બાળકનો જન્મ થયો છે ના

૭. જન્મ સ્થળ
(અ) જન્મનું સ્થળ — લાલપુર
(બ) ગામ/શહેર — ગા
(ક) જિલ્લો — મહેસાણા
(ડ) રાજ્ય/દેશ — X

૮. છેલ્લો વસવાટ
(અ) છેલ્લા વસવાટનું સ્થળ — અમદાવાદ
(બ) ગામ/શહેર — શ
(ક) જિલ્લો — અમદાવાદ
(ડ) રાજ્ય/દેશ — X

૯ વસતિ ગણતરીના ગામ કે શહેરમાં છેલ્લા વસવાટની મુદત — ૮

૧૦ ધર્મ — હિ

૧૧. અ.જા. [X]
અથવા
અ.જ.જા [X]

૧૨. અક્ષરજ્ઞાન (૧ અથવા ૦) △ ૦

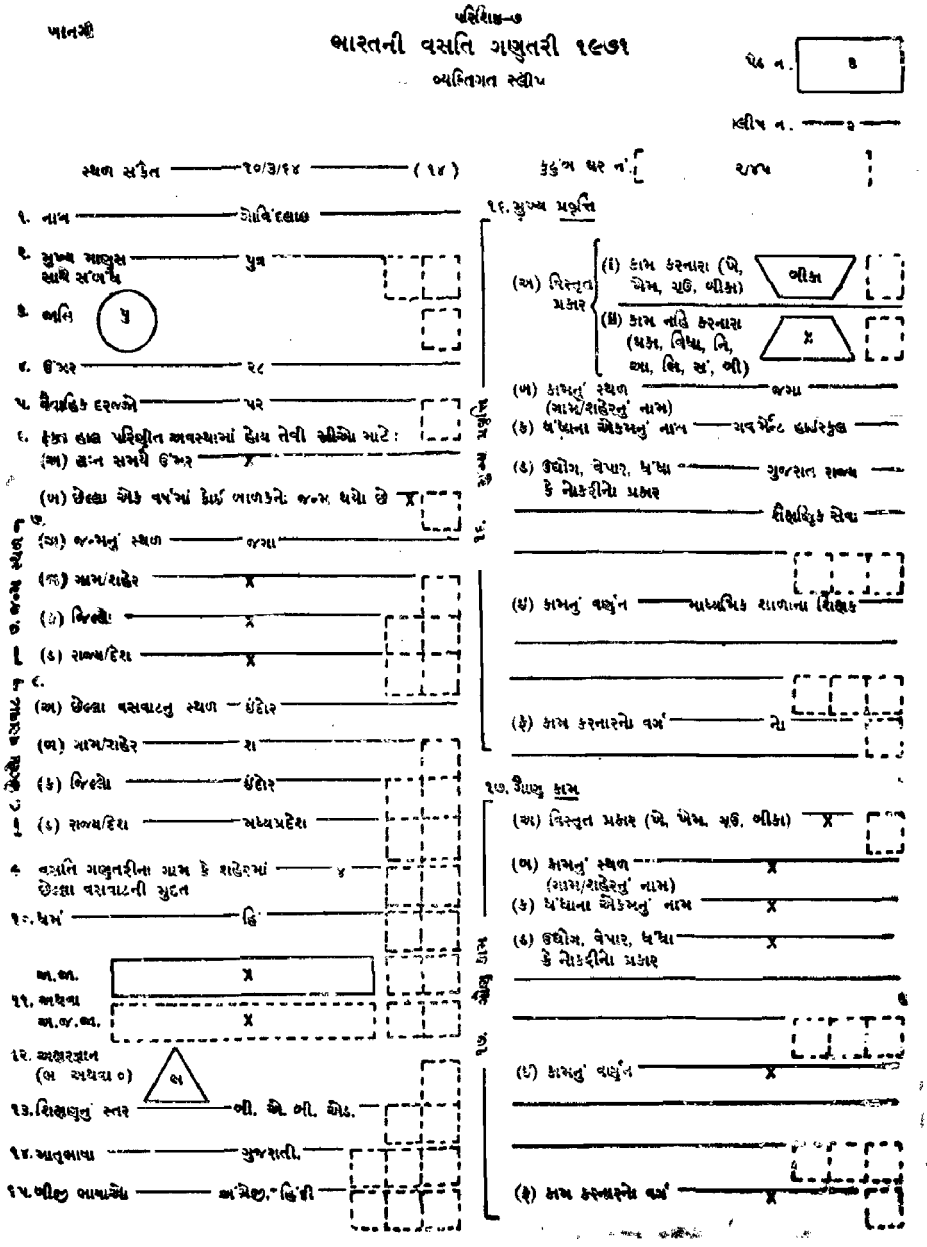
૧૩. શિક્ષણનું સ્તર — X

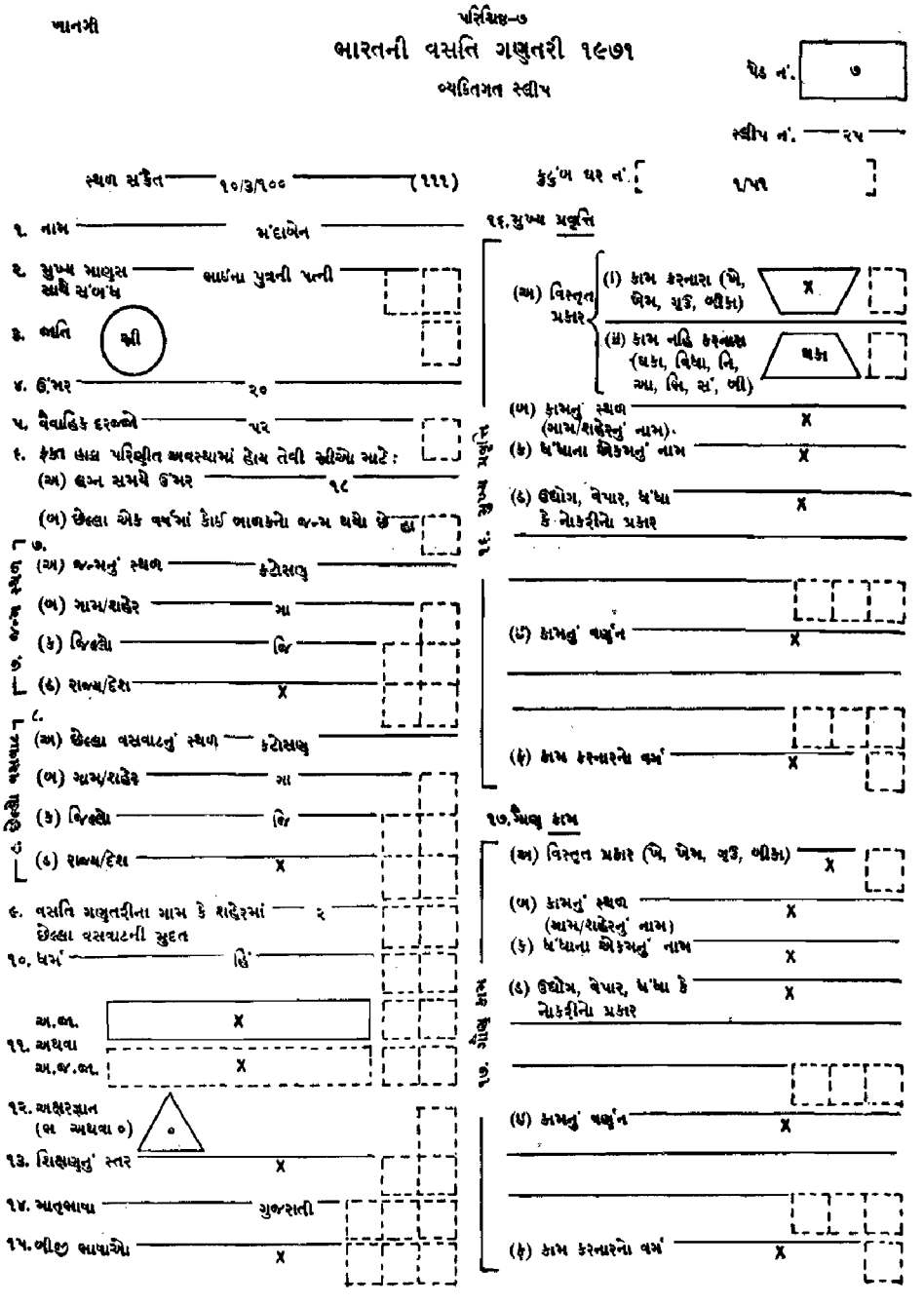
૧૪. માતૃભાષા — ગુજરાતી

૧૫. બીજી ભાષાઓ — X

૧૬. મુખ્ય પ્રવૃત્તિ
(અ) વિસ્તૃત પ્રકાર
(i) કામ કરનાર (ખે, ખેમ, ગૃઉ. બીકા) [ખેમ]
(ii) કામ નહિ કરનાર (ઘકા, વિધા, નિ, આ, ભિ, સં, બા) [X]
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) — X
(ક) ધંધાના એકમનું નામ — X
(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર — X
(ઇ) કામનું વર્ણન — X
(ફ) કામ કરનારનો વર્ગ — X

૧૭. ગૌણ કામ
(અ) વિસ્તૃત પ્રકાર (ખે, ખમ, ગૃઉ બીકા) — X
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) — X
(ક) ધંધાના એકમનું નામ — X
(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર — X
(ઇ) કામનું વર્ણન — X
(ફ) કામ કરનારનો વર્ગ — X


પરિશિષ્ટ–૭
ભારતની વસતિ ગણતરી ૧૯૭૧
વ્યક્તિગત સ્લીપ
ખાનગી
ઘર ન.
સ્લીપ ન.
સ્થળ સંકેત
૧૦/૩/૧૪
(૧૪)
કુટુંબ ઘર નં.
૨૪૫
૧. નામ
ગોવિંદલાલ
૨. મુખ્ય માણસ સાથે સંબંધ
પુત્ર
૩. જાતિ
પુ
૪. ઉંમર
૨૮
૫. વૈવાહિક દરજ્જો
પર
૬. ફક્ત હાલ પરિણીત અવસ્થામાં હોય તેવી સ્ત્રીઓ માટે :
(અ) લગ્ન સમયે ઉંમર
(બ) છેલ્લા એક વર્ષમાં કોઈ બાળકને જન્મ આપ્યો છે
૭.
(અ) જન્મનું સ્થળ
જન્મ
(૧) ગામ/શહેર
(૨) જિલ્લો
(૩) રાજ્ય/દેશ
૮.
(અ) છેલ્લા વસવાટનું સ્થળ
ઇંદોર
(૧) ગામ/શહેર
(૨) જિલ્લો
ઇંદોર
(૩) રાજ્ય/દેશ
મધ્યપ્રદેશ
૯. વસતિ ગણતરીના ગામ કે શહેરમાં છેલ્લા વસવાટની મુદત
૪
૧૦. ધર્મ
હિ
અ.જા.
અ.જ.જા.
૧૧. અપંગ
૧૨. અક્ષરજ્ઞાન
(બ અક્ષર ૦)
૧૩. શિક્ષણનું સ્તર
બી. એ. બી. એડ.
૧૪. માતૃભાષા
ગુજરાતી
૧૫. બીજી ભાષાઓ
અંગ્રેજી, હિંદી
૧૬. મુખ્ય પ્રવૃત્તિ
(અ) વિસ્તૃત પ્રકાર
(i) કામ કરનારા (બે, ખેમ, મુ૩, બીકા)
બીકા
(ii) કામ નહીં કરનારા (મકા, વિદ્યા, નિ, બા, ભિ, સં, બી)
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ)
જગા
(ક) ધંધાના એકમનું નામ
ગવર્મેંટ હાઈસ્કુલ
(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર
ગુજરાત રાજ્ય
શૈક્ષણિક સેવા
(ઇ) કામનું વર્ણન
આધ્યાત્મિક રાજાના શિક્ષક
(ફ) કામ કરનારનો વર્ગ
નો
૧૭. ગૌણ કામ
(અ) વિસ્તૃત પ્રકાર (બે, ખેમ, મુ૩, બીકા)
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ)
(ક) ધંધાના એકમનું નામ
(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર
(ઇ) કામનું વર્ણન
(ફ) કામ કરનારનો વર્ગ


પરિશિષ્ટ–૭
ભારતની વસતિ ગણતરી ૧૯૭૧
વ્યક્તિગત સ્લીપ
ખાનગી
ઘેર નં. ૭
સ્લીપ નં. ૨૫
સ્થળ સંકેત ૧૦/૩/૧૦૦ (૧૧૧)
કુટુંબ ઘર નં. ૧/૫૧
૧. નામ મંદાબેન
૨. મુખ્ય માણસ સાથે સંબંધ ભાઈના પુત્રની પત્ની
૩. જાતિ સ્ત્રી
૪. ઉંમર ૨૦
૫. વૈવાહિક દરજ્જો પર
૬. ફક્ત લગ્ન પરિસ્થિત અવસ્થામાં હોય તેવી સ્ત્રીઓ માટે :
(અ) લગ્ન સમયે ઉંમર ૧૮
(બ) છેલ્લા એક વર્ષમાં કોઈ બાળકનો જન્મ થયો છે હા
૭. જન્મ સ્થળ
(અ) જન્મનું સ્થળ કટોસાવુ
(બ) ગામ/શહેર ગા
(ક) જિલ્લો જિ
(ડ) રાજ્ય/દેશ X
૮. છેલ્લો વસવાટ
(અ) છેલ્લા વસવાટનું સ્થળ કટોસાવુ
(બ) ગામ/શહેર ગા
(ક) જિલ્લો જિ
(ડ) રાજ્ય/દેશ X
૯. વસતિ ગણતરીના ગામ કે શહેરમાં છેલ્લા વસવાટની મુદત ૨
૧૦. ધર્મ હિં
૧૧. અ.જા. X
અથવા
અ.જ.જા. X
૧૨. અક્ષરજ્ઞાન (જ અથવા ૦) ૦
૧૩. શિક્ષણનું સ્તર X
૧૪. માતૃભાષા ગુજરાતી
૧૫. બીજી ભાષાઓ X
૧૬. મુખ્ય પ્રવૃત્તિ
(અ) વિસ્તૃત પ્રકાર (i) કામ કરનારા (ખે, ખેમ, ગુ૬, બીકા) X
(ii) કામ નહિ કરનારા (થકા, વિદ્યા, નિ, ગ્રા, ભિ, સં, બી) થકા
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) X
(ક) ધંધાના એકમનું નામ X
(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર X
(ઇ) કામનું વર્ણન X
(ફ) કામ કરનારનો વર્ગ X
૧૭. ગૌણ કામ
(અ) વિસ્તૃત પ્રકાર (ખે, ખેમ, ગુ૬, બીકા) X
(બ) કામનું સ્થળ (ગામ/શહેરનું નામ) X
(ક) ધંધાના એકમનું નામ X
(ડ) ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર X
(ઇ) કામનું વર્ણન X
(ફ) કામ કરનારનો વર્ગ X

પરિશિષ્ટ ૮

ગણતરીદારની દૈનિક નોંધનું પત્રક (પત્રક પુ.)

સ્થળ સંકેત : ૧૦/૩/૬૪ (૮૦) ગણતરીદારનો બ્લોક નં. : ૮૦
ગામનું નામ : શંખલપુર (પુરુષો) ગણતરીદારનું નામ : હીરાલાલ

આખરી અનુક્રમ નંબર	પેઢ નંબર	સ્લીપ નંબર	જાતિ પ્ર.૩	અ.જા.કે અ.જ.જા. પ્ર. ૧૧		અક્ષરજ્ઞાન પ્ર. ૧૨ △			મુખ્ય પ્રવૃત્તિ પ્ર. ૧૬ (અ) (i)			
				અ. જા.	અ. જ. જા.	ભણેલા	અભણ	ખેડૂત	ખેત મજૂર	ગૃહ ઉદ્યોગ	બીજું કામ	કામ નહિ કરનારા
				○	□	ભ	○	ખે	ખેમ	ગૃઉ	બીકા	×
૧	૨	૩	૪	૫	૬	૭	૮	૯	૧૦	૧૧	૧૨	૧૩
૧	૧૫	૧	પુ	—	—	√	—	—	—	√	—	—
૨	૧૫	૨૨	પુ	—	—	—	√	—	—	—	—	√
૩	૧૫	૨૯	પુ	—	—	—	√	√	—	—	—	—
૪	૧૬	૩	પુ	—	√	—	√	—	—	—	—	√
૫	૧૬	૭	પુ	√	—	—	√	√	—	—	—	—
૬	૧૬	૧૬	પુ	√	—	√	—	—	√	—	—	—
૭	૧૬	૨૫	પુ	—	—	√	—	—	—	—	√	—
૮	૧૬	૪૭	પુ	—	—	—	√	√	—	—	—	—
કુલ	—	—	૮	૨	૧	૩	૫	૩	૧	૧	૧	૨

ગણતરીદારની સહી… … …
તારીખ… … … … … … …

ઉપરની હકીકત વ્યકિતગત સ્લીપો સાથે સોએ સો ટકા મેળવણી કરતાં બરાબર માલુમ પડી છે.
સુપરવાઈઝરની સહી… … … … …
તારીખ… … … … …

નોંધ :—ખાત્રી કરો કે આસન ૪ના સરવાળા = આસનો ૭ + ૮નો સરવાળો
= આસનો ૯ + ૧૦ + ૧૧ + ૧૨ + ૧૩ નો સરવાળો

ગણતરીદારની દૈનિક નોંધનું પત્રક (પત્રક સ્ત્રી)

સ્થળ સંકેત : ૧૦/૩/૬૪ (૮૦) ગણતરીદારનો બ્લોક નં. : ૮૦
ગામનું નામ : શંખલપુર (સ્ત્રીઓ) ગણતરીદારનું નામ : હીરાલાલ

આખરી અનુક્રમ નંબર	પેઢ નંબર	સ્લીપ નંબર	જાતિ પ્ર.૩	અ.જા.કેઅ.જ.જા. પ્ર. ૧૧		અક્ષરજ્ઞાન પ્ર. ૧૨ △			મુખ્ય પ્રવૃત્તિ પ્ર. ૧૬ (અ) (i)			
				અ. જા.	અ. જ. જા.	ભણેલા	અભણ	ખેડૂત	ખેત મજૂર	ગૃહ ઉદ્યોગ	બીજું કામ	કામ નહિ કરનારા
				○	□	ભ	○	ખે	ખેમ	ગૃઉ	બીકા	×
૧	૨	૩	૪	૫	૬	૭	૮	૯	૧૦	૧૧	૧૨	૧૩
૧	૧૫	૨	સ્ત્રી	—	—	—	√	—	√	—	—	—
૨	૧૫	૨૩	સ્ત્રી	√	—	—	√	—	—	—	—	√
૩	૧૫	૩૯	સ્ત્રી	√	—	—	√	√	—	—	—	—
૪	૧૬	૫૬	સ્ત્રી	—	—	√	—	—	—	√	—	—
૫	૧૬	૬૨	સ્ત્રી	—	—	—	√	—	—	—	—	√
૬	૧૬	૬૪	સ્ત્રી	—	—	—	√	—	—	—	—	√
૭	૧૬	૭૬	સ્ત્રી	—	—	—	√	—	—	—	—	√
કુલ	—	—	૭	૨	—	૧	૬	૧	૧	૧	—	૪

ગણતરીદારની સહી… … …
તારીખ… … … … … … …

ઉપરની હકીકત વ્યકિતગત સ્લીપો સાથે સોએ સો ટકા મેળવણી કરતાં બરાબર માલુમ પડી છે.
સુપરવાઈઝરની સહી… … … … …
તારીખ… … … … …

નોંધ :—ખાત્રી કરો કે આસન ૪ના સરવાળા = આસનો ૭ + ૮ નો સરવાળો
= આસનો ૯ + ૧૦ + ૧૧ + ૧૨ + ૧૩ નો સરવાળો

પરિશિષ્ટ ૯

ગણતરીદારની તારીજ

(પત્રક કુલ)

સ્થળ સંકેત : ૧૦/૩/૬૪ (૮૦) | ગણતરીદારનો બ્લોક નં. : ૮૦

ગામનું નામ : શંખલપુર | વસવાટવાળાં રહેણાકનાં ઘરોની સંખ્યા : ૧૩૦ | ગણતરીદારનું નામ : હીરાલાલ

કુટુંબોની કુલ સંખ્યા : ૧૪૦ | સંસ્થાકીય કુટુંબોની સંખ્યા : ૧ | ઘરબાર વગરનાં કુટુંબોની સંખ્યા : ૧

જાતિ	વસતિ	અ. જા.	અ. જ. જા.	ભણેલા	અભણ	મુખ્ય પ્રવૃત્તિ					ઘરબાર વગરની વસતિ	સંસ્થાકીય વસતિ
						ખેડૂત	ખેતમજૂર	ગૃહ ઉદ્યોગ	બીજા કામ કરનારા	કામ નહિ કરનારા		
૧	૨	૩	૪	૫	૬	૭	૮	૯	૧૦	૧૧	૧૨	૧૩
પુરુષો	૩૮૧	૫૨	૨૫	૧૭૩	૨૦૮	૧૩૯	૨૦	૧૦	૭૭	૧૩૫	૩	૨૪
સ્ત્રીઓ	૩૬૯	૫૦	૨૧	૭૫	૨૯૪	૪૨	૧૨	૪	૬૯	૨૪૨	૨	૧
કુલ	૭૫૦	૧૦૨	૪૬	૨૪૮	૫૦૨	૧૮૧	૩૨	૧૪	૧૪૬	૩૭૭	૫	૨૫

ગણતરીદારની સહી ... ... | સુપરવાઈઝરની સહી ... ...

તારીખ ... ... | તારીખ ... ...

નોંધ :—વસવાટવાળાં રહેણાકનાં ઘરો, કુટુંબો, સંસ્થાકીય કુટુંબો અને ઘરબાર વગરનાં કુટુંબોને લગતી માહિતી વસતિની નોંધમાંની એન્ટ્રીઓના સંદર્ભમાં ભરવી પડશે. ખાતરી કરો કે તમે ઘરો અને કુટુંબોની સાચી રીતે ગણતરી કરી છે. વ્યકિતગત સ્લીપ ભરવાની સૂચનાઓના પેરા ૨૪–૨૯ જુઓ.

કુટુંબોની સંખ્યા વસતિ ગણતરીનાં ઘરોની સંખ્યા બરાબર કે તેથી વધારે હોઈ શકે, પરંતુ સામાન્ય રીતે કુટુંબો કરતાં ઘરો વધારે હોઈ શકે નહિ. આસન ૧૨ અને ૧૩ માટેની માહિતી ઘરબાર વગરનાં કુટુંબો (આવા કુટુંબોનો નંબર "૦" તરીકે નોંધેલ હશે) અને સંસ્થાકીય કુટુંબો (આવા કુટુંબનો નંબર "સ" સંજ્ઞાથી જણાવેલ હશે)ની વસતિની ગણતરી કરવાથી મળી રહેશે.

ખાનગી | **પરિશિષ્ટ ૧૦** | **વસતિ ગણતરી–૧૯૭૧**

વસતિની નોંધ

(વ્યકિતગત સ્લીપમાંથી ભરવાનું)

સ્થળસંકેત ... ... ( ) | કુટુંબ ઘર નં. ... ...

ગામ કે શહેરનું નામ ... ... | કુટુંબનો મુખ્ય માણસ અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિનો છે ? ... ...

અનુ-ક્રમ નંબર	નામ	મુખ્ય માણસ સાથે સંબંધ	જાતિ		ઉંમર	વૈવાહિક દરજ્જો	અક્ષરજ્ઞાન (ભ અથવા ૦)	મુખ્ય પ્રવૃત્તિનું વર્ણન
			પુ.	સ્ત્રી				
૧	૨	૩	૪	૫	૬	૭	૮	૯

ગણતરીદારની સહી ..... | સુપરવાઈઝરની સહી .....

તારીખ ..... | તારીખ .....

APPENDIX 31

Copy of inaugural address of Shri K. S. Ramaswamy, Honourable Deputy Home Minister at the time of the Second Census Conference of Directors of Census Operations, held at Courtallam & Kanyakumari from 18-6-70 to 22-6-70

"I am happy to be associated with this Second All India Conference of the Directors of Census Operations. I recollect that about a year ago when all of you met at a conference for the first time at Delhi, most of you had just joined the organisation and perhaps you were still finding your way through the intricacies of organising the stupendous census operation of this great country in the last year or more I am sure you must have acquired the skills and experience and also prepared the ground to launch the final census enumeration early next year.

The Census Commissioner showed me the other day some of the notional maps you have got prepared for every village and town throughout the length and breadth of the country. I was greatly impressed by the excellence of the maps and at the amount of effort and dedication that has gone into the preparation of these maps showing the location of every house in the entire country. This is no small achievement. These maps will be useful not only for Census work but will serve various administrative as well as academic purposes. These are documents of permanent value. I wish to compliment you and every District Census Officer, the Charge Officer and evey teacher, Karnam, patwari or anyone else that was associated with the preparation of these maps. These reflect the meticulous care and efficiency with which the work and training of the census workers had been organised.

I am also happy to know that preparation of the Houselists and the canvassing of the Establishment Schedule have been completed in most States. While the Houselisting is an essential preliminary measure to ensure complete coverage at the final census enumeration, the schedules that you have canvassed as part of the Houselisting operations are likely to yield much valuable data on Housing and Establishments. I trust that you will be suitably tabulating these data and presenting them in a usable form in due course.

I wonder if it is at all necessary for me to tell you how important the work you are doing is. The census figures are the foundation for various policy decisions, for national planning, for social, cultural or economic research and indeed for many other purposes. Therefore, the responsibility to produce absolutely reliable data is very great. There is a kind of finality about the Census, coming as it does once in ten years. We can ill-afford to organise such a vast and difficult operation at more frequent intervals. One of the greatest merits of the census is the objectivity with which the data are collected. It is important to ensure that every census worker big or small carries out his duties with the sense of responsibility, objectivity and scientific spirit that are required of him. I am sure you will instill this spirit in every census enumerator.

As you are undoubtedly aware the recording of mother tongues at census in certain areas is a sensitive matter. So long as the enumerator is absolutely objective and truthfully records the answer furnished by the respondent, as he is expected to do, no one can point an accusing finger at him. If he brings into play his own subjective judgement and subscribes his own answer other than what is provided by the respondent, he undoubtedly puts himself in the wrong and brings discredit to census figures. I have little doubt that every census worker realises this and conducts himself in such a way as to be above reproach.

I believe you are meeting here to compare notes and to chalk out the future programme of work. I am glad that you have chosen this interesting little place in the far South. As Census Directors you should have an all-India outlook and I do trust that those of you that have come here for the first time from different parts of the country will find this a rewarding experience and will get an insight into the culture and life of the people of this part of the country which may also help you to appreciate the application of census concepts and procedures in different parts of the country.

I understand that during your present deliberations you are chalking out your programme well in advance even upto the stage of publication of the census data. I am glad to know of this. The importance of prompt availability of census figures cannot be over-emphasized. I do trust that you will succeed in making the 1971 Census data available to the Government and the people as quickly as possible soon after the completion of census enumeration.

I have great pleasure in inaugurating this conference and wishing your deliberations every success.

APPENDIX 32

No. 1/1/69-Ad. II

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Office of the Registrar General, India

New Delhi-11, August, 1969/7th Bhadra, 1891

NOTIFICATION

The President is pleased to appoint each of the undermentioned officers, presently Superintedent of Census Operations, as Director of Census Operations and ex-officio Superintendent of Census Operations for the respective State/Union Territory/Administration mentioned against each of them with effect from 1st September, 1969 until further orders :-

1	x	x	x	x	x
2	x	x	x	x	x
3	x	x	x	x	x
4	Shri C. C. Doctor, IAS., Gujarat				
5	x	x	x	x	x
6	x	x	x	x	x

Sd/-
(A. Chandra Sekhar)
Registrar General, India.

APPENDIX 33

No. 1/1/69-Ad. II

New Delhi-11, the 9th October, 1969/17th Asvina, 1891

NOTIFICATION

The President is pleased to appoint the undermentioned Deptuy Superintendents of Census Operations, Assistant Superintendents of Census Operations and Assistant Superintendents of Census Operations (Technical) as Deputy Directors of Census Operations, Assistant Directors of Census Operations and Assistant Directors of Census Operations (Technical), respectively, in the offices of the Directors of Census Operations and ex-officio Superintendents of Census Operations, in the States/Union Territories/Administrations mentioned against each of them, with effect from the 1st October, 1969 until further orde s :-

(i) Deputy Superintendents of Census Operations redesignated as Deputy Directors of Census Operations

1	x	x	x	x	x
2	x	x	x	x	x
6	Shri K. F. Patel, Gujarat Civil Service			Gujarat	
	x	x	x	x	x
	x	x	x	x	x
(ii)	x	x	x	x	x
(iii)	x	x	x	x	x

Sd/
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India.

APPENDIX 34

No. 6/30/69-Ad. 1

New Delhi-11, 24th October, 1969

NOTIFICATION

The President is pleased to appoint Shri K. T. Parmar, Officer on Special Duty (Rehabilitation), Revenue Department, Government of Gujarat, Ahmadabad, as Deputy Director of Census Operations in the office of the Director of Census Operations and ex-officio Superintendent of Census

Operations, Gujarat, with effect from the forenoon of the 1st October, 1969 until further orders.

His headquarters will be at Ahmadabad.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs.

APPENDIX 35

No. 6/65/69-Ad. I

New Delhi-11, the 6 Jan., 1970

NOTIFICATION

The President is pleased to appoint Shri S. M. Nayak, Chitnis to the Collector of Mehsana, Gujarat as Assistant Director of Census Operations, (for Ahmadabad City) in the office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Gujarat with effect from the forenoon of the 12th December, 1969, until further orders.

His headquarters will be at Ahmadabad.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs.

APPENDIX 36

No. 6/59/69-Ad. I

New Delhi-17th Jan., 1970

NOTIFICATION

The President is pleased to appoint Shri N. C. Dave, an officer belonging to the Gujarat Civil Service, as Deputy Director of Census Operations in the office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Gujarat with effect from the forenoon of the 3rd December, 1969, until further orders.

His headquarters will be at Ahmadabad.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs.

APPENDIX 37

No. 6/14/70-RG(Ad. I)

New Delhi-11, 16th Feb., 1970

NOTIFICATION

The President is pleased to appoint Shri M. G. Deolekar, an officer belonging to the Gujarat Civil Service, as Deputy Director of Census Operations in the office of the Director of Census Operations as ex-officio Superintendent of Census Operations, Gujarat with effect from the forenoon of the 20th January, 1970, until further orders.

His headquarters will be at Ahmadabad.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs.

APPENDIX 38

No. 6/26/70-RG(Ad. I) New Delhi-11, 25th April, 1970

NOTIFICATION

The President is pleased to appoint Shri R. K. Shah, an officer belonging to the Gujarat Civil Service, as Deputy Director of Census Operations in the office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Gujarat, with effect from the forenoon of the 2nd April, 1970, until further orders.

His headquarters will be at Ahmadabad.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs.

APPENDIX 39

No. 6/27/70-RG(Ad. I) New Delhi-11, 19th May, 1970

NOTIFICATION

The President is pleased to appoint Shri M. K. Trivedi, an officer belonging to the Gujarat Civil Service, as Deputy Director of Census Operations in the office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Gujarat with effect from the forenoon of the 23rd April, 1970 until further orders.

His headquarters will be at Ahmadabad.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs.

APPENDIX 40

No. 6/38/70-RG(Ad. I) New Delhi 11, the 23rd July, 1970

NOTIFICATION

The President is pleased to appoint Shri Kr. Fatehsingh Jasol, an Officer of the Indian Administrative Service Cadre of Gujarat, as Deputy Director of Census Operations in the office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Gujarat with effect from the forenoon of the 16th June, 1970 until further orders.

His headquarters will be at Ahmadabad.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India (Ministry of Home Affairs)

APPENDIX 41

No. 3/66/67-RG(Pt.) New Delhi-11, the 24th Sept., 1970

NOTIFICATION

The President is pleased to appoint Shri C. P. Vyas, Research Officer in the office of the Director of Census Operations, and ex-offico Superintendent of Census Operations, Gujarat, as Assistant Director of Census Operations (Technical) in the same office

on a purely temporary and ad hoc basis with effect from the date of assumption of charge.

His headquarters will be at Ahmadabad.

Sd/-
(K. D. Ballal)
Deputy Registrar General, India and ex-officio Deputy Secretary to the Government of India in the Ministry of Home Affairs.

APPENDIX 42

No. 6/81/70-RG(Ad. I) New Delhi-11, the 11th November, 1970

NOTIFICATION

The President is pleased to appoint Shri J. S. Rajput an officer belonging to the Gujarat Civil Service as Deputy Director of Census Operations and ex-officio Superintendent of Census Operations, Gujarat with effect from the afternoon of the 15th October, 1970 until further orders.

His headquarters will be at Patan.

The services of Shri M. G. Deolekar, Deputy Director of Census Operations are placed at the disposal of the Government of Gujarat with effect from the above date.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs.

APPENDIX 43

No. 6/94/70-RG(Ad. I) New Delhi-11, the 1st Jan., 1971

NOTIFICATION

The President is pleased to appoint Shri J. A. Patel, an officer belonging to the Gujarat State Civil Service as Deputy Director of Census Operations in the office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Gujarat with effect from the forenoon of the 12th November, 1970 until further orders.

His headquarters will be at Rajkot.

Sd/-
(K. D. Ballal)
Deputy Registrar General, India and ex-officio Deputy Secretary to the Government of India in the Ministry of Home Affairs.

APPENDIX 44

An Extract from the Report of Shri K. T. Parmar, Deputy Director of Census Operations

We started giving training for Stage II on 29-9-1970. During the period from 29-9-1970 till the training was completed on 25-2-1971 i. e. 150 days, I actually worked for 63 days for which I had to tour for 72 days, make 36 night halts and travel 6,660 kms. During this period, I gave training to the Charge Officers of 33 Talukas, 11 Municipalities and 1 Corporation, once at the District level (except at Vadodara where it was given by the Director) ; for the second time at the Sub-Divisional level and for the third time at the Taluka level including their trainers, supervisors and a large number of enumerators from nearby towns and villages. At some places training was given through loud speakers and my training at all places, except at the District level (where we had spent only three hours) took me 4½ to 5 hours, resolving their doubts and difficulties to their entire satisfaction. Those who have heard me giving the training will bear me out.

After completing the first round of training, I started a second round of training during which I

completed in all 15 Talukas and 10 Municipalities. The Charge Officers of Vadodara District, their trainers, supervisors and all enumerators of Vadodara Municipal Corporation were given training for the third time in a very big class, through loud speakers in the presence of the Director as also the Collector. The entire census staff of Vododara Taluka was given this training for the second time in a class specially arranged by the Mamlatdar. Similar training classes were arranged for giving training to census staff appointed for the Freelandganj Railway Colony at Dohad and special charges of the Military and Air Force areas in Vadodara City, at which the training was given in English.

During the First Stage, the Deputy Collector, Olpad Sub Division, Shri Valadre helped me in my movements to all the Taluka towns and other urban areas in his charge by taking me in his jeep and enabling me to cover many places within a short time. The Resident Deputy Collector of the Dangs District, Shri K. N. Shelat did likewise in his district where I was able to give training in remote villages to a number of enumerators.

Similar help was given to me during the Second Stage by the Deputy Collector of Baroda Sub-Division, Shri G. K. Dudani, Assistant Collector, Dabhoi, Shri Vijaya Ranchan, IAS., Deputy Collector, Godhra, Shri L. B. Bhalani, and Deputy Collector, Dohad, Shri B. V. Raval in their respective Sub-Divisions.

In the matter of such help by Assistant and Deputy Colletors I cannot help making a mention of great generosity shown by my worthy Colleague Kr. Fateh Singh Jasol, IAS., when he was Assistant Collector, Godhra. The incident occurred on 15-12-1969, when after giving training to the Charge Officers of Godhara Sub-Division I had to leave for Dohad for giving similar training to the Charge Officers of Dohad Sub-Division at 2-00 p. m. All my efforts to find a vehicle had failed. I was confused and had no way out. As I was meeting Shri Jasol for the first time, I could not venture to put a request, howsoever humble, for his vehicle. But he was quick to see the predicament in which I was and at once asked me to take his jeep and to return it after I had completed my mission at Dohad. I was flabbergasted but needy as I was, I simply said " Thank you very much, Sir " and took his jeep and left for Dohad. Had Shri Jasol not come to my rescue, I am sure, I would not have been able to abide by my scheduled programme at Dohad and all those who had assemble there for training would have formed a rather poor opinion about me. Giving the vehicle was alright, but I will never forget the most unusual and courteous gesture on the part of Shri Jasol in instructing his driver not to allow me to fill the gas which he had paid for, for my journey for 148 kms. I had decided to write a letter of thanks to him but overburdened as I was, I forget all about it for which I have been feeling sorry till date.

Before I close, I would like to mention some incidents of my sorry plight which may be interesting to the reader. A look at my movements in the annexure to this chapter would show that my touring was very heavy, hectic and hard. On several days I felt much fatigued and my exhaustion at times was so great that I feared it would come in the way of my completing the training within the prescribed time. However, I managed to keep my neck out of trouble at all times. I have not missed any place in my programme, in both the stages of Census Operations. However, I recollect the day on which I overslept in the retiring room at Anand Railway station on my way to Godhra and missed the morning train. I had to reach Godhra and start my work at 9-00 A. M. There was no other train or bus leaving for Godhra till 9-00 A. M. I was completely confused. My pocket would not permit me to hire a taxi. I pondered over the difficulty trying to find a way out. I, therefore, returned to Nadiad making backward journey by rail and then onward journey to Dakor by bus. At Dakor, I requested a truck driver to take me to Godhra for which place he was destined at any cost with a stipulation that he must reach me at Godhra at or before 9-00 A. M. First he refused. Then I had to show him my credentials-some letters written to me by the State Government, my Director and some friends which I always carry to help me in establishing my identity as Deputy Collector in times of emergency. The truck driver then took me and I reached Godhra in time where I paid him what he wished me to pay. For this tour, I have had to be substantially out of pocket for which I have never felt sorry. Thereafter, it was on 8-1-1970 that I was so exhausted that on my return from Godhra to Surat for attending the 9-00 A. M. Class specially convened by the Collector of about 200 Census personnel on 9-1-1970, I overslept in the train and was carried way upto Navsari. I was caught by a Railway employee whom I told that I was overcarried. Here too, I played the same card I had used with truck driver in the past. The person who had caught me thought for a moment and took me to the Station Master to whom I related my sorry plight. Both of them had a good

laugh on catching a Class I Officer of the Central Government without a ticket, though I had one from Godhra to Surat. For some reason which I was not able to find, they allowed me to go unscathed. I asked the Station Master for a First Class Ticket from Navsari to Surat. He gave me a third class ticket and returned the change advising me to travel third class as I was not going to get this fare from Government and particularly when the Gujarat Queen was going empty, I need not spend more. I boarded it and reached Surat to attend the training class in time for which I felt very happy and grateful to the Station Master of Navsari. Once I missed four meals in continuity, going on tea and snacks as and when I found time to get them.

To Vadodara, my Regional Headquarters, I took nothing from the Directorate, not even a pin or pencil, though some stationery articles were supplied to me at a later stage. I did not appoint any staff, either a steno-grapher (as I am my own typist) or even a peon, though they were sanctioned to me as I had to move from place to place for training Census staff like a rambling stone and I was allowed to treat the staff of Baroda collectorate as my own by the Resident Deputy Collector and Collector. I ran my office at Vadodara for six months in a good room very kindly given to me by the Collector Shri V. Krishnamurthy, IAS. I looked for suitable accommodation for setting up the Regional Tabulation Office, but the history repeated itself and like 1961, I could not secure the required accommodation. I had placed orders for furniture and other requirements and had also selected the required number of staff with the kind help of the Resident Deputy Collector, Shri K. D. Parmar. I am also grateful to the entire staff of his office including the class IV servants for readily giving me at all times the help I wanted. The idea of establishing a Tabulation Office at Vadodara was later on abondoned. I was recalled to the Directorate at Ahmadabad on 5-4-1971. Here, I was attached to the Urban Tabulation Office, where I helped the staff in receiving the records from the urban areas.

APPENDIX 45

Statement showing the number of posts filled in the beginning, and the stages and number of posts by which the strength was increased till the Census enumeration was over.

Sl. No.	Designation of the post	No. of posts filled in the beginning	Number of posts increased				Remarks
			For organising Census work in 1969	For Housing Census and enumeration in 1970	Mechanical Processing of data in 1970	For S.R.S. work in Dadra & Nagar Haveli & Daman & Diu and for Drawing Branch in 1971	
1	2	3	4	5	6	7	8
1	Deputy Director of Census Operations	1	1	5	..	..	
2	Research Officer	1	..	..	..	..	This post was discontinued and instead the post of A.D.C.O. was created.
3	Asst. Director of Census Operations	..	1	1	..	..	
4	Office Superintendent	..	..	1	..	..	
5	Head Assistant	1	..	..	..	..	
6	Geographer	..	..	..	..	1	
7	Assistant	..	..	1	..	..	
8	Stenographer	..	1	..	..	..	
9	Printing Inspector	1	..	..	..	..	
10	Accountant	..	..	1	..	..	
11	Junior Stenographer	..	..	2	..	..	
12	Upper Division Clerk	2	1	1	1	..	
13	Proof Reader	1	..	1	..	..	
14	Lower Division Clerk	2	..	2	1	..	
15	Record Keeper	1	..	..	..	..	

APPENDIX 45-*Contd.*

Sl. No.	Designation of the post	No. of posts filled in the beginning	Number of posts increased: For organising Census work in 1969	For Housing Census and enumeration in 1970	Mechanical Processing of data in 1970	For S.R.S. work in Dadra & Nagar Haveli & Daman & Diu and for Drawing Branch in 1971	Remarks
1	2	3	4	5	6	7	8
16	Drafts Man	2	..	1	..	4	
17	Steno Typist	1	3	..	..	..	
18	Typist	1	1	..	..	..	
19	Gestetner Operator	..	..	1	..	..	
20	Hand Press Operator	..	..	..	..	1	
21	Staff Car Driver	1	..	..	..	..	
22	Daftary	2	..	..	..	..	
23	Peon	6	..	..	..	..	
24	Watchman	1	..	..	..	..	
25	Investigators	..	..	..	..	2	
26	Tabulation Officer	4	..	..	1	..	
27	Senior Technical Asstt.	..	..	..	3	..	
28	Junior Investigator	1	..	1	..	..	
29	Statistical Assistant	5	..	2	9	..	
30	Computor	9	..	18	29	8	
31	Assistant Compiler	16	..	7	104	..	
	Total	59	8	45	148	16	

APPENDIX 46

No. 4/3/69-Ad. I

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-11, the 13th May, 1969

To

The Accountant General,
Central Revenues,
New Delhi-1
(Shri Gur Prashad) A. O. D. A. I (Sec.)

Subject :— Clerical Assistance to District and sub-divisional officers etc. in connection with the 1971 Census-

Sir,

I have the honour to say that, at the time of the 1961 Census, the following scales of clerical assistance were given to the District, Sub-divisional and Taluk Officers in the States for attending to work connected with Census Operations.

State	Distt. Census Officer	Sub-divisional Officer	Taluk Officer
Assam Bihar Orissa West Bengal	1 U. D. C. 1 L. D. C. 1 Peon	1 L. D. C. 1 (U. D. C. in the State of Assam and Bihar only)	..
Other States	1 U. D. C. 1 L. D. C. 1 Peon	..	1 L.D.C.

Special provision was made for cities of over one lakh population. The scale for cities population 1 to 2 lakhs was: 1. U. D. C. and for every additional one lakh population, 1. L. D. C.

2. The staff against the above mentioned posts for census work was appointed by District Collectors in the States in district scales of pay and formed part

of the staff of the Collectorates etc., and their pay and allowances etc. were the same as those of other members of the district staff. The expenditure on account of the pay and allowances of the staff engaged for the Census work was initially incurred by the State Government from their respective budgets, and they were reimbursed the pay and allowances of that staff from Census budget by book adjustment.

3. For the ensuing 1971 Census also, it is proposed to provide clerical assistance to the District etc. Officers on the same scales as at the 1961 Census.

4. The financial arrangements which were adopted at the 1961 Census to meet the expenditure on the District etc. staff engaged for Census work, *viz.*, that the expenditure was initially borne by the respective State Governments and later on reimbursed to them by the Centre on receipt of accounts duly certified and verified by the respective Accountants General, did not work satisfactorily. We made the requisite budget provision for reimbursement of the expenditure in question to the State Governments. But, due to delay in the figures of expenditure reaching the Accountant General through the various Treasury Offices and other procedural delays, the reimbursements could not often be made during the year for which budget provision for that purpose was made, with the result that the funds could not be utilised for that purpose.

The Superintendents of Census Operations would also have to make some arrangements for drawal and disbursement of salaries of the staff which is also bound to present considerable procedural and other difficulties. This may also involve delay in the payment of pay and allowances to the staff.

5. It has been considered that an alternative to the procedure adopted for the 1961 Census is to set apart a portion of the Census grant in each circle of accounts in respect of the pay and allowances of the staff engaged on Census work, distribute it amongst the district officers according to their requirements and authorise the District Officers to operate upon such funds.

6. This arrangement will ensure economy as well as utilization of funds for the purpose for which provision has been made in the Census budget before the close of the financial year concerned. Thus it will avoid the contingency of the funds lapsing. It will also ensure timely payment of the pay and allowances. It will also avoid a great deal of accounting and correspondence, which reimbursements to State Governments will involve.

7. The provision for this expenditure will be made in the Census budget in each State circle of account under the Sub-head "B-Enumeration". The Superintendent of Census Operations on their part, will allocate the provision under this sub-head to each District Officer depending upon the quantum of clerical assistance in that District according to the scale. The District Officer will create the posts as per approved pattern in the State scale of pay and allowances. The pay and allowances for this staff will be drawn by the District Officer debiting the expenditure directly to the Census Grant. The District Officer will be required to send monthly expenditure figures to the Suprintendent of Census Operations for effective financial control and these will be reconciled by the Superitendent of Census Operations with the State Accountant General.

This arrangement will ensure economy as well as proper utilisation of funds.

You are requested kindly to advise this office whether the above procedure would be in conformity with approved financial canons and be acceptable to audit.

Yours faithfully,

Sd/-
(K. D. Ballal)
Deputy Registrar General

APPENDIX 47

Work in connection with 1971-Census
Appointment of Staff for the –

GOVERNMENT OF GUJARAT
GENERAL ADMINISTRATION DEPARTMENT
Resolution No. CNS-1069-2669-Chh
Sachivalaya, Ahmedabad-15, Dated the 4th November, 1969

Read :- Letter No. 4/3/69-Ad. I, dated the 23rd July, 1969 from the Registrar General, India.

Government has separately notified appointments of Collectors, Assistant/Deputy Collectors, Mamlatdars, Mahalkaris as Census Officers within their respective jurisdictions. It is necessary to provide some additional staff to cope with the work of Census in district and taluka offices.

RESOLUTION

Government is pleased to sanction the following additional staff with effect from 1st November 1969, or the date of appointment which ever is later.

(A) *For the Office of each Collector in the State*

(1)	Aval Karkun	One
(2)	Clerk	One
(3)	Peon	One

(B) *For the Office of each Mamlatdar/Mahalkari in the State*

(1)	Clerk	One

2. These posts should be treated as temporary addition to their respective cadres in the Revenue Department.

3. The expenditure involved should be debited directly to the Government of India under Budget head "39-Miscellaneous-Social Service Organisation-B-Enumerations" and should be met from the grant placed at the disposal of the Collectors by the Director of Census Operations, Gujarat.

4. The Collectors are requested to maintain separate accounts in respect of the Pay and Allowance of the staff appointed for Census work and furnish a monthly consolidated statement for such expenditure for the district as a whole to the Director of Census Operations, Gujarat, for effective financial control on the provision made and for reconciliation of the figures with the Accountant General.

5. This issues with the concurrence of the Finance Department vide their note dated the 1st November, 1969 and Revenue Department dated the 3rd November, 1969 on this Department's file No. CNS-1069-2669-Chh.

By order and in the name of the Governor of Gujarat.

Sd/-
(R. D. Pandya)
Under Secretary to the Government of Gujarat,
General Administration Department

APPENDIX 48

IMMEDIATE

No. CNS-1069-2669-Chh,
GENERAL ADMINISTRATION DEPARTMENT,
Sachivalaya, Ahmedabad-15,
Dated the 6th November, 1969

To

The Municipal Commissioner,
Ahmadabad/Baroda/Surat Municipal Corporation,
The Chief Officer,
Rajkot, Bhavnagar, Jamnagar Municipality.

Sub :-Clerical assistance to District, Sub-divisional Tehsil/Taluk Establishments and local bodies in connection with the 1971 Census work.

Sir,

I am directed to state that the Registrar General of India has under his letter No. 4/3/69-Ad. I, dated the 23rd July, 1969 (Copy enclosed) requested to sanction staff for Census work in District/Taluka Offices and urban local bodies as per the scale laid down therein. Accordingly, the following staff will have to be appointed on your establishment for Census work :-

1 Municipal Corporation, Ahmadabad.	1	Upper Division Clerk
	8	Lower Divsion Clerk

2	Municipal Corporation, Baroda.	1	Upper Division Clerk
3	Municipal Corporation, Surat.	1	Upper Division Clerk
4	Rajkot/Bhavnagr/ Jamnagar Municipalities	1	Upper Division Clerk

2. The expenditure on account of this staff will have to be met with from the funds of the Corporation/ Municipality concerned initially and thereafter the same should be re-imbursed from the Census grant placed at the disposal of the Collector of the District by the Director of Census Operations, Gujarat.

3. The staff appointed against the above said posts will have to be treated as temporary addition to the cadre on your establishment.

4. You are requested kindly to create the posts as indicated above on your establishment for census work and make necessary appointments immediately.

5. You are also requested to maintain separate accounts in respect of the pay and allowance etc. of the staff appointed against the posts created for Census work and furnish a monthly consolidated statament of such expenditure to the Director of Census Operations, Gujarat, direct.

Yours faithfully,

Sd/-
(R. D. Pandya)
Under Secretary to the Government of Gujarat, General Administration Department

Copy forwarded with compliments to the Director of Census Operations, Gujarat, Ahmadabad.

APPENDIX 49

Statement showing requirement of various forms for 1971 Census

	Requirement of forms of.....								
	Instruction Books for		Houselist		Establishment Schedule		Individual Slip		
							General Census		
Language	House-listing	Individual Slip	General Census	Training	General Census	Training	Pads of 100 slips	Pads of 21 slips	Training pads of 25 slips
1	2	3	4	5	6	7	8	9	10
Total	**38,320**	**67,000**	**516,050**	**55,293**	**277,808**	**55,293**	**270,934**	**158,376**	**138,904**
Gujarati	38,000	65,000	515,050	55,183	277,308	55,183	270,389	158,156	138,504
English	320	2,000	1,000	110	500	110	545	220	400

	Population Record			Enumerators Daily Posting Statement					
	General Census			For Males		For Females		Enumerator's Abstract	
Language	Books of 50 forms	Books of 25 forms	Training No. of forms	General Census	Training	General Census	Training	General Census	Training
1	11	12	13	14	15	16	17	18	19
Total	**105,203**	**50,122**	**736,300**	**432,200**	**68,700**	**406,200**	**68,700**	**69,200**	**69,200**
Gujarati	105,000	50,000	731,300	431,000	68,500	405,000	68,500	69,000	69,000
English	203	122	5,000	1,200	200	1,200	200	200	200

APPENDIX 50

No. of forms printed, supplied and utilised during the first stage of Census

Sl. No.	Particulars of the forms	No. of forms printed/received		No. of forms supplied		No. of forms utilised	
		Gujarati	English	Gujarati	English	Gujarati	English
1	2	3	4	5	6	7	8
1	Booklets of instructions to enumerators for filling up the forms of Houselists & Establishment Schedule	38,000	320	35,200	320	35,200	320
2	A note explaining specimen entries in the forms of Houselist & Establishment schedules	38,000	200	35,500	200	35,500	200
3	Letter of Authority	38,000	..	34,000	..	34,000	..
4	Houselist	568,000	2,000	531,000	1,900	531,000	1,900
5	Establishment Schedule	277,700	55,500	250,500	500	250,500	500
6	Houselist Abstract for the block	135,000	..	134,900	..	134,900	..
7	Houselist Abstract for the Charge	7,000	..	6,900	..	6,900	..

Particulars of forms printed, supplied and utilised during the second stage of Census 1971

Sl. No.	Particulars of forms	No. of forms printed/received		No. of forms supplied		No. of forms utilised		Remarks
		Gujarati	English	Gujarati	English	Gujarati	English	
1	2	3	4	5	6	7	8	9
1	Instructions to enumerators for filling up the Individual Slip	67,000	2,000	64,928	1,330	64,756	1,330	200 Hindi booklets, Instructions to Enumerators for filling up the Indv. Slip were received from the R.G. India. Out of them 58 were utilised.
2	List of Instructions to Enumerators	65,000	..	64,100	..	64,100	..	
3	Individual Slips 100 Slips	274,389	570 *	273,508	570	269,801	570	* 25 pads obtained from Maharashtra State.
	25 Slips	162,156	220	160,960	220	138,667	220	
4	Enumerator's Daily Posting Statements							
	Males	461,000*	1,200	454,500	1,175	431,302	1,175	* 2000 forms supplied to the DCO., Diu Daman & Goa
	Females	436,000*	1,200	431,400	1,175	412,398	1,175	* -do-
5	Enumerator's Abstract	69,500*	200	63,500	200	59,639	200	* 500 forms supplied to the DCO., Diu, Daman and Goa
6	Abridged Houselist	460,000*	600	453,000	330	446,400	330	* 3000 forms supplied to the DCO., Diu, Daman and Goa
7	Population Record							
	50 Slips	105,000	203	105,000	104,050	104,050	203	
	25 Slips	56,000	122	54,975	122	52,138	122	
8	Degree Holders & Technical Personnel Card	..	565,000	..	441,000 50,000 *	..	359,030	* 50,000 Cards supplied to Maharashtra State
9	Appointment letters	65,000	..	61,500	..	61,500	..	

APPENDIX 51

Top Priority

No. STG/TR/COM/PTS/1225
G.S.R.T.C., Central Offices,
Ahmadabad. Date : 1-12-69

To

The Divisional Controller,
State Transport,
Ahmadabad/Nadiad/Baroda/Surat/
Mehsana/Rajkot/Junagadh/Bhavnagar/
Kutch/Himatnagar.

Sub:—Parcels of Census materials booked under P. T. S.

Very important Census materials were sent by the Director of Census Operations, Ahmadabad under P. T. S. A complaint is received from the Director of Census Operations, Ahmadabad that inordinate delay in despatching and transhipment of these parcels have taken place as a result of which the calendar of Census Operations is likely to be up set.

You are, therefore, requested to issue instructions to the staff concerned to assign top most priority to the Census materials sent under P. T. S., and to see that these parcels reach their destinations as soon as possible.

Please acknowledge the receipt.

Sd/-
Divisional Controller (Com.)

APPENDIX 52

A Statement showing surplus of Census forms and schedules in each district

Name of District	No. of pads of Individual slips		No. of pads of population Record		No. of enumerator's abstract	No. of daily posting Statements		No. of forms of Abridged Houselist	No. of Degree Holder and Technical personnel Cards
	Pads of 100 slips	Pads of 25 slips	Pads of 50 forms	Pads of 25 forms		For Males	For Females		
1	2	3	4	5	6	7	8	9	10
1 Jamnagar	..	255	..	..	250	270	25	..	1,950
2 Rajkot	..	127	2	1	..	75	61	62	270
3 Surendranagar	120	1,400	..	25	..	500	..	..	..
4 Bhavnagar	46	900	14	..	342	70	80	..	4,553
5 Amreli	75	2,000	120	..	400	600	400	300	2,000
6 Junagadh	200	2,788	253	314	420	3,184	1,914	878	7,999
7 Kutch	302	611	54	15	375	1,015	1,321	235	2,000
8 Banas Kantha	150	608	7	..	600	100	..	100	600
9 Sabar Kantha	..	1,528	..	..	127	630	106	..	..
10 Mahesana	103	508	92	342	76	846	918	82	988
11 Gandhinagar 12 Ahmadabad	1,958	4,346	278	1,044	520	8,376	8,295	2,120	40,036
13 Kheda	75	925	..	606	175	1,115	1,375	..	3,725
14 Panch Mahals	539	2,618	77	353	282	3,401	2,218	1,096	5,987
15 Vadodara	..	354	15	68	..	190	70	..	2,400
16 Bharuch	88	1,438	131	90	127	1,084	1,046	320	3,565
17 Surat	15	126	3	12	..	350	265	800	3,500
18 Valsad	146	1,756	25	313	88	1,828	1,768	541	1,885
19 The Dangs	10	670	..	10	180	550	200	370	700
Total	**3,827**	**22,958**	**1,071**	**3,193**	**3,962**	**24,184**	**20,062**	**6,904**	**82,158**

APPENDIX 53

List showing the expensive articles in possession of the Drawing Section with brief description of purpose for which used

Sl. No.	Name of Article	No. of Articles	Brief description of purpose for which it is used
1	2	3	4
1	Instrument box (Staedtler)	2	Used for drawing geometrical forms, *i. e.*, spheres, circles, two or three dimensional forms etc....
2	Set of Railway Curves	1	These curves are segments of the arc of the circles having different radii. Used for drawing lines of various curvatures having definite curve.
3	Kilburn Print Trimmer	1	Used for cutting the blue prints.
4	Half Hatch Cross Machine	2	Helps in drawing uniform hatches. It gives uniform hatches with accuracy and speed.
5	Pentograph	1	Specially used for reducing or enlarging the map to the required size.
6	Drafting Table	1	This table is used for preparing maps where paralled lines and lines at right angles are required.
7	Planometer	1	The instrument is used for measuring area from the map.
8	Tracing Table	2	The table is specially prepared for doing tracing work.
9	Drawing Table	1	Rightly called as cartographic table. This table is utilised for carrying out pentographic work and study of bigger size maps.
10	Printing and Developing Machine	1	Commonly known as Ammonia printing machine.

APPENDIX 54

GOVERNMENT OF GUJARAT

GENERAL ADMINISTRATION DEPARTMENT

Sachivalaya, Ahmadabad-15, dated the 23rd October, 1969

NOTIFICATION

I

CENSUS ACT, 1948

No. CNS-1069-433(2)-I-Chh.- In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (XXXVII of 1948) and in supersession of all previous notifications issued in this behalf, the Government of Gujarat hereby appoints the persons specified in column 1 of the Schedule hereto annexed as Census Officers to take, or aid in or supervise the taking of the Census within the areas respectively specified against them in column 2 of the said Schedule.

SCHEDULE

Persons	Areas
1	2
1 Collectors, Resident Assistant/Deputy Collectors, Assistant and Deputy Collectors, Mamlatdars, Mahalkaris and Aval Karkuns.	Within the limits of their respective jurisdictions
2 All Officers Commanding the Stations	Within the strictly military areas situate in their respective Cantonments in the State of Gujarat.
3 All Executive Officers of Cantonments	Within the limits of their respective Cantonments in the State of Gujarat excluding the strictly military area.
4 The Municipal Octroi Superintendent, Ahmadabad.	Within the limits of the Municipal Corporation of the city of Ahmadabad.
5 The Municipal Census Officer, Baroda.	Within the limits of the Municipal Corporation of the city of Baroda.
6 The Deputy Municipal Commissioner and City Engineer, Surat.	Within the limits of the Municipal Corporation of the City of Surat.
7 Chief Officers, Executive Officers and Secretaries of all Municipalities Municipal or Town Committees and Notified Areas.	Within the limit of their respective Jurisdictions.

APPENDIX 55

II

No. CNS-1069-433-(2)-II-Chh.-In exercise of the powers conferred by sub-section (3) of section 4 of the Census Act, 1948 (XXXVII of 1948), and in supersession of all previous notifications issued in this behalf, the Government of Gujarat hereby authorises the authorities specified in column 1 of the schedule hereto annexed, to sign the declaration referred to in the said sub-section with respect to persons appointed as Census Officers, for the areas respectively specified against them in column 2 of the said Schedule.

SCHEDULE

Authority	Areas
1	2
1 Director of Census Operations	The Whole State.
2 The Collectors, Resident Assistant/ Deputy Collectors, Assistant and Deputy Collectors, Mamlatdars and Mahalkaris	Within the limits of their respective Jurisdictions.
3 All Officers commanding the Stations	Within the strictly military area situate in their respective Cantonments in the State of Gujarat.
4 All Executive Officers of Cantonments	Within the limits of their respective Cantonments in the State of Gujarat excluding the strictly military area.
5 The Municipal Octroi Superintendent, Ahmadabad	Within the limits of Municipal Corporation of the city of Ahmadabad.
6 The Municipal Census Officer, Baroda	Within the limits of the Municipal Corporation of the city of Baroda.
7 The Deputy Municipal Commissioner and City Engineer, Surat	Within the limits of the Municipal Corporation of the city of Surat.
8 Chief Officers, Excutive Officers and Secretaries of all Municipalities, Municipal or Town Committees and Notified Areas	Within the limits of their respective Jurisdictions.

APPENDIX 56

III

No. CNS-1069-433-(2)-III-Chh.-In exercise of the powers conferred by sub-section (4) of section 4 of the Census Act, 1948 (XXXVII of 1948) and in supersession of all previous notifications issued in this behalf, the Government of Gujarat hereby delegates the powers conferred upon it by sub-section (2) of the said section of appointing Census Officers to take, or aid in or supervise the taking of the Census to the authorities specified in column 1 of the Schedule hereto annexed within the areas respectively specified against them in column 2 of the said Schedule.

SCHEDULE

Authority	Areas
1	2
1 Director of Census Operations.	The whole State
2 The Collectors, Resident, Assistant/ Deputy Collectors, Assistant and Deputy Collectors, Mamlatdars and Mahalkaris.	Within their respective Jurisdictions.
3 All Officers commanding the Stations.	Within the strictly military area situate in their respective Cantonments in the State of Gujarat.
4 All Executive Officers of Cantonments.	Within the limits of their respective Cantonments in the State of Gujarat excluding the strictly military area.
5 The Municipal Octroi Superintendent, Ahmedabad.	Within the limits of the Municipal Corporation of the city of Ahmedabad.
6 The Municipal Census Officer, Baroda.	Within the limits of the Municipal Corporation of the city of Baroda.
7 The Deputy Municipal Commissioner and City Engineer, Surat.	Within the limits of the Municipal Corporation of the city of Surat.
8 Chief Officers, Executive Officers and Secretaries of all Municipalities, Municipal or Town Committees and Notified Areas.	Within the limits of their respective Jurisdictions.

APPENDIX 57

IV

No. CNS-1069-433 (2)-IV-Chh.-In exercise of the powers conferred by sub-section (i) of section 6 of the Census Act, 1948 (XXXVII of 1948), and in supersession of all previous notifications issued in this behalf, the Government of Gujarat hereby appoints the persons specified in column 1 of the schedule hereto annexed for the areas respectively specified against them in col. 2 of the said Schedule to be the authorities who may, by written order, direct the persons mentioned in clauses (a) to (f) of the said sub-section (1) of section 6 to perform such of the duties of a Census Officer, as may be specified in the said order in relation to persons specified in the said section 6.

SCHEDULE

	Persons	Areas
	1	2
1	Assistant and Deputy Collectors	Within the limits of their respective jurisdictions.
2	The Municipal Octrol Superintendent, Ahmedabad	Within the limits of Municipal Corporation of the city of Ahmedabad.
3	The Municipal Census Officer, Baroda	Within the limits of the Municipal Corporation of the city of Baroda.
4	The Deputy Municipal Commissioner and City Engineer, Surat	Within the limits of the Municipal Corporation of the city of Surat.

APPENDIX 58

V

No. CNS-1069-433-(2)-V-Chh.-In exercise of the powers conferred by section 7 of the Census Act, 1948 (XXXVII of 1948) and in supersession of all notifications issued in this behalf, the Government of Gujarat hereby appoints the persons specified in column 1 of the schedule hereto annexed for the areas specified against them in column 2 of the said schedule to be the authorities who may, by written order, direct the persons mentioned in clauses (a) to (c) of the said section to give such assistance as may be specified in such written order.

SCHEDULE

	Persons	Areas
	1	2
1	Assistant and Deputy Collectors	Within the limits of their respective Jurisdictions.
2	The Municipal Octroi Superintendent, Ahmedabad	Within the limits of the Municipal Corporation of the city of Ahmedabad.
3	The Municipal Census Officer, Baroda	Within the limits of the Municipal Corporation of the city of Baroda.
4	The Deputy Municipal Commissioner & City Engineer, Surat	Within the limits of the Municipal Corporation of the city of Surat.

APPENDIX 59

VI

No. CNS-1069-433-(2)-VI-Chh.-In exercise of the powers conferred by sub-section (1) of section 8 of the Census Act, 1948 (XXXVII of 1948), and in supersession of all previous notifications issued in this behalf, the Government of Gujarat hereby directs that the questions that shall be asked by each Census Officer of all persons within the limits of the local areas for which he is appointed shall, subject to the provisions of sub-section (2) of the said section 8, be such as are necessary for recording in the Houselist, Establishment Schedule and Individual Slip information regarding the following matters, namely :-

1. HOUSELIST

(I) Material of wall.

(2) Material of roof.

(3) purpose for which Census House is used *e.g.*, residence, shop, shop-*cum*-residence, business, factory, work-shop, workshop-*cum*-residence, school, bank, commercial house, office, hospital, hotel, etc., or vacant.

(4) Is it used wholly or partly as an establishment ?

(5) Name of the head of household.

(6) If Scheduled Caste or Scheduled Tribe write name of Caste or Tribe.

(7) Number of living of rooms in the occupation of Census Household.

(8) Does the household live in owned or rented house ?

(9) Number of persons normally residing in Census Household on day of visit of the enumerator

(a) Males (b) Females (c) Total.

(10) Does the household cultivate land ?

2. ESTABLISHMENT SCHEDULE

(1) Name of the Establishment or of the proprietor

(2) Is the establishment

(a) Government/Quasi-Government, (b) Private, (c) Co-operative Institution ?

(3) Average number of persons working daily last week or in the last working season including proprietors and/or family workers.

(4) Is it

(a) Household Industry, (b) Registered factory, (c) Unregistered workshop ?

(5) Description of the products, processing or servicing done.

(6) Type of fuel or power used.

(7) Description of goods bought/sold.

(8) Whether-

(a) Wholesale or (b) Retail ?

(9) If used as any other establishment, *e.g.*, Government office, school, hospital, railway station, barber's saloon, cinema theatre, hotel, tea-shop, etc.

3. Individual Slip

(1) Name

(2) Relationship to head

(3) Sex

(4) Age

(5) Marital Status

(6) For currently married women only :

(a) Age at marriage, (b) Any child born in the last one year.

(7) Birth place-

(a) Place of birth, (b) Whether rural or urban, (c) District, (d) State/Country.

(8) Last residence-

(a) Place of last residence, (b) Whether rural or urban, (c) District, (d) State/Country.

(9) Duration of residence at the village or town of enumeration

(10) Religion

(11) Whether Scheduled Caste or Scheduled Tribe ?

(12) Literacy

(13) Educational level

(14) Mother tongue

(15) Other languages

(16) Main activity

(a) Broad category of workers and non-workers

(b) Place of work

(c) Name of establishment

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

(e) Description of work

(f) Class of worker

(17) Secondary work-

(a) Broad category of workers

(b) Place of work

(c) Name of establishment

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

(e) Description of work

(f) Class of worker

APPENDIX 60

VII

No. CNS-1069-433(2)VII-Chh.-In exercise of the powers conferred by section 12 and the proviso to section 13 of the Census Act, 1948 (XXXVII of 1948), and in supersession of all previous notifications issued in this behalf the Government of Gujarat hereby authorises the authorities specified in column 1 of the Schedule hereto appended for the areas specified against them in column 2 of the said Schedule to give sanction to the institution of prosecution referred to in the said two sections.

SCHEDULE

Authorities	Areas
1	2
1 District Magistrates	Within the limits of their respective jurisdictions.
2 The Municipal Commissioner for the city of Ahmedabad Corporation	Within the limits of the Municipal Corporation of the city of Ahmedabad.
3 The Municipal Commissioner for the city of Baroda Corporation	Within the limits of Municipal Corporation of the city of Baroda.
4 The Municipal Commissioner for the city of Surat Corporation	Within the limits of the Municipal Corporation of the city of Surat.

By order and in the name of the Governor of Gujarat,

Sd/-
(L. R. Dalal)
Chief Secretary to Government.

No. CNS-1069-433-(2)-Chh,
GENERAL ADMINISTRATION DEPARTMENT,
Sachivalaya, Ahmedabad-15,
Dated the 23rd October, 1969.

Copy forwarded with compliments to :-
All Collectors.

The Director of Census Operations, Gujarat, Ahmadabad.

The Municipal Commissioner for the City of Ahmadabad.

The Municipal Commissioner for the City of Baroda.

The Municipal Commissioner for the City of Surat.

The Manager, Government Central Press, Ahmadabad, with a request to publish the notifications in the Gujarat Government Gazette, Part-I Central Section, dated the 30th October, 1969 without fail and to forward 25 off take copies of the Gazette to this Department immediately.

All other Heads of Departments.

All Departments of Secretariat

Sd/-
(B. C. Maru)
Under Secretary to the Government of Gujarat, General Administration Department.

* Spare copies for distribution to (i) All Officers commanding Military Area, (ii) All Executive Officers of Cantonments, (iii) All Municipalities and (iv) All the subordinate Revenue Officers in their districts.

APPENDIX 61

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Directorate of Census Operations, Gujarat

Ahmadabad-6,
Dated the 10-6-1970.

Sub:- Census of India, 1971-Appointment of Enumerators and Supervisors for Enumerator's block of Second Stage.

CIRCULAR NO. 11

Detailed instructions have been issued under this office Circular No. 10 dated 14-5-1970 for the formation of Enumerators' Blocks during the Second Stage of the Census Operations. As stated in para (6) of the said Circular, every Charge Officer has to send to this office latest by 15-6-1970, a register showing the details of Enumerators' Blocks formed by him. The said register will be minutely scrutinised in this office and any change or correction required to be made therein will be communicated to the Charge Officer concerned. The register will then be final.

2. Instructions for the formation of Enumerators' Blocks in special areas by the concerned normal Charge Officers, have also been given under this office Circular No. 10 dated 14-5-1970. The normal Charge Officers should therefore take a note to communicate to the Special Charge Officers concerned,

the Enumerators' Blocks finalised in respect of the special areas. The Special Charge Officers can take on hand the work of preparation of charge register after they are informed about the formation of blocks for the second stage. Considering this aspect as important, all the details of Enumerators' Blocks approved for the second stage in respect of the special areas should be communicated to the Special Charge Officers immediately.

3. After the register is finalised as above, enumerators and supervisors will have to be appointed. The form of the Charge Register-Part-3 is prescribed under this office Circular No. 1 dated 14-8-1969. It has bocome necessary to revise this form. The form of the revised charge register for rural and urban areas is accordingly appended hereto. The charge register is to be prepared in this revised form and send to this office before 31-7-1970.

The following instructions are issued for the appointment of enumerators and supervisors :-

(A) Regarding appointment of Enumerators and Supervisors

(1) The Enumerators' Blocks for the second stage of the Census Operations are formed on the basis of population. The Enumerators' Blocks are formed on the basis of 750 to 1,000 persons per block in rural areas and 600 to 750 persons per block in urban areas as may be necessary. However, in exceptional circumstances, relaxation has been allowed in the upper limit upto 1,150 persons in rural areas. Similarly in urban blocks upper limit is allowed to be relaxed upto 850 persons. However, as far as practicable, it should be borne in mind to form ideal blocks of 750 to 1,000 persons in rural areas and 600 to 750 persons in urban areas. In some cases, independent blocks are formed, though the number of persons in the said blocks is less than the lower limit prescribed above because if they are clubbed with adjacent blocks, the upper limit prescribed for a block will be exceeded. Besides, since the blocks formed under the Permanent House-numbering Scheme are required to be kept in tact, some enumerator's blocks having population more than the upper limit fixed will have to be formed. But such blocks are only exceptional.

One enumerator should be appointed for each and every block so formed

(2) An independent block has been formed for a village, although its population may be small. In rural areas one enumerator will have to enumerate 750 to 1,000 persons. On this basis it may be necessary to entrust to one enumerator the responsibility of enumerating more than one village. It may be noted that the unit of his work is not the revenue village but the population of 750 to 1,000 persons. *It should be noted that the enumerator will have to use separate pads of individual slips for each village.* Care should also be taken to see that after the slips of one village are filled if there are some blank slips left in any pad, these blank slips are not to be used for any other village.

(3) The population in some of the Enumerator's Blocks in rural areas is more than 1,150 persons and that in urban areas more that 850 persons. If it is not possible for one enumerator to complete the work in such a block during the period of 19 days. There is no objection to provide help of an additional enumerator at such places. Instructions for division of work between these enumerators will be given separately.

(4) One supervisor should be appointed for; every 5 enumerators.

(5) Ordinarily, the talati-*cum*-mantris, teachers and other Government servants are to be appointed as enumerators and supervisors. In the village panchayat areas, the mantris of the Panchayats and in the Nagar Panchayat and the Nagarpalika areas and similarly in the special areas, their own staff members are to be appointed as enumerators and supervisors as far as possible. If the staff of the Nagar Panchayat or the Nagarpalikas is not sufficient, then the staff of other offices should be utilised for appointment as enumerators or supervisors.

From the staff of Nagar Panchayats and Nagar Palikas only suitable persons should be appointed as Supervisors. Besides, persons of appropriate cadre grade from other Government offices should be appointed as supervisors.

At the time of preparation of the Houselist it was noticed that staff from only some departments was appointed for this work in large proportion because other departments did not supply lists of persons working under them. Every department is expected to give full co-operation in a national work like Census. The Charge Officers are, therefore, requested to bear in mind while making appointments of enumerators and supervisors for the second stage of the Census Operations that the burden does not fall on one department. The State Government has

issued necessary instructions to all departments to give full co-operation in this behalf in their English Circular No. CNS-1069/2669-CHH dated 18-2-1970. Accordingly, lists of staff members should be obtained from all Government departments and appointments made therefrom.

(B) Reserved Staff

(1) Sometimes, on account of unforseen circumstances persons who are appointed as Enumerators and Supervisors are not able to attend to their duties and it becomes necessary to appoint substitutes in their places. It is, therefore, directed that 10% of the Enumerators and Supervisors should be appointed as reserved Enumerators and Supervisors.

(2) Names of Enumerators and Supervisors appointed as reserved should be shown separately in the Charge Register under the heading "Reserve List".

(3) The staff to be kept in reserve should be selected from different parts of the taluka instead of from only the headquarter town of the taluka so that they are not required to go to distant places for undergoing training which is to be arranged at different places in the taluka.

(4) It should be noted that the staff in reserve will also have to be given through training in the same way as normal staff. But they will be given honorarium only if they are required to do actual work.

(5) All the normal and special charge officers are requested to send the Charge Register as prescribed in para (3) above, to this office latest by 31-7-1970 after preparing it in accordance with the above instructions.

Sd/-
(C. C. Doctor)
Director of Census Operations, Gujarat, Ahmadabad.

To

The Municipal Commissioner,
Municipal Corporation,
Ahmadabad/Baroda/Surat.

All Collectors (with extra copies for supply to Special Charge Officers).

All Assistant/Deputy Collectors.

All Mamlatdars.

Chief Officers of All Municipalities.

Executive Officer, Ahmadabad Cantonment Board, Ahmadabad-3.

Chief Officer,
Sardarnagar Notified Area,
Sardarnagar (Dist. Ahmadabad).

CHARGE REGISTER **RURAL AREAS**

Statement showing the appointment of staff for second stage of Census Operations

Name of District.....Location Code.....Name of Taluka.....Location Code.....

Name of Village	Location Code	Block No. given during the first stage	Population of block shown in Col. (3)	Enumerator's Block-No. given for second stage	Population of block shown in Col. (5) according to Houselist	Details of the staff appointed for enumeration of population of the block shown in Col. (6)				Remarks
						Enumerator		Supervisor		
						Name	Designation	Name	Designation	
1	2	3	4	5	6	7	8	9	10	11

Signature of Charge Officer.....

Date.....

CHARGE REGISTER URBAN AREAS

Statement showing the appointment of staff for second stage of Census Operations

Name of District..... Location Code..... Name of Taluka..... Location Code.....

Name of Town	Location Code	Formed during the first stage		Population of block shown in Col. (4)	Enumerator's Block No. given for second stage	Population of block shown in Col. (6) according to Houselist	Details of the staff appointed for enumeration of population of the block shown in Col. (7)				Remarks
							Enumerator		Supervisor		
		Ward	Block No.				Name	Designation	Name	Designation	
1	2	3	4	5	6	7	8	9	10	11	12

Signature of Charge Officer.....

Date.....

Ahmadabad-6
Dated the 24th July, 1970.

Sub :-Census of India, 1971—Preparation of Charge Register Part 3 after making appointments of Enumerators and Supervisors for the Enumerators' Blocks for the Second Stage.

CIRCULAR NO. 11-A

Detailed instructions have been issued under this office circular No. 11 dated 10-6-1970 for preparation of the Charge Register for the Second Stage of Census Operations. According to, the instructions given in the last para of the said Circular, the Charge Register is to be sent to this office by 31-7-70. The number of the Charge Registers received in this office so far is very small. The last date for submission of Charge Registers is only a week ahead now. All the Charge Officers are hereby requested to send their Charge Registers without any further delay.

2. On scrutiny of the Charge Registers received in this office so far, it is noticed that in the Charge Registers of rural areas, the Mamlatdars have not arranged the villages according to their location code numbers, but they have been arranged in a disorderly manner. The Charge Registers prepared in this manner will not be approved. While preparing the Charge Registers it is absolutely necessary that the villages are arranged according to their location code numbers assigned by this office.

3. Similarly if an Enumerator is allotted more than one block, the blocks should normally be arrraged one after the other. If it is not possible to maintain the sequence in any exceptional case, satisfactory reasons for the same should be advanced. Generally the blocks allotted to an Enumerator are adjacent to each other. Therefore, their serial numbers should be in one sequence. But if the blocks allotted to an Enumerator are not adjacent to each other in an exceptional case, the Enumerator would be required to walk some distance to cover his area. The Charge Officer should, therefore, give reasons and explain why the Enumerators could not be given adjacent blocks. The number of exceptions should be reduced to the minimum.

4. All the Charge Officers are requested to keep the above point in view and send their Charge Registers to this office so as to reach this office before 31-7-1970 in any case.

Yours faithfully,

Sd/-
(C. C. Doctor)
Director of Census Operations, Gujarat, Ahmadabad.

To

The Municipal Commissoner,
Municipal Corporation,
Ahmadabad/Baroda/Surat.
All Collectors (with extra copies for distribution among Special Charge Officers).
All Assistant/Deputy Collectors.
All Mamlatdars.
Chief Officers of All Municipalities.
The Executive Officer,
Ahmadabad Cantonment Board (Civil),
Ahmadabad-3.
Chief Officer, Sardarnagar Notified Area Committe, Sardarnagar (Dist. Ahmadabad).

Ahmadabad-6
Dated the 14th Aug., 1970.

Sub :-Census of India 1971-Appointment of Enumerators and Supervisors for the Second Stage.

CIRCULAR NO. 11-B

Attention is invited to para (A) (3) of this office Circular No. 11 dated 10-6-1970 in which under instructions have been issued to give assistance of additional enumerator in respect of blocks having population of 1,150 or more persons in rural areas and 850 or more persons in urban areas, so that the work of enumeration can be completed during the prescribed period of 19 days.

2. A question arises as how the work should distributed among these two enumerators. In this connection it is decided that the number of houses should be distributed among them. One enumerator may be given houses starting with No. 1 to a particular while another enumerator may be allotted the remaining houses. While allotting the houses to the enumerators, it may please be ensured that there is equitable distribution of population among them. The figures of estimated population will be available from the Houselists.

3. A clear demarcation of the area between the two enumerators should be made and it should be made known to them in no uncertain terms so that none is left out of court or none is counted twice. Great care should be taken to see that no house is left out or is counted twice, while distributing the houses among the two enumerators.

Sd/-
(C. C. Doctor)
Director of Census Operations, Gujarat, Ahmadabad.

To

1 The Municipal Commissioner, Municipal Corporation, Ahmadabad/Baroda/Surat.
2 All Collectors (with spare copies for distribution among the Special Charge Officers).
3 All Assistant/Deputy Collectors.
4 All Mamlatdars.
5 Chief Officers of All Municipalities.
6 Executive Officer, Ahmadabad Cantonment Board (Civil), Ahmadabad-3.
7 Chief Officer, Sardarnagar Notified Area, Sardarnagar (Dist. Ahmadabad).

APPENDIX 62

Statement showing the number of enumerators including reserve appointed for (1) Houselisting and (2) Census Enumeration by Broad Categories

State/District	Total Rural Urban	Houselisting					Census Enumeration					Remarks
		Teachers	Village Officers	Govt. & Local adm. Officials	Other	Total	Teachers	Village Officers	Govt. & Local adm. Officials	Other	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13
Gujarat State	**Total**	**5,148**	**6,225**	**866**	**312**	**12,551**	**29,766**	**5,452**	**4,154**	**299**	**39,671**	
	Rural	**3,201**	**5,922**	**258**	**55**	**9,436**	**20,493**	**5,191**	**488**	**111**	**26,283**	
	Urban	**1,947**	**303**	**608**	**257**	**3,115**	**9,273**	**261**	**3,666**	**188**	**13,388**	
Jamnagar	Total	244	229	93	3	569	1,244	207	313	2	1,766	
	Rural	156	220	6	3	385	820	193	35	..	1,048	
	Urban	88	9	87	..	184	424	14	278	2	718	
Rajkot	Total	431	285	62	1	779	1,990	196	336	..	2,522	
	Rural	205	282	7	..	494	1,225	195	17	..	1,437	
	Urban	226	3	55	1	285	765	1	319	..	1,085	
Surendranagar	Total	168	161	113	4	446	932	158	181	16	1,287	
	Rural	92	156	74	..	322	596	150	102	2	850	
	Urban	76	5	39	4	124	336	8	79	14	437	

APPENDIX 62–*Contd.*

State/District	Total Rural Urban	Houselisting					Census Enumeration					Remarks
		Teachers	Village Officers	Govt. & Local adm. Offi-cials	Other	Total	Teachers	Village Officers	Govt. & Local adm. Offi-cials	Other	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13
Bhavnagr	Total	321	322	41	4	688	1,472	285	179	8	1,944	
	Rural	165	301	7	2	475	872	280	12	2	1,166	
	Urban	156	21	34	2	213	600	5	167	6	778	
Amreli	Total	169	219	21	2	411	1,013	182	104	8	1,307	
	Rural	104	212	9	..	325	812	176	26	..	1,014	
	Urban	65	7	12	2	86	201	6	78	8	293	
Junagadh	Total	416	339	65	17	837	1,923	274	282	100	2,579	
	Rural	227	328	43	8	606	1,341	269	57	21	1,688	
	Urban	189	11	22	9	231	582	5	225	79	891	
Kutch	Total	326	175	62	2	565	833	194	280	7	1,314	
	Rural	230	170	38	..	438	656	189	57	..	902	
	Urban	96	5	24	2	127	177	5	223	7	412	
Banas Kantha	Total	298	355	5	2	660	1,323	331	58	6	1,718	
	Rural	231	349	5	2	587	1,156	326	16	5	1,503	
	Urban	67	6	..	..	73	167	5	42	1	215	
Sabar Kantha	Total	224	394	21	1	640	1,240	380	25	1	1,646	
	Rural	189	386	17	..	592	1,093	373	2	..	1,468	
	Urban	35	8	4	1	48	147	7	23	1	178	
Mahesana	Total	534	478	60	38	1,110	2,343	438	170	16	2,967	
	Rural	377	460	9	33	879	1,778	422	1	14	2,215	
	Urban	157	18	51	5	231	565	16	169	2	752	
Gandhinagar	Total	30	54	2	..	86	329	50	2	..	381	
	Rural	21	54	1	..	76	297	46	..	..	343	
	Urban	9	..	1	..	10	32	4	2	..	38	
Ahmadabad	Total	277	481	30	212	1,000	3,060	424	1,256	..	4,740	
	Rural	155	442	..	..	597	879	384	9	..	1,272	
	Urban	122	39	30	212	403	2,181	40	1,247	..	3,468	
Kheda	Total	467	585	82	6	1,140	2,995	373	80	29	3,477	
	Rural	356	508	4	6	874	2,278	319	..	27	2,624	
	Urban	111	77	78	..	266	717	54	80	2	856	
Panch Mahals	Total	165	456	68	..	689	2,023	346	229	7	2,605	
	Rural	129	450	12	..	591	1,799	337	84	6	2,226	
	Urban	36	6	56	..	98	224	9	145	1	379	
Vadodara	Total	318	561	57	5	941	2,158	557	156	26	2,897	
	Rural	149	542	2	1	694	1,318	541	16	10	1,885	
	Urban	169	19	55	4	247	840	16	140	16	1,012	
Bharuch	Total	130	410	5	14	559	1,124	369	87	15	1,595	
	Rural	43	364	4	..	411	797	323	12	3	1,135	
	Urban	87	46	1	14	148	327	46	75	12	460	
Surat	Total	300	428	26	..	754	1,809	517	328	36	2,690	
	Rural	98	414	5	..	517	1,178	503	31	1	1,713	
	Urban	202	14	21	..	237	631	14	297	35	977	
Valsad	Total	262	268	48	1	579	1,885	146	88	2	2,121	
	Rural	206	259	10	..	475	1,528	140	11	..	1,679	
	Urban	56	9	38	1	104	357	6	77	2	442	
The Dangs	Rural	68	25	5	..	98	70	25	..	20	115	

APPENDIX 62–*Contd.*

Statement showing the number of supervisors including reserve appointed for (1) houselisting and (2) Census Enumeration by Broad Categories

State/District	Total Rural Urban	Houselisting				Census Enumeration				Remarks
		Teachers	Govt. & Local Adm. Officials	Others	Total	Teachers	Govt. & Local Adm. Officials	Others	Total	
1	2	3	4	5	6	7	8	9	10	11
GUJARAT STATE	**Total**	**346**	**2,355**	**198**	**2,899**	**2,669**	**5,362**	**385**	**8,416**	
	Rural	**64**	**1,876**	**149**	**2,089**	**1,462**	**3,774**	**309**	**5,545**	
	Urban	**282**	**479**	**49**	**810**	**1,207**	**1,588**	**76**	**2,871**	
Jamnagar	Total	15	124	..	139	81	294	..	375	
	Rural	5	84	..	89	32	187	..	219	
	Urban	10	40	..	50	49	107	..	156	
Rajkot	Total	25	140	11	176	214	297	14	525	
	Rural	6	96	11	113	88	193	14	295	
	Urban	19	44	..	63	126	104	..	230	
Surendranagar	Total	13	72	16	101	96	149	14	259	
	Rural	..	57	13	70	42	118	8	168	
	Urban	13	15	3	31	54	31	6	91	
Bhavnagar	Total	39	111	12	162	160	221	42	423	
	Rural	3	87	11	101	71	136	38	245	
	Urban	36	24	1	61	89	85	4	178	
Amreli	Total	39	113	2	154	111	304	7	422	
	Rural	10	98	..	108	64	216	2	282	
	Urban	29	15	2	46	47	88	5	140	
Junagadh	Total	42	133	31	206	186	292	74	552	
	Rural	4	99	29	132	68	230	55	353	
	Urban	38	34	2	74	118	62	19	199	
Kutch	Total	14	98	15	127	66	222	2	290	
	Rural	2	78	12	92	38	162	..	200	
	Urban	12	20	3	35	28	60	2	90	
Banas Kantha	Total	7	152	2	161	51	302	4	357	
	Rural	..	136	1	137	26	273	4	303	
	Urban	7	16	1	24	25	29	..	54	
Sabar Kantha	Total	3	132	18	153	60	238	41	339	
	Rural	..	120	18	138	50	207	41	298	
	Urban	3	12	..	15	10	31	..	41	
Mahesana	Total	30	213	25	268	217	347	48	612	
	Rural	1	170	23	194	134	275	40	449	
	Urban	29	43	2	74	83	72	8	163	
Gandhinagar	Total	1	16	..	17	42	19	..	61	
	Rural	..	15	..	15	33	17	..	50	
	Urban	1	1	..	2	9	2	..	11	
Ahmadabad	Total	31	124	23	178	266	648	..	914	
	Rural	17	87	..	104	127	136	..	263	
	Urban	14	37	23	74	139	512	..	651	
Kheda	Total	8	212	12	232	229	455	40	724	
	Rural	1	160	10	171	171	334	39	544	
	Urban	7	52	2	61	58	121	1	180	
Panch Mahals	Total	2	152	8	162	147	371	1	519	
	Rural	2	124	8	134	116	326	..	442	
	Urban	..	28	..	28	31	45	1	77	

APPENDIX 62–*Concld.*

State/District	Total Rural Urban	Houselisting: Teachers	Houselisting: Govt. & Local Adm. Officials	Houselisting: Others	Houselisting: Total	Census Enumeration: Teachers	Census Enumeration: Govt. & Local Adm. Officials	Census Enumeration: Others	Census Enumeration: Total	Remarks
1	2	3	4	5	6	7	8	9	10	11
Vadodara	Total	28	194	1	223	255	320	27	602	
	Rural	11	152	..	163	125	243	24	392	
	Urban	17	42	1	60	130	77	3	210	
Bharuch	Total	8	106	8	122	57	263	11	331	
	Rural	..	94	1	95	22	238	2	262	
	Urban	8	12	7	27	35	25	9	69	
Surat	Total	33	123	13	169	189	342	53	584	
	Rural	..	101	12	113	91	252	36	379	
	Urban	33	22	1	56	98	90	17	205	
Valsad	Total	8	119	1	128	238	258	3	499	
	Rural	2	97	..	99	160	211	2	373	
	Urban	6	22	1	29	78	47	1	126	
The Dangs	Rural	..	21	..	21	4	20	4	28	

APPENDIX 63

[*Front Side*]

ભારતની વસતિ ગણતરી ૧૯૭૧
નિમણૂક પત્ર

શ્રી/શ્રીમતી/કુમારી ... ...

હું નીચે સહી કરનાર ૧૯૪૮ના વસતિ ગણતરીના કાયદાની કલમ ૪ ની પેટા-કલમ ૪ નીચે મળેલા અધિકારની રૂઈએ તમારી નીચે જણાવેલા વિસ્તારમાં ગણતરીદાર/સુપરવાઈઝર તરીકે નિમણૂક કરું છું.

૧૯૪૮ના વસતિ ગણતરીના કાયદાની કલમ ૫ અન્વયે આપને ઈન્ડિયન પીનલ કોડ નીચે પબ્લિક સર્વન્ટ તરીકે ગણવામાં આવશે.

આ નિમણૂક પત્રની પાછળ છાપવામાં આવેલ વસતિ ગણતરીના કાયદાની કેટલીક અગત્યની જોગવાઈઓ તરફ આપનું ધ્યાન દોરવામાં આવે છે.

વોર્ડ/બ્લોક નંબર .....

ગ્રામ/નગર પંચાયત .....

નગરપાલિકા/કોર્પોરેશન .....

તારીખ.....

સહી .....

સેન્સસ ઑફિસર

સિક્કો

[*Reverse Side*]

૧૯૪૮ના વસતિ ગણતરી અધિનિયમની અગત્યની જોગવાઈઓ નીચે મુજબ છે.

સૂચનાઓ

૧. વસતિ ગણતરી અંગે તમોને જે કોઈ કામગીરી સોંપવામાં આવે તે તમારે રાષ્ટ્રની સેવા ગણી ખૂબ ખંતથી બજાવવી.

૨. ૧૯૪૮ના વસતિ ગણતરી અધિનિયમ હેઠળ તમો નીચે પ્રમાણે વર્તવા બંધાયેલા છો :—

૧. બધા પ્રત્યે વિવેક રાખવા ;

૨. તમને સોંપવામાં આવેલ ફરજનો સ્વીકાર કરવા તેમજ ઉપેક્ષા ન કરવા [કલમ ૧૧ (૧) (અ)];

૩. વસતિ ગણતરી પત્રકમાં સમાવેશ કરવામાં આવેલ પ્રશ્નો સિવાયના બીજા કોઈ પ્રશ્નો નહિ પૂછવા [કલમ ૧૧(૧) (બ)];

૪. તમોને આપવામાં આવેલ માહિતી પ્રમાણે જ નોંધ કરવા [કલમ ૧૧ (૧) (બ)] અને ;

૫. તે માહિતી સંપૂર્ણપણે ગુપ્ત રાખવા [કલમ ૧૧ (૧) (બ)] ;

૬. ઉપરની જોગવાઈઓનો ભંગ કરનાર સજા અને દંડને પાત્ર છે [કલમ ૧૧ (૧)] ;

૩. વસતિ ગણતરીની કામગીરી માટે જ્યારે તમારે જવાનું થાય ત્યારે આ નિમણૂક પત્ર સાથે રાખશો અને જે કોઈ તેની જોવા માટે માંગણી કરે તો તેને બતાવશો.

APPENDIX 64

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
New Delhi-11, the 3rd July, 1969/12 Asadha, 1891

NOTIFICATION

S. O. 2709.—In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government is pleased to declare that a Census of the population of India shall be taken during the year 1971. The reference date for the Census will be the sunrise on 1st March, 1971.

(28/101/69-Pub. I)

K. R. PRABHU,
Joint Secretary to the Government of India.

MINISTRY OF HOME AFFAIRS
(Office of the Registrar General, India)

New Delhi, the 14th January, 1971.

S. O. 371.—In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby makes the following amendment to the Notification of the Government of India in the Ministry of Home Affairs No. S. O. 2709, dated the 3rd July, 1969, namely :

In the said Notification, for the expression "1st March, 1971", the expression "1st April, 1971" shall be substituted.

(No. 9/30/69-CTU)

Sd/-
(A. CHANDRA SEKHAR)
Registrar General India & ex-officio, Joint Secretary

APPENDIX 65A

પાના નં.	

ભારતની વસતિ ગણતરી ૧૯૭૧

વસતિ ગણતરીદારના પ્રત્યેક બ્લોક માટેની ઘરોની સંક્ષિપ્ત યાદી

વિભાગ—૧ : ઓળખ માટેની વિગતો

સ્થળ	નામ અને / અથવા નંબર	સ્થળ સંકેત
જિલ્લો		
તાલુકો/મહાલ		
ગામ/શહેર		
વોર્ડ		
વસતિ ગણતરીદારનો બ્લોક (બીજા તબક્કાનો)		

*વિભાગ—૨ : ૧૯૭૧ની વસતિ ગણતરી પ્રમાણે ગણતરીદારના બ્લોકની વસતિની સંખ્યા

વિભાગ–૩ : ઘરોની યાદી (ઘરોની અસલ યાદી ઉપરથી બનાવવાની)

લીટી નંબર	પ્રથમ તબક્કાનો બ્લોક નંબર/વસતિ ગણતરી ઘર નંબર	જે હેતુ માટે વસતિ ગણતરીનું ઘર વપરાતું હોય તે * +	કુટુંબ ઘર નંબર *	કુટુંબના મુખ્ય માણસનું નામ * ૦
૧	૨	૩	૪	૫

વિભાગ–૪ : નવાં થયેલા ઘરો/કુટુંબ ઘરોની યાદી (ઉપર વિભાગ–૩માં ન દર્શાવેલ પરંતુ વસતિ ગણતરી દરમિયાન ગણતરીદારના ધ્યાન ઉપર આવેલાં વસતિ ગણતરીનાં ઘરો/કુટુંબ ઘરોની વિગતો નોંધવી.)

વસતિ ગણતરીની કામગીરી પૂરી થયા પછી આ વિભાગ ભરવો.

* વસતિ ગણતરીની કામગીરી દરમિયાન સદરહુ લાક્ષણિકતામાં કંઈ ફેરફાર થયેલો માલૂમ પડે, તો તે બાબતનો યોગ્ય સુધારો આ આસનોમાં કરવો.

+ ઘરોની અસલ યાદીમાં જે હેતુ લખેલો હોય, તે નોંધો.

૦ ઘરોની અસલ યાદીમાં જણાવેલ કુટુંબના મુખ્ય માણસના નામ કરતાં જો નામ જુદું માલુમ પડે, તો ગણતરીદારે ગણતરીની કામગીરી વખતે આ આસનમાં ફેરફાર કરવો. સંસ્થાકીય કુટુંબો માટે કુટુંબના મુખ્ય માણસના નામ પાછળ "સં" લખવું.

સુપરવાઈઝરની સહી _____ ગણતરીદારની સહી _____

તારીખ _____ તારીખ _____

APPENDIX 65 B

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Directorate of Census Operations, Gujarat

Ahmadabad-6
Dated the 23rd November, 1970

Sub :–Census of India 1971 Provisional Population Totals

CIRCULAR NO. 20

The following instructions have been issued by the Registrar General, India, New Delhi with regard to communication of Provisional Population Totals by the Charge Officers :–

1. Immediately after the enumeration of population is over, the Enumerators' Abstracts should be communicated by the Supervisors to the Charge Officers by 4th March, 1971 at the latest. From Col. 2 and Col. 5 of these abstracts the Charge Officer should post the particulars of the Population and Literates in a register to be prepared specially in the following form :–

1971 CENSUS PROVISIONAL TOTALS

Name of Charge..... Code No.....

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

Code No. and Name of Village or Town	Enumerator Block No.	Population			Literates		
		Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7	8
	1						
	2						
	3						
	.....						
Total for the charge							

2. All the villages within the charge and all the enumerators' blocks in the charge should be serially entered in Cols. 1 and 2 respectively of the register and particulars against each block may be posted as and when the abstract is received from the Enumerator through the Supervisor. Similarly all the towns within the charge and all the Enumerator's blocks in each town should be serially entered in Cols. 1 and 2 respectively of the register. It should be ensured that the figures for all the blocks are received and posted in the register. The totals for entire rural area and for each town should be struck separately and then the grand total for the entire charge should be struck. The first two entries in the register should be filled in before 3-3-71 and kept ready for entering figures in the remaining columns.

3. The Special Charge Officer should communicate the Enumerators' Abstracts to the normal charge officer of his area by 4th March, 1971 at the latest. The normal charge officer should post the particulars of Enumerators' Abstracts received from the Special Charge Officer, in the register mentioned in para (1) above before the totals are struck as mentioned in para (2) above.

4. Immediately after the totals are struck the Charge Officer should communicate the figures to the District Census Officer by the quickest means possible and also to the Director of Census Operations, Ahmadabad on 5-3-71 by adopting the following standard message, followed up by a postal copy in confirmation :-

"1971 CENSUS PROVISIONAL TOTALS

Charge..... District.....

Males..... Females.....

Total Population..... Literate Males:.....

Literate Females..... Total Literates....."

5. Similarly the District Census Officers should post the totals of all the charges in the District, consolidate the totals for the district and communicate the totals to the Director of Census Operations, Ahmadabad by telegram or telephone and to the Registrar General, India, New Delhi by express telegram to the following telegraphic address on 6-3-71 :-

" REGGENLIND-NEW DELHI "

The following standard form of the message may be adopted :-

"1971 CENSUS PROVISIONAL TOTALS

.....District.....State

Males .....Females.....

Total Population.....Literate Males.....

Literate Females.....Total Literates....."

6. For the purpose of compilation of further details of the provisional figures from the Enumerators' Abstracts as a supplement, the following procedure may be followed.

7. Each Charge Officer may open separate registers one for males and another for females in the following form. Separate registers should also be opened for rural and urban areas of the charge.

1971 CENSUS PROVISIONAL TOTALS-SUPPLEMENT-A

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

MALES

Code No. & name of the village or town	Enumerators' Block No.	Sex	Population	Scheduled Castes	Scheduled Tribes	Literate	Illiterate
X	Y	1	2	3	4	5	6

Main Activity										
Cultivator	Agricultural labourer	Household Industry	Other workers	Non-workers	Houseless Population	Institutional Population	No. of residential houses	No. of households	No. of Institutional Households	No. of Houseless Households
7	8	9	10	11	12	13	14	15	16	17

1971 CENSUS PROVISIONAL TOTALS-SUPPLEMENT-B

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

FEMALES

Code No. & name of the village or town	Enumerators' Block No.	Sex	Population	Scheduled Castes	Scheduled Tribes	Literate	Illiterate
X	Y	1	2	3	4	5	6

Main Activity										
Cultivator	Agricultural labourer	Household Industry	Other workers	Non-workers	Houseless Population	Institutional Population	No. of residential houses	No. of households	No. of Institutional Households	No. of Houseless Households
7	8	9	10	11	12	13	14	15	16	17

8. From each enumerator's abstract the figures for Males may be posted in the register for males and a ring put around M in Col. 1 of the Enumerators' Abstract in token of having made the entry. Similarly the figures for females may be posted in the register for Females and F ringed off in the Enumerators' Abstract. It should be ensured that all the villages/towns and enumerators' blocks have been accounted for in each of the registers and also that figures of the correct sex have been posted in the register concerned. The opening of separate registers for each sex and for rural and urban areas and the posting of figures for each sex and for rural and urban areas from the Enumerators' Abstracts has been suggested as this will facilitate the totalling of the figures for each sex and for rural and urban areas of the entire charge without confusion. After totalling the figures for each sex consolidated abstract for the entire charge can be conveniently prepared incorporating the figures for males and females and for rural and urban areas and striking the grand total in the following form :-

1971 CENSUS PROVISIONAL TOTALS

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

Name of Taluka/ Town	Total/ Rural/ Urban	Population		Scheduled Castes		Scheduled Tribes		Literate		Illiterate	
		M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12
Jamnagar Taluka	Total										
	Rural										
	Urban										
Jamnagar Taluka	Rural										
Sikka Town	Urban										
Bedi Town	Urban										

Main Activity											
Cultivator		Agricultural Labourer		Household Industry		Other Workers		Non-Workers		Houseless Population	
M	F	M	F	M	F	M	F	M	F	M	F
13	14	15	16	17	18	19	20	21	22	23	24

Institutional Population					
M	F	No. of Residential Houses	No. of Households	No. of Institutional Households	No. of Houseless Households
25	26	27	28	29	30

The copies of this consolidated statement may be communicated by post by the Charge Officer to the District Census Officer and the Director of Census Operations, Ahmadabad, latest by 10-3-71.

9. The District Census Officer may post figures of each of the charge in the district statement and the totals for males, females and total and for total, rural and urban for the entire district struck at the end in the enclosed Proforma A.

10. The District Census Officer should communicate the district statement to the Director of Census Operations, Ahmadabad as well as to the Registrar General, India, 2/A, Mansingh Road, New Delhi-11, by post latest by 15-3-1971 in the enclosed Proforma A.

All the Charge Officers are requested to follow the above instructions scrupulously.

Sd/-
(C. C. Doctor)
Director of Census Operations, Gujarat, Ahmadabad.

To

1 The Municipal Commissioner, Municipal Corporation, Ahmadabad/Baroda/Surat.

2 All Collectors (with extra copies for Special Charge Officers).

3 All Assistant/Deputy Collectors.

4 All Mamlatdars.

5 Chief Officers of All Municipalities.

6 Executive Officer's Ahmadabad Cantonment Board, (Civil), Ahmadabad-3.

7 Chief Officer, Sardarnagar Notified Area, Sardarnagar (Dist. Ahmadabad).

8 All Deputy/ Assistant Directors of Census Operations.

PROFORMA—'A'

CENSUS OF INDIA 1971

GUJARAT

District statement showing totals by sex and total, rural and urban areas

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

District/Taluka/Town	Total Rural Urban	Population			Scheduled Castes			Scheduled Tribes			Literate		
		P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1 Jamnagar District	Total												
	Rural												
	Urban												
1 Jamnagar Taluka	Total												
	Rural												
	Urban												
I Jamnagar Town	Urban												
II Sikka Town	Urban												
III Bedi Town	Urban												
2 Lalpur Taluka	Total												
	Rural												
	Urban												
IV Lalpur Town	Urban												
and so on													

PROFORMA—'A'-*(Contd.)*

		Main Activity																				
		Cultivator			Agricultural Labourer			Household Industry			Other Workers			Non-Workers			Houseless Population			Institutional Population		
		P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

APPENDIX 66

No. 8/17/69-AD. II
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Registrar General, India

2/A, Mansingh Road
New Delhi-11, the 24th January, 1970

To

All Directors of Census Operations and ex-officio Superintendents of Census Operations.

Subject :-Payment of a small honorarium to the enumeration staff in connection with the 1971 Census.

Sir,

I am directed to convey the sanction of the President to the incurring of an expenditure not exceeding Rs. 4,09,05,650/- (Rupees four crores nine lakhs five thousand six hundred and fifty) only on the payment of honorarium at the following rates to the Enumerators, Supervisors, Charge Superintendents and District Census Officers, appointed in connection with the 1971 Census in the various States, Union Territories Administrations :-

1 ENUMERATORS	
(i) Honorarium for house-numbering, houselisting and filling up of the establishment schedule (including the cost of the House-numbering material) for an enumerator's block (An average block in rural areas will consist of about 150 houses and an average block in urban areas of about 120 houses. Of this amount Rs. 5 is for the cost of House-numbering material, which may, if necessary be drawn in advance and paid to the Enumerator.	Rs. 15 (Rupees fifteen) only.
(ii) Actual Census enumeration of an enumerator's block, (An average block in rural areas will cover about 750 persons or 150 Households, and in urban areas, it will cover about 600 persons or 120 Households).	Rs. 25 (Rupees twenty five) only.
2 SUPERVISION CHARGES	
(i) House-numbering and House listing and filling up of establishment Schedule for a Supervisor's Circle consisting of 4 to 5 enumerator's blocks.	Rs. 15 (Rupees fifteen) only.
(ii) Actual Census enumeration for a Supervisor's Circle consisting of 4 to 5 enumerator's blocks.	Rs. 25 (Rupees twenty five) only.
3 CHARGE SUPERINTENDENT	Lump sum Honorarium of Rs. 150 (Rupees one hundred and fifty) only for the entire operation (i. e. House-numbering & Houselisting and Actual Census enumeration).
4 DSITRICT CENSUS OFFICERS	Lump sum Honorarium of Rs. 300 (Rupees three hundred) only for the entire operation (i.e. House-numbering & Houselisting and Actual Census enumeration).

2. The honoraria for the enumerators and supervisors may be paid in suitable instalments, if necessary, according to the discretion of the Director of Census Operations and the honoraria to the Charge Superintendents and District Census Officers may be paid after the Census Operations are over.

3. The expenditure in this respect is debitable to the Head "39-Miscellaneous Social and Developmental Organisations-Census-B-Enumerations-B: 3-Honorarium to the Enumeration Staff" in the year 1969-70 in such States and Union Territories/ Administrations, where the house-numbering and houselisting operations are expected to be completed within the financial year 1969-70 and to the financial years 1970-71 and 1971-72 subject to the voting of funds by the Parliament.

4. This issues with the concurrence of the Ministry of Finance, vide their U. O. No. 467-H.F./70 dated 15-1-1970.

Your faithfully,

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India (Ministry of Home Affairs)

No. 8/17/69-Ad. II, New Delhi-11, the January, 1970.

Copy forwarded to :-

1 All Accountants General.
2 Ministry ot Finance (Home Finance) with reference to their U. O. cited.
3 Ministry of Home Affairs (Shri S. Samanta, Under Secretary).

Sd/-
Registrar General, India and ex-officio Joint Secretary to the Government of India (Ministry of Home Affairs)

MOST IMMEDIATE

D. O. No. 8/12/70-Ad.II (Pt. III)
OFFICE OF THE REGISTRAR GENERAL, INDIA,
2-A, Mansingh Road,
New Delhi-11,
1st April, 1971.

K. D. BALLAL

Deputy Registrar General, India.

Dear Shri Doctor,

This is in continuation of my D. O. letter No. 8/12/70-Ad-II Dated 14th October 1970 regarding grant of honorarium to enumeration agency - 1971 Census.

The proposals in regard to the grant of honorarium to the additional functionaries deployed in connection with the 1971 Census Operations for House-numbering, Houselisting and actual enumeration received have been under consideration for some time past. It has been decided that the functionaries at District level, Subdivisional level and Charge level will be paid honorarium at the scales indicated below for the entire period of Census Operations (including both the phases viz., (i) House-numbering and Houselisting and (ii) Population count) provided these additional functionaries were actually appointed as such at various levels and they satisfactorily fulfilled their duties :

A. (1) Deputy District Census Officers (2) Divisional Census Officers (3) Subdivisional Census Officers	Lump sum honorarium of Rs. 250/- (Rupees two hundred and fifty) only.
B. (1) Additional Charge Superintendents (2) Deputy Charge Superintendents (3) Assistant Charge Officers/ Superintendents	Lump sum honorarium of Rs. 125/- (Rupees one hundred and twenty five) only.

I, therefore, request that in view of the procedure laid down in regard to the disbursement of the amount of honorarium as communicated under this office letter No. 8/17/69-Ad. II dated the 28th January 1970 the honorarium to these functionaries is to be paid in the month of June or July 1971, as the case may be, after the Demands for Grants are voted by the Lok Sabha. The additional requirement of fund, if any, on this account may kindly be included at the time of furnishing your revised estimates 1971-72 and budget estimates 1972-73.

Kindly acknowledge receipt of this letter.

Yours sincerely,

Sd/-
(K. D. Ballal)

Shri C. C. Doctor,
Director of Cesnus Operations,
Gujarat, Ahmadabad.

APPENDIX 67

NO. CNS-1069-790-AES
GENERAL ADMINISTRATION DEPARTMENT
Sachivalaya, Gandhinagar,
27th October, 1971

To

The Director of Census
Gujarat, Ahmadabad.

Permission for Payment of Honorarium to State Government Employees for Census Work.

Sir,

I am directed to refer to your letter No. CSF-1, dated 8th September, 1971, on the subject mentioned above and to convey Government's approval to the payment of honorarium to the employees of this State Government performing Census work, subject to the condition that the entire expenditure on this account is borne by the Government of India.

Yours faithfully,

Sd/-
Under Secretary to the Government of Gujarat, General Administration Department.

APPENDIX 68

Election to the House of People
Remuneration to staff employed for the purpose of polling, Counting etc.

GOVERNMENT OF GUJARAT
GENERAL ADMINISTRATION DEPARTMENT
Resolution No. ELC. 2370. 60(2). Chh,
Sachivalaya, Gandhinagar, Dated the 11th January, 1971.

Read : Government Resolution, General Administration Department No. ELC. 2366/5514. CHH, dated the 20th February 1967.

RESOLUTION

Orders regulating grant of Daily Allowance and Travelling Allowance to the staff employed in connection with general election held in the year 1967 are contained in Government Resolution, General Administration Department No. ELC. 2366/5514. CHH, dated the 20th February, 1967. The question of sanctioning similar allowance to the staff to be employed at the ensuing election had been under consideration of Government. It has, interalia, been brought to the notice of Government that the order issued in past envisage grant of daily allowance, and travelling allowance under the Bombay Civil Services Rules and accordingly lengthy procedure had to be followed in making payments which entailed delay besides resulting into avoidable additional work. The question of sanctioning remuneration to such staff on flat rate basis as well as of evolving a simple procedure for making payments has, therefore, been considered by Government and Government is pleased to issue following orders.

2. (i) Staff employed for polling and for counting of votes should be given remuneration at the following rate :

Designation	*Rates of remuneration, per day*
	Rs.
Presiding Officer	10
Counting Supervisor	10
Polling Officer	6
Counting Assistant	6
Class IV Staff	5

(ii) Government servants and others who are required to attend such duties outside the municipal limits of their head quarter should be given remuneration at the following rate, provided the place of duty is situated at a distance of more that 8 kms. from the headquarters.

Designation	*Rates of remuneration per day*
	Rs.
Presiding Officer	15
Counting Supervisor	15
Polling Offices	9
Counting Assistant	9
Class IV Staff	7·50

(iii) Government servants and others when called upon to attend training classes held in connection with election work and when such classes held at places situated at a distance of more than 8 kms. from the headquarters should be given remuneration at the following rate :

Designation	*Rate of remuneration per day*
	Rs.
Presiding Officer	10
Counting Supervisor	10
Polling Officer	6
Counting Assistant	6
Class IV Staff	5

(iv) Government servants and others appointed for such duties shall not be eligible to draw any travelling allownace or daily allowance in addition to the remuneration payably under these orders.

(v) The rates laid down in sub para (ii) of para 2 and those in para 3 above are applicable to those who are appointed outside the municipal limits of their normal headquarters and accordingly these rates will not be applicable when the place of duty is situated within the Minicipal area of the normal headquarters eventhough the Government servant may have to travel beyond 8 kms. within municipal limit. Similarly Government servants and others who are provided with Government vehicles or who avail of Government vehicles for the journey performed to reach the place of duty or for return journey will not be eligible to draw remuneration at rates laid down in para 2 (ii) and para 3 eventhough the place of duty/training is situated beyond 8 kms. out side the municipal limits of headquarters.

(vi) The procedures to be followed for the payment of the remuneration are being issued separately.

(vii) The expenditure in this connection should be debited to the budget Head "Grant No. 1-18. Parliament State and Union Territory Legislatures. C. Elections. Other Election charges" and should be met from the grant placed at the disposal of the Collectors.

By order and in the name of the Governor of Gujarat.

Sd/-
(B. C. Maru)
Under Secretary to the Government of Gujarat, General Administration Department.

To

All Collectors and District Election Officers.
All District Development Officers.
All Returning Officers.
All Assistant Returning Officers.
All Heads of Departments.
The Accountant General, Gujarat, Ahmadabad.
The Pay and Accounts Officer, Gandhinagar.
The Resident Audit Officer, Gandhinagar.
The Finance Department.
The Departments of Secretariats (Except Finance Department.)

APPENDIX 69

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
CENSUS OF INDIA

CERTIFICATE OF HONOUR

To

In recognition of your outstanding real and high quality of services rendered by you during the 1971 Census of India, the President of India has been pleased to confer upon you the 1971 Census Bronze Medal.

Sd/-
(A. Chandra Sekhar)
Census Commissioner, India

New Delhi.
Dated 26th Jan. 1972.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
CENSUS OF INDIA

CERTIFICATE OF HONOUR

To

In recognition of your outstanding real and high quality of services rendered by you during the 1971 Census of India, the President of India has been pleased to confer upon you the 1971 Census Silver Medal.

Sd/-
(A. Chandra Sekhar)
Census Commissioner, India.

New Delhi,
Dated 26th Jan. 1972.

APPENDIX 70

ગુજરાત રાજ્ય

ભારતની જનગણના ૧૯૭૧

ભાઈશ્રી/બહેનશ્રી,

ભારતની ૧૯૭૧ની વસતિ ગણતરી દરમિયાન આપે જે કીમતી સેવાઓ બજાવી છે તેની રાજ્ય સરકાર ખૂબ કદર કરે છે અને તેના પ્રતીકરૂપે આપને આ પ્રમાણપત્ર એનાયત કરવામાં આવે છે.

ભવદીય,
(સહી) લલિત દલાલ
મુખ્ય સચિવ,
ગુજરાત સરકાર.

ગાંધીનગર,
તા. ૨૬—૧—૭૨.

APPENDIX 71

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE OF CENSUS OPERATIONS
GUJARAT, AHMADABAD.

CENSUS OF INDIA 1971
CERTIFICATE OF HONOUR

To.....

In recognition of outstanding servises rendered by you during the Censns of India 1971, the Director of Censns Operations, Gujarat, Ahmadabad is pleased to confer upon you this Certificate of Honour.

Sd/-
(C. C. Doctor)
Director of Census Operations, Gujarat, Ahmadabad.

Ahmadabad,
26th Januery, 1972

APPENDIX 72

Particulars of touring undertaken by Shri C. C. Doctor, I.A.S., Director of Census Operations, Gujarat, Ahmadabad, for the period from 1-11-68 to July, 1971

Sl. No.	Month & Year	Period		Place of visit	No. of days	Purpose of journey
		From	To			
1	2	3	4	5	6	7
1	November 1968	1-11-68	1-11-68	Sanand	1	Sample Registration and Urban Study.
	,,	23-11-68	25-11-68	Vadodara (Via) Kheda Nadiad	3	Sample Registration
2	December 1968	2-12-68	3-12-68	Surendranagar	2	Special Population Survey
	,,	6-12-68	7-12-68	1 Gondal 2 Dhoraji	2	,,
	,,	11-12-68	15-12-68	New Delhi	4	To attend the meeting at New Delhi.

APPENDIX 72–*Contd.*

Sl. No.	Month & Year	Period From	Period To	Place of visit	No. of days	Purpose of journey
1	2	3	4	5	6	7
	December 1968	30-12-68	31-12-68	Rajkot Gondal Jetpur Dhoraji	2	Special Population Survey and Permanent House-numbering Scheme.
3	January 1969	1-1-69	1-1-69	Rajkot	1	Permanent House-numbering Scheme
	,,	18-1-69	20-1-69	Vadodara Bharuch	3	-do-
4	February 1969	8-2-69	14-2-69	1 Padamla 2 Vadodara 3 Nimeta 4 Bharuch 5 Surat 6 Karan 7 Valsad 8 Bhagol 9 Navsari 10 Anklesvar	6	-do-
	,,	25-2-69	26-2-69	Surendranagar	1	-do-
	,,	28-2-69	28-2-69	Mahesana	1	-do-
5	March 1969	3-3-69	3-3-69	1 Nadiad 2 Uttarsanda	1	-do-
	,,	7-3-69	7-3-69	Vadodara	1	Conducting the meeting in connection with Permanent House-numbering Scheme
	,,	10-3-69	11-3-69	1 Himatnagar 2 Amreli 3 Lathi	2	-do-
	,,	12-3-69	13-3-69	Palanpur	2	-do-
	,,	19-3-69	22-3-69	1 Jamnagar 2 Bhuj	3	-do-
	,,	29-3-69	31-3-69	1 Palanpur 2 Vadodara	3	-do-
6	April 1969	1-4-69	1-4-69	Barejadl	1	-do-
	,,	14-4-69	19-4-69	1 Anand 2 Vadodara 3 Bharuch 4 Valsad	6	-do-
				5 Daman		Sample Registration Work
	,,	21-4-69	25-4-69	1 Rajkot 2 Junagadh 3 Sasan 4 Veraval	5	Conducting the meeting in connection with Permanent House-numbering Scheme.
	,,	28-4-69	30-4-69	Vadodara	2	-do-
7	May 1969	15-5-69	27-5-69	New Delhi	12	To attend the conference at New Delhi
8	June 1969	6-6-69	15-6-69	1 Gadhada 2 Bhavnagar 3 Talaja 4 Mahuva 5 Palitana 6 Amreli 7 Rajkot 8 Jamnagar 9 Surendranagar	10	In connection with implementation of Permanent House-numbering Scheme

APPENDIX 72-*Contd.*

Sl. No.	Month & Year	Period From	Period To	Place of visit	No. of days	Purpose of journey
1	2	3	4	5	6	7
9	June 1969	23-6-69	25-6-69	1 Vadodara 2 Padra	2	In connection with implementation of Permanent House-numbering Scheme
10	July 1969	7-7-69	7-7-69	Himatnagar	1	-do-
	,,	14-7-69	14-7-69	Vadodara	1	-do-
	,,	17-7-69	18-7-69	1 Mahesana 2 Kadi 3 Kalol	2	-do-
	,,	22-7-69	22-7-69	Nadiad	1	-do-
	,,	28-7-69	30-7-69	1 Mahesana 2 Unjha 3 Sidhpur 4 Palanpur 5 Deesa 6 Radhanpur 7 Sami 8 Harij 9 Chanasma	3	-do-
11	August 1969	12-8-69	12-8-69	Gandhinagar	1	Tour with Registrar General, India
	,,	14-8-69	15-8-69	1 Mahesana 2 Modasa 3 Bechraji 4 Vadodara	2	-do-
	,,	16-8-69	19-8-69	1 Rajkot 2 Veraval 3 Porbandar 4 Mithapur 5 Jamnagar 6 Okha	4	-do-
	,,	22-8-69	24-8-69	1 Kheda 2 Vadodara	3	In connection with implementation of Permanent House-numbering Scheme
	,,	27-8-69	27-8-69	Vadtal	1	-do-
12	September 1969	6-9-69	9-9-69	1 Cambay 2 Vadodara 3 Bharuch	4	-do-
	,,	14-9-69	27-9-69	1 Darjeeling 2 New Delhi	13	For attending seminar on Demography, statistics, and sampling.
13	October 1969	2-10-69	5-10-69	1 Vadodara	4	In connection with implementation of Permanent House-numbering Scheme
	,,	14-10-69	15-10-69	1 Surendranagar 2 Rajkot 3 Viramgam	2	-do-
	,,	18-10-69	20-10-69	Vadodara	3	-do-
14	November 1969	1-11-69	1-11-69	Himatnagar	1	-do-
	,,	5-11-69	7-11-69	1 Rajkot 2 Junagadh	3	-do-
	,,	14-11-69	16-11-69	1 Himatnagar 2 Shamlaji	3	In connection with training for 1st stage of 1971 Census.

APPENDIX 72–*Contd.*

Sl. No.	Month & Year	Period From	Period To	Place of visit	No. of days	Purpose of journey
1	2	3	4	5	6	7
	November 1969	18-11-69	22-11-69	1 Vadodara 2 Valsad 3 Surat 4 Bharuch	5	In connection with training for first stage of 1971 Census
	,,	27-11-69	27-11-69	Kheda	1	-do-
	,,	28-11-69	27-11-69	1 Godhara 2 Vadodara	2	-do-
15	December 1969	4-12-69	6-12-69	1 Surendranagar 2 Mahesana 3 Palanpur	3	-do-
	,,	9-12-69	11-12-69	1 Surendranagar 2 Rajkot 3 Jamnagar	3	-do-
	,,	15-12-69	19-12-69	1 Rajkot 2 Junagadh 3 Amreli 4 Shihor 5 Bhavnagar 6 Palitana	5	-do-
	,,	28-12-69	31-12-69	1 Morvi 2 Adipur	4	-do-
16	January 1970	1-1-70	1-1-70	Adipur	1	-do-
	,,	20-1-70	21-1-70	Vadodara	2	-do-
	,,	27-1-70	31-1-70	1 Surendranagar 2 Dhrangadhra 3 Rajkot 4 Junagadh 5 Veraval 6 Porbandar	5	-do-
17	February 1970	9-2-70	13-2-70	1 Bharuch 2 Surat 3 Ahwa 4 Vadodara	5	For checking of the work in connection with Houselisting.
	,,	19-2-70	21-2-70	1 Surat 2 Ukal	3	-do-
	,,	24-2-70	28-2-70	1 Bhavnagar 2 Amreli 3 Rajkot 4 Jamnagar	5	-do-
18	March 1970	24-3-70	26-3-70	Vadodara	3	-do-
19	April 1970	25-4-70	26-4-70	Vadodara	2	-do-
	,,	28-4-70	30-4-70	1 Kalol 2 Vijapur 3 Ladol 4 Mahesana 5 Vijapur 6 Visnagar 7 Mahesana	3	In connection with the implementation of Permanent House-numbering Scheme.
20	May 1970	2-5-70	3-5-70	1 Vadodara 2 Padra	2	-do-

APPENDIX 72-*Contd.*

Sl. No.	Month & Year	Period From	Period To	Place of visit	No. of days	Purpose of journey
1	2	3	4	5	6	7
21	June 1970	11-6-70	21-6-70	1 Ranigante 2 Madras 3 Tiruchinapalli 4 Courtallam 5 Banglore 6 Kanyakumari	11	To attend the conference of Directors of Census Operations
22	July 1970	8-7-70	8-7-70	Gandhinagar	1	-do-
23	August 1970	4-8-70	4-8-70	,,	1	Discussion with G.A.D.
	,,	17-8-70	17-8-70	,,	1	-do-
	,,	21-8-70	24-8-70	Vadodara	3	Discussion with the Collector and Municipal Corporation.
	,,	28-8-70	28-8-70	Gandhinagar	1	Discussion with the G.A.D.
24	September 1970	14-9-70	15-9-70	1 Himatnagar 2 Palanpur	2	In connection with training for second stage of 1971 Census.
	,,	17-9-70	18-9-70	Mahesana	2	-do-
	,,	22-9-70	26-9-70	1 Rajkot 2 Morvi 3 Adipur 4 Bhuj 5 Gandhidham 6 Limbdi	5	-do-
	,,	29-9-70	30-9-70	1 Kheda 2 Godhra	3	Connection with trainng for second stage of 1971 Census
25	October 1970	1-10-70	1-10-70	1 Godhra 2 Nadiad		
	,,	6-10-70	9-10-70	1 Rajkot 2 Amreli	3	-do-
	,,	12-10-70	15-10-70	1 Vadodara 2 Surat	4	-do-
26	November 1970	3-11-70	7-11-70	1 Rajkot 2 Wankaner 3 Dhrangadhra 4 Surendranagar	5	-do-
	,,	9-11-70	13-11-70	1 Bharuch 2 Jambusar 3 Surat 4 Tithal 5 Valsad 6 Navsari	5	-do-
	,,	21-11-70	22-11-70	Vadodara	2	-do-
	,,	24-11-70	27-11-70	1 Bhavnagar 2 Rajkot	3	-do-
27	December 1970	2-12-70	2-12-70	Gandhinagar	1	For discussion with G.A.D.
	,,	4-12-70	8-12-70	Delhi	4	To discuss matters with the officers of the R.G.'s office
	,,	12-12-70	15-12-70	1 Viramgam 2 Junagadh 3 Sasan Gir 4 Kodinar 5 Amreli 6 Nalsarovar	4	Tour with Registrar General, India
	,,	23-12-70	23-12-70	Gandhinagar	1	To attend the conference of Collectors, District Development Officers & heads of departments

APPENDIX 72–*Concld.*

Sl. No.	Month & Year	Period		Place of visit	No. of days	Purpose of journey
		From	To			
1	2	3	4	5	6	7
	December 1970	26-12-70	30-12-70	1 Vadodara 2 Surat	5	In connection with training for second stage of 1971 Census
	,,	31-12-70	3-1-71	Delhi	4	To attend the conference held at Delhi by Registrar General
28	January 1971	7-1-71	7-1-71	Himatnagar	1	In connection with training for second stage of 1971 Census.
	,,	12-1-71	12-1-71	Gandhinagar	1	For discussion with G.A.D.
	,,	19-1-71	19-1-71	Gandhinagar	1	-do-
	,,	21-1-71	23-1-71	1 Bhavnagar 2 Rajkot	3	In connection with office accommodation for Regional Tabulation offices
	,,	27-1-71	31-1-71	1 Vadodara 2 Surat	5	-do-
29	February 1971	4-2-71	4-2-71	Himatnagar	1	To see the arrangement for the Census taking
	,,	8-2-71	11-2-71	1 Rajkot 2 Jamnagar	4	-do-
	,,	16-2-71	20-2-71	1 Rajkot 2 Junagadh 3 Porbandar	5	For attending Census meetings in Municipal offices.
30	March 1971	3-3-71	3-3-71	Gandhinagar	1	For discussion with G.A.D.
	,,	4-3-71	5-3-71	Vadodara	2	To see the office accommodation for Regional Tabulation office
	,,	11-3-71	11-3-71	Vadodara	1	-do-
	,,	16-3-71	16-3-71	Gandhinagar	1	For discussion with G.A.D.
	,,	19-3-71	20-3-71	1 Mahesana 2 Vijapur 3 Himatnagar	2	To see the enumeration work
	,,	23-3-71	26-3-71	1 Bhavanagar 2 Ghogha 3 Vallabhipur	4	-do-
	,,	30-3-71	31-3-71	Rajkot	2	Visit of Regional Tabulation Office Rajkot
31	April 1971	17-4-71	17-4-71	Gandhinagar	1	For discussion with Secretary, Education & Labour Dept.
	,,	19-4-71	22-4-71	Surat	4	Visit of Regional Tabulution Office
	,,	28-4-71	30-4-71	Rajkot	3	-do-
32	May 1971	6-5-71	9-5-71	Bhavnagar	4	-do-
	,,	18-5-71	22-5-71	Rajkot	5	-do-
	,,	24-5-71	24-5-71	Gandhinagar	1	For discussion with General Administration Dept.
	,,	25-5-71	30-5-71	Surat	6	Visit of Regional Tabulation Office.
33	June 1971	17-6-71	19-6-71	Rajkot	3	Visit of Regional Tabulation Office at Rajkot and Bhavnagar.
	,,	20-6-71	23-6-71	Bhavnagar		
34	July 1971	30-6-71	3-7-71	1 Vadodara 2 Kheda 3 Surat	3	Visit of Regional Tabulation Office Surat.
	,,	16-7-71	16-7-71	Gandhinagar	1	For discussion with G.A.D.
	,,	22-7-71	24-7-71	Bhavnagar	2	Visit of Regional Tabulation Office Bhavnagar
	,,	28-7-71	31-7-71	Rajkot	3	Visit of Regional Tabulation Office Rajkot.

APPENDIX 73

તાત્કાલિક

પત્ર નંબર : વહન—૧૦૬૯—૭૬૬૯—ધ,
પંચાયત અને આરોગ્ય વિભાગ,
સચિવાલય, અમદાવાદ—૧૫,
તારીખ ૧૫—૧૨—૧૯૬૯.

પ્રતિ

સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓ,
કલેકટરશ્રી, ડાંગ, આહવા.

વિષય : ઘટક તથા જિલ્લા પુલના વાહનો વસતિગણતરીનાં કામે વાપરવા દેવાની છૂટ આપવા બાબત.

શ્રી,

નિયામકશ્રી, જનગણના તંત્ર, ગુજરાત તરફથી વસતિ ગણતરીના કામે ઘટકના તથા જિલ્લા પુલનાં વાહનોનો ઉપયોગ કરવા છૂટ આપવાની માંગણી કરવામાં આવી છે. નિયામકશ્રી, જનગણના તંત્રના જણાવ્યા પ્રમાણે તે કામ સારુ વાહનોની જરૂર નીચેના સમય દરમિયાન પડશે.

પહેલા તબક્કામાં તા. ૧૫-૧૧-૬૯ થી તા. ૨૮—૨—૭૦
બીજા તબક્કામાં તા. ૧—૧૧—૭૦ થી તા. ૨૮—૨—૭૧

૨. વસતિગણતરીનું કામ એ પણ અગત્યનું કામ હોઈને નિયામકશ્રી જનગણના તંત્રની દરખાસ્તને માન્ય રાખીને વસતિ ગણતરીના કામે (૧) નાયબ નિયામકશ્રી, જનગણના તંત્ર (૨) કલેક્ટરશ્રીઓ (૩) ડેપ્યુટી કલેક્ટરશ્રીઓ, અને (૪) મામલતદારશ્રીઓને વસતિ ગણતરીના કામ સારુ વિકાસ ઘટકનાં વાહનો તથા જિલ્લા પુલનાં વાહનો પંચાયતોના કામને વિપરીત રીતે અસર ન થાય તે રીતે ઉપરોકત સમય માટે ઉપયોગ કરવા સારુ આપવા આથી પરવાનગી આપવામાં આવે છે. આ ઉપયોગ માટે સંબંધિત અધિકારીઓ પાસેથી નિયમસરનું ભાડું વસૂલ કરવું.

૩. આ અંગે ઘટિત વ્યવસ્થા સત્વરે કરવા વિનંતિ છે.

આપનો વિશ્વાસુ,
સહી
(મ. છે. શુકલ)
ઉપસચિવ,
પંચાયત અને આરોગ્ય વિભાગ.

નકલ રવાના :

નિયામકશ્રી, જનગણના તંત્ર કેરાવાલા બિલ્ડિંગ, વાડીલાલ સારાભાઈ હોસ્પિટલ સામે, એલીસબ્રીજ, અમદાવાદ-૬.
સર્વે કલેકટરશ્રીઓ.
સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓ.

APPENDIX 74

વસતિ ગણતરીના કામે ઘટક તથા જિલ્લા પુલના વાહનોના ઉપયોગ અંગે.

ગુજરાત રાજ્ય
પંચાયત અને આરોગ્ય વિભાગ,
સચિવાલય, ગાંધીનગર
પરિપત્ર ક્રમાંક વહન: ૧૦૭૦—૭૮૪૬—ધ,
તારીખ ૮—૧—૧૯૭૧.

વંચાણે લીધા:—પંચાયત અને આરોગ્ય વિભાગનો તા. ૧૫-૧૨-૬૯ નો પત્ર ક્રમાંક વહન—૧૦૬૯-૭૬૬૯-ધ.

પરિપત્ર

વસતિ ગણતરીના કામ માટે ઘટક તથા જિલ્લા પુલનાં વાહનોને મામલતદારો હસ્તક મૂકવાનો, નિયામકશ્રી જનગણના તંત્ર તરફથી કરવામાં આવેલ દરખાસ્ત અંગે વિચારણા કરીને નીચેના સમય દરમ્યાન ઘટક તથા જિલ્લા પુલનાં વાહનો મામલતદારોના હસ્તક વસતિ ગણતરીના કામે મૂકવાની આથી પરવાનગી આપવામાં આવે છે.

પહેલો તબક્કો તા. ૧૧—૧—૭૧ થી તા. ૨૧—૧—૭૧
બીજો તબક્કો તા. ૧૫-૨—૭૧ થી તા. ૨૪-૨—૭૧

આ જીપો તથા વાહનોના ઉપયોગ માટે સંબંધિત અધિકારીઓ પાસેથી નિયમસરનું ભાડું વસૂલ કરવું.

ઉપરોકત સમય દરમ્યાન, આસિસ્ટન્ટ/ડેપ્યુટી ડિરેકટર્સ સેન્સસ ઓપરેશન તથા તે ઓરગેનીઝેશનના બીજા અધિકારીઓને વસતિ ગણતરી માટેની આંકડાકીય માહિતી ૧૯૭૧ના સેન્સસ પબ્લીકેશન અને સેન્સસ હેન્ડબુકનાં કામો માટે આ વાહનોનો ઉપર

જણાવેલ શરતોને આધીન રહીને ઉપયોગ કરવા દેવાની પણ પરવાનગી આપવામાં આવે છે.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે.

સહી

(મ. છે. શુકલ)

ઉપસચિવ,

પંચાયત અને આરોગ્ય વિભાગ.

પ્રતિ,

વિકાસ કમિશ્નરશ્રી, ગુજરાત રાજ્ય, અમદાવાદ.
સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓ.
સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓ.
સર્વે મામલતદારશ્રીઓ.
નિયામકશ્રી જનગણના તંત્ર, કેરાવાલા બિલ્ડિંગ, વાડીલાલ સારાભાઈ હોસ્પિટલ સામે, અમદાવાદ.
સામાન્ય વહીવટ વિભાગ "છ" શાખા.
સિલેકટ ફાઈલ.

APPENDIX 75

વસતિ ગણતરીના કામે ઘટક તથા જિલ્લા પુલના વાહનોના ઉપયોગ અંગે.

ગુજરાત સરકાર

પંચાયત અને આરોગ્ય વિભાગ

પરિપત્ર ક્રમાંક વહન—૧૦૭૦—૭૮૪૬—ધ

સચિવાલય, ગાંધીનગર, તારીખ ૧૫મી જાન્યુઆરી, ૧૯૭૧.

વંચાણમાં લીધા :— (૧) આ વિભાગનો તા. ૧૫—૧૨—૬૯નો પત્ર ક્રમાંક વહન—૧૦૬૯—૭૬૬૯—ધ અને પરિપત્ર ક્રમાંક વહન—૧૦૭૦—૭૮૪૬—ધ, તા. ૮—૧—૭૧.

(૨) નિયામકશ્રી, જનગણના તંત્રના અર્ધ સરકારી પત્ર ક્રમાંક સીએસજી. તા. ૭—૧—૭૧ અને તા. ૧૩—૧—૭૧.

પરિપત્ર

લોકસભાની ચૂંટણીને કારણે વસતિ ગણતરીની તારીખોમાં ફેરફાર થતાં નિયામકશ્રી, જનગણના તંત્ર તરફથી ઘટક તથા જિલ્લા પુલના વાહનોને વસતિ ગણતરીના કામ માટે તા. ૧૦—૨—૭૧થી તા. ૪—૪—૭૧ સુધી મામલતદારોના હસ્તક મૂકવાની દરખાસ્ત સ્વીકારીને આ વિભાગના તા. ૮—૧—૭૧ના પરિપત્ર ક્રમાંક વહન-૧૦૭૦—૭૮૪૬—ધ, માં જણાવેલ તારીખો સુધારીને ઘટક તથા જિલ્લા પુલના વાહનો, વસતિ ગણતરીના કામે તા. ૧૦—૩—૭૧ થી તા. ૪—૪—૭૧ સુધી, મામલતદારોના હસ્તક મુકવાની પરવાનગી આપવામાં આવે છે.

૨. આ વિભાગના તા. ૧૫—૧૨—૬૯ના પત્રથી ઘટકના અને જિલ્લાના પુલના વાહનો, વસતિ ગણતરીના કામે પ્રથમ તબક્કામાં તા. ૧૫—૧૧—૬૯ થી તા. ૨૮—૨—૭૦ સુધી વાપરવાની પરવાનગી આપવામાં આવેલ છે. આ સમય દરમિયાન તે કામગીરી પૂરી ન થતાં તે તા. ૧૫—૩—૭૦ સુધી લંબાવવામાં આવેલ અને તે સમય દરમિયાન ઘટક તથા જિલ્લા પુલના વાહનોનો ઉપયોગ વસતિ ગણતરીના કામે થયો છે તે બાબતે લઈ નિયામકશ્રી, જનગણના તંત્રની દરખાસ્ત સ્વીકારીને તા. ૧૫—૧૨—૬૯ના પત્રમાં જણાવેલ પ્રથમ તબક્કાની મુદત તા. ૨૮—૨—૭૦ ને બદલે તા. ૧૫—૩—૭૦ સુધી વધારી તે દરમિયાન વસતિ ગણતરીના કામે ઘટક તથા જિલ્લા પુલનાં વાહનોના થયેલ ઉપયોગને પણ મંજૂરી આપવામાં આવે છે.

સહી

(મ. છે. શુકલ)

ઉપસચિવ,

પંચાયત અને આરોગ્ય વિભાગ.

પ્રતિ

વિકાસ કમિશનરશ્રી, ગુજરાત રાજ્ય, અમદાવાદ.
સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓ.
સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓ.
સર્વે મામલતદારશ્રીઓ.
નિયામકશ્રી, જનગણના તંત્ર, કેરાવાલા બિલ્ડીંગ, વાડીલાલ સારાભાઈ હોસ્પિટલ સામે, એલીસબ્રીજ, અમદાવાદ.
સિલેકટ ફાઈલ.

APPENDIX 76

વસતિ ગણતરીના કામે ઘટક તથા જિલ્લા પુલના વાહનોના ઉપયોગ અંગે.

ગુજરાત સરકાર
પંચાયત અને આરોગ્ય વિભાગ
પરિપત્ર ક્રમાંક : વહન–૧૦૭૦–૫૫૩–ધ,
સચિવાલય, ગાંધીનગર, તા. ૨૯–૧–૧૯૭૧

વંચાણમાં લીધા :–

(૧) પંચાયત અને આરોગ્ય વિભાગનો તા. ૧૫-૧૨-૬૯નો પત્રકમાંક : વહન–૧૦૭૯–૭૬૬૯–ધ.
પરિપત્ર ક્રમાંક વહન–૧૦૭૦–૭૮૪૬–ધ, તારીખ ૮–૧–૭૧ તથા પરિપત્ર ક્રમાંક વહન–૧૦૭૦–૭૮૪૬–ધ, તા. ૧૫–૧–૭૧.

(૨) નિયામકશ્રી, જનગણના તંત્રનો તા. ૨૫–૧–૭૧નો અ. સ. પત્ર.

પરિપત્ર

વસતિ ગણતરીના કામે ઘટક તથા જિલ્લા પુલના વાહનોના ઉપયોગ અંગેના આ વિભાગના તા. ૧૫–૧–૭૧ ના પરિપત્ર ક્રમાંક વહન–૧૦૭૦–૭૮૪૬–ધ થી આપવામાં આવેલ સૂચનાઓ રદ કરી, આ સંબંધમાં પુખ્ત વિચારણાને અંતે નવેસરથી નીચે પ્રમાણે સૂચનાઓ આપવામાં આવે છે.

૨. લોકસભાની આગામી મધ્યસત્રી ચૂંટણી માટે તાલુકા પંચાયતની જીપો પાછી ખેંચી લેવાની હોઈ, અને ત્યારબાદ તુરત જ ઘટક તથા જિલ્લા પુલના વાહનો તા. ૧૦–૩–૭૧ થી તા. ૪–૪–૭૧ સુધી વસતિ ગણતરીના કામ માટે ઉપયોગ કરવા માટે ફાજલ પાડવાથી ચાલુ નાણાકીય વર્ષના છેલ્લા બે મહિના દરમિયાન તાલુકા પંચાયત હસ્તક સદંતર કોઈ વાહન ન રહે તેવી પરિસ્થિતિ પેદા થવાની શકયતા છે અને તે કારણે તાલુકા પંચાયત હસ્તકના વિકાસનાં કામોનો વેગ ઘટવાની અને તેની ભૌતિક તેમજ નાણાકીય સિધ્ધિઓ મંદ પડે તેવી સંભાવના છે. આ સંજોગોમાં ઉકત સમય દરમિયાન એટલે કે તા. ૧૦–૩–૭૧ થી તા. ૪–૪–૭૧ સુધીના ગાળામાં શકય હોય ત્યાં સુધી મામલતદાર અને તાલુકા વિકાસ અધિકારી સંયુકત પ્રવાસ યોજવાનું વિચારે અથવા પંચાયત અને વસતિ ગણતરીના કામકાજમાંથી એક પણ કામકાજને અવળી અસર ન પહોંચે તેની તકેદારી રાખી તેવી રીતે પોતપોતાના પ્રવાસનું આયોજન કરી તા. ૧૦–૩–૭૧ થી તા. ૪–૪–૭૧ના ગાળા દરમિયાન જુદા જુદા દિવસોએ જીપનો ઉપયોગ મામલતદાર તથા તાલુકા પંચાયત તરફથી કરવામાં આવે તેવી વ્યવસ્થા ગોઠવાય તે જોવાની જિલ્લા તાલુકા / વિકાસ અધિકારીઓને આથી સૂચના આપવામાં આવે છે.

૩. જે દિવસે મામલતદાર તરફથી ઉકત જીપનો સ્વતંત્ર ઉપયોગ કરવામાં આવે તે દિવસે તેમના પાસેથી નિયમસરનું ભાડું વસૂલ કરવાનું રહેશે.

સહી
(મ. છે. શુકલ)
ઉપસચિવ,
પંચાયત અને આરોગ્ય વિભાગ.

પ્રતિ
વિકાસ કમિશ્નરશ્રી, ગુજરાત રાજય, અમદાવાદ.
સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓ.
સર્વે તાલુકા વિકાસ અધિકારીશ્રીઓ.
સર્વે મામલતદારશ્રીઓ.
નિયામકશ્રી, જનગણના તંત્ર, કેરાવાલા બિલ્ડિંગ,
વા. સા. હોસ્પિટલ સામે, એલીસબ્રીજ, અમદાવાદ-૬.

APPENDIX 77

Census Operations of 1971—Confidential Reports on the interest and energy shown by subordinate officers in regard to–

GOVERNMENT OF GUJARAT
GENERAL ADMINISTRATON DEPARTMENT,
Circular No. CNS. 1069-596-(2)-Chh,
Sachivalaya, Ahmadabad,
Dated the 28th October, 1969.

CIRCULAR

Government attaches great importance to the efficient conduct of the ensuing Census Operations and desires that those employed in this work of national importance should discharge their duties with the utmost care and proper under standing so that

valuable statistical data collected through enumeration can be profitably utilised in various fields of development and planning. With a view to conducting Census Operations successfully throughout the State, Government, in particular, desires that District Development Officers should pay personal attention and extend the maximum co-operation to Census authorities.

2. The prime responsibility for these operations rests with the Collectors. This responsibility will not be adequately discharged unless more than ordinary interest and energy are displayed by subordinate officers such as Deputy / Assistant Collectors, Mamlatdars or Mahalkaries and officers of similar rank who will be appointed as Census Officers. The Government is, therefore, pleased to direct that the Collector should submit to this Department, through the Director of Census Operations, Gujarat, a merit statement indicating among other things the enthusiasm and energy shown by the officer in Census work and the extent to which he supervise the same personally and was able to secure accurate and prompt work from the subordinate Census staff. The report of the Collector in respect of the work of a Census Officer will be placed on record and incorporated in the Officers' Confidential file.

3. The Report should reach the Director of Census Operations by the 21st March, 1971.

4. The Collectors should bring the contents of this Circular to the notice of the subordinate Officers concerned.

Sd/-
(L. R. Dalal)
Chief Secretary to the Government of Gujarat, General Administration Department.

To

The Secretary to the Governor,
The Secretary to the Chief Ministers,
The Personal Secretaries to all Ministers,
The Personal Assistants to all Deputy Ministers,
The personal Assistants to the parliamentary Secretaries to the Chief Minister,
All Collectors,
All District Development Officers,
The Development Commissioner, Gujarat State, Ahmadabad.
All Secretariat Departments,
The Municipal Commissioners, Ahmadabad, Baroda & Surat,
The Director of Census Operations, Gujarat, Ahmadabad, with reference to his letter No. CEN-62, dated the 13th October, 1969.

APPENDIX 78

નં. એમયુએન: ૪૫૬૮–૬૪૯૩–૬૯–ધ.

પંચાયત અને આરોગ્ય વિભાગ,
સચિવાલય, અમદાવાદ.–૧૫.
તારીખ ૧–૧–૧૯૭૦

પ્રતિ

મ્યુનિસિપલ કમિશ્નરશ્રી,
મ્યુનિસિપલ કોર્પોરેશન, અમદાવાદ, વડોદરા, સુરત,
પ્રમુખશ્રી, વહીવટદારશ્રી,
સર્વે નગરપાલિકાઓ.

વિષય:– સને ૧૯૭૧ની વસતિ ગણતરી–આ બાબતમાં તાબાના અધિકારીઓએ દાખવેલ રસ અને કાર્યક્ષમતા અંગેના ખાનગી અહેવાલો.

શ્રીમાન,

સવિનય આજ્ઞાનુસાર જણાવવાનું કે આગામી વસતિ ગણતરીનું સંચાલન કાર્યક્ષમ રીતે થાય તે બાબતને સરકાર ભારે મહત્ત્વ આપે છે. આવી વસતિ ગણતરી દ્વારા એકઠી કરાયેલી કીમતી આંકડા વિષયક માહિતી આયોજન ક્ષેત્રોમાં લાભપ્રદ રીતે ઉપયોગમાં લઈ શકાય તે માટે રાષ્ટ્રીય મહત્ત્વ ધરાવતા આ કાર્યમાં નિયુક્ત કરાયેલી વ્યક્તિઓ તેમની ફરજ અત્યંત કાળજી અને યોગ્ય સમજપૂર્વક બજાવે તેમ સરકારશ્રી ઇચ્છે છે.

૨. આ બાબતમાં કાર્યનું સંચાલન જેવી રીતે રાજ્યના અને પંચાયતોના અધિકારીઓને સોંપવામાં આવેલ છે તેવી રીતે મહા નગરપાલિકાઓ અને નગરપાલિકાઓના અધિકારીઓને પણ સોંપવામાં આવેલ છે. આ કાર્ય બાબતમાં ચોકસાઈ અને ઝડપી કામગીરી બજાવવા અંગે સરકારશ્રીના સામાન્ય વહીવટ વિભાગ તરફથી પરિપત્ર નં. સીએનએસ: ૧૦૬૯–૫૯૬: ૨: છ, તા. ૨૮-૧૦-૬૯ બહાર પાડવામાં આવેલ છે તેની નકલ આ સાથે મોકલી છે.

૩. ઉપરોક્ત પરિપત્ર દ્વારા જે સૂચનાઓ આપવામાં આવેલી છે તેને અંગેનો અમલ મહાનગરપાલિકાઓ અને નગરપાલિકાઓના

અધિકારીઓ અને કર્મચારીઓ કે જેમને વસતિ ગણતરીની જવાબદારી સોંપવામાં આવેલ હોય તેને પણ લાગુ પાડીને આપનો અહેવાલ વસતિ ગણતરી નિયામકશ્રી, અમદાવાદ મારફત સરકારશ્રીના સામાન્ય વહીવટ વિભાગને સદરહુ પરિપત્રમાં જણાવ્યા પ્રમાણેની મુદતમાં મોકલાવવા આપ વ્યવસ્થા કરશો તેવી સરકારશ્રી અપેક્ષા રાખે છે.

આપનો વિશ્વાસુ,
(સ. લ. મહેતા)
ઉપસચિવ,
પંચાયત અને આરોગ્ય વિભાગ.

નકલ રવાના:-

સામાન્ય વહીવટ વિભાગ "છ" શાખા, સચિવાલય, અમદાવાદ–૧૫.
નગરપાલિકા નિયામકશ્રી, અમદાવાદ.
સર્વે કલેક્ટરશ્રીઓ.
વસતિ ગણતરી નિયામકશ્રી, ગુજરાત કેરાવાલા બિલ્ડિંગ, વી.એસ.હોસ્પિટલ સામે, એલીસબ્રીજ, અમદાવાદ-૬.
તેમના મુખ્ય સચિવશ્રીને સંબોધીને મોકલવામાં આવેલા પત્ર નં. સી. ઈ. એન. ૬૨ તારીખ ૨૬–૧૧–૬૯ના અનુસંધાનમાં પંચાયત અને આરોગ્ય વિભાગ "ચ" અને "જ" શાખા.

APPENDIX 79

નં. પરચ–સેન્સસ–ગ, શિક્ષણ નિયામકની કચેરી, ગુ. રા.
અમદાવાદ તા. ૨૦–૧–૧૯૭૦.

પ્રતિ

સંઘ શિક્ષણાધિકારીશ્રી, ગુજરાત રાજ્ય.
આ કચેરીની તમામ સંલગ્ન કચેરીઓ.
ચેરમેનશ્રી, રાજ્ય પરીક્ષા બોર્ડ, અમદાવાદ.
નિયામકશ્રી, રાજ્ય શિક્ષણ ભવન, અમદાવાદ.
વોકેશનલ ગાઈડન્સ ઑફિસરશ્રી, અમદાવાદ.
આ કચેરીની તમામ શાખાના અધિક્ષકશ્રી.
૫, ગ, શાખાના સંબંધિત કર્મચારી.
વિકાસ કમિશનરશ્રી, તમામ જિલ્લા પંચાયત, ગુજરાત રાજ્ય.

વિષય:- વસતિ ગણતરી ૧૯૭૧

ઉપરોક્ત વિષય અંગે આ કચેરીના પરિપત્ર ક્રમાંક પરચ–સેન્સસ–ગ, તા. ૧૫–૧૨–૬૯ના અનુસંધાનમાં જણાવવાનું કે તાલુકાના મામલતદારશ્રી અને મ્યુનિસિપાલિટીના ઑફિસરશ્રીને "સેન્સસ" અમલદાર તરીકે નીમવામાં આવ્યા છે. તેઓ પોતાના વિભાગમાં "એન્યુમરેટર" અને નિરીક્ષકની તાલીમ આપનાર છે. તા. ૧–૨–૭૦થી કામ શરૂ થાય તે અગાઉ છ તબક્કામાં આવી તાલીમ આપવામાં આવશે તો વસતિ ગણતરીના અધિકારીની સૂચના મુજબ તમારા તાબાના જે તે કર્મચારીને વસતિ ગણતરીના નિરીક્ષક અને એન્યુમરેટર તરીકેની તાલીમ અને કામગીરી માટે હાજર રહેવા સૂચના આપશો. તમારી તાબાની જિલ્લાની તમામ કચેરી / સંસ્થાઓને આ બાબતની તાત્કાલિક જાણ કરશો.

૨. આ અંગે ડાયરેક્ટર ઓફ સેન્સસ ઓપરેશન્સ, ગુજરાત, અમદાવાદના તા. ૧૨–૧–૧૯૭૦ના પત્રની નકલ સામેલ છે.

(સહી)
શિક્ષણ નિયામક વતી.

નકલ સાદર રવાના વસતિ ગણતરીના નિયામકશ્રી, કેરાવાલા બિલ્ડિંગ, એલીસબ્રીજ, અમદાવાદ–૬, તેમના અ.સ. પત્રાંક સીઈએન–૭૧, તા. ૧૨–૧–૭૦ના પ્રત્યુત્તરમાં.
નકલ સાદર રવાના સચિવશ્રી, શિક્ષણ અને મજૂર વિભાગ, સચિવાલય, અમદાવાદ.

APPENDIX 80

Cecsus Operations of 1971–Sharing the Services of employees for–

GOVERNMENT OF GUJARAT,
GENERAL ADMINISTRATION DEPARTMENT
Circular No. CNS-1069/2669-CHH,
Sachivalaya, Ahmadabad-15
Dated the 18th February, 1970.

CIRCULAR

The Director of Census Operations, Gujarat has reported to the State Government that during the first stage of census operations many Government Offices did not send the list of persons working under them to the Charge Officers for Census work. This resulted in additional burden on a few persons.

Government attaches great importance to the efficient conduct of the Census Operations and

completion of various stages by the prescribed time schedule. All Secretariat Departments, All Heads of Departments and Offices are, therefore, requested to make available to the Charge Officers the staff required by them in connection with the Census work without fail.

Sd/-
(B. C. Maru)
Under Secretary to the Government of Gujarat, General Administration Department

To,

All Collectors,

All District Development Officers,

The Development Commissioner, Gujarat State,

All Secretariat Departments,

All Heads of Departments/Offices.

APPENDIX 81

GOVERNMENT OF INDIA
MINISTRY OF PETROLEUM AND CHEMICALS & MINES & METALS
(Department of Mines & Metals)

No. 4(54) 70-G

New Delhi, the 7-4-70

To

All Subordinate Offices,
Geological Survey of India, Calcutta.
Indian Bureau of Mines,
Nagpur.
Controller of Mining Leases,
Goa.
Airborne Minerals Surveys & Exploration,
New Delhi.
Coal Controllor,
Calcutta.

Subject :-Census of India to be held in February-March, 71 Facilities to be extended.

Sir,

I am directed to forward herewith a copy of Memorandum No. 9/42/70-CTU (CEN) dated 26-3-70 from Registrar General, India, on the above subject and to request to you to extend all reasonable facilities by deputing suitable staff for the Coordination of Census, to the Director of Census Operations in the respective States. I am also to request you to issue suitable instructions in the regard to your subordinate, formation.

Please acknowledge receipt.

Sd/-
Deputy Secretary to the Govt. of India

Copy to Estt. Section, Department of Mines Metals for taking similar action in respect of the staff of the dept. prafer.

Copy also forwarded to the Registrar General, India, 2/A, Mansingh Road, New Delhi for intimation.

Sd/-
Deputy Secretary to the Govt. of India

No.9/42/70-CTU *(Cen)*
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-11, the 26th/31st March, 1970

MEMORANDUM

As the Ministry of Finance etc. are aware, the preparation for the next Census of India to be held in February-March 1971, have started in full swing. It has been an age old practice to get the Ceusus done through the normal Administrative Agency of the Central as well as State Government who are

entrusted with Census enumeration work as part of their normal duties for short duration and only a small complement of technical and limited Supervisory Staff are appointed by the Central Government at Headquarters and in the States and Union Territories on a whole time basis.

2. The Census of India has been acclaimed as one of the largest administrative operations of the world and these are carried out on purely-voluntary & honorary basis except for some small out-of-pocket allowances given to the Enumerators and Supervisors. The quality and comprehensiveness of the Indian Census have earned rich tributes from all over the world and all this is entirely due to the cooperation extended by the various Government agencies and others.

3. The Census of 1971 will, like its predecessors, have to draw upon the Central and State Government agencies heavily for carrying out the various operation. While the provisions of the Indian Census Act empower the District Megistrates to appoint anyone to perform census duties and the Act enjoins on such person to carry out his dutiesdeligently, it will be a great help if the administrative Ministries issue suitable instructions to get the best out of all the personnel to ensure the success of this great national task.

The personnel will be required to undertake the census work only for a very limited duration of about three weeks from about 10th February to 5th March 1971 and perior to it they will be required to attend the trainning classes. It will be necessary to extend the staff and concessions regarding office attendance etc. during the period they are drafted for census duties. The details of the concessions required can be settled locality and they should be the same as allowed for the staff of the State Governments who are similarly drafted for census work. In some states the staff will be needed to take up the Houselisting work also during 1970. It would, therefore, be appreciated if the Ministry of Finance etc. issues immediate instructions to their subordinate offices in Delhi and elsewhere and particularly in the metropolitan Cities like Calcutta, Madras, Bombay and Delhi to the effect that the Directors of Census Operations in the States and Union Territories may be afforded all reasonable facilities by deputing suitable Staff, for conducting Census in those areas.

4. A copy of the instructions issued in this behalf may please be endorsed to the Registrar General and Ex-officio Census Commissioner for India, 2/A, Mansingh Road, New Delhi, for his information and necessary action.

Sd/-
(A. Chandra Sekhar)
Regtstrar General, India and ex-officio Joint Secretary to the Government of India Ministry of Home Affairs

To

All Ministries/Departments of Government of India.

Copy to all Directors of Census Operations for information and necessary action. The Directors of Census Operations are requested to make the fullest use of the usual Enumerating Agency *i.e.* Village Officials, School Teachers, Municipal Employees etc., and recourse to appointing Central and State Government Staff working in other offices be got to be absolutely minimum so that normal work of these offices is not disturbed.

APPENDIX 82

Copy of letter No. F. 2-15/70-CDN dated the 13th April, 1970 from Section Officer, Ministry of Education & Youth Services, Government of India, (Coordination Section), New Delhi, addressed to The Heads of all the attached/subordinate offices, and copy to the Registrar General, India, Office of the Registrar General, India, New Delhi-11

A copy of the undermentioned paper is forwarded for information and necessary action.

Paper forwarded

Memorandum No. 9/42/70- CTU (CEN), dated 31st March, 1970 from the Ministry of Home Affairs, Office of the Registrar General of India, New Delhi.

APPENDIX 83

No. F-25011/1/70-C & P
BHARAT SARKAR
SANCHAR VIBHAG

Sardar Patel Bhavan,
Sardar Square,
Parliament Street,
New Delhi-1, the 14th April, 1970,
24 Chaitra, 1892

A copy of the Registrar General of India, Ministry of Home Affairs Memo No. 9/42/70/CTU:(CEN) dated the 26th March, 1970 is forwarded to the :-

1 Director General Posts and Telegraphs, New Delhi
2 Director General, Overseas Communications Service, Bombay
3 Managing Director, Hindustan Teleprinters Ltd., Madras
4 Managing Director, Indian Telephone Industries Ltd., Bangalore.
5 Wireless Adviser to the Govt. of India, New Delhi.

It is requested that all reasonable facilities may please be afforded by deputing suitable staff, as and when asked for by the Directors of Census Operations in the States.

Sd/-
(S. S. Pruthi)
Under Secretary to the Govt. of India

Copy to Admn. Section.

Copy forwarded to the Registrar General and Ex-Officio Census Commissioner for India, 2/A, Mansingh Road, New Delhi.

Sd/-
(R. M. Gupta)
for Under Secretary to the Govt. of India

APPENDIX 84

No. 15 (1)-Admn. I/70
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
(Department of Economic Affairs)

New Delhi the 16/4/70

ENDORSEMENT

A copy of Memorandum No. 9/42/70-CTU (CEN) dated 31-3-70 received from the Ministry of Home Affairs is forwarded for information and necessary action to all the attached and subordinate offices and their Administrative Branches concerned.

Sd/-
(K. G. Moolwaney)
Under Secretary to the Government of India

APPENDIX 85

GOVERNMENT OF INDIA
MINISTRY OF PETROLEUM AND CHEMICALS AND MINES AND METALS
(Departments of Petroleum & Chemicals)

No. I-25011/45/70-Gen. New Delhi, the 17th April, 1970

To

Managing Director,
Indian Petro-Chemicals Corporation Ltd.,
Jawaharnagar, Baroda.

Subject : Census enumeration 1971.

Sir,

I am directed to forward herewith a copy of office of the Registrar General, India, Ministry of Home Affairs O.M.No. 9/42/70/CTU (Cen) dated the 31st March, 1970 on the above subject and to say that you may please afford all reasonable facilities by deputing suitable staff, for conducting census in your area as and when required by the office of the Registrar General, India.

2. Please acknowledge receipt.

Sd/-
(R. N. Chopra)
Under Secretary to the Government of India.

Copy to US (C) Adm. 1 for similar action in respect of Sectt. of the Departments of Petroleum & Chemicals.

Copy for information to the Registrar General and Ex-officio Census Commissioner for India, 2/A, Mansingh Road, New Delhi with reference to their Memorandum referred to above.

Sd/-
(R. N. Chopra)
Under Secretary to the Government of India.

APPENDIX 86

No. 23012/1/70-Ad. I (A)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi-1, the 17th April, 1970/27th Chaitra, 1892

ENDORSEMENT

A copy of the Memorandum No. 9/42/70-CTU (Cen) dated the 31st March, 1970 from the office of the Registrar General, India is forwarded herewith for information and necessary action.

Sd/-
(S. Natarajan)
Under Secretary to the Government of India

To

1 All attached and subordinate office of MHA.
2 Ad. I (B)/Ad. I (C)/Ad. II/SSO/Hindi. I/ER Sections
3 Copy to the Registrar General of India, 2/A, Mansingh Road, New Delhi.

APPENDIX 87

GOVERNMENT OF INDIA
MINISTRY OF SHIPPING & TRANSPORT
(Transport Wing)

No. 15-C (54)/70 New Delhi, the 21st April, 1970.

Subject: Preparation for the next Census of India to be held in February, 1971.

A copy of the Ministry of Home Affairs,. office of the Registrar General, Memorandum No. 9/42/70-CTU (Cen). dated the 26th March, 1970 is forwarded herewith for necessary action. It is requested that all reasonable help may please be extended to local officers of the Census Department.

Sd/-
(M. K. Ramaswamy)
Sectoin Officer

To

1 All attached/sudordinate offices/public sector undertakings/statutory organisations.
2 Estt. MA/ML/SY/T/TAG/PG/PE

Copy forwarded to

The Ministry of Home Affairs, Office of the Registrar General, India, 2/A, Mansingh Road, New Delhi. 11.

Sd/-
(M. K. Ramaswamy)
Section Officer

APPENDIX 88

Copy of letter No. 7/45/70-Genl. dated 29-4-70 from Ministry of Labour, Employment & Rehablitation/addressed to All Attached/Subordinate Offices/ Statutory Bodies and copy to the Regional Director, Worker's Education Centre, New Delhi, Department of Labour & Employment list attached and copy to the Registrar General and Ex-Officio Census Commissioner for India, 2/A, Mansingh Road, New Delhi for information and necessary action.

I am directed to forward herewith a copy of Memorandum No. 9/42/70-CTU (Cen) dated the 31st March, 1970 from the Registrar General, India, New Delhi on the above subject viz., preparation for the next Census of India to be held Feb.-March, 1971 affording reasonable facilities, which is self explanatory. Directors of Census Operations in States and Union Territories may kindly be afforded all reasonable facilities by deputing suitable staff as and when requested for conducting Census in your area.

APPENDIX 89

Copy of letter No. E (G) 69CE2/1 dated 29/4/70 from Ministry of Railways (Railway Board) addressd to the General Managers. All Indian Railways, including C.L.W., D.L.W. and I.C.F. the Director General, R.D.S.O. Lucknow, and copy to the Registrar General, India, New Delhi-11. Copy of ERBI, ERBII, G. Branch and Cash branches of railway Boards Office.

In continuation of Boards letter of even number dated 28/8/69 a copy of Memorandum No. 9/42/70-CTU (Cen) dated 26-3-1970 .received from the Registrar General, India and ex-officio Jt. Secretary to the Govt. of India, Ministry of Home Affairs is sent herewith for information and guidance.

APPENDIX 90

CABINET SECRETARIAT
(DEPARTMENT OF CABINET AFFAIRS)

A42011/7/70-Admn. May 11, 1970

OFFICE MEMORANDUM

A copy of Memorandum No. 9/42/70-CTU (Cen) dated the 26th March 31st March/1970 from the office of the Registrar General, India, is forwarded with the request that the Directors of Census Operations in Delhi and elsewhere and particularly in the Metropolitan Cities like Calcutta, Madras, Bombay and Delhi, may be affordend all reasonable facilities by deputing suitable staff, for conducting Census in those areas.

Sd/-
(Pessumal T. Bhambhani)
For Under Secretary to the Cabinet

Director General, Security,
R.A.W.
Director of Accounts.

Copy forwarded for information to the Registrar General and ex-officio Census Commissioner for India, 2/A, Mansingh Road, New Delhi, with reference to Memo, referred to above.

Sd/-
(Pessumal T. Bhambhani)
for Under Secretary to the Cabinet.

APPENDIX 91

INDIAN POSTS AND TELEGRAPHS DEPARTMENT
OFFICE OF THE DIRECTOR-GENERAL OF POSTS AND TELEGRAPHS

Subject :- Census 1971-Employment of Central Government servants for enumeration.

Preliminary arrangements for the Census of 1971 are being completed in all the States and the appointment of staff necessary for enumeration will commence within the next few months. Actual enumeration will take place between the 10-2-1971 to 5-3-1971 and prior to it they will be required to attend the training classes. The enumeration, as in the past, will be done mostly by the fullest use of all establishments under the control of Governments and local bodies on a voluntary basis.

2. As is well known, census enumeration is a nation wide administrative operation involving demands on the services of staff which will have to be get from the resources of all establishments throughout the country. It is necessary that the burden should be shared by all Governments. All State Governments have accepted the obligation. The Government of India desire that all employees of the Central Government (Wherever they may be located) with the exception of defence Services and Police Officers, should accept and perform readily any work connected with the enumeration which is entrusted to them by responsible local census officers. The employees should give no cause for complaint by the officers in charge of the census in respect of the performance of census duties. They should perform their duties as diligently and conscientiously as they would do the normal duties of the posts held by them. The manner in which they have performed census duties should be taken into account in the periodical assessment of their work and conduct.

3. Enumeration work is spread over nearly three weeks in order to reduce as far as possible the number of workers for whom demands will be placed on Heads of Offices and also in order to enable the workers to carry out their duties conveniently. The Government of India desire that Heads of Offices will co-operate in lightening the burden on census workers to the maximum extent practicable. It may become necessary to grant certain concessions to them regarding office attendance both during the enumeration period and the period of training which will precede it. Such details will be settled by the local census authorities in direct consultations with the Heads of Offices concerned. It is desirable that all Heads of Offices fall in line with the practice adopted by State Governments for this purpose.

4. The Posts and Telegraphs Department with its net work of communications throughout the country can be of considerable help in this work of

national importance and the Director-General trusts that all officers and staff will co-operate to the fullest extent possible with the locals officers in charge of the census work.

(122/1/70-SPB.II) Dated 29th June, 1970
No. 122/1/70-SPB.II New Delhi-1, 29-6-70

Advance copy forwarded for information :

1 All Heads of Circles
2 All Heads of Telephone Districts
3 Heads of all other Administrative Offices
4 M-1 Section
5 The Registrar General and Ex-Officio Census Commissioner for India, 2/A Mansingh Road, New Delhi.

Sd/-
(G. N. Reu)
Section Officer (SPB. II).

APPENDIX 92

સન ૧૯૭૧ની ભારતની વસતિ ગણતરીની તૈયારીઓ બાબત–

ગુજરાત સરકાર

સામાન્ય વહીવટ વિભાગ

પરિપત્ર નં. સીએનએસ–૨૦૭૦–૩૦૭૧-છ

સચિવાલય, ગાંધીનગર, તારીખ ૮મી સપ્ટેમ્બર, ૧૯૭૦.

પરિપત્ર

સને ૧૯૭૧ની ભારતની વસતિ ગણતરી અંગે સમગ્ર રાજ્યમાં વસતિની ગણતરી તા. ૧૦મી ફેબ્રુઆરી, ૧૯૭૧ના રોજ શરૂ થશે અને તા. ૨૮ મી ફેબ્રુઆરી ૧૯૭૧ સુધી ચાલશે. તા. ૧ લી માર્ચ, ૧૯૭૧થી તા. ૩ જી માર્ચ ૧૯૭૧ સુધી તેના રિવિઝન રાઉન્ડ રહેશે. આ માટે રોકવામાં આવનાર સ્ટાફને ડિસેમ્બર, ૧૯૭૦થી તાલીમ આપવામાં આવશે. આ ભગીરથ કાર્યને સફળતાપૂર્વક પાર પાડવા માટે સરકાર નીચે મુજબ ફરમાવે છે :–

(૧) વસતિ ગણતરી માટે રોકેલા સ્ટાફને તાલીમ અર્થે હાજરી આપવા અને ગણતરીના કાર્ય માટે ઘટતી સગવડો આપવી.

(૨) ખાસ સંજોગો સિવાય તા. ૧ લી નવેમ્બર, ૧૯૭૦થી તા. ૩૧મી માર્ચ, ૧૯૭૧ સુધી આવા સ્ટાફની બદલી કરવી નહિ અથવા તેમની કોઈ પ્રકારની રજા મંજૂર કરવી નહિ.

૨. આ રાષ્ટ્રીય કાર્યને સરકાર ઘણું મહત્ત્વ આપે છે અને તે માટે રોકવામાં આવે તે દરેક વ્યક્તિએ સેવા નિષ્ઠાપૂર્વક બજાવશે એવી આશા રાખે છે. આ ફરજ બજાવવામાં બેદરકારી અથવા કર્તવ્ય–વિમુખતા સામે કડક પગલાં લેવાશે.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

સહી
૨. લ. દલાલ,
સરકારના મુખ્ય સચિવ.

પ્રતિ,

રાજ્યપાલશ્રીના સચિવ,
મુખ્ય મંત્રીશ્રીના સેક્રેટરી,
સેક્રેટરી વિધાનસભા સચિવાલય, અમદાવાદ,
રજિસ્ટ્રાર, ગુજરાત હાઈકોર્ટ, અમદાવાદ,
સેક્રેટરી, ગુજરાત પબ્લિક સર્વિસ કમિશન, અમદાવાદ,
સેક્રેટરી, તકેદારી કમિશન, અમદાવાદ,
બધા કલેક્ટર,
બધા જિલ્લા વિકાસ અધિકારીઓ,
બધાં ખાતાંના વડાઓ,
બધી કચેરીઓના વડાઓ,
સચિવાલયના બધા વિભાગો (વધારાની ૧૫ નકલ સાથે),
સામાન્ય વહીવટ વિભાગની બધી શાખાઓ.

APPENDIX 93

No. MISC-CENSUS/B-70-71
Office of the
Director of Education,
Gujarat State, Ahmadabad-16,
Dated the 21st Sept., 1970.

To

The District Education Officers,
The Administrative Officers all Districts.

Sub :- The Census of the Population of India 1970

This is to bring to your notice that the Census of the population of India is to be taken from first March 1971 as the reference date. The Enumeration period for the census will be spread over a period of 19 days from 10th Feb. 1971 to 28th February 1971.

The Collectors of the Districts have been appointed as district census officers and they will arrange for the traning of the enumerators and supervisors during the period from October 1970 to January 1971.

Most of the supervisors and enumerators are usually drawn from among the teachers working in Primary and Secondary Schools and they will be required to attend the training during the period from October 1970 to January 1971. This training will be in six round before the actual commencement of the work.

This is therefore to request you to issue instructions to the heads of all schools in your district to give reasondable concessions to all, those teachers who will be required to attend the training. When necessary school timings may also be suitably adjusted during the enumeration period. It may also be seen that annual examination may not be held during the enumeration period.

This circular may please be acknowledged.

Sd/-
for Director of Education

Copy forwarded with compliments to :

Director of Census with reference to his letter No. CEN-62 dated 20th August, 1970.

APPENDIX 94

સન ૧૯૭૧ની ભારતની વસતિ ગણતરીની તૈયારીઓ બાબત:-

ગુજરાત સરકાર
મહેસૂલ વિભાગ

પરિપત્ર ક્રમાંક :- એમઆઈએસ-૧૦૭૦-૧૧૩૨૯૪-ડી-૧, સચિવાલય, ગાંધીનગર, તા. ૨૮-૧૦-૧૯૭૦.

પરિપત્ર

સને ૧૯૭૧ની ભારતની વસતિ ગણતરીનું કાર્ય સફળતાપૂર્વક પાર પડે તે માટે સામાન્ય વહીવટ વિભાગે તેમના પરિપત્ર ક્રમાંક સીએનએસ-૨૦૭૦-૩૦૭૧- છ, તા. ૮મી સપ્ટેમ્બર, ૧૯૭૦ થી વસતિ ગણતરી માટે રોકવામાં આવતા સ્ટાફ અંગે જરૂરી સૂચનાઓ બહાર પાડી છે. આ સૂચનાઓનું ચુસ્તપણે પાલન થાય તે આવશ્યક છે તે માટે નીચે દર્શાવેલી બાબત ધ્યાન પર લેવા આથી દરેક જિલ્લા કલેક્ટરશ્રીઓને વિનંતી કરવામાં આવે છે.

સને ૧૯૭૧ની ભારતની વસતિ ગણતરી અંગે સમગ્ર રાજ્યમાં વસતિની ગણતરી તા. ૧૦મી ફેબ્રુઆરી, ૧૯૭૧ના રોજ શરૂ થશે અને તા. ૨૮મી ફેબ્રુઆરી, ૧૯૭૧ સુધી ચાલશે. તા. ૧લી માર્ચ, ૧૯૭૧થી તા. ૩જી માર્ચ, ૧૯૭૧ સુધી તેના રિવિઝન રાઉન્ડ રહેશે અને આ માટે રોકવામાં આવનાર સ્ટાફને ડિસેમ્બર, ૧૯૭૦થી તાલીમ આપવામાં આવશે.

નિયામકશ્રી, વસતિ ગણતરી, અમદાવાદ તરફથી જણાવવામાં આવેલ છે કે ઉપરોક્ત કામગીરી માટે જિલ્લા કક્ષાએ કલેકટરશ્રીઓ, સબ ડિવિઝનલ કક્ષાએ આસિસ્ટન્ટ-ડેપ્યુટી કલેક્ટરશ્રીઓ અને તાલુકા કક્ષાએ મામલતદારશ્રીઓની ચાર્જ ઓફિસરો તરીકે નિમણૂક કરવામાં આવી છે.

આથી સર્વે કલેકટરશ્રીઓને વિનંતી કરવામાં આવે છે કે વસતિ ગણતરીની કામગીરી સફળતાપૂર્વક પાર પાડવા માટે નીચે મુજબની સૂચનાનો ચુસ્તપણે અમલ કરવો.

(૧) વસતિ ગણતરી માટે રોકાયેલ સ્ટાફને તાલીમ અર્થે હાજરી આપવા અને ગણતરીના કાર્ય માટે ઘટતી તમામ સગવડો આપવી.

(૨) ખાસ સંજોગો સિવાય તા. ૧લી નવેમ્બર, ૧૯૭૦થી તા. ૩૧મી માર્ચ, ૧૯૭૧ સુધી તેઓશ્રીના વહીવટી નિયંત્રણ હેઠળના આવા સ્ટાફની બદલી કરવી નહીં તેમજ તેઓની કોઈપણ પ્રકારની રજાઓ મંજૂર કરવી નહીં.

(૩) રજાઓ તેમજ બદલીઓ અંગેના કિસ્સાઓ સરકારશ્રીને મોકલતી વખતે પણ ઉપરની બાબતો ધ્યાનમાં રાખવા તથા તે બાબતમાં ખાસ કારણો ભલામણ કરતી વખતે સ્પષ્ટતાપૂર્વક દર્શાવવા.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

સહી

(રતિભાઈ પટેલ)

નાયબ સચિવ,

મહેસૂલ વિભાગ, ગુજરાત સરકાર.

પ્રતિ

બધા કલેક્ટરશ્રીઓ,
મહેસૂલ વિભાગના ખાસ સચિવશ્રી,
મહેસૂલ વિભાગની તપાસણી શાખા,
નિયામકશ્રી વસતિ ગણતરી કેરાવાલા બિલ્ડિંગ,
વાડીલાલ સારાભાઈ હોસ્પિટલ સામે, અમદાવાદ–૬.

APPENDIX 95

સને ૧૯૭૧ની ભારતની વસતિ ગણતરીની તૈયારીઓ બાબત.

ગુજરાત સરકાર

પંચાયત અને આરોગ્ય વિભાગ

પરિપત્ર ક્રમાંક : વસત–૧૦૭૦–૯૮૦૬–ધ.

સચિવાલય, ગાંધીનગર,

તા. ૪–૧૨–૧૯૭૦.

પરિપત્ર

સને ૧૯૭૧ની ભારતની વસતિ ગણતરીનું કાર્ય સફળતાપૂર્વક પાર પડે તે માટે સામાન્ય વહીવટ વિભાગે તેમના પરિપત્ર ક્રમાંક સીએનએસ–૨૦૭૦–૩૦૭–છ, તા. ૮–૯–૧૯૭૦થી વસતિ ગણતરી માટે રોકવામાં આવતા સ્ટાફ અંગે જરૂરી સૂચનાઓ બહાર પાડી છે. આ સૂચનાનું ચૂસ્તપણે પાલન થાય તે આવશ્યક છે, તે માટે નીચે દર્શાવેલી બાબત ધ્યાન પર લેવા આથી સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓને વિનંતી કરવામાં આવે છે.

૨. સને ૧૯૭૧ની ભારતની વસતિ ગણતરી અંગે સમગ્ર રાજ્યમાં વસતિની ગણતરી તા. ૧૦–૨–૭૧ના રોજ શરૂ થશે અને તા. ૨૮–૨–૧૯૭૧ સુધી ચાલશે. તા. ૧લી માર્ચ, ૧૯૭૧થી તા. ૩ જી માર્ચ ૧૯૭૧ સુધી તેના રીવીઝન રાઉન્ડ રહેશે અને આ માટે રોકવામાં આવનાર સ્ટાફને ડિસેમ્બર ૧૯૭૦થી તાલીમ આપવામાં આવશે.

૩. ઉપરોક્ત કામગીરી માટે જિલ્લા કક્ષાએ કલેક્ટરશ્રીઓ, સબ ડિવિઝનલ કક્ષાએ આસિસ્ટન્ટ–ડેપ્યુટી કલેક્ટરશ્રીઓ અને તાલુકા કક્ષાએ મામલતદારશ્રીઓને ચાર્જ ઑફિસર તરીકે નિમણૂક કરવામાં આવી છે, પરંતુ પંચાયતોના અધિકારીઓનો સક્રિય સાથ સહકાર આવશ્યક છે.

૪. આથી સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓને વિનંતી કરવામાં આવે છે કે વસતિ ગણતરીની કામગીરી સફળતાપૂર્વક પાર પાડવા માટે નીચે મુજબની સૂચનાનો ચૂસ્તપણે અમલ કરવો :–

૧. વસતિ ગણતરી માટે રોકાયેલ સ્ટાફને તાલીમ અર્થે હાજરી આપવા અને ગણતરીના કાર્ય માટે ઘટતી તમામ સગવડો આપવી.

૨. ખાસ સંજોગો સિવાય, તા. ૧ લી નવેમ્બર, ૧૯૭૦થી તા. ૩૧ મી માર્ચ, ૧૯૭૧ સુધી તેઓશ્રીના વહીવટી નિયંત્રણ હેઠળના આવા સ્ટાફની બદલી કરવી નહિ તેમજ તેઓની કોઈપણ પ્રકારની રજાઓ મંજૂર કરવી નહિ.

૩. રજાઓ તેમજ બદલીઓ અંગેના કિસ્સાઓ સરકારશ્રીને મોકલતી વખતે પણ ઉપરની બાબતો ધ્યાનમાં રાખવા તથા તે બાબતમાં ખાસ કારણો ભલામણ કરતી વખતે સ્પષ્ટતાપૂર્વક દર્શાવવા.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

સહી

(નટુભાઈ પરીખ)

ઉપસચિવ,

પંચાયત અને આરોગ્ય વિભાગ,

ગુજરાત સરકાર.

પ્રતિ

સર્વે જિલ્લા વિકાસ અધિકારીશ્રીઓ,
વિકાસ કમિશ્નરશ્રી, ગુજરાત રાજ્ય, અમદાવાદ,
નિયામકશ્રી, વસતિ ગણતરી, કેરાવાલા બિલ્ડિંગ,
વાડીલાલ સારાભાઈ હોસ્પિટલ સામે, અમદાવાદ–૬.
સિલેક્ટ ફાઈલ.

APPENDIX 96

બાબત :- ૧૯૭૧ના વર્ષમાં થનાર વસતિ ગણતરીના કારણે તમામ વાર્ષિક પરીક્ષાના કાર્યક્રમ તે મુજબ તૈયાર કરવા બાબત

ગુજરાત સરકાર
શિક્ષણ અને મજૂર વિભાગ

પરિપત્ર ક્રમાંક :—એમઆઈએસ—૧૧૭૦—૮૩૬૨૯—બ,
સચિવાલય, ગાંધીનગર, તા. ૨૭મી ઓક્ટોબર, ૧૯૭૦

પરિપત્ર

સને ૧૯૭૧ના વર્ષમાં સમગ્ર દેશમાં વસતિ ગણતરીનું કાર્ય આરંભવામાં આવશે અને આ વસતિ ગણતરીનું કાર્ય સમગ્ર દેશમાં એકસરખું તા. ૧૯—૨—૭૧ થી શરૂ થઈ તા. ૧—૩—૧૯૭૧ ના રોજ પૂરું થશે અને ત્યાર બાદ આ અંગેનો રાઉન્ડ તા. ૫—૩—૭૧ના રોજ પૂરો થશે. આ કાર્યમાં મોટા ભાગે શાળામાં સેવા બજાવી રહેલા મોટા ભાગના શિક્ષકોને હંગામી ધોરણે ફરજ ઉપર લેવામાં આવે છે, અને તેઓ આ કાર્ય સરળ, સ્વચ્છ તથા શાંતિથી પાર પાડી શકે તે દૃષ્ટિએ શૈક્ષણિક સંસ્થામાંથી તેઓને આ સમય દરમ્યાન ફારેગ કરવામાં આવે છે.

આ સમય દરમ્યાન વાર્ષિક પરીક્ષાઓ પણ શરૂ થાય છે. ૧૯૬૧ની સાલમાં જ્યારે વસતિ ગણતરીનું કાર્ય હાથ ધરવામાં આવેલ ત્યારે આ પરીક્ષાના કાર્યક્રમને લઈને જે શિક્ષકોને વસતિ ગણતરીના કાર્યમાં લેવામાં આવેલા તેઓ પરીક્ષાના કાર્યને લઈને વસતિ ગણતરીનું કાર્ય સંતોષકારક બજાવી શકેલ નહિ તેવું ધ્યાન ઉપર પણ આવેલ છે.

સને ૧૯૭૧ની સાલમાં વસતિ ગણતરીનું કાર્ય સરળ બને તે માટે સાલમાં લેવામાં આવનાર પરીક્ષાઓ માર્ચની ૨૦મી તારીખ પછી જ લેવાનું જરૂરી જણાય છે અને આ બાબતમાં કેન્દ્ર સરકાર તરફથી પણ તેવો આદેશ મળેલ છે. તો આ રાષ્ટ્રીય કાર્યને સફળ બનાવવા માટે પરીક્ષાઓના કાર્યક્રમ તે રીતે ઘડવા અને અમલમાં લાવવા લાગતાવળગતાઓને વિનંતી કરવામાં આવે છે.

આ અંગે લેવામાં આવેલ કાર્યની સામાન્ય વહીવટ વિભાગ તેમજ શિક્ષણ અને મજૂર વિભાગને જાણ કરવા વિનંતી.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

સહી
(જ. નો. નાણાવટી)
ઉપસચિવ,
શિક્ષણ અને મજૂર વિભાગ.

પ્રતિ

સામાન્ય વહીવટ વિભાગ, સચિવાલય, ગાંધીનગર.

શિક્ષણ નિયામકશ્રી, ગુજરાત રાજ્ય, અમદાવાદ (૧૦૦ નકલો સાથે).

નિયામકશ્રી, ટેકનિકલ શિક્ષણ ખાતું, ગુ. રા. અમદાવાદ (૫૦ નકલો સાથે).

નિયામકશ્રી, સમાજ કલ્યાણ ખાતું, અમદાવાદ.

નિયામકશ્રી, સમાજ સુરક્ષા ખાતું, ગુ. રા. અમદાવાદ.

રજિસ્ટાર, ગુજરાત રાજ્યમાં આવેલી યુનિવર્સિટીઓ.

નિયામકશ્રી, આરોગ્ય અને તબીબી સેવાઓ (તબીબી) અમદાવાદ.

પંચાયત અને આરોગ્ય વિભાગ, સચિવાલય, ગાંધીનગર.

નિયામકશ્રી, ખેતીવાડી ખાતું, ગુજરાત રાજ્ય, અમદાવાદ.

ખેતીવાડી અને સહકાર વિભાગ, સચિવાલય, ગાંધીનગર.

સર્વે વિકાસ અધિકારીશ્રીઓ.

સર્વે શાસનાધિકારીશ્રીઓ.

સર્વે પ્રમુખશ્રી, શિક્ષણ સમિતિ, પંચાયત.

ગુજરાત વિદ્યાપીઠ, આશ્રમ રોડ, અમદાવાદ—૯.

વિકાસ કમિશ્નરશ્રી, અમદાવાદ.

સર્વે સમાહર્તાશ્રી.

સર્વે જિલ્લા વિકાસ અધિકારીશ્રી.

સચિવશ્રી, ગુજરાત એસ. એસ. સી. બોર્ડ, વડોદરા.

શિક્ષણ અને મજૂર વિભાગની સર્વે શાખાઓ.

APPENDIX 97

Copy of D. O. letter No. 22-PMD/71 dated the 8th January, 1971 from the Prime Minister to the Governor, West Bengal and Chief Ministers of the States

It has been brought to my notice that there will be difficulties in conducting the Census enumeration just before the polling dates. The Census enumeration may, therefore, have to be held in March. The reference date will be 1st April, 1971.

I am told that in some States annual school examinations are held in March. In that case, teachers, who form a bulk of the trained enumerators, will go on vacation soon after the examinations are over, and this will upest the Census programme. Therefore, it appears advisable to hold the examinations in early April. I suggest that all examinations may be postponed to a date after about the 4th of April so that Census enumeration is completed in all respects by then.

The Census operations are a massive national programme and your fullest cooperation is essential.

APPENDIX 98

No. MISC-Census/R-70-71
Office of the Director of Education,
Gujarat State,
Ahmedabad-16, Dt. 16-1-1971.

To

The District Education Officers (All District)
The Administrative Officers (All Districts)

Sub :- The Census of the Population of India-1971

Please refer to this office circular of even number date 21st September 1970 on the subject mentioned above.

Please note that to avoid clash with the Mid-Term Election dates of the Lok Sabha, Census enumeration programme has been revised as under :-

(1)	Enumeration period	10-3-71 to 31-3-1971
(2)	Reference date	1-4-1971
(3)	Counting of House-less Population	On the night of 31-3-1971
(4)	Revisional Round	1st, 2nd and 3rd April, 1971.

In view of this changed programme, you are requested to inform all the Educational Institutions in your District of the changed dates of the Census Enumeration. As suggested in the earlier circular, you may again request the school authorities to extend their full cooperation in the programme.

The School Authorities be requested to give concession to staff as and when requested by the District Collectors who have been appointed as District Census Officers.

The School timings from 10th March to 5th April be kept in the morning and the Annual Examinations be taken after 5th April '71 so as to help the census operations. This circular may please be acknowledged atonce.

Sd/-
for Director of Education.

Copy forwarded with compliments to :

The Director of Census with reference to his letter No. CEN-62 of 13-1-1971 for information.

APPENDIX 99

I. U. VASAVADA,
Jt. D. E.

D. O. No. Misc-Census-R-70-71
Office of the Director of Education,
Ahmadabad-16, Gujarat State,
Dated the 29th Jan., 1971.

Dear

You must be in receipt of this office D. O. letter of even number dated 16-1-1971 in connection with the census Operation. It is presumed that you have already informed the eductional institutions under your control in light of that circular. (A copy of the circular issued should be sent to this office by return of post) you are hereby requested to note down the following :

(1) You must give complete cooperation to the Collector in the Census work, especially you are requested to contact the Collector in connection with the elections *i.e.* to find out from him the number of buildings required for storing the Ballot Boxes after the elections are over. As you know elections are to take place on 1st and 4th March, the counting shall start thereafter and the buildings would be needed upto 13th of March. Under the above circumstance, the school buildings required for this purpose should be made available to the collector.

(2) Those teachers primary or secondary who are needed for the purpose of enumeration etc. should be made easily available to the collector for that purpose.

(3) In consultation with the Collector, you should decide about running the schools in the morning.

(4) All examinations in the primary as well as in high schools should be taken only after the 5th of April.

(5) Any other help that may be needed may please be given considering this great work of national importance.

I am sure you will do the needful in the matter.

Yours sincerely,

Sd/-
(I. U. Vasavada)

All District Education Inspectors.
All Administrative Officers.

Copy forwarded with complements to Shri C. C. Doctor, Direetor of Census Operations, Govt. of India, Ministry of Education, Kerawala Building, Opposite V. S. Hospital, Ellis bridge, Ahmadabad-6 for information.

APPENDIX 100

સને ૧૯૭૧ની ભારતની વસતિ ગણતરી અંગે તા. ૧લી માર્ચ, ૧૯૭૧ના રોજ કચેરીઓ બંધ રાખવા બાબત

ગુજરાત સરકાર
સામાન્ય વહીવટ વિભાગ

ઠરાવ નં. સી.ઈ.એન–૧૦૭૦–૫૬૧–ધ
સચિવાલય, ગાંધીનગર, તા. ૨૮મી સપ્ટેમ્બર, ૧૯૭૦.

વંચાણમાં લીધો :– સામાન્ય વિભાગના પરિપત્ર ક્રમાંક સી. એક.એસ–૨૦૭૦–૩૦૭૧–છ, તા. ૮–૯–૧૯૭૦.

ઠરાવ

સન ૧૯૬૧ની જેમ, ૧૯૭૧ની ભારતની વસતિ ગણતરી અંગે સમગ્ર રાજ્યમાં વસતિની ગણતરી તા. ૧૦મી ફેબ્રુઆરી, ૧૯૭૧ના રોજ શરૂ થશે. અને તા. ૨૮મી ફેબ્રુઆરી ૧૯૭૧ સુધી ચાલશે. તા. ૨૮મી ફેબ્રુઆરી, ૧૯૭૧ની રાત્રે ઘર વગરના લોકોની (અસ્થાયી જાતિઓ વગેરે) વસતિ ગણતરી આવરી લેવામાં આવશે. તા. ૧લી માર્ચ ૧૯૭૧થી તા. ૩જી માર્ચ, ૧૯૭૧ સુધી રિવિઝન રાઉન્ડ લેવામાં આવશે. આ બાબતમાં સરકારે ઉપર્યુક્ત પરિપત્રથી કેટલીક સૂચનાઓ બહાર પાડેલ છે.

આ વસતિ ગણતરીના ભગીરથ કામમાં સરકારી કર્મચારીઓની સેવા સરળતાથી લઈ શકાય તે આશયથી સરકાર આથી ફરમાવે છે કે :–

(૧) સોમવાર તા. ૧લી માર્ચ ૧૯૭૧ના રોજ સમગ્ર રાજ્યમાં સરકારી કચેરીઓ બંધ રાખવી.

(૨) ખાતાંઓ તથા કચેરીઓના વડાઓએ વસતિ ગણતરીના કામમાં જેમની સેવાની જરૂર હોય તેવા તેમના તાબા હેઠળના કર્મચારીઓને આ દિવસે ફાજલ કરવા. આ કાર્યમાં તેમની સેવાઓ સંપૂર્ણપણે લેવી.

(૩) જે સરકારી કચેરીઓ આ દિવસે અનુકૂળ રીતે બંધ રાખવી શકય ન હોય ત્યાં શકય તેટલા જરૂરી સ્ટાફથી કામનો નિકાલ કરવો.

(૪) ગુજરાત હાઈકોર્ટના માનનીય મુખ્ય ન્યાયમૂર્તિશ્રી અને ન્યાયમૂર્તિશ્રીઓને ઉપર જણાવેલ દિવસે હાઈકોર્ટ અને તેના તાબાની અદાલતો બંધ રાખવા જરૂરી હુકમો કરવા. અને જે કર્મચારીઓની સેવાની આ કાર્યમાં જરૂર હોય તેમને ફાજલ કરવા હુકમ કરવા વિનંતી કરવામાં આવે છે.

૨. સચિવાલયના વિભાગોએ તેમના નિયંત્રણ હેઠળની સ્વાયત્ત કે બિન સ્વાયત્ત સંસ્થાઓ માટે આ ઠરાવ મુજબ હુકમ બહાર પાડવાની જરૂર તપાસી યોગ્ય આદેશો તેમને આપવા વિનંતી કરવામાં આવે છે.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

ઉપસચિવ,
સામાન્ય વહીવટ વિભાગ,
ગુજરાત સરકાર

પ્રતિ

રાજ્યપાલશ્રીના સચિવશ્રી,
મુખ્ય મંત્રીશ્રીના સચિવશ્રી,
બધા મંત્રીશ્રીઓના અંગત સચિવશ્રીઓ અને મુખ્ય મંત્રીશ્રીના સંસદીય સચિવશ્રીઓના અંગત મદદનીશો,
બધા નાયબ મંત્રીશ્રીઓના અંગત મદદનીશો,
રજિસ્ટ્રાર, ગુજરાત હાઈકોર્ટ, અમદાવાદ,
સચિવશ્રી, ગુજરાત વિધાનસભા, સચિવાલય, અમદાવાદ,
સચિવશ્રી, ગુજરાત પબ્લિક સર્વિસ કમિશન, અમદાવાદ,
સચિવશ્રી, તકેદારી પંચ, અમદાવાદ,
બધા કલેકટરશ્રીઓ,
બધા જિલ્લા વિકાસ અધિકારીઓ,
બધાં ખાતાંના વડાઓ,
સચિવાલયના બધા વિભાગો, (વધારાની ૧૫ નકલો સાથે)
સામાન્ય વહીવટની બધી શાખાઓ,
વસતિ ગણતરી નિયામકશ્રી, ગુજરાત રાજ્ય, અમદાવાદ.

APPENDIX 101

સને ૧૯૭૧ની ભારતની વસતિ ગણતરી અંગે તા. ૧-૪-૧૯૭૧ને ગુરુવારે કચેરીઓ બંધ રાખવા બાબત

ગુજરાત સરકાર

સામાન્ય વહીવટ વિભાગ

ઠરાવ ક્રમાંક સી.ઈ.એન. ૧૦૭૦–૧૯–ધ,
સચિવાલય, ગાંધીનગર, દિનાંક ૨૧ મી જાન્યુઆરી, ૧૯૭૧

ઠરાવ

સરકારના સામાન્ય વહીવટ વિભાગના ઠરાવ ક્રમાંક સીઈએન-૧૦૭૦–૫૬૧–ધ, તા. ૨૮મી સપ્ટેમ્બર, ૧૯૭૦ અન્વયે સન ૧૯૭૧ની વસતિ ગણતરીના કામમાં સરકારી કર્મચારીઓની સેવા સરળતાથી લઈ શકાય તે આશયથી તા.૧લી માર્ચ, ૧૯૭૧ ના રોજ કચેરીઓ બંધ રાખવા હુકમો કરવામાં આવ્યા હતા. પરંતુ હવે વસતિ ગણતરીના સમયપત્રકમાં ફેરફાર કરવામાં આવ્યો હોવાથી સરકાર આથી ફરમાવે છે કે :—

(૧) તા. ૧લી માર્ચ, ૧૯૭૧ને બદલે તા. ૧લી એપ્રિલ ૧૯૭૧ને ગુરુવારના રોજ સમગ્ર રાજ્યમાં સરકારી કચેરીઓ બંધ રાખવી.

(૨) સમગ્ર રાજ્યમાં વસતિની ગણતરી તા. ૧૦-૩-૧૯૭૧ ના રોજ શરૂ થશે અને તા. ૩૧–૩–૧૯૭૧ સુધી ચાલશે. તા. ૩૧–૩–૭૧ની રાત્રે ઘરવગરના લોકોની વસતિ ગણતરી આવરી લેવામાં આવશે.

(૩) ખાતાઓ તથા કચેરીઓના વડાઓએ વસતિ ગણતરીના કામમાં જેમની સેવાની જરૂર હોય તેવા તેમના તાબા હેઠળના કર્મચારીઓને આ દિવસે ફાજલ રાખવા. આ કામમાં તેમની સેવાઓ સંપૂર્ણપણે લેવી.

(૪) જે સરકારી કચેરીઓ આ દિવસે અનુકૂળ રીતે બંધ રાખવી શકય ન હોય ત્યાં શકય તેટલા જરૂરી સ્ટાફથી કામનો નિકાલ કરવો.

(૫) ગુજરાત હાઈકોર્ટના માનનીય મુખ્ય ન્યાયમૂર્તિશ્રી અને ન્યાયમૂર્તિશ્રીઓને ઉપર જણાવેલ દિવસે હાઈકોર્ટ અને તેના તાબાની અદાલતો બંધ રાખવા જરૂરી હુકમો કરવા અને જે કર્મચારીઓની સેવાની આ કાર્યમાં જરૂર હોય તેમને ફાજલ કરવા હુકમ કરવા વિનંતી કરવામાં આવે છે.

૨. સચિવાલયના વિભાગોને તેમના નિયંત્રણ હેઠળની સ્વાયત્ત કે બિનસ્વાયત્ત સંસ્થાઓ માટે આ ઠરાવ મુજબ હુકમ બહાર પાડવાની જરૂર તપાસી યોગ્ય આદેશો તેમને આપવા વિનંતી કરવામાં આવે છે.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

સહી
(પ્ર. છ. વસાવડા)
ઉપસચિવ,
સામાન્ય વહીવટ વિભાગ,
ગુજરાત સરકાર.

પ્રતિ,

રાજ્યપાલશ્રીના સચિવશ્રી,
મુખ્ય મંત્રીશ્રીના સચિવશ્રી,
બધા મંત્રીઓના અંગત સચિવશ્રીઓ અને મુખ્ય મંત્રીશ્રીના સંસદીય સચિવશ્રીઓના અંગત મદદનીશો,
બધા નાયબ મંત્રીશ્રીઓના અંગત મદદનીશો,
રજિસ્ટ્રાર, ગુજરાત હાઈકોર્ટ, અમદાવાદ,
સચિવશ્રી, ગુજરાત વિધાનસભા સચિવાલય, અમદાવાદ
સચિવશ્રી, ગુજરાત પબ્લિક સર્વિસ કમિશન, અમદાવાદ,
સચિવશ્રી, તકેદારી પંચ, અમદાવાદ
બધા કલેકટરશ્રીઓ,
બધા જિલ્લા વિકાસ અધિકારીઓ,
બધાં ખાતાંના વડાઓ,
બધી કચેરીઓના વડાઓ,
સચિવાલયના બધા વિભાગો (વધારાની ૧૫ નકલો સાથે),
સામાન્ય વહીવટ વિભાગની બધી શાખાઓ,
વસતિ ગણતરી નિયામકશ્રી, ગુજરાત રાજ્ય, અમદાવાદ.

APPENDIX 102

સને ૧૯૭૧ની ભારતની વસતિ ગણતરી અંગે તા. ૧-૪-૧૯૭૧ના રોજ કચેરીઓ બંધ રાખવા બાબત.

ગુજરાત સરકાર

સામાન્ય વહીવટ વિભાગ

પરિપત્ર ક્રમાંક : સી. ઈ. એન. ૧૦૭૦–૧૯–ધ,
સચિવાલય, ગાંધીનગર, તા. ૧૮મી ફેબ્રુઆરી, ૧૯૭૧.

વંચાણમાં લીધો : સામાન્ય વહીવટ વિભાગ ઠરાવ ક્રમાંક સી.ઈ.એન. ૧૦૭૦-૧૯-ધ, તા. ૨૧-૧-૧૯૭૧.

પરિપત્ર

વસતિ ગણતરીના કામમાં સરકારી કર્મચારીઓની સેવા સરળતાથી લઈ શકાય તે આશયથી તા. ૧લી અપ્રિલ, ૧૯૭૧ના રોજ કચેરીઓ બંધ રાખવા અને સચિવાલયના વિભાગોએ તેમના નિયંત્રણ હેઠળની સ્વાયત્ત કે બિનસ્વાયત્ત સંસ્થાઓ માટે હુકમ બહાર પાડવાની જરૂર તપાસી તેમને આદેશો આપવા આ વિભાગના ઉપરોક્ત ઠરાવથી વિનંતી કરવામાં આવી છે.

સ્વાયત્ત કે બિનસ્વાયત્ત સંસ્થાઓ ઉપરાંત વૈધાનિક કે બિનવૈધાનિક સંસ્થાઓને ઉક્ત હુકમ લાગુ પડે કે કેમ તે પ્રશ્ન ઉપસ્થિત કરવામાં આવ્યો છે. આ બાબતમાં સ્પષ્ટતા કરવાની કે વસતિ ગણતરીના કામમાં સરકારી કર્મચારીઓની સેવા સરળતાથી લેવાનો આશય છે એટલે વૈધાનિક અને બિનવૈધાનિક સંસ્થાઓ માટે પણ ઉક્ત હુકમ મુજબ હુકમ બહાર પાડવાની જરૂર તપાસી યોગ્ય આદેશો તેમને આપવા વિનંતી છે.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

સહી
(પ્ર. છ. વસાવડા)
ઉપસચિવ,
સામાન્ય વહીવટ વિભાગ, ગુજરાત સરકાર.

પ્રતિ,

સચિવાલયના તમામ વિભાગો, (૧૫ નકલો)
સામાન્ય વહીવટ વિભાગની બધી શાખાઓ,
વસતિ ગણતરી નિયામકશ્રી, ગુજરાત રાજ્ય, અમદાવાદ.

APPENDIX 103

સને ૧૯૭૧ની ભારતની વસતિ ગણતરી તૈયારીઓ બાબત.

ગુજરાત સરકાર

સામાન્ય વહીવટ વિભાગ

પરિપત્ર નં. સીએનએસ. ૨૦૭૦—૩૦૭૧—છ(વકાએ)

સચિવાલય, ગાંધીનગર, તા. ૨૧મી જાન્યુઆરી, ૧૯૭૧

વંચાણે લીધો :—સા. વ. વિ. સચિવાલય, ગાંધીનગરના પરિપત્ર ક્રમાંક સીએનએસ—૨૦૭૦—૩૦૭૧—છ. તા. ૮મી સપ્ટેમ્બર, ૧૯૭૦.

સુધારો

આ વિભાગના ઉપરોક્ત પરિપત્રમાં દર્શાવેલ તારીખોમાં ફેરફાર થતાં જણાવવામાં આવે છે કે હવે સમગ્ર રાજ્યમાં વસતિની ગણતરી તા. ૧૦ની માર્ચ, ૧૯૭૧ના રોજ શરૂ થશે અને તા. ૩૧મી માર્ચ, ૧૯૭૧ સુધી ચાલશે. તા. ૧લી એપ્રિલ ૧૯૭૧ થી તા. ૩જી એપ્રિલ ૧૯૭૧ સુધી તેના રીવીઝન રાઉન્ડ રહેશે. આ ફેરફાર લક્ષમાં લેતા આ કામ માટે રોકવામાં આવનાર સ્ટાફની બદલી તા. ૧૫—૪—૭૧ સુધી કરવી નહીં અથવા તેમની કોઈપણ પ્રકારની રજા મંજૂર કરવી નહીં. આ સિવાય તા. ૮—૯—૭૦ ના આ વિભાગના સરખા ક્રમાંકના પરિપત્રમાં આપેલ અન્ય સૂચનાઓ વસતિ ગણતરીનું કામ સંપૂર્ણ થતા સુધી અમલમાં રહેશે.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

સહી

(કા. વૈ. ભટ્ટ)

નાયબ સચિવ,

સામાન્ય વહીવટ વિભાગ,

ગુજરાત સરકાર.

પ્રતિ,

દરેક જિલ્લાના કલેકટરશ્રી.

APPENDIX 104

તાત્કાલિક

સને ૧૯૭૧ની ભારતની વસતિ ગણતરી તૈયારીઓ અંગે સ્ટાફની ફેરબદલી બાબત.

ગુજરાત સરકાર

સામાન્ય વહીવટ વિભાગ

પરિપત્ર ક્રમાંક સી.એન.એસ.—૨૦૭૦—૩૦૭૧—છ(વકાએ)

સચિવાલય, ગાંધીનગર, તા. ૨૬મી ફેબ્રુઆરી, ૧૯૭૧.

વંચાણમાં લીધો : ૧. સા. વ. વિ. સચિવાલય, ગાંધીનગર, પરિપત્ર ક્રમાંક સીએનએસ ૨૦૭૦—૩૦૭૧—છ, તા. ૮—૯—૭૦.

૨. સા. વ. વિ. સચિવાલય, ગાંધીનગર, સુધારો ક્રમાંક સીએનએસ—૨૦૭૦—૩૦૭૧—છ, તા. ૨૧—૧—૭૧.

પરિપત્ર

સને ૧૯૭૧ની ભારતની વસતિ ગણતરી સમગ્ર રાજ્યમાં તા. ૧૦મી માર્ચ, ૧૯૭૧થી ૩જી એપ્રિલ ૧૯૭૧ના સમય દરમિયાન યોજનાર છે. વસતિ ગણતરી માટેની તાલીમ પામેલ કર્મચારીઓને ચૂંટણી માટેની અગત્યની કામગીરી માટે બદલી કરવામાં આવે છે તેવું સરકારશ્રીના ધ્યાન પર આવેલ છે. વસતિ ગણતરીની કામગીરી પણ રાષ્ટ્રીય મહત્ત્વ ધરાવતી હોવાથી તેમજ ટૂંક સમયમાં તે કામગીરી શરૂ થનાર હોઈ, વસતિ ગણતરીની તાલીમ પામેલ કર્મચારીઓની ચૂંટણીની કામગીરી માટે બદલી થતાં તેમની જગ્યાએ આવેલ નવા કર્મચારીને તાત્કાલિક તાલીમ આપી શકાય તેમ ન હોવાથી સરકારશ્રીએ વિચારણા કર્યા બાદ એમ ઠરાવ્યું છે કે, વસતિ ગણતરીના કામ માટે તાલીમ પામેલ કર્મચારીઓની બદલી તા. ૧૫મી એપ્રિલ, ૧૯૭૧ સુધી કરવી નહીં, અને જો કોઈ અસાધારણ પરિસ્થિતિમાં બદલી કરેલ હોય તો તેમને પુનઃ વસતિ ગણતરી માટેની મૂળ જગ્યાએ નિમણૂક આપવી. જેથી વસતિ ગણતરીનું કામ સફળ રીતે પૂરું કરી શકે.

ઉપરોક્ત સૂચનાઓનું ચુસ્તપણે પાલન થાય તેવી સરકારશ્રી અપેક્ષા રાખે છે.

ગુજરાત રાજ્યના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

સહી

(કા. વૈ. ભટ્ટ)

નાયબ સચિવ,

સામાન્ય વહીવટ વિભાગ,

ગુજરાત સરકાર.

પ્રતિ,

રાજ્યપાલશ્રીના સચિવશ્રી,
મુખ્ય મંત્રીશ્રીના સચિવશ્રી,
સચિવશ્રી, ગુજરાત રાજ્ય સેવા કમિશન, અમદાવાદ
સચિવશ્રી, ગુજરાત વિધાનસભા, સચિવાલય, ગાંધીનગર,
સચિવશ્રી, ગુજરાત તકેદારી પંચ, અમદાવાદ.
રજિસ્ટ્રારશ્રી, ગુજરાત હાઈકોર્ટ, અમદાવાદ.

APPENDIX 105

No. CEN-62
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Directorate of Census Operations, Gujarat

Kerawala Building,
Opp. V. S. Hospital,
Ellis Bridge, Ahmadabad-6
Dated the 28th September, 1970

To

The Inspector General of Police,
Gujarat State, Ahmadabad.

Sub. : Census of India 1971 Enumeration of Houseless population

Sir,

As you already know, the Census of population for 1971 will be taken with reference to the sunrise of 1st March, 1971. The enumeration period is spread over a period of 19 days from 10-2-1971 to 28-2-1971 with revisional round from 1-3-1971 to 3-3-1971. During the enumeration period the enumerator will visit each and every individual and record his particulars in the Individual Slip.

The enumeration of houseless persons who live on the road side, pavements etc., is also to be done. As it is difficult to enumerate them in the normal enumeration period, it has been decided to enumerate them on the night of 28th February, 1971 throughout the country. It would facilitate the enumeration work if they are gathered together at the nearest Police Chowky/Station with help of police. The enumerator of the block concerned will fill in the Individual Slips of these houseless persons, gathered at the Police chowky/station on the night of 28-2-71.

The Taluka census Officers i. e. Mamlatdars and the Chief Officers of the Municipal areas have been requested to approach the police authorities of the respective areas for the help they would need from them for the purpose. I would be grateful, if you would please issue necessary instructions to all the D. S. Ps. to render necessary police help to the Charge Officers wherever required for enumeration of houseless persons.

Similar help may be needed by the Enumerators when they go for work in difficult areas which are inhabited by bad characters. They may have to face some resistance in backward and criminal areas due to ignorance of the persons living there. I would therefore, request you kindly to ask all DSPs to render necessary assistance to the census staff, i. e., Charge Officers, Supervisors and Enumerators in the discharge of their duties wherever necessary.

A copy of the instructions issued may please be sent to this office for information.

Yours faithfully,

Sd/-
(C. C. Doctor)
Director of Census Operations, Gujarat, Ahmadabad.

Ahmadabad,
No, G/1927/Census/70 dt. 12th October, 1970

Copy forwarded with compliments for necessary action.

2. The commissioner of Police and the District Superintendents of Police and requested to instruct their subordinates to extend necessary help whenever required to the enumerators, the census Officers, etc. in discharge of their duties of census.

Sd/-
for Inspector General of Police, Gujarat State, Ahmadabad.

To

The commissioner of police, Ahmadabad City, Ahmadabad.
All Dist. Supdts. of Police (including W. Rly.)

Copies to :

All Dy. Inspectors General of Police.
The Director of Census Operations, Gujarat, Kerawala Building, Opp. V. S. Hospital, Ellis Bridge. Ahmadabad-6.

APPENDIX 106

Do. No. 4/111/69-Ad. II
Office of the Registrar General,
India, 2-A Mansingh Road,
New Delhi-11,
26th/28th August 1970

K. D. BALLAL
Deputy Registrar General, India

Dear Shri Doctor,

You will kindly recall that a note on 'Publicity Campaign of 1971 Census' was circulated and discussed at the last conference held at Courtallam. The note indicated decentralisation of advertisements at the time of population count in favour of the Directors of Census Operations through the local papers.The directorate of Advertising and Visual Publicity have agreed to the release of advertisements in various States by respective Directors of Census Operations directly. They have accepted the expenditure ceiling of Rs. 10,000 for your State. They have, however, suggested that the bills should be processed and payments made to the newspapers by the directorate of advertising and Visual Publicity.

Care has to be taken that your advertisements are not issued to unapproved papers. The DAVP maintains a list of such papers in their office. I would, therefore, request you kindly to send me a list of the newspapers in which you would like to insert the advertisement so that the same could be forwarded to the DAVP and get screened by them. We will intimate to you the unapproved papers, if any, in the list that you would supply us.

The release of instructions to newspapers should be given in the standard release order form (enclosed) and a copy of the same be endorsed to the DAVP in each case direct under intimation to this office. I enclose a copy of letter No Cor/MHA/(RGI-Census) 70 dated the 19th August 1970 received from the deputy director (campaigns), DAVP, New Delhi.

Yours sincerely,

Sd/-
(*K. D. Ballal*)

Encl : as above
Shri C. C. Doctor,
Director of Census Operations,
Gujarat, Ahmadabad.

A copy of D. O. letter No. Cor/MHA(RGI-Census)/70 dated the 19th August 1970 from Shri R. N. Gupta, Deputy Director, (Campaigns) Government of India, Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, New Delhi-1 addressed to Shri K. D. Ballal Deputy Registrar General, India, 2/A, Mansingh Road, New Delhi.

Kindly refer to Shri A. Chandra Sekhar's D. O. letter No. 4/111/69-Ad. II, dated July 22/23, 1970 addressed to Brig. R. Shreenevasan regarding release of Census advertisements on a decentralised basis.

We have already agreed in principle to the release of advertisements in various States by respective Directors of Census Operations directly. We also accept the expenditure ceiling as well as the State-wise break-up determined by you. It will, however, be more feasible if the bills are processed and payments made to newspapers by this office.

What is more important, media lists should be finalised in advance. Normally we do not use unapproved papers. It is quite likely that some of the papers your state Directors would like to use may not be on our approved list. We, therefore, suggest that the lists of newspapers intended to be used for these typeset advertisements be drawn up by your Directors right now and sent to you. A consolidated list may then be forwarded to us for necessary action.

For ads. inserted directly by our client departments in such special circumstances and required to be regularised by us, it is desirable that release instructions to newspapers be given in the standard release order form (enclosed) and a copy endorsed to us in each case.

I hope this arrangement will suit you.

RELEASE ORDER FOR ADVERTISEMENTS RELEASED DIRECTLY.

NO.

.....

..... Dated.....

(Name of the Office)

The Advertisement Manager,

.....

.....

.....

Subject : .....

Dear Sir,

Please insert the enclosed text of an advertisement as per instructions given below :

Date of Insertion	Advertisement No.	Space	Position@ Display/Cassified
1	2	3	4

PLEASE NOTE :

This release is subject to the following Conditions, among others :

1 Scheduled date should be strictly adhered to.

2 The advertisement number should be inserted at the end.

3 Matter should be typeset solid in the smallest types available with you so as to ensure that the space used is the irreducible minimum notwithstanding the space indicated above.

4 The insertion will be rejected for bad print, errors, ommissions or other defects. In this regard decision of the Director of Advertising and Visual Publicity shall be final and binding.

5 Indian language papers are required to translate the matter into the language of their papers and typeset it.

6 Your bill in quadruplicate made out in the name of Director of Advertising and Visual Publicity at the rates as agreed to by that Directorate, should be sent to the Accounts Officer of that Directorate, duly supported by a voucher copy immediately after insertion, and this office order No. and date must be mentioned thereon. If the settled rates are not acceptable to you in this case, the advertisement should not be published. Please not that 15% concession is leviable on all the advertisements published in Display columns.

7 One voucher copy should be supplied immediately after insertion to undersigned by name and the other to the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, "B" Block, Curzon Road, New Delhi.

Yours faithfully,

Sd/-

(*Name and Designation*)

Copy with advertisement matter to :-

Madia Executive,
Directorate of Advertising and Visual Publicity,
"B" N Block, Curzon Road, New Delhi.

It is requested that neeessary regularisation instructions may please be issued at an early date.

(*Name and Designation*)

@ In case advertisement is required in Display Columns, the word Classified should be deleted and vice versa.

APPENDIX 107

Publicity through Local Newspapers during 1971 Census

Sl. No.	Name of the Newspaper	Date of the publication	Slogan
1	2.	3	4
1	Times of India	14-2-71	Census of India. 10th March to 31st March 1971. Census is at the base of all planning. Your co-operation is essential in order to secure complete and faultless data.
2	Indian Express		
3	Western Times		
4	Phulchhab	14-2-71	ભારતની વસતિ ગણતરી. ૧૦મી માર્ચથી ૩૧મી માર્ચ ૧૯૭૧, વસતિ ગણતરી બધી યોજનાઓનો પાયો છે. તે સંપૂર્ણ રીતે સાચી અને ભૂલ વગરની થાય તે માટે આપનો સહકાર આવશ્યક છે.
5	Pratap		
6	Jai Hind		
7	Loksatta		
8	Gujarat Mitra		
9	Gujarat Samachar		
10	Sandesh		

APPENDIX 107–*Contd.*

Sl. No.	Name of the Newspaper	Date of the publication	Slogan
1	2	3	4
1	Times of India	21-2-71	Census of India.
2	Indian Express		10th March to 31st March 1971.
3	Western Times		This gigantic task cannot be done thoroughly and in time without your co-operation.
			The Enumerator is your friend. Please help him, be patient with him and give full and correct replies.
4	Phulchhab	21-2-71	ભારતની વસતિ ગણતરી.
5	Pratap		૧૦મી માર્ચથી ૩૧ માર્ચ ૧૯૭૧.
6	Jai Hind		આ વિશાળ કાર્ય જનતાના સહકાર વગર સમયસર અને ચોકસાઈપૂર્વક થઈ શકશે નહિ.
7	Loksatta		ગણતરીદાર તમારો મિત્ર છે. તેને સાચા જવાબો આપી મદદ કરો.
8	Gujarat Mitra		
9	Gujarat Samachar		
10	Sandesh		
1	Times of India	28-2-71	Census of India.
2	Indian Express		10th March to 31st March 1971.
3	Western Times		Plans for Prosperity.
			Census for successful planning.
			Your co-operation for an accurate count.
			Census is our national responsibility.
			Dischage it properly.
4	Phulchhab	28-2-71	ભારતની વસતિ ગણતરી.
5	Pratap		૧૦મી માર્ચથી ૩૧ માર્ચ ૧૯૭૧.
6	Jai Hind		આપને સુખી કરવા માટે યોજનાઓ.
7	Loksatta		યોજનાઓને સફળ બનાવવા માટે વસતિ ગણતરી.
8	Gujarat Mitra		વસતિ ગણતરીને દોષરહિત બનાવવા માટે આપનો સહયોગ.
9	Gujarat Samachar		વસતિ ગણતરી આપણી રાષ્ટ્રીય જવાબદારી છે.
10	Sandesh		તેને યોગ્ય રીતે અદા કરો.
1	Times of India	7-3-71	Census of India.
2	Indian Express		10th March to 31st March 1971.
3	Western Times		Over 25 million people are to be enumerated in the State of Gujarat.
			Over 50,000 persons have been engaged for enumeration work.
			Do your duty towards the nation by extending co-operation in their difficult task.
4	Phulchhap	7-3-71	ભારતની વસતિ ગણતરી.
5	Pratap		૧૦ માર્ચથી ૩૧ માર્ચ ૧૯૭૧.
6	Jai Hind		ગુજરાત રાજ્યમાં અઠી કરોડ ઉપરાંત જનસંખ્યાની ગણતરી કરવાની છે.
7	Loksatta		આ કામ માટે ૫૦ હજાર ઉપરાંત કર્મચારીઓ રોકવામાં આવ્યા છે.
8	Gujarat Mitra		તેમના મુશ્કેલ કાર્યમાં સહકાર આપી રાષ્ટ્ર પ્રત્યેની ફરજ બજાવો.
9	Gujarat Samachar		
10	Sandesh		
1	Times of India	14-3-71	Census of India.
2	Indian Express		10th March to 31st March 1971.
3	Western Times		You and the Enumerator are partners in Census work. Yet the Census depends on your co-operation.
			Help him by giving correct replies.

APPENDIX 107-*Concld.*

Sl. No.	Name of the Newspaper	Date of the publication	Slogan
1	2	3	4
4	Phulchhab	14-3-71	ભારતની વસતિ ગણતરી.
5	Pratap		
6	Jai Hind		૧૦ માર્ચથી ૩૧ માર્ચ ૧૯૭૧.
7	Loksatta		ગણતરીના કાર્યમાં તમે અને ગણતરીદાર બંને ભાગીદાર છો.
8	Gujarat Mitra		છતાં ગણતરીદારની સફળતાનો આધાર તમારા સહકાર ઉપર જ છે.
9	Gujarat Samachar		સાચા જવાબો આપી તેને મદદ કરો.
10	Sandesh		
1	Times of India	21-3-71	Census of India.
2	Indian Express		10th March to 31st March 1971.
3	Western Times		Census means the national stocktaking at the end of every ten years. It is a marvellous feat of public co-operation. Please keep up the Census tradition in 1971.
4	Phulchhab	21-3-71	ભારતની વસતિ ગણતરી.
5	Pratap		
6	Jai Hind		૧૦ માર્ચથી ૩૧ માર્ચ ૧૯૭૧.
7	Loksatta		ગણતરીનું કામ એ રાષ્ટ્રીય માનવ સંપત્તિનો દશ વર્ષીય હિસાબ છે.
8	Gujarat Mitra		સંગીન રાષ્ટ્રીય આયોજન માટે ચોક્કસ હિસાબ જરૂરી છે.
9	Gujarat Samachar		ગણતરીદારની પ્રશ્નાવલીના જવાબો સમજપૂર્વક ધીરજથી અને ચોકસાઈથી આપો.
10	Sandesh		
1	Times of India	28-3-71	Census of India.
2	Indian Express		10th March to 31st March 1971.
3	Western Times		Every individual must be enumerated only once during the enumeration period. If any individual is left out, ensure his inclusion during the revision round between 1st and 3rd April, when the enumerator will visit each household for the second time. Please ensure that none is counted twice. Houseless persons will be enumerated on the night of 31st March, 1971.
4	Phulchhab	28-3-71	ભારતની વસતિ ગણતરી.
5	Pratap		
6	Jai Hind		૧૦ માર્ચથી ૩૧ માર્ચ ૧૯૭૧.
7	Loksatta		વસતિ ગણતરીના સમય દરમિયાન દરેકે વ્યક્તિની એક વખત ગણતરી થવી જ જોઈએ.
8	Gujarat Mitra		ગણતરીદાર ૧લી એપ્રિલથી ૩જી એપ્રિલ દરમિયાન ચોકસાઈ માટે દરેક કુટુંબની બીજી વાર મુલાકાત લેશે. તે સમયે કોઈ વ્યક્તિ ગણાયા સિવાય રહી ગઈ હોય તો તેનો સમાવેશ કરાવો.
9	Gujarat Samachar		કોઈ વ્યક્તિની બે વાર ગણતરી ન થાય તેની કાળજી રાખો.
10	Sandesh		ઘરબાર વગરના માણસોની ગણતરી ૩૧ માર્ચની રાત્રે કરવામાં આવશે.

APPENDIX 108

પ્રસિદ્ધિ માટે આવેલ લેખોનો વિષય તથા લેખકોનું નામ

અનુ. નં.	લેખનો વિષય	લેખકનું નામ
૧	વસતિ ગણતરી અને વિકાસ યોજનાઓ	શ્રી બાબુભાઈ જ. પટેલ, મંત્રીશ્રી, જાહેર બાંધકામ, વીજળી, નાગરિક પુરવઠો, ગુજરાત સરકાર.
૨	ભારતની આગામી વસતિ ગણતરી	શ્રી પ્રેમજીભાઈ ઠક્કર, મંત્રીશ્રી, મહેસૂલ વિભાગ ગુજરાત સરકાર.
૩	વસતિ ગણતરી અને આપણે	શ્રી વિજયકુમાર ત્રિવેદી.
૪	વસતિ ગણતરી અને વિકાસ યોજનાઓ	શ્રી જસવંત મહેતા.
૫	ભારતની વસતિ ગણતરી અને બહેનો	શ્રીમતી શાંતાબેત પટેલ, ધારાસભ્ય.
૬	વસતિ ગણતરી	શ્રી વિમલ શાહ, નિયામક, આદિવાસી સંશોધન તાલીમ કેન્દ્ર, ગુજરાત વિદ્યાપીઠ, અમદાવાદ—૧૪.
૭	ભારતની વસતિ ગણતરી અને મ્યુનિસિપલ કોર્પોરેશન	શ્રી નરોતમ કે, ઝવેરી, મેયર, અમદાવાદ મ્યુનિસિપલ કોર્પોરેશન.
૮	આગામી વસતિ ગણતરી અને મ્યુનિસિપલ કોર્પોરેશન	ડો. ઠાકોરભાઈ વી. પટેલ, મેયર, વડોદરા, મ્યુનિસિપલ કોર્પોરેશન.
૯	વસતિ ગણતરીના આંકડાઓનું મહત્ત્વ	કુ. ઉષા મહેતા અને શ્રી મધુકર માળવદે અર્થશાસ્ત્ર અને આંકડા બ્યુરો, ગુજરાત રાજ્ય.
૧૦	વસતિ ગણતરી	ડો. લીલા શાહ, બી. એ. : ઓનર્સ બી.ટી.એમ.એ.,પીએચ.ડી. : યુ.એસ.એ. :
૧૧	વસતિ ગણતરી અને બહેનો	ડો. પદ્મા ફડિયા, સુરજબા મહિલા આર્ટ્સ કોલેજ, નડિયાદ.
૧૨	વસતિ ગણતરી અને આયોજન	શ્રી ગોરધનભાઈ શં. પટેલ, પ્રમુખ, જિલ્લાપંચાયત, નડિયાદ.
૧૩	વસતિ ગણતરી	પુષ્પાવતી મહેતા, એમ. પી.
૧૪	વસતિ વિજ્ઞાનનું મહત્ત્વ	કુ. અરુણા દેસાઈ, વિકાસ વિદ્યાલય, વઢવાણ સીટી.
૧૫	અનુસચિત જનજાતિઓ, આદિવાસીઓ અને વસતિ ગણતરી	શ્રી ડાહ્યાભાઈ નાયક.

APPENDIX 109

Statement showing the dates on which, the names of persons by whom and the subject on which the talks were delievered on A. I. R.

Sl. No.	Date of Broadcast	Details of programme	Name of person giving the talk	Remarks
1	2	3	4	5
		ALL INDIA RADIO AHMADABAD-VADODARA		
1	22-10-70	Vasti Ganatri ni Purva Taiyari (Question-Answer Programme.)	Kr. Fateh Singh Jasol, I.A.S., Deputy Director of Census Operations, Ahmadabad.	
2	6-12-70	Vasti Ganatri Ane Baheno (Talk)	Dr. Sudha R. Desai.	
3	11-12-70	Vasti Ganatri ni Agatyata (Talk)	Shri Rikhanchand Shah President, District Panchayat, Sabar Kantha.	
4	12-12-70	Vasti Ganatri Ane Nagarik (Informative Talk)	Shri Narottam Jhaveri, Mayor, Ahmadabad.	
5	19-12-70	Vasti Panchani Faraj (Talk)	A.I.R. Staff	
6	20-12-70	Vasti Ganatri (Talk)	Shri G. S. Patel, President, District Panchayat, Nadiad.	
7	24-12-70	Vasti Ganatri ni Prashnottarini Samaj (Talk)	Shri C. C. Doctor, I.A.S., Director of Census Operations, Gujarat, Ahmadabad.	
8	25-12-70	Census (Talk)	Shrimati Nirmalaben Gajvani.	
9	5-1-71	Kamdar Ane Vasti Ganatri (Talk)	A. I. R. Staff.	
10	10-1-71	Vasti Ganatri Man Bahenono Falo (Talk)	Smt. Dhrulata C. Parekh.	
11	24-1-71	Vasti Ganatri Ane Gram Vistar (Talk)	Dr. Thakorbhai Patel	

APPENDIX 109-*Contd.*

Sl. No.	Date of Broadcast	Details of programme	Name of the person giving the talk	Remarks
1	2	3	4	5
12	28-1-71	Vasti Ganatri nl Prashnottarl (Talk)	Shri C. C. Doctor, I.A.S., Director of Census Operations, Gujarat, Ahmadabad.	
13	6-3-71	Bharatni Vasti Ganatri (Talk)	A.I.R. Staff	
14	7-3-71	—Do—	—Do—	
15	9-3-71	Vasti Ganatri (Informative Dialogue)	—Do—	
16	13-3-71	Bharatni Vasti Ganatri	—Do—	
17	14-3-71	Vasti Ganatri (Informative Dialogue)	—Do—	
18	15-3-71	Vasti Ganatrinun Deshna Ayojanman Mahatva (Talk)	Smt. Minal Trivedi	
19	16-3-71	Vasti Ganatri (Talk)	A. I. R. Staff	
20	17-3-71	Vasti Ganatri Ane Janatani Faraj (Informative Dialogue)	A. I. R. Staff	
21	18-3-71	Vasti Ganatri Ane Lok Sahkar (Talk)	Shri Vaikunth Shastri, Mayor, Surat Municipal Corporation.	
22	18-3-71	Vasti Ganatri (Question-Answer Programme)	A. I. R. Staff	
23	19-3-71	Census Operations (Talk)	A. I. R. Staff	
24	24-3-71	Biggest Census Operations (Talk)	Talk based on the Article by A. Chandra Sekhar	
25	25-3-71	Vasti Ganatri (Informative Dialogue)	A. I. R. Staff	
26	27-3-71	Vasti Ganatri Ane Samanya Manvini Faraj (Talk)	Shri Kantilal Ghiya	
27	28-3-71	Vastl Ganatrino Ahewal (Informative Dialogue)	Shri Kantilal Ghiya	
		ALL INDIA RADIO RAJKOT		
28	1-12-70	Vasti Ganatri Sha Mate ? (Talk)	Shri J. A. Patel, Deputy Director of Census Operations, Rajkot.	
29	10-12-70	Vasti Ganatri Ane Gamadano Sahakar (Talk)	Shri Vallabhbhai Patel, President, District Panchayat, Rajkot.	
30	24-12-70	Vasti Ganantri Prashnottarini Samaj (Talk)	Shri C. C. Doctor, I.A.S., Director of Census Operalions, Gujarat, Ahmadabad.	Relayed from A.I.R. Ahmadabad-Vadodara
31	27-12-70	Vasti Ganatri Ane Bahenono Sahakar (Talk)	Kum. Arunaben Desai, Social Worker, Surendranagar	
32	8-1-71	Vasti Ganatri (Talk)	Shri A. R, Baxi, Vice Chanceller, Saurashtra University, Rajkot.	
33	9-1-71	Operation Census (Talk)	Shri R. K. Trivedi, Ex-Superintendent, Census, (Gujarat) Rajkot.	
34	13-1-71	Vasti Ganatri Samuhlk Vikasnun Karya (Talk)	Shri Harbhai Trivedi, Pro. Vice Chanceller, Saurashtra University, Bhavnagar.	
35	28-1-71	Vasti Ganatri Prashnottari (Talk)	Shri C. C. Doctor, I.A.S., Director of Census Operations, Gujarat, Ahmadabad.	Relayed from A.I.R. Ahmadabad-Vadodara
36	6-3-71	Census	Shri Shriman Narayan, Governor of Gujarat State, Ahmadabad.	Relayed from A.I.R. Ahmadabad-Vadodara
37	7-3-71	Census	Shri Shriman Narayan, Governor of Gujarat State, Ahmadabad (Gujarati Version)	Relayed from A.I.R. Ahmadabad-Vadodara
38	9-3-71	Census	Smt. Indira Gandhi, Prime Minister of India	Relayed from A.I.R. Delhi.
39	19-3-71	Vasti Ganatri (Nanakiya Sudhanoni Mojani) (Talk)	Shri K. P. Shah, Jamnagar.	

APPENDIX 109-*Concld.*

Sl. No.	Date of Broadcast	Details of programme	Name of the person giving the talk	Remarks
1	2	3	4	5
40	21-3-71	Vasti Ganatri Ane Lok Sahakar (Talk)	Smt. Vasantben Shah, M. L. A., Rajkot.	
41	23-3-71	Vasti Ganatri (Nagarik Prashno) (Talk)	Shri Harkant Manek, President, Rajkot Borough Municipality, Rajkot.	
42	28-3-71	Vasti Ganatri (Nagarik Prashno)(Talk)	Shri Ramnikbhai Patel, President, Bhavnagar Municipality, Bhavnagar.	
		ALL INDIA RADIO BHUJ (KUTCH)		
43	15-3-71	Census Operations-its importance.	Shri Pravin D. Thakker, President, Bhuj Municipality.	
44	15-3-71 & 29-3-71	Informative dialogues on the details of Census Operations (Gujarati)-in the programme for womens'.	A.I.R. Staff	
45	19-3-71	Importance of Public Support in the Census Operations-Talk in the Women's programme.	Smt. Kumudini Pancholi, Vice-President, Bhuj Municipality.	
46	19-3-71 & 25-3-71	Digest-Notes on the details of Census Operations (Kutchi) in the programme for agriculturists.	A.I.R. Staff	
47	20-3-71 & 29-3-71	News-Commentary Broadcasts.	A.I.R. Staff	
48	22-3-71	Census Operations-Magnitude of work and its importance : Talk in Gujarati	Shri P. N. Parmar, Collector, Kutch District.	
		ALL INDIA RADIO VADODARA		
49	6-12-70	Vasti Ganatri Ane Baheno.	Dr. Sudha R. Desai, Vadodara.	
50	20-12-70	Vasti Ganatri	Shri Gordhanbhai S. Patel, President-District Panchayat, Nadiad.	
51	10-1-71	Vasti Ganatriman Bahenono Falo	Smt. Dhrulata C. Parekh, Surat.	
52	24-1-71	Vasti Ganatri Ane Gram Vistar.	Dr. Thakorbhai Patel, Vadodara	
53	18-3-71	Vasti Ganatri Ane Lok Sahakar	Shri Vaikunth Shastri, Mayor, Surat Municipal Corporation, Surat.	

APPENDIX 110

Statement showing distribution of Cinema slides in Gujarati among different districts of the State

Sl. No.	Name of District	No. of Theatres			No. of Slides allotted
		In the H.Q.	in Mofussil	Total	
1	2	3	4	5	6
1	Jamnagar	4	7	11	5
2	Rajkot	4	12	16	7
3	Surendranagar	4	5	9	4
4	Bhavnagar	6	6	12	5
5	Amreli	2	4	6	2
6	Junagadh	5	15	20	8
7	Kutch	3	6	9	3
8	Banas Kantha	1	2	3	1
9	Sabar Kantha	1	3	4	2
10	Mahesana	2	10	12	5
11	Ahmadabad	23	5	28	12
12	Kheda	..	15	15	6
13	Panch Mahals	1	5	6	3
14	Vadodara	9	9	18	7
15	Bharuch	2	5	7	3
16	Surat	9	3	12	5
17	Valsad	2	12	14	6
	Total	**78**	**124**	**202**	**84**

APPENDIX 111

Broadcast by Shri Shriman Narayan, Governor of Gujarat, from All India Radio, Ahmadabad Station on 'Census and Public Co-operation', on Saturday, the 6th March, 1971.

Friends,

The Lok Sabha elections throughout the country are now drawing to a close. I am thankful for the co-operation of the people of Gujarat in completing these elections in the State in a peaceful and orderly manner. The results of the elections will be available from the 10th March onwards, I do hope that you will evince the same restraint and peaceful behaviour after the announcement of results as well.

From the morning of the 10th March, another important national activity will be launched throughout the country. On the morning of that day, ten lakh workers will commence the Census operations which will continue till the 3rd April. The ensuing Census of 1971 will be the eleventh series and will mark the completion of one hundred years of census enumeration in India. This is, indeed, a notable landmark for which we can take legitimate pride.

In fact, it was more than 2,300 years ago that the *Arthashastra* of Kautilya had prescribed the collection of population statistics as a measure of State policy for the purpose of taxation. Systematic census in India, however, was undertaken for the first time in 1881. Since then, this series after every decade has continued without a break,. It is very creditable that the census work was completed quite efficiently even in 1941 when India was in the midst of the Second World War.

Till 1961, the Census Organization in the country was on a purely temporary basis. A Census Commissioner for India was appointed on the eve of each decennial census and he created a huge machinery, organised the census enumeration, processed the date and produced the reports. Soon after the census, the organization was completely disbanded and nothing was heard of it till the eve of the succeeding census. Since then, the census organization in its nucleus form continues during the intervening periods and, thus, functions on a permanent basis. A number of publications brought out by the census organization are of great value for a variety of national purposes, including planned economic development.

After the dawn of freedom, census work has been naturally assuming greater importance. Under our democratic system in the Indian Constitution, the Scheduled Castes, Scheduled Tribes and other economically backward classes have been conferred special privileges and facilities. This census data will be invaluable for the proper implementation of these Constitutional provisions. Demarcation of electoral constituencies for the Parliament and State Assemblies also depends on the statistical information obtained through the census figures every ten years. The commencement of the Five Year Plans has added a new dimension to the census operations because they yield the requisite information regarding population growth, its distribution, urbanisation manpower, employment, literacy, educational expansion, migration and housing. For enabling the Planning Commission to prepare a comprehensive scheme for liquidating prevailing unemployment and underemployment in the country, this census data is of crucial importance.

But this national work can be undertaken with efficiency and thoroughness only if the general public lends its full co-operation : For example, every individual is expected to willingly impart the required information to the enumerators as a matter of duty. Since each enumerator has to cover a large number of families, his time is very precious and should not be wasted in the least. The replies to all the 17 questions have to be prompt and exact. Information regarding name, age, marriage, children, place of birth religion, education, mother tongue and occupation should be communicated without delay.

From this standpoint, the co-operation of woman is of paramount importance. During enumeration, many male adults of various families will be away to their places of work. It will, therefore, be for the female adults to extend their co-operation to the enumerators. I should, therefore, like to make a special appeal to the ladies to recognise the value of census work and help the enumerators in every way.

It is estimated that in 1971 the population of Gujarat will be around two crores and seventy-one lakhs. In order to undertake census work in Gujarat this year, about 50,000 enumerators and supervisors have already been appointed. I have every hope that the people of Gujarat, as on previous occasions, will lend their full co-operation to this important national activity.

Jai Hind

APPENDIX 112

DIRECTORATE OF MANPOWER EMPLOYMENT & TRAINING

The following arrangements should be made as per procedure in force.

It may be stated here that the concession arising out of their being considered as retrenched Central Government employees are given only to those employees who are initially recruited through Employment Exchange and who have been in employment for a continuous period of not less than six months.

(A) Each of the employees of the Census Department, a Ceatral Government establishment, who is likely to be retrenched within 3 months may be issued with a standard discharge certificate prescribed by Government of India (Apdendix 'A') and may be advised to contact with all certificates, Employment Exchange in whose jurisdiction he or she resides.

(B) Employees who have been in employment for a continuous period of not less than six months will be registered as discharged Central Government employees and will be eligible to priority in submission against Central Government vacancies and will also be entitled to age concession.

(C) Those employees who have rendered less than six months service will not be considered under rule as discharged Central Government employees and hence will not be entitled to any priority or age concession but in their cases, their original seniority at the Employment Exchange will be restored to them.

(D) Index card of each employee registered as discharged Central Government employee will be affixed with coloured identity tab to facilitate identification on the Live Register.

(E) According to the procedure laid down by Government of India retrenched employees of Central Government Departments are accorded relative priority while making submission against vacancies in Central Government offices.

(F) According to ruling of Government of India regarding relaxation of age in favour of discharged Central Government employee who was in employment for a continuous period of more than six months, the period of previous service of such employee is deducted from his actual age and if the resultant age does not exceed the prescribed maximum age limit by more than 3 years, he is deemed to satisfy the condition in respect of maximum age. This concession is admisable to them for their consideration against Central Government vacancies.

This is a matter for which Government of India have laid down the procedure for the benefit of their retrenched employees and it regulates appointments in the Central Government services, as State Government has made such a provision for their retrenched employees and their absorption in State Government Departments. Retrenched State Government employees are not eligible for priority or age concession in Central Government Departments and similarly retrenched Central Government employees are not eligible to age concession in State Government Departments.

As regards submission of discharged Central Government employees, though they will not get prioriry in submission or age concession against vacancies occurring in State Government Departments, valuable experience that they have gained during their service will get due weightage in submission against such vacancies for which experienced candidates are required and as such they will get frequent chances of submission.

With the clarification of the above procedure, it is quite clear that the staff of the Census Office which is likely to be retrenched can avail of these benefit and the Census authorities may be informed of the above provisions so that they can take advantage of the same.

This office is circulating the above clarifications to all Employment officers in the State.

Sd/-
(S. P. Taneja)
D. M. E. T.

U. O. R. No. DMET/A-1/1354
Dated the 19th August, 1971

The Secretary to Government,
Education & Labour Department,
Sachivalaya, Gandhinagar.

APPENDIX 113

Actual expenditure incurred on the 1971 Census Operations under the prescribed Heads of Accounts

Head of Account 39-Misc. Social-Development organisation Central-Voted-Census	Actual expenditure incurred during the year				1972-1973 upto January 1973	Total
	1968-69	1969-70	1970-71	1971-72		
1	2	3	4	5	6	7
A-SUPERINTENDENCE						
A.1 Salary of Officers	24,198	46,076	62,620	58,024	53,278	244,196
Salary of Estt.	32,317	37,401	58,367	68,785	55,346	252,216
Allow. & Hon.	34,204	45,804	55,585	72,855	54,527	262,975
A.2 Interim Relief	..	..	6,402	9,076	8,865	24,343
A.3 Travelling Exp.	4,882	10,614	7,611	12,302	7,820	43,229
A.4 Other Charges	50,527	83,942	107,360	128,900	66,850	437,579
Total	**146,128**	**223,837**	**297,945**	**349,942**	**246,686**	**1,264,538**
B-ENUMERATION						
B.1 Salary of Estt.	..	151,028	566,797	148,207	13,350	879,382
Allow. & Hon.	..	53,306	244,150	60,684	9,200	367,340
B.2 Interim Relief	..	..	..	..	..	..
B.3 Travelling Exp.	..	12,770	34,111	42,897	200	89,978
B.4 Hon. to Enum.	..	188,111	671,127	1,289,993	550	2,149,781
B.5 Other Charges	..	6,213	22,168	39,843	555	68,779
Total B. Enumeration	..	**411,428**	**1,538,353**	**1,581,624**	**23,855**	**3,555,260**
C-ABSTRACTION AND COMPILATION						
C.1 Salary of Officers	..	3,537	54,843	58,710	31,407	148,497
Salary of Estt.	52,202	56,404	243,756	1,731,354	323,123	2,406,839
Allow. & Hon.	55,742	60,535	272,275	331,670	317,882	1,038,104
C.2 Interim Relief	..	..	40,978	56,879	74,159	172,016
C.3 Travelling Exp.	6,704	5,322	13,875	20,586	22,514	69,001
C.4 Other Charges	5,015	56	130,147	355,115	18,633	508,966
Total C-Abstn. & Compn.	**119,663**	**125,854**	**755,874**	**2,554,314**	**787,718**	**4,343,423**
D-PRINTING & STATIONERY	9,633	89,843	51,480	72,012	16,358	239,326
Total (Non-Plan)	**275,424**	**850,962**	**2,643,652**	**4,557,892**	**1,074,617**	**9,402,547**
L-REGISTRATION (PLAN) PROMOTION METHODO-LOGICAL RESEARCH, POPULATION AND STUDIES						
L.1 Salary of Estt.	27,055	30,171	54,625	57,536	50,166	219,553
Allow. & Hon.	24,076	26,588	53,360	65,247	69,486	238,757
L.2 Interim Relief	Nil	Nil	7,521	9,196	11,116	27,833
L.3 Tavelling Expns.	5,354	4,381	10,974	27,456	24,368	72,533
L.4 Other Charges	Nil	Nil	Nil	21	19	40
Total (Plan)	**56,485**	**61,140**	**126,480**	**159,456**	**155,155**	**558,716**
Grand Total	**331,909**	**912,102**	**2,770,132**	**4,717,348**	**1,229,772**	**9,961,263**

APPENDIX 114

No. MSC/1069/993(70) P,
Industries, Mines & Power Deptt.,
Sachivalaya, Ahmedabad-15
Dated : the 24 Feb., 1970

Subject :- Inclusion of the name of the office of the Superintendent (now Director) of Census Operations, Gujarat, Ahmadabad in Appendix IV of the Bombay Printing and Stationery Manual-Relaxation in the Scale of Supply of-

Read :- Government Memorandum, Industries, Mines and Power Department No. MSC/ 1069/285 (70)P dated 20-1-70

MEMORANDUM

The undersigned present compliments to the Director, Government Printing and Stationery, Ahmadabad and is directed to State that at present the supply of stationery articles and Standard forms is being made to the office of the Superintendent (now Director) of Census Operations, Gujarat, Ahmadabad, as per the scales approved by Government. In relaxation of these orders Government is now pleased to permit the Director Government Printing and Stationery, Ahmadabad to supply these articles to the Director of Census Operations, Gujarat, Ahmadabad according to the actual requirements of the Census Operations Department as a special case. The supply of these articles should be on chargeable basis.

This issues with the concurrence of the Internal Financial Adviser dated 20-2-70 on this department file of even number.

By order and in the name of the Governor of Gujarat,

Sd/-
Under Secretary to the Govt. of Gujarat, Industries, Mines and Power Department

To

The Director, Government Printing & Stationery, Ahmadabad.

Copy to :-

The Director, Census Operations, Gujarat, Govt. of India, Ministry of Home Affairs, Opp. V. S. Hospital, Ellis Bridge, Ahmadabad-6

The Accountant General, Ahmadabad.
The Sr. Dy. Accountant General, Rajkot.
The Pay and Accounts Officer, Ahmadabad.
The Finance Branch (I. M. P. D.)
The Select file
The Personal file

APPENDIX 115

સુપરવાઈઝરે ચકાસવાના મુદ્દાઓ

૧. તમારે તમારા હાથ નીચેના ગણતરીદારો અંગેની કેટલીક વિગતો જેવી કે તેમનું નામ, સરનામું વગેરેથી વાકેફ થવું.

૨. તમારા હાથ નીચેના દરેક ગણતરીદારને તેના બ્લોકની હદ સ્થળ ઉપર જઈને બતાવવી.

૩. પ્રત્યેક ગણતરીદારના બ્લોક વિસ્તારમાં દરેકે દરેક ઘર ઉપર નંબર અપાયેલો છે કે કેમ તેની ખાતરી કરો. બ્લોકની શરૂઆતમાં પ્રથમ ઘર ઉપર વર્તુળ અને છેલ્લા ઘર ઉપર ત્રિકોણનું નિશાન કરેલું છે કે કેમ તેની ખાત્રી કરો, અને જો ન કરેલું હોય તો તે કરાવી લેવું.

૪. દરેક ગણતરીદારને તેના વિસ્તારના સ્થળ સંકેતથી વાકેફ કરો. દરેક ગણતરીદારને તેના વિસ્તારના પ્રથમ તબક્કાના તેમજ બીજા તબક્કાના બ્લોક નંબરથી વાકેફ કરો.

૫. ગણતરીદાર તેની કામગીરી શરૂ કરે તે પહેલાં તેની પાસે નીચે પ્રમાણેનું સાહિત્ય પૂરતા પ્રમાણમાં છે કે કેમ તેની ખાતરી કરો :-

(૧) ગણતરીદારના બ્લોકનો અંદાજી નકશો,
(૨) ઘરોની સંક્ષિપ્ત યાદી,
(૩) વ્યક્તિગત સ્લીપના પેડ,
(૪) વસતિની નોંધના પત્રકના પેડ,
(૫) ગણતરીદારના દૈનિક નોંધના પત્રકો—પત્રકો "પુ" અને "સ્ત્રી",
(૬) ગણતરીદારની તારીજ,
(૭) ડિગ્રી—હોલ્ડર એન્ડ ટેકનિકલ પર્સોનલ કાર્ડ

૬ દરેક ગણતરીદારે પૂરેપૂરી તાલીમ લીધી છે કે કેમ અને તે વ્યક્તિગત સ્લીપ ભરવાની સૂચનાઓ બરાબર સમજ્યા છે કે કેમ તેની ખાત્રી કરો.

૭. ગણતરીદારે તેની કામગીરી સમયસર શરૂ કરી છે કે કેમ અને ૧૦—૩—૭૧ થી ૩૧—૩—૭૧ના સમયમાં સપ્રમાણ વહેંચી દીધી છે કે કેમ તેની ખાતરી કરો. છેલ્લા દિવસોમાં કામનો ભરાવો થવા દેવામાં આવતો નથી તેની ખાત્રી કરો. ગણતરીદારોને દરરોજ મળવા માટેનું સ્થળ નક્કી કરી તેમની કામગીરીની પ્રગતિ કેવી ચાલે છે તે તપાસો તેમજ તેમને યોગ્ય દોરવણી આપવા માટે વ્યવસ્થા કરો.

૮. ચાલુ કામગીરી દરમ્યાન ગણતરીદારના કામની તપાસ કરો. શરૂઆતમાં આ તપાસ ઝીણવટભરી કરવી જોઈએ કે જેથી શરૂઆતમાં ભૂલો પકડાઈ જાય અને તેનું બીજી સ્લીપોમાં પુનરાવર્તન થતું અટકે. ચાલુ કામગીરી દરમ્યાન અવારનવાર ગણતરીદારની સાથે રહી સ્લીપો ભરાવવા કોશિશ કરવી.

૯. તા. ૩૧—૩—૭૧ની રાત્રે ઘરબાર વગરના માણસોની ગણતરી અચૂક કરવામાં આવે છે તેની ખાત્રી કરો.

૧૦. ઘરોની સંક્ષિપ્ત યાદીની બીજી નકલ સુપરવાઈઝરે ગણતરીદાર પાસે અપટુડેટ બનાવરાવવી.

૧૧. તા. ૩—૪—૭૧ના રોજ રીવીઝનલ રાઉન્ડ પૂરો થયા બાદ ગણતરીદાર પાસેથી તેનું રેકર્ડ સુપરવાઈઝરે સંભાળી લેવું. સુપરવાઈઝર આ કામગીરી ઉપર સતત દેખરેખ રાખતા હોવાથી છેવટની તપાસણી માટે એક દિવસથી વધુ સમય તેમને લાગવો જોઈએ નહિ. તા. ૪—૪—૭૧ના રોજ દરેક સુપરવાઈઝરે તેમનું રેકર્ડ દરેક બ્લોકવાર બરાબર બાંધીને ચાર્જ અધિકારીને સુપ્રત કરી દેવું.

૧૨. જો કોઈ ગણતરીદારને બીજા તબક્કાના એક કરતાં વધારે બ્લોકની ગણતરીની કામગીરી સોંપવામાં આવી હોય તો દરેક બ્લોક માટે જુદાં પેડ વાપરવામાં આવ્યાં છે કે કેમ તેની ખાતરી કરો. કોઈ પેડમાં એક બ્લોકની ગણતરી પૂરી થયા બાદ થોડી સ્લીપો કોરી રહે તો પણ તેમાં બીજા બ્લોકની વસતિની ગણતરી ચાલુ રાખવાની નથી, દરેક બ્લોક માટેનાં પેડ અલગ રાખવાનાં છે.

૧૩. ગણતરીદારના રેકર્ડની ચકાસણી નીચે પ્રમાણે કરવી:—

(અ) વ્યક્તિગત સ્લીપ

(૧) દરેક સ્લીપ ઉપર પેડ નંબર, સ્લીપ નંબર, સ્થળ સંકેત અને કુટુંબ ઘર નંબર બરાબર લખ્યા છે કે કેમ.

(૨) પ્રશ્ન ૨—મુખ્ય માણસ સાથે સંબંધ—મુખ્ય માણસ સાથેનો સંબંધ વિગતવાર લખવામાં આવ્યો છે તેની ખાતરી કરો.

(૩) પ્રશ્ન ૩—જાતિની ચકાસણી પ્રશ્ન (૧) સામે લખેલા નામ સાથે કરો.

(૪) પ્રશ્ન ૫ વૈવાહિક દરજ્જામાં જે સ્ત્રી માટે "પર" લખેલું છે તેને માટે પ્રશ્ન ૬ ભરવામાં આવ્યો છે કે કેમ તેની ચકાસણી કરો.

(૫) પ્રશ્ન ૮(અ)માં "જગા" લખેલું હોય તો પ્રશ્ન ૯ના જવાબમાં ચોકડી (×) કરી છે કે કેમ તેની ખાતરી કરો.

(૬) પ્રશ્ન ૧૧માં જે વ્યક્તિ માટે અનુસૂચિત જાતિમાંની કોઈ જાતિ લખી હોય તેને માટે પ્રશ્ન ૧૦માં "હિ" કે "શી" લખેલું હોવું જોઈએ. જો "હિ" કે "શી" સિવાયનો કોઈ બીજો ધર્મ લખેલો હોય તો પ્રશ્ન ૧૧માં અનુસૂચિત જાતિ સામે ચોકડી આવશે.

(૭) પ્રશ્ન ૧૧માં જે અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિ લખી હોય તેને તે વિસ્તાર માટે અનુસૂચિત જાતિ કે અનુસૂચિત જનજાતિ તરીકે "વ્યક્તિગત સ્લીપ ભરવા માટે ગણતરીદારોને સૂચનાઓ"ની પુસ્તિકાના પરિશિષ્ટ ૨—બમાં જાહેર કરવામાં આવી છે કે કેમ તેની ખાતરી કરો.

(૮) ચાર વર્ષ કે તેથી ઓછી ઉંમરના બાળક માટે પ્રશ્ન ૧૨ની સામે "૦" મૂકેલું છે કે કેમ તેની ખાતરી કરો.

(૯) પ્રશ્ન ૧૬(અ) (i)માં જેને માટે "ગૃહ" કે "બીકા" લખેલું છે તેને માટે પેટા વિભાગો (બ) થી (ફ) ભરેલા છે કે કેમ તેની ખાતરી કરો.

(૧૦) પ્રશ્ન ૧૬ (ડ)માં ઉદ્યોગ, વેપાર, ધંધા કે નોકરીનો પ્રકાર અને પ્રશ્ન ૧૬(ઈ)માં કામનું વર્ણન પૂરેપૂરું આપવામાં આવ્યું છે કે કેમ તેની ચકાસણી કરો.

(૧૧) પ્રશ્ન ૧૬ (અ) (i) સામે "ગૃહ" લખ્યું હોય, ત્યાં પ્રશ્ન ૧૬(ફ) સાટે (કારા) લખવામાં આવ્યું નથી તેની ખાતરી કરો.

(બ) વસતિની નોંધ

(૧) વસતિની નોંધમાં ભરેલી વિગતોની વ્યક્તિગત સ્લીપ સાથે ચકાસણી કરો.

(૨) એક જ પત્રકમાં એકજ કુટુંબની વિગતો લખી છે કે કેમ તેની ખાતરી કરો. દરેક કુટુંબ માટે અલગ પત્રક ભરવાનું છે. જો કોઈ કુટુંબમાં સભ્યોની સંખ્યા વધારે હોય અને એક પત્રકમાં તેનો સમાવેશ થઈ શકે તેમ ન હોય તો તેને માટે એક પત્રક પૂરું કર્યા પછી બીજા પત્રકમાં એન્ટ્રીઓ ચાલુ રાખવી પરંતુ બીજા પત્રકને મથાળે "ચાલુ" એમ મોટા અક્ષરે લખવું.

(ક) ગણતરીદારની દૈનિક નોંધનું પત્રક

(૧) પુરુષોની વિગતો પત્રક "પુ" અને સ્ત્રીઓની વિગતો પત્રક "સ્ત્રી"માં ભરવામાં આવી છે કે કેમ તેની ચકાસણી કરો.

(૨) દૈનિક નોંધના પત્રકોમાં ભરવામાં આવેલી વિગતોની વ્યક્તિગત સ્લીપ સાથે ચકાસણી કરો.

(૩) પત્રકને છેવટે દરેક આસન નીચે મૂકવામાં આવેલ સરવાળાની ચકાસણી કરો.

(૪) ખાતરી કરો કે આસન ૪ના સરવાળા
= આસનો ૭ + ૮ નો સરવાળો
= આસનો ૯ + ૧૦ + ૧૧ + ૧૨ + ૧૩ નો સરવાળો.

(૬) ગણતરીદારની તારીજ

(૧) ગણતરીદારની તારીજના પત્રકને મથાળે લખેલ વિગતની ચકાસણી કરો.

(૨) તારીજમાં લખેલા આંકડાની દૈનિક નોંધના આંકડા સાથે ચકાસણી કરો.

(૩) ખાતરી કરો કે આસન ૨ ના સરવાળા
= આસન ૫ + ૬ નો સરવાળો
= આસનો ૭ + ૮ + ૯ + ૧૦ + ૧૧ નો સરવાળો.

(૪) કુટુંબોની કુલ સંખ્યામાં સંસ્થાકીય કુટુંબોની સંખ્યા તેમજ ધરબાર વગરનાં કુટુંબોની સંખ્યાનો સમાવેશ કરવાનો છે.

(૫) વસવાટવાળાં રહેણાકનાં ઘરોની સંખ્યા મેળવવા માટે નીચેની રીત અપનાવવા વિનંતી છે. કુટુંબોની કુલ સંખ્યા કે જેને માટે વસતિની નોંધના પત્રકો ભરવામાં આવ્યા હોય તેમાંથી (૧) ધરબાર વગરનાં કુટુંબોની સંખ્યા તથા (૨) જે વસતિ ગણતરી ઘરમાં એક કરતાં વધારે કુટુંબો રહેતાં હોય, તો તે વધારાનાં કુટુંબોની સંખ્યા બાદ કરવાથી, વસવાટવાળાં રહેણાકનાં ઘરોની સંખ્યા મળશે.

(૬) ગણતરીદારના બ્લોકનો અંદાજી નકશો

બ્લોકનો અંદાજી નકશો સ્થળ પરની સ્થિતિ મુજબ ગણતરીદારે અપટુડેટ કરેલો છે કે કેમ ખાતરી કરો.

(૬) ઘરોની સંક્ષિપ્ત યાદી

(૧) ઘરોની સંક્ષિપ્ત યાદીના વિભાગ ૧ માં સ્થળ સંકેતની વિગતો બરાબર લખવામાં આવી છે કે કેમ તેની ખાતરી કરો.

(૨) ઘરોની અસલ યાદીમાંની વિગતો સંક્ષિપ્ત યાદીના વિભાગ ૩માં બરાબર ઉતારવામાં આવી છે કે કેમ તેની ખાતરી કરો.

(૩) ઘરોની સંક્ષિપ્ત યાદીની બંને નકલો સ્થળ પરની સ્થિતિ મુજબ ગણતરીદારે અપટુડેટ કરી છે કે કેમ તેની ખાતરી કરો.

(૭) ડિગ્રી-હોલ્ડર એન્ડ ટેકનિકલ પર્સોનલ કાર્ડ

જે વ્યક્તિની વ્યક્તિગત સ્લીપના પ્રશ્ન ૧ સામે કોઈ સ્નાતક અથવા અનુસ્નાતક ડિગ્રી તેમજ ટેકનિકલ ડિપ્લોમા કે ડિગ્રી લખેલી હોય, તેને "ડિગ્રી—હોલ્ડર એન્ડ ટેકનિકલ પર્સોનલ કાર્ડ" આપવામાં આવેલું છે અને તે પરત મેળવવામાં આવ્યું છે તેની ખાતરી કરો, અને તેને માટે પ્રશ્ન ૧૩ની સામે ટીકની નિશાની ઉપર છેકો મૂકી તેને ફરતું વર્તુળ કરવામાં આવ્યું છે તેની ખાતરી કરો. દરેક કાર્ડ ઉપર સ્થળ સંકેત બરાબર લખવામાં આવ્યો છે તેની ખાતરી કરો.

APPENDIX 116

Details of circulars issued during the first and second stage of Census Operations

Sl. No.	Sl. No. of Circular	Date	Subject-Matter
1	2	3	4
	CIRCULARS ISSUED DURING THE FIRST STAGE OF CENSUS OPERATIONS (HOUSELISTING STAGE)		
1	1	14-8-69	1971 Census—Charge Register
2	2	13-9-69	(1) Details of Permanent House Numbering Scheme introduced as Preliminary to the Census Taking (2) Details of Stages of Census Taking (3) Details of Accounting Procedure (4) Census Calendar
3	1-A	3-10-69	Census 1971—Charge Register
4	3	6-10-69	Census 1971—Location Code-Details of Location Nos. for District/ Talukas
5	2-A	13-10-69	Census of India 1971—Special Charges Fixation of -
6	4	14-10-69	Training to District, Taluka and Secial Charge Officers as well as the Enumerators and Supervisors
7	1-B	18-10-69	Census 1971—Charge Register
8	1-C	18-10-69	Census 1971—Charge Register
9	1-D	25-10-69	Census 1971—Charge Registers
10	5	29-10-69	Census 1971—Distribution of literature and forms

APPENDIX 116–*Contd.*

Sl. No.	Sl. No. of Circular	Date	Subject-Matter
1	2	3	4
11	3-A	3-11-69	Census 1971—Location Code Nos. for Urban Areas
12	2-B	3-11-69	Census of India 1971—Fixation of Special Charges
13	6	5-11-69	Census 1971—Location Code Number-Special Areas
14	2-C	14-11-69	Census of India 1971—Fixation of Special Charges
15	7	17-11-69	Census of India 1971—Village Directory Filling of.....
16	8	23-12-69	Preparation of Houselist Abstract
17	6-A	23-12-69	Census 1971—Location Code Number-Special Areas
18	9	27-12-69	Preparation of Houselist Abstract
19	1-E	5-1-70	Charge Register—Number of blocks to be entrusted to Enumerators
20	9-A	23-1-70	Sending of Houselists, Establishment Schedules and Houselist Abstracts
21	2-D	2-2-70	Census 1971—Time-table
22	8-A	5-2-70	Preparing of Houselist Abstract
23	8-B	7-3-70	Preparing of Houselist Abstract
24	9-B	10-3-70	Sending of Houselists, Establishment Schedules and Houselist Abstracts
	CENSUS CIRCULARS ISSUED DURING THE SECOND STAGE OF CENSUS (ENUMERATION STAGE)		
1	10	14-5-70	Census 1971—Formation of Enumerator's block for Census
2	10-A	30-5-70	Census 1971—Formation of Enumerator's block for Census
3	11	10-6-70	Census of India 1971—Appointment of Enumerators and Supervisors for the Second Stage
4	12	15-6-70	1971 Census—Preparation of Abridged Houselist
5	10-B	16-6-70	Census 1971—Formation of Enumerators block for Census
6	11-A	24-7-70	Census of India 1971—Preparation of Charge Register Part-3 after making appointments of Enumerators and Supervisors for the Enumerators' Blocks for the Second Stage
7	11-B	14-8-70	Census of India 1971—Appointment of Enumerators and Supervisors for the Second Stage
8	12-A	19-8-70	Census of India 1971—Preparation of Abridged Houselist
9	13	2-9-70	Training of District and Taluka and Special Charge Officers and Enumerators and Supervisors for filling up Individual Slip, etc
10	14	2-9-70	Census of India 1971—Regarding work of Second Stage
11	12-B	11-9-70	Census of India 1971—Preparation of Abridged Houselist & Notional Maps
12	13-A	22-9-70	Training of District, Taluka and Special Charge Officers and Enumerators and Supervisors for filling up Individual Slip
13	15	22-9-70	Census of India 1971—Enumeration of Houseless Persons
14	12-C	5-10-70	Census of India 1971—Preparation of Abridge Houselist
15	16	5-10-70	Census of India 1971—Regarding (1) Identification of Enumerators' Blocks and (2) Meeting of Enumerators and Supervisors
16	12-D	20-10-70	Census of India 1971—Preparation of Abridged Houselist
17	17	24-10-70	Census of India 1971—Details to be entered on the outer cover of pad of Individual Slip
18	18	24-10-70	Census of India 1971—Giving of numbers to pads of Individual Slips and preparation of rubber stamp of Location Code

APPENDIX 116–*Contd.*

Sl. No.	Sl. No. of Circular	Date	Subject-Matter
1	2	3	4
19	19	27-10-70	Census of India 1971 Numbers to be given to the Enumerators' Blocks and preparation of Abridged Houselist
20	13-B	23-11-70	Training to District and Taluka and Special Charge Officers as well as Enumerator & Supervisors for filling up Individual Slip
21	18-A	23-11-70	Census of India 1971 Giving of Numbers to Pads of Individual Slips.
22	20	23-11-70	Census of India 1971 Provisional Population Totals
23	21	23-11-70	System of giving numbers to houses
24	22	26-11-70	Census of India 1971 Gradation of Enumerators and Supervisors
25	23	2-12-70	Census of India 1971 Important instructions to Charge Officers
26	12-E	3-12-70	Census of India 1971 Preparation of Abridged Houselist
27	12-F	3-12-70	Census of India 1971 Preparation of a copy of Notional Map of Enumerators' Block
28	24	10-12-70	Census of India 1971 Clarification regarding preparation of Abridged Houselist, Notional Maps of Blocks, etc.
29	25	11-12-70	Census of India 1971—Enumeration of Floating Population
30	12-G	14-12-70	Census of India 1971—Filling up of Section 4 of Abridged Houselist
31	26	14-12-70	Census of India 1971—Location Code of Special Areas
32	27	18-12-70	Census of India 1971—Publicity through Posters & Folders
33	28	21-12-70	Census of India 1971—Filling up of Degree Holders & Technical Personnel Card
34	29	30-12-70	Census of India 1971—Instructions to Enumerators for filling up the Individual Slip Changes in-
35	30	4-1-71	Census of India 1971—Filling up of the Population Record
36	20-A	7-1-71	Census of India 1971—Provisional Population Totals
37	31	15-1-71	Census of India 1971—Change in Census Enumeration Programme and Corrections in the Instructions to Enumerators for filling up Individual Slip
38	28-A	18-1-71	Census of India 1971—Degree Holders and Technical Personnel Card List of-
39	30-A	18-1-71	Census of India. 1971—Filling up of Population Record
40	32	20-1-71	Census of India 1971—Exemption from S. S. C. Examination who has been appointed as Enumerator and Supervisor
41	13-C	20-1-71	Training to District & Taluka and Special Charge Officers as well as Enumerators and Supervisors for filling up Individual Slip
42	18-B	25-1-71	Census of India 1971— Affixing the seal of Charge Officer on pad of Individual Slip
43	25-A	28-1-71	Census of India 1971—Enumeration of Floating Population
44	13-D	3-2-71	Holding of Training classes for Enumerators and Supervisors for filling up Individual Slip
45	32-A	9-2-71	Census of India 1971—Exemption from S.S.C. Examination who has been appointed as Enumerator & Supervisor
46	33	10-2-71	Census of India 1971—Sending of the Census Records
47	33-A	18-2-71	Census of India 1971—Regarding Sending of Census Records
48	34	18-2-71	Census of India 1971—Regarding filling up Q. 11—Mother Tongue of Individual Slip

APPENDIX 116-*Contd.*

Sl. No.	Sl. No. of Circular	Date	Subject-Matter
1	2	3	4
49	28-B	23-2-71	Census of India 1971 Filling up Degree Holders & Technical Personnel Cards
50	35	5-3-71	Census of India 1971—Check points for Supervisors
51	20-B	22-3-71	Census of India 1971—Provisional Population Totals Communication of-
52	33-B	23-3-71	Census of India 1971—Regarding sending of Census Records
53	20-C	29-3-71	Census of India 1971—Provisional Population Totals-Communications of.....
54	33-C	5-4-71	Census of India 1971—Sending of Census Records
55	28-C	6-5-71	Obtaining back of Degree Holders & Technical Personnel Card

MISCELLANEOUS CIRCULARS ISSUED DURING THE FIRST STAGE OF CENSUS (HOUSELISTING STAGE)

Sl. No.	Letter No.	Date	Subject-Matter
1	2	3	4
1	CEN-71	3-11-69	House-numbering and Houselisting-Training in
2	CEN-71	4-11-69	Census of India 1971—Location Code to special charges-
3	CEN-71	19-11-69	Use of Notional Maps by Enumerators
4	CEN-71	19-11-69	Training to Enumerators-Appointment of Training Assistants
5	CEN-56	24-11-69	Location Code numbers for Rural/Urban areas-ward Nos. to be given in urban areas
6	CEN-71	24-11-69	Census of 1971-Charge Registers-Finalisation of—
7	CEN-71	27-11-69	House numbering and House listing-Training in Appointment of Training Assistants.
8	CEN-68	3-12-69	Location Code number for Non-Municipal areas
9	CEN-71	4-12-69	Census of India 1971-Charge Register-Number of blocks to be allotted to each enumerator
10	CEN-74	9-12-69	Affaxing of seal of Charge Officers on Authority letters
11	CEN-73	11-12-69	House-numbering & Houselisting—Training in-S.A. to the appointed as Training Assistants
12	CEN-71	15-12-69	Census of India 1971—Additional instructions for filling up Charge Register
13	CEN-71	24-12-69	Census of India 1971—Charge Register-Scrutiny of
14	CEN-56	30-12-69	Census of Indin-1971—Location Code number to entire revenue village
15	CEN-56	7-1-70	Census of India 1971—Location Code-Formation of wards
16	CEN-68	9-1-70	Census of India 1971—Numbering of House with Geru or Chalk
17	CEN-68	15-1-70	Census of India 1971—Regarding House-numbering
18	CEN-56	31-1-70	Census of India 1971—Location Code to urban areas of Surat District
19	CEN-71	3-2-70	Census of India 1971—Transfer of Enumerators & Supervisors
20	CEN-62	9-2-70	Census of India 1971—Permission to Teachers for attending Training Classes
21	CEN-56	18-2-70	Census of India 1971—Location Code - Serial Numbers to blocks to be given wardwise
22	CEN-68	21-3-70	Certificate regarding inclusion of all Census Houses in the Houselist.

MISCELLANEOUS CIRCULARS ISSUED DURING THE SECOND STAGE OF CENSUS (ENUMERATION STAGE)

1	CEN-83	15-9-70	Census of India 1971—Non-Municipal Sub-urban Area-Demarcation of
2	CNP-7	22-9-70	Census of India 1971—Training to Charge Officers at District level

APPENDIX 116-*Concld.*

Sl. No.	Letter No.	Date	Subject-Matter
1	2	3	4
3	CEN-62	28-9-70	Census of India 1971—Enumeration of Houseless Population
4	CEN-68	5-10-70	Census of India 1971—Instructions to Enumerators for filling up Individual Slip
5	CEN-71	19-10-70	Census of India 1971—Appointment of Enumerators & Supervisors
6	Census/ Training	21-10-70	Clarifications on various points raised during training classes
7	Endot No. CEN-62	4-11-70	Census of India 1971—Transfer of Panchayat Mantri & Circle Inspectors
8	CEN-73	26-11-70	Educational Qualification of Training Assistants Communication of-
9	CEN-68	3-12-70	Clarification regarding Filling up of Question 16(D) & 16(E) of Individual Slip
10	CEN-68	7-12-70	Clarification regarding filling up of some questions of Individual Slips
11	CEN-89	19-12-70	Census of India 1971—Enumeration of Houseless Persons
12	CEN-89	19-12-70	Census of India 1971—Enumeration of Houseless Population
13	CEN-68	19-12-70	Census of India 1971—Instructions to Enumerators for filling up of Individual Slip
14	CEN-72	23-12-70	Sending of Talati-*cum*-Mantri in training classes by T. D. O's
15	CEN-68	29-12-70	Census of India 1971—Provisional Population Totals
16	CEN-70	30-12-70	Census of India 1971—Census Calendar.....Revision of.....
17	CEN-68	1-1-71	Filling up of.....Some questions of Individual Slips- clarification regarding
18	CEN-90	16-1-71	Census or India 1971—Census Calendar - Revision of-
19	CEN-68	27-1-71	Census of India 1971—Filling up of Questions 12 & 13 of Individual Slips - clarification regarding
20	CEN-80	25-2-71	Census of India 1971—Question 13 of the Individual Slip - Degree Holder and Technical Personnel Card to be filled dy S. R. P. Personnel
21	CEN-62	15-3-71	Census of India 1971—Treatment of absence from duty in connection with training and actual enumeration as 'Duty' under B.C.S.Rs.
22	CEN-68	16-3-71	Census of India 1971—Filling up of Degree Holder & Technical Personnel Card
23	CEN-71	22-3-71	Census of India 1971—Sending of Census Records

APPENDIX 117

THE CENSUS ACT (NO. XXXVII) OF 1948

Amended by Acts XL of 1949, LI of 1950, the Adaptation of Laws Order, 1950 and the Census (Amendment) Act of 1959

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;

* Deleted by the Adaptation of Laws Order, 1950.

APPENDIX 117–*Contd.*

It is hereby enacted as follows :—

Short title and extent

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

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

Rule of construction respecting enactments not extending to Jammu and Kashmir

§[2. Any reference in this Act to the Indian Penal Code (Act XLV of 1860) or the Indian Evidance 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).]

Gentral Government to take Census

3. 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.

Appointment of census staff

4. (*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 Superitendents of Census Operations to surpervise 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).

Status of census authorities as public servants

5. 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).

Discharge of duties of census officers in certain cases

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

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

(*b*) every person (except a pilot or harbourmaster) 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,

† Substituted, *ibid.*

‡ Deleted by section 2, Act 22 of 1959.

§ Inserted by section 8, Act LI of 1900 Original section 2 was omitted by the Adaptation of Laws Order, 1950.

** Substituted by the Adaptation of Laws Order, 1950.

APPENDIX 117-*Contd.*

(*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).

Power to call upon certain persons to give asssitance

7. 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 pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

Asking of questions and obligation to answer

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

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

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

Occupier to permit access and affixing of numbers

9. 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 shall 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.

* Substituted by the Adaptatation of Laws Order, 1950.

APPENDIX 117-*Contd.*

Occupier or manager to fill up schedule

10. (*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 person, 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.

Penalties

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

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

(*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.

* Substituted by the Adaptation of Laws Order, 1950.

APPENDIX 117-*Concld.*

12. 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. Sanction required for prosecution

13. 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: Operation of other laws not barred

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

14. 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. Jurisdiction

15. 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. Records of census not open to inspection nor admissible in evidence

16. 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. Temporary suspension of other laws as to mode of taking census in municipalities

17. 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 returns 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. Grant of statistical abstracts

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

(*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.

@ Inserted by section 4 Act LI of 1950.

* Substituted by the Adaptation of Laws Order, 1950.

APPENDIX 118

GOVERNMENT OF GUJARAT
GENERAL ADMINISTRATION DEPARTMENT
Sachivalaya, Gandhinagar, dated the 31st December, 1970

NOTIFICATION

BOMBAY LOCAL AUTHORITIES CENSUS EXPENSES CONTRIBUTION ACT, 1950

No. KS-55-CNS-1069-3280-Chh : In exercise of the powers conferred by Section 6 of the Bombay Local Authorities Census Expenses Contribution Act, 1950 (Bom, XXIII of 1950), the Government of Gujarat hereby makes the following rules namely.

1. *Short-title, Extent and Application* :- (1) These rules may be called the Gujarat Local Authorities Census Expenses Contribution Rules, 1970.

(2) They shall extend to the whole of the State of Gujarat.

(3) They shall apply to the population Census of 1971.

2. *Definitions*:- In these rules unless the context otherwise requires,

(a) "municipal corporation" means a corporation constituted under the Bombay Provincial Municipal Corporations Act, 1949.

(b) "district local board" means a corporation constituted under the Bombay Local Boards Act, 1923.

(c) "district panchayat" means a district panchayat constituted under the Gujarat Panchayat Act, 1961.

(d) "municipality" means a municipality constituted under the Gujarat Municipalities Act, 1963.

3. Portion of Expenses to be charged to Municipal Corporations and Municipalities-The portion of expenses which shall be charged to the funds of a municipal corporation or a municipality shall be onehalf of the total expenses incurred whether before or after the coming into force of these rules, in connection with the taking of census in all its stages within the limits of municipal corporation or the municipality.

4. Portion of Expenses to be charged to District Local Boards and District Panchayats-The portion of expenses which shall be chraged to the funds of-

(a) a district local board shall be the sum calculated at the rate of Rs. 250 for each Taluka or Mahal or a part thereof comprised within the limits of the area of the district local board.

(b) a district panchayat shall be the sum calculated at the rate of Rs. 250 for each Taluka (or Mahal) or a part thereof comprised within the limits of the area of the District Panchayat.

Repeal :- The Bombay Local Authorities Census Expenses Contribution Rules, 1960 are hereby repealed.

By Order and in the name of the Government of Gujarat,

Sd/-
(M. D. Rajpal)
Chief Secretary to Government

APPENDIX 119

GOVERNMENT OF GUJARAT,
PANCHAYATS AND HEALTH DEPARTMENT,
Circular No. MUN/4571/1735 (72) Dh.
Sachivalaya, Gandhinagar, Dated : 18th March, 1972

CIRCULAR

A copy of letter No. CEN-5 dated 22-2-1972 from Government of India, Ministry of Home Affairs, Directorate of Census Operations, Gujarat is sent herewith along with its enclosure. Under the rule No.3 of the Gujarat Local Authorities Census Expenses Contribution Rules, 1970, the Municipal Corporations and the municipalities have to contribute 50% of the total expenses incurred in connection with the taking of Census in all its stages within the limits of Municipal Corporations and

the municipalities. All the Municipal Corporations and the Municipalities are, therefore, requested to credit through the Central chalan their share of the Census expenditure payable by them under the rule No.3 mentioned above in accordance with the statement attached herewith, positively before the close of the current financial year. The amount shown in Col. 5 of the attached statement may be credited into Government Treasury under the Central receipt head 'XXXII-Miscellaneous-Social Services Organisation (Central Census).' A copy of the chalan may be sent to the Director of Census Operations, Gujarat, Ahmadabad and to Government in Panchayats and Health Department for record and information.

By order and in the name of the Governor of Gujarat,

Sd/-
(K. S. Mehta)
Under Secretary to the Government of Gujarat, Panchayat and Health Department.

To

The Municipal Commissioner, Ahmadabad/Baroda/Surat Municipal Corporations.
The Presidents, All Municipalities.
All Collectors.
The Director of Municipalities, Ahmadabad.
Copy for information :
The Under Secretary to Government, General Administration Department (Chh Branch, Sachivalaya, Gandhinagar).
The Director of Census Operations, Kerawala Building, Opp. V. S. Hospital, Ellisbridge, Ahmabadad.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Directorate of Census Operations, Gujarat,
Eilisbridge, Ahmadabad-6
Dated 22nd February, 1972

To

The Chief Secretary to the Govt. of Gujarat,
General Administration Department,
Sachivalaya, Gandhinagar.

Sub:- 1971 Population Census contribution from Local Authorities

Sir,

Under Rule No. 3 of the Gujarat Local Authorities Census expenses contribution Rules, 1970 Municipal Corporations and the Municipalities have to contribute 50% of the total expenses incurred whether before or after the coming into force of these rules, in connection with the taking of census in all its stage within the limits of Municipal Corporation and the Municipalities.

The Municipal Corporations and Municipalities will accordingly have to be advised to credit their share of the Census Expenditure payable by them under Rule-3 of the Gujarat Local Authorities Census Expenses Contribution Rules 1970, under which they are required to contribute 50% of the total expenditure in connection with the taking of the census in all its stages within the limits of the Municipal Corporation and the Municipalities in accordance with the statement attached herewith It is estimated that the expenditure would work out to about Rs. 276-84 per 1000/- population which would ultimately work out to Rs. 00-28 paise per capital.

The Municipal Commissioners and the Presidents of all the Municipalities may please be directed to credit the amount shown in Col. 5 of the attached statement into Government Treasury under the Central recept head "XXXII-Miscellaneous Social Service Orgonisation (Central Census)". Specific instructions may please be given that amount should invariably to be credited through the Central so as to obviate misclassification of credits under the State Head of Accounts and they may be requested to ensure that a copy of the receipted chalan is sent to this office for record.

Government may please be moved to issue necessary instructions to the Municipal Corporations

and Municipalities to credit the required amount immediately into the Government Treasuries as early as possible and positively before the close of the current financial year.

This may please be treated as most urgent.

Yours faithfully,

Sd/-
(C. C. Doctor)
Director of Census Operations, Gujarat, Ahmadabad.

Sl. No.	Name of District	Name of Municipality	Population according to 1971 Census	Amount to be recovered @ Rs. 0-14 ps. per capita	Remarks
1	2	3	4	5	6
1	Jamnagar	Jamnagar	(M)	199,709	27,959-26
2	Rajkot	Rajkot	(M)	300,612	42,085-68
3	Rajkot	Gondal	(M)	54,928	7,689-92
4	Rajkot	Jetpur	(M)	41,926	5,869-64
5	Rajkot	Dhoraji	(M)	59,773	8,368-22
6	Rajkot	Upleta	(M)	35,326	4,945-64
7	Rajkot	Morvi	(M)	60,976	8,536-64
8	Rajkot	Wankaner	(M)	28,001	3,920-14
9	Surendranagar	Wadhwan	(M)	30,584	4,281-76
10	Surendranagar	Surendranagar	(M)	66,667	9,333-38
11	Surendranagar	Limbdi	(M)	25,462	3,564-68
12	Surendranagar	Dhrangadhra	(M)	40,791	5,710-74
13	Bhavnagar	Bhavnagar	(M)	225,358	31,550-12
14	Bhavnagar	Mahuva	(M)	39,497	5,529-58
15	Bhavnagar	Savarkundla	(M)	37,957	5,313-98
16	Bhavnagar	Palitana	(M)	27,355	3,829-70
17	Bhavnagar	Botad	(M)	32,179	4,505-06
18	Amreli	Amreli	(M)	39,520	5,532-80
19	Junagadh	Junagadh	(M)	95,485	13,367-90
20	Junagadh	Veraval-Patan	(M)	75,520	10,572-80
21	Junagadh	Mangrol	(M)	27,183	3,805-62
22	Junagadh	Porbandar	(M)	96,881	18,563-34
23	Kutch	Bhuj	(M)	52,177	7,304-78
24	Kutch	Mandvi	(M)	27,849	3,898-86
25	Kutch	Anjar	(M)	27,302	3,822-28
26	Kutch	Gandhidham	(M)	38,824	5,435-36
27	Banas Kantha	Palanpur	(M)	42,114	5,895-96
28	Mahesana	Mahesana	(M)	51,598	7,223-72
29	Mahesana	Kadi	(M)	27,901	3,906-14
30	Mahesana	Patan	(M)	64,519	9,032-66
31	Mahesana	Sidhpur	(M)	40,521	5,672-94
32	Mahesana	Unjha	(M)	27,179	3,805-06
33	Mahesana	Visnagar	(M)	34,863	4,880-82
34	Mahesana	Kalol	(M)	50,321	7,044-94
35	Ahmadabad	Ahmadabad	(C)	1,585,544	221,976-16
36	Ahmadabad	Dholka	(M)	35,520	4,972-80
37	Ahmadabad	Viramgam	(M)	43,790	6,130-60
38	Kaira	Nadiad	(M)	108,269	15,157-66
39	Kaira	Anand	(M)	59,155	8,281-70
40	Kaira	Umreth	(M)	24,225	3,391-50
41	Kaira	Petlad	(M)	39,535	5,534-90
42	Kaira	Borsad	(M)	30,738	4,303-32
43	Kaira	Cambay	(M)	62,097	8,693-58
44	Kaira	Kapadwanj	(M)	30,748	4,304-72
45	Panch Mahals	Godhra	(M)	66,403	9,296-42
46	Panch Mahals	Dohad	(M)	44,506	6,230-84
47	Baroda	Baroda	(C)	466,696	65,337-44

Sl. No.	Name of District	Name of Municipality	Population according to 1971 Census	Amount to be recovered @ Rs. 0-14 ps. per capita	Remarks
1	2	3	4	5	6
48	Baroda	Dabhoi	(M)	37,892	5,304-88
49	Broach	Broach	(M)	91,589	12,822-46
50	Broach	Anklesvar	(M)	24,814	3,473-96
51	Broach	Rajpipla	(M)	25,769	3,607-66
52	Surat	Surat	(C)	471,656	66,031-84
53	Bulsar	Bulsar	(M)	43,254	6,055-56
54	Bulsar	Bilimora	(M)	26,305	3,682-70
55	Bulsar	Navsari	(M)	72,979	10,217-06
			Total	5,518,342	772.567-88

APPENDIX 120

ક્રમાંક સીએનએસ–૧૦૬૯–૩૨૮૯–૨ (છ)– વકાએ

સામાન્ય વહીવટ વિભાગ
સચિવાલય, ગાંધીનગર,
તા. ૩૦મી જૂન, ૧૯૭૧.

પ્રતિ,

જિલ્લા વિકાસ અધિકારીશ્રી,
જિલ્લા પંચાયત કચેરી,
અમદાવાદ.

વિષય:— વસતિ ગણતરી ૧૯૭૧ મુંબઈ સ્થાનિક સત્તાઓ વસતિ ગણતરી ખર્ચ ફાળા અધિનિયમ, ૧૯૫૦ હેઠળના નિયમો.

મહાશય,

ઉપરોક્ત વિષય અંગેના આપના તા. ૧૫–૨–૭૧ના પત્ર ક્રમાંક આંકડા /મોજણી /૬/ ૨/ ૧૬/ ૮/ ૬૩૧૭ ના અનુસંધાને જણાવવાનું કે આ વિભાગના તા. ૩૧–૧૨–૭૦ ના જાહેરનામા ક્રમાંક: ક્રસ–૫૫–સીએનએસ–૧૦૬૯–૩૨૮૦ (છ)– વકાએ ના નિયમ ૪માં દર્શાવેલ જિલ્લા લોકલ બોર્ડ અને જિલ્લા પંચાયત ઉપર નાંખવાના ખર્ચનો ભાગ જે તે જિલ્લા પંચાયતની અંદર આવતા દરેક તાલુકા અથવા મહાલ અથવા તેના કોઈ ભાગ દીઠ રૂ. ૨૫૦/–ના દરે ગણેલી રકમ જેટલો રહેશે અને આ ખર્ચની રકમ સંબંધિત જિલ્લા પંચાયતે "XXXII-Miscellaneous-Social Service Organisation" હેડે જમા કરાવવાની રહેશે.

આપનો વિશ્વાસુ,
(ભ. ઉ. જોષીપુરા)
ઉપસચિવ,
સામાન્ય વહીવટ વિભાગ.

નકલ લરવાના જાણ માટે :

બધા જિલ્લા વિકાસ અધિકારીઓ (અમદાવાદ જિલ્લા સિવાયના)
નિયામકશ્રી, વસતિ ગણતરી, અમદાવાદ.

NO. CEN-5
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Directorate of Census Operations, Gujarat

Kerawala Building,
Opp. V. S. Hospital,
Ellis Bridge,
Ahmadabad-6
Dated the 6th July, 1971

To

All District Development Officer (18)

Sub :- 1971 Census Contribution from Local Authorities

Sir,

Please refer to vernacular letter No. સી. એન. એસ. ૧૦૬૯–૩૨૮૯–૨૮ (છ) વકાએ dated the 30th June, 71

from the Under Secretary to the Government of Gujarat, General Administration Department addressed to District Development Officer, Ahmadabad and copies to all District Development Officers.

Under Rule 4 of the Gujarat Local Authorities Census Expenses Contribution Rules, 1970, each District Panchayat/District Local Board has to contribute towards 1971 Census expenditure at the rate of Rs. 250 for each Taluka or Mahal or a part thereof comprised within the limits of the area of District Panchayat/District Local Board. Relevant extract of the Rule is enclosed herewith for ready reference.

A statement showing the amout payble by each District Panchayat/District Local Board is enclosed. The same has been prepared on the basis of the number of Talukas and Mahals in each district.

The amount shown against each district should be credited to the Receipt Head "XXXII-Miscellaneous Social Service Organsation" (Central Census) before the 31st July, 71 by a chalan. A copy of the same should be forwarded to this office for record.

It is requested that compliance should be reported by 5-8-71 positively.

Yours faithfully,

Sd/-
(C. C. Doctor)
Director of Census Operations, Gujarat, Ahmadabad.

Encl. : 1 Statement
2 Extract

Copy forwarded with compliments to :-

1 The Registrar General, India, New Delhi with reference to his letter No. 4/93/71-Ad-II dt. 15-6-71 for information.

2 The Senior Deputy Accountant General, Gujarat, Rajkot Branch, Rajkot.

3 The Under Secretary to the Government of Gujarat, General Administration Department, Sachivalay, Gandhinagar.

4 All Treasury Officers for information and necessary actions.

Statement showing the amount of contribution due from each District Panchayat/District Local Board towards 1971 Census expenditure

Sl. No.	Name of district	No. of Talukas/ Mahals	Rate of Contribution	Total amount due	Sl. No.	Name of district	No. of Talukas/ Mahals	Rate of Contribution	Total amount due
1	2	3	4	5	1	2	3	4	5
1	Jamnagar	10	250	2,500	11	Gandhinagar	1	250	250
2	Rajkot	13	250	3,250	12	Ahmadabad	7	250	1,750
3	Surenranagar	9	250	2,250	13	Kaira	10	250	2,500
4	Bhavnagar	12	250	3,000	14	Panch Mahals	11	250	2,750
5	Amreli	10	250	2,500	15	Baroda	12	250	3,000
6	Junagadh	15	250	3,750	16	Broach	11	250	2,750
7	Kutch	9	250	2,250	17	Surat	13	250	3,250
8	Banas Kantha	11	250	2,750	18	Bulsar	8	250	2,000
9	Sabar Kantha	10	250	2,500	19	Dangs	1	250	250
10	Mehsana	11	250	2,750		Total	184		46,000

Extract of Rule 4 of Gujarat Local Authorities Census Expenses Contribution Rules, 1970.

4. Protion of expenses to be charged to District Local Boards District Panchayats :- The portion of expenses which shall be charged to the funds of-

(a) a district local boards shall be the sum calculated at the rate of Rs. 250 for each Taluka or Mahal or a part thereof comprised within the limits of the area of the district local board,

(b) a district panchayat shall be the sum calculated at the rate of Rs. 250 for each Taluka (or Mahal) or a part thereof comprised within the limits of the area of the District Panchayat.

Sd/-
(K. F. Patel)
Deputy Director for Director of Census Operations, Gujarat, Ahmadabad.

IMPORTANT CIRCULARS

નિયામક વસતિ ગણતરીની કચેરી,
કેરાવાલા બિલ્ડિંગ, પ્રીતમરાય માર્ગ
વી. એસ. હોસ્પિટલ સામે,
એલીસબ્રીજ, અમદાવાદ–૬.
તારીખ :– ૬–૧૦–૧૯૬૯.

વિષય :– વસતિ ગણતરી ૧૯૭૧–સ્થળ સંકેત–Location Code.

પરિપત્ર નં. ૩

વસતિ ગણતરીના હેતુ માટે દરેક રાજ્યના જિલ્લા, તાલુકા અને ગામ/શહેરને અમુક ચોક્કસ નંબર આપી તે નંબરથી ઓળખવાનું ધોરણ પ્રચલિત છે. આમ કરવાનો હેતુ દરેક વખતે જિલ્લા, તાલુકા અને ગામ/શહેરનું નામ લખવું ન પડે અને થોડી જગામાં ઓછી મહેનતે તે સ્થળનું સંપૂર્ણ વર્ણન આપી શકાય તે છે. સ્થળ સંકેત એ એક એવી વ્યવસ્થા છે કે જેનાથી રાજ્યના નાનામાં નાના વહીવટી એકમને આંકડાઓના સમૂહથી ઓળખી શકાય છે.

સ્થળ સંકેત નંબર આપવાની રીત

૨. રાજ્યના દરેક જિલ્લા, તાલુકા અને ગામ/શહેરને યોજનાબધ્ધ રીતે નીચે મુજબ નંબર આપવાની પધ્ધતિ અપનાવવામાં આવી છે.

(૧) જિલ્લાનો સ્થળ સંકેત નંબર

જિલ્લો એ રાજ્યનું મહત્ત્વનું વહીવટી એકમ છે. રાજ્યના દરેક જિલ્લાને આ કચેરી તરફથી સ્થળ સંકેત નંબર આપવામાં આવ્યા છે. વાયવ્ય ખૂણાથી શરૂ કરી સર્પાકારે આગળ વધી અગ્નિ ખૂણા તરફ નંબરો આપવામાં આવ્યા છે. આ સર્પાકાર આકૃતિ મુજબ આગળ વધતા જે જિલ્લાઓ આવે તેને અનુક્રમે નંબરો આપવામાં આવ્યા છે. ગુજરાત રાજ્યના બધા જિલ્લાઓને જે સ્થળ સંકેત આપવામાં આવ્યા છે તેની યાદી આ સાથે પરિશિષ્ટ "અ" ના આસન ૨ મુજબ છે. ચાર્જ ઑફિસરશ્રીઓએ તથા વસતિ ગણતરીના કામમાં રોકાયેલ સર્વે કર્મચારીઓએ કોઈપણ જિલ્લાનો ઉલ્લેખ કરતી વખતે તેમને માટે મુકરર કરવામાં આવેલ સ્થળ સંકેત નંબરનો ઉપયોગ કરવાનો છે તેની નોંધ લેવી.

(૨) તાલુકાનો સ્થળ સંકેત નંબર

દરેક જિલ્લાની અંદર સંખ્યાબંધ તાલુકાઓ આવેલા છે. દરેક જિલ્લાના પ્રત્યેક તાલુકાને આ કચેરી તરફથી સ્થળ સંકેત નંબર આપવામાં આવેલ છે. અને તેની યાદી આ સાથે જોડેલ પરિશિષ્ટ "અ" ના આસન ૪ મુજબ છે. આ નંબર આપતી વખતે જિલ્લાનું મુખ્ય મથક જે તાલુકામાં હોય તે તાલુકાને પ્રથમ નંબર આપવામાં આવ્યો છે. ત્યારબાદ તેની દક્ષિણે જે તાલુકો હોય તેને બીજો નંબર આપવામાં આવ્યો છે. અને ત્યારપછી ઘડિયાળના કાંટાની દિશામાં આગળ વધી બાકીના તાલુકાઓને અનુક્રમે નંબરો આપવામાં આવ્યા છે. આ રીતે રાજ્યના ૧૯ જિલ્લા અને ૧૮૪ તાલુકા/મહાલને જ સ્થળ સંકેત આપવામાં આવેલ છે.

(૩) ગામ/શહેરને સ્થળ સંકેત નંબર આપવાની રીત

(અ) ગામ :—રાજ્યના દરેક જિલ્લા અને તાલુકાને સ્થળ સંકેત આપવાની પધ્ધતિ આપણે ઉપર જોઈ ગયા છીએ. હવે રાજ્યનું નાનામાં નાનું વહીવટી એકમ જે મહેસૂલી ગામ–Revenue village–તરીકે ઓળખાય છે તેને સ્થળ સંકેત નંબર–Location Code Number–કેવી રીતે આપવામાં આવે છે તેની વિગત જોઈએ. વસતિ ગણતરીના હેતુ માટે નાનામાં નાનું એકમ મહેસૂલી ગામ છે. રાજ્યના પ્રત્યેક મહેસૂલી ગામ–Revenue village–ને સ્થળ સંકેત નંબર આપવો આવશ્યક છે. રાજ્યની હકૂમતમાં આવેલ નાનામાં નાના વિસ્તારનો કોઈપણ ગામ/શહેરની રેવન્યુ હદમાં સમાવેશ થતો હોવો જોઈએ. બીજા શબ્દોમાં કહીએ તો રાજ્યનો કોઈ વિસ્તાર એવો નથી કે જેનો કોઈ ગામ કે શહેરની મર્યાદામાં સમાવેશ થતો ન હોય. તાલુકામાં આવેલ બધાં ગામોને સ્થળ સંકેત આપતી વખતે ઉપર જિલ્લાને સ્થળ સંકેત આપવા માટે પેરા ૨ (૧) માં જે પધ્ધતિ મુકરર કરવામાં આવી છે તે જ અનુસરવામાં આવી છે. એટલે વાયવ્ય ખૂણાથી શરૂ કરી સર્પાકારે આગળ વધી અગ્નિ ખૂણામાં જતાં જે ગામો આવે તેને અનુક્રમે નંબર આપવામાં આવેલ છે.

વસતિ ગણતરીનું નાનામાં નાનું એકમ મહેસૂલી ગામ છે, અને આવા પ્રત્યેક ગામને ચોક્કસ સ્થળ સંકેત નંબર આપવામાં આવ્યો છે. આ રીતે દરેક તાલુકાના જુદાં જુદાં ગામોને જે અનુક્રમ નંબર આપવામાં આવ્યા છે તેની યાદી હવે પછી મોકલવામાં આવશે. કેટલીક જગ્યાએ મહેસૂલી ગામની હદ ગ્રામ પંચાયતની હદ સાથે સુસંગત હોતી નથી. આવા સંજોગોમાં આપણે મહેસૂલી ગામની હદને માન્ય રાખી છે અને તે સમગ્ર હદને આવરી લેતા વિસ્તારને એક જ સ્થળ સંકેત નંબર આપ્યો છે. મહેસૂલી હદની અંદર ગામતળ તથા સીમતળ બન્નેનો સમાવેશ થાય છે. એટલે ગામતળ ઉપરાંત સીમતળની અંદર મકાન કે ઝૂંપડાં બાંધી રહેતી વસતિની તે મહેસૂલી ગામના સ્થળ સંકેત નંબર નીચે નોંધણી કરવાની છે. બીજા શબ્દોમાં કહીએ તો કોઈપણ ગામનો સ્થળ સંકેત નંબર આપવામાં આવે ત્યારે તે ગામના ગામતળ તથા સીમતળના સમગ્ર વિસ્તારનો તેમાં સમાવેશ થાય છે, તે સ્થળ સંકેત નંબર માત્ર ગામતળને જ લાગુ પડે છે એવી માન્યતા ભૂલ ભરેલી છે તેની ખાસ નોંધ લેવી. જંગલ વિસ્તારમાં જંગલ ખાતા તરફથી ફોરેસ્ટ સેટલમેન્ટનાં જે ગામો વસાવવામાં આવ્યાં છે તેને અલગ સ્થળ નિર્દેશ નંબર આપવાનો થાય છે. જંગલ ખાતા તરફથી જે ગામોને ફોરેસ્ટ સેટલમેન્ટ ગામો તરીકે વસાવવામાં આવ્યાં છે તેની યાદી

મુખ્ય વન સંરક્ષકશ્રી પાસેથી મેળવી તેને અલગ નંબર આપવામાં આવ્યો છે. પરંતુ જે "રીઝર્વ્ડ" અને "પ્રોટેકટેડ" જંગલ વિસ્તારમાં રહેતી છૂટીછવાઈ વસતિની ગણતરી, આવો વિસ્તાર જે મહેસૂલી ગામની હદમાં આવેલ હોય તેના સ્થળ નિર્દેશ નંબરની હેઠળ થશે તેની ખાસ કાળજી રાખવી. "રીઝર્વ્ડ" અને "પ્રોટેકટેડ" જંગલ વિસ્તાર જંગલ ખાતાને હસ્તક હોવા છતાં, તેમાં આવેલ છૂટીછવાઈ વસતિની ગણતરી કરવાની જવાબદારી તે વિસ્તારના મામલતદારની રહેશે.

ગ્રામ્ય વિસ્તારનો સ્થળ સંકેત નંબર સામાન્ય રીતે ચાર ભાગનો બનેલો હશે. તેનો પ્રથમ ભાગ એટલે જિલ્લાનો નંબર, બીજો ભાગ એટલે તાલુકાનો નંબર, ત્રીજો ભાગ એટલે ગામનો નંબર અને ચોથો ભાગ એટલે ગણતરીદારના બ્લોકનો નંબર છે એમ સમજવું. દા. ત., જો આપણને સ્થળ સંકેત ૨/૪/૧૩૧/૩, એમ આપવામાં આવે તો એમ સમજવું કે ૨ નંબરના જિલ્લાના ૪ નંબરના તાલુકાના ૧૩૧ નંબરના ગામના ત્રણ નંબરના બ્લોકનો ઉલ્લેખ કરવામાં આવ્યો છે.

(બ) શહેર :—આપણે જિલ્લા, તાલુકા તથા ગામને સ્થળ સંકેત નંબર આપવાની રીત ઉપર જોઈ ગયા છીએ. હવે શહેરી વિસ્તારને સ્થળ સંકેત નંબર આપવાની રીત જોઈએ. પરંતુ તે પહેલાં શહેરી વિસ્તાર કોને કહેવાય તે નક્કી કરવું જરૂરી છે. ૧૯૭૧ની વસતિ ગણતરીના હેતુ માટે નીચેનાં સ્થળોને શહેરી વિસ્તાર ગણવા એમ નક્કી કરવામાં આવ્યું છે. દરેક જિલ્લામાં જે વિસ્તારને રાજ્ય સરકારની સંમતિથી શહેરી વિસ્તાર તરીકે માન્ય રાખવામાં આવ્યા છે તેની યાદી અલગ રીતે મોકલવામાં આવશે. દરમિયાનમાં શહેરી વિસ્તાર નક્કી કરવા માટે કયું ધોરણ અપનાવવામાં આવ્યું છે તે જાણવું જરૂરી છે. કોઈપણ વિસ્તારને શહેરી વિસ્તાર તરીકે માન્ય રાખતી વખતે નીચે જણાવેલ મુદ્દાઓને લક્ષમાં લેવામાં આવ્યા છે—:

(૧) જે જગાએ મ્યુનિસિપલ કોર્પોરેશન, નગરપાલિકા, ટાઉન કમિટિ, નોટીફાઈડ એરીઆ કે કેન્ટોન્મેન્ટ બોર્ડ હોય તે બધી જગાઓને શહેરી વિસ્તાર તરીકે ગણવામાં આવી છે.

(૨) બાકીની જગાઓને નીચે પ્રમાણેની શરતો લાગુ પડતી હોય તો શહેરી વિસ્તાર તરીકે ગણવામાં આવી છે.

(અ) સને ૧૯૭૧ની અંદાજી વસતિ ઓછામાં ઓછી ૫,૦૦૦ હોય.

(બ) એક ચોરસ કિલોમિટરે ૪૦૦ થી ઓછી નહીં એવી વસતિની ઘનતા હોય.

(ક) કામ કરનાર પુરુષ વસતિના ૭૫ ટકાનો વ્યવસાય બિન—ખેતીનો હોય.

(ડ) વસતિ ગણતરીના નિયામકશ્રીના અભિપ્રાય પ્રમાણે જે જગાએ શહેરી સગવડો અને કેટલીક શહેરી ખાસિયતો ઉપલબ્ધ હોય.

કોઈપણ જિલ્લાની અંદર આવેલ શહેરી વિસ્તારને અરેબિક આંકડાથી (૧, ૨, ૩ વગેરેથી નહીં) પણ રોમન આંકડા (I, II, III; વગેરે) થી ઓળખવામાં આવશે. કોઈપણ જિલ્લાની અંદર આવેલ તમામ શહેરી વિસ્તારને રોમન આંકડામાં I થી શરૂ કરી અનુક્રમે નંબરો આપવામાં આવ્યા છે. જેમકે, I; II; III; IV; V, વગેરે શહેરી વિસ્તારના અનુક્રમ નંબરો જિલ્લાનાં ધોરણે આપવાના છે, એટલે કોઈ તાલુકામાં એકથી વધુ શહેરી વિસ્તાર હોય તો પણ શહેરી વિસ્તારનો અનુક્રમ નંબર તાલુકાવાર નહીં પણ જિલ્લાવાર રહેશે. શહેરી વિસ્તારનો સ્થળ સંકેત નંબર આપતી વખતે તેમાં તાલુકાનો સ્થળ સંકેત નંબર આપવામાં આવશે નહિ. દાખલા તરીકે, રાજકોટ જિલ્લામાં કુલ ૧૩ શહેરી વિસ્તાર છે. રાજકોટ જિલ્લાનો સંકેત નંબર ૨ છે. તેથી રાજકોટ જિલ્લાના શહેરી વિસ્તારનો સંકેત નંબર ૨/I/૩/૪ અથવા ૨/II/૪/૫ વગેરે આપવામાં આવશે.

ઉપરના સ્થળ સંકેતનો પહેલો અરેબિક આંકડો ૨ નો છે તે રાજકોટ જિલ્લાનો નંબર બતાવે છે. તેની પછીનો રોમન આંકડો તે જિલ્લામાં આવેલ શહેરી વિસ્તારનો નંબર બતાવે છે. જેમ કે, ૨/I એટલે રાજકોટ જિલ્લામાં આવેલ પ્રથમ શહેરી વિસ્તાર રાજકોટ શહેર છે, તે જ પ્રમાણે ૨/II નો અર્થ રાજકોટ જિલ્લામાં મોરબી શહેરી વિસ્તાર છે, અને ૨/III નો અર્થ રાજકોટ જિલ્લાની અંદર આવેલ વાંકાનેર શહેરી વિસ્તાર છે. શહેરી વિસ્તારના સ્થળ સંકેતમાં પહેલો અરેબિક આંકડો જિલ્લાનો નંબર સૂચવે છે, બીજો રોમન આંકડો તે જિલ્લામાં આવેલ શહેરી વિસ્તારનો નંબર સૂચવે છે અને તે પછીનો અરેબિક આંકડો તે શહેરી વિસ્તારનો વોર્ડ સૂચવે છે. ગ્રામ્ય વિસ્તારની માફક શહેરી વિસ્તારમાં પણ દરેક વોર્ડને જુદા જુદા બ્લોકમાં વહેંચી નાંખવામાં આવેલ છે. તેથી શહેરી વિસ્તારના સ્થળ સંકેત નંબરનું ચોથું અંગ તે બ્લોક નંબર છે. જો આપણા શહેરી વિસ્તારમાં ૨/IV/૫/૭ એવો સ્થળ સંકેત નંબર આપવામાં આવે તો એમ સમજવું કે ૨ નંબરના જિલ્લાના ચોથા નંબરના શહેરના ૫ નંબરના વોર્ડના ૭ નંબરના બ્લોકનો ઉલ્લેખ કરવામાં આવ્યો છે.

મ્યુનિસિપલ વિસ્તારની હદની બહાર તે જ શહેરની મહેસૂલી હદની અંદર કોઈ વસતિ આવેલી હોય તેની ગણતરી કરવાની જવાબદારી જે તે મ્યુનિસિપાલિટીની રહેશે. મ્યુનિસિપલ વિસ્તારની બહાર પરંતુ તે જ શહેરના મહેસૂલી વિસ્તારની અંદર જે ઘરો અને વસતિ આવેલાં છે તેના જુદા બ્લોક પાડી તેને બિન-મ્યુનિસિપલ વિસ્તાર Non-Municipal Area તરીકે ઓળખવા. આવા વિસ્તારમાં જો વધારે વસતિ આવેલી હોય તો તેના જરૂરિયાત મુજબ એકથી વધુ બ્લોક પાડવા.

જે નગર પંચાયતને શહેરી વિસ્તાર તરીકે ગણવામાં આવી હોય તેની બાબતમાં પણ આ જ પ્રમાણે અમલ કરવાનો છે. નગર પંચાયતની હદની બહાર પરંતુ તે જ ગામના મહેસૂલી વિસ્તારની અંદર જે ઘરો અને વસતિ આવેલાં હોય તેના જરૂર પ્રમાણે જુદા બ્લોક પાડી તેને સબ અર્બન (Sub-urban Area) તરીકે ઓળખવો.

ઘરોની યાદી બનાવતી વખતે દરેક ગણતરીદાર સ્થળ સંકેતના ઉપરના ચાર અંગો વિષે ખૂબ સ્પષ્ટ હોય તે જરૂરનું છે.

(૩) ઉપર જણાવ્યા મુજબ ગ્રામ્ય વિસ્તારો અને શહેરી વિસ્તારો ઉપરાંત કેટલાક ખાસ વિસ્તારો મુકરર કરવામાં આવ્યા છે, જેમ કે, વડોદરા, અમદાવાદ, ભાવનગર વગેરે સ્થળે આવેલ રેલવેની વસાહતો. જે સ્થળે રેલવે, પોલીસ, બંદર વગેરેની લગતી વસાહતની અંદર આવેલ ઘરોની સંખ્યા ૧૦૦ કરતાં વધારે હોય તે વિસ્તારને ખાસ વિસ્તાર Special Area તરીકે ઓળખવામાં આવશે. આ વિસ્તારનો સ્થળ સંકેત નંબર તે વિસ્તાર જે ગામ કે શહેરની મહેસૂલી હદમાં આવેલો હશે તે જ રહેશે પરંતુ તે ઉપરાંત તે સ્થળ સંકેત નંબર સાથે તે ખાસ વિસ્તાર છે એમ દર્શાવવા માટે ગામ કે શહેરને દર્શાવતા સ્થળ સંકેતના ત્રીજા ભાગ પછી A, B, વગેરે અંગ્રેજી મૂળાક્ષર લગાડવામાં આવશે. જેમ કે, ભાવનગર જિલ્લાના બોટાદ શહેરમાં એક રેલવે વસાહત આવેલી છે. આ વસાહતમાં રેલવેનાં ઘરોની સંખ્યા ૧૦૦ ઉપરાંતની છે. આ વિસ્તારને ખાસ વિસ્તાર તરીકે માન્ય રાખવામાં આવેલ છે. એટલે તેનો સ્થળ સંકેત નંબર ૪/V—A/૧ આવશે. તે જ પ્રમાણે રાજકોટ જિલ્લાના જેતપુર તાલુકાના જેતલસર ગામે એક રેલવે વસાહત આવેલી છે જેમાં ઘરોની સંખ્યા ૧૦૦ ઉપરાંતની છે. આ જગ્યાનો સ્થળ સંકેત નંબર ૨/૪/૩૦—A/૨ એમ આવશે.

(૪) રેલવે વિસ્તાર ઉપરાંત પોલીસ હેડક્વાર્ટર્સ, જળ સિંચન યોજનાની કોલોનીઓ, સ્પેશીયલ રીઝર્વ્ડ પોલીસના મથકો વગેરે સ્થળોએ જ્યાં મકાનોની સંખ્યા ૧૦૦ ઉપરાંતની છે તેને ખાસ વિસ્તાર તરીકે જાહેર કરવાનું વિચારણા હેઠળ છે. આ રીતે જે વિસ્તારોને ખાસ વિસ્તાર તરીકે નક્કી કરવામાં આવશે, તેની યાદી આપને અલગ રીતે મોકલવામાં આવશે. આ ખાસ વિસ્તારમાં ચાર્જ ઑફિસર તરીકે જે તે વસાહતના અધિકારીની નિમણૂક કરવામાં આવશે. પરંતુ આ વિસ્તારની વસતિ ગણતરીની સમગ્ર જવાબદારી જે તે તાલુકા મામલતદારશ્રીની રહેશે અને તે પણ આ ચાર્જ ઑફિસર સાથે સંકલન અને સંતોષકારક વ્યવસ્થા કરવાની રહેશે.

પરિશિષ્ટ–અ

જિલ્લા તથા તાલુકાને આપવામાં આવેલ સ્થળ સંકેતની વિગત

જિલ્લાનું નામ ૧	સ્થળ સંકેત નંબર ૨	તાલુકા/મહાલનું નામ ૩	સ્થળ સંકેત નંબર ૪
જામનગર	૧	જામનગર	૧
		લાલપુર	૨
		જામજોધપુર	૩
		ભાણવડ	૪
		કલ્યાણપુર	૫
		ઓખામંડળ	૬
		ખંભાળીયા	૭
		જોડિયા	૮
		ધ્રોલ	૯
		કાલાવડ	૧૦
રાજકોટ	૨	રાજકોટ	૧
		કોટડા સાંગાણી	૨
		ગોંડલ	૩
		જેતપુર	૪
		ધોરાજી	૫
		ઉપલેટા	૬
		જામ કંડોરણા	૭
		લોધિકા	૮
		પડધરી	૯
		મોરબી	૧૦
		માળિયા	૧૧
		વાંકાનેર	૧૨
		જસદણ	૧૩
સુરેન્દ્રનગર	૩	વઢવાણ	૧
		ધ્રાંગધ્રા	૨
		સાયલા	૩
		ચોટીલા	૪
		મુળી	૫
		હળવદ	૬
		ધ્રાંગધ્રા	૭
		દસાડા	૮
		લખતર	૯
ભાવનગર	૪	ભાવનગર	૧
		ઘોઘા	૨
		તળાજા	૩
		મહુવા	૪
		ઢુંડલા	૫
		ગારિયાધાર	૬
		પાલિતાણા	૭
		શિહોર	૮
		ઉમરાળા	૯
		ગઢડા	૧૦
		બોટાદ	૧૧
		વલ્લભીપુર	૧૨
અમરેલી	૫	અમરેલી	૧
		ધારી	૨
		ખાંભા	૩
		રાજુલા	૪
		જાફરાબાદ	૫

પરિશિષ્ટ–અ(ચાલુ)

જિલ્લાનું નામ ૧	સ્થળ સંકેત નંબર ૨	તાલુકા/મહાલનું નામ ૩	સ્થળ સંકેત નંબર ૪
		કોડીનાર	૬
		ફુંકાવાવ વડિયા	૭
		બાબરા	૮
		લાઠી	૯
		લીલિયા	૧૦
જૂનાગઢ	૬	જૂનાગઢ	૧
		મેંદરડા	૨
		તાલાળા	૩
		પાટણ વેરાવળ	૪
		માલિયા	૫
		માંગરોળ	૬
		કેશોદ	૭
		પોરબંદર	૮
		રાણાવાવ	૯
		કુતિયાણા	૧૦
		માણાવદર	૧૧
		વંથલી	૧૨
		ભેસાણ	૧૩
		વિસાવદર	૧૪
		ઉના	૧૫
કચ્છ	૭	ભૂજ	૧
		મુંદ્રા	૨
		માંડવી	૩
		અબડાસા	૪
		લખપત	૫
		નખત્રાણા	૬
		રાપર	૭
		ભચાઉ	૮
		અંજાર	૯
બનાસકાંઠા	૮	પાલનપુર	૧
		વડગામ	૨
		ડીસા	૩
		કાંકરેજ	૪
		રાધનપુર	૫
		સાંતલપુર	૬
		દિયોદર	૭
		વાવ	૮
		થરાદ	૯
		ધાનેરા	૧૦
		દાંતા	૧૧
સાબરકાંઠા	૯	હિમતનગર	૧
		પ્રાંતિજ	૨
		ઈડર	૩
		ખેડબ્રહ્મા	૪
		વિજયનગર	૫
		ભીલોડા	૬
		મેઘરજ	૭
		મોડાસા	૮
		માલપુર	૯
		બાયડ	૧૦
મહેસાણા	૧૦	મહેસાણા	૧
		કડી	૨
		ચાણસ્મા	૩
		સમી	૪
		હારીજ	૫
		પાટણ	૬
		સિધ્ધપુર	૭
		ખેરાળુ	૮
		વિસનગર	૯
		વિજાપુર	૧૦
		ક્લોલ	૧૧
ગાંધીનગર	૧૧	ગાંધીનગર	૧
અમદાવાદ	૧૨	અમદાવાદ—સીટી	૧
		દસક્રોઈ	૨
		ધોળકા	૩
		ધંધુકા	૪
		સાણંદ	૫
		વિરમગામ	૬
		દહેગામ	૭
ખેડા	૧૩	મહેમદાવાદ	૧
		નડીઆદ	૨
		આણંદ	૩
		પેટલાદ	૪
		બોરસદ	૫
		ખંભાત	૬
		માતર	૭
		કપડવંજ	૮
		બાલાસીનોર	૯
		ઠાસરા	૧૦
પંચમહાલ	૧૪	ગોધરા	૧

પરિશિષ્ટ–અ (પૂર્ણ)

જિલ્લાનું નામ ૧	સ્થળ સંકેત નંબર ૨	તાલુકા/મહાલનું નામ ૩	સ્થળ સંકેત નંબર ૪
		કાલોલ	૨
		હાલોલ	૩
		શહેરા	૪
		લુણાવાડા	૫
		સંતરામપુર	૬
		ઝાલોદ	૭
		દાહોદ	૮
		લીમખેડા	૯
		દેવગઢબારીઆ	૧૦
		જાંબુઘોડા	૧૧
વડોદરા	૧૫	વડોદરા	૧
		કરજણ	૨
		પાદરા	૩
		સાવલી	૪
		વાઘોડિયા	૫
		ડભોઈ	૬
		સંખેડા	૭
		જબુગામ	૮
		છોટાઉદેપુર	૯
		નસવાડી	૧૦
		તિલકવાડા	૧૧
		શીનોર	૧૨
ભરૂચ	૧૬	ભરૂચ	૧
		અંકલેશ્વર	૨
		હાંસોટ	૩
		વાગરા	૪
		જંબુસર	૫

જિલ્લાનું નામ ૧	સ્થળ સંકેત નંબર ૨	તાલુકા/મહાલનું નામ ૩	સ્થળ સંકેત નંબર ૪
		આમોદ	૬
		ઝગડીઆ	૭
		નાંદોદ	૮
		દેડીઆપાડા	૯
		સાગબારા	૧૦
		વાલીઆ	૧૧
સુરત	૧૭	ચોર્યાસી	૧
		ઓલપાડ	૨
		કામરેજ	૩
		માંગરોલ	૪
		માંડવી	૫
		સોનગઢ	૬
		ઉચ્છલ	૭
		નિઝાર	૮
		વ્યારા	૯
		વાલોડ	૧૦
		બારડોલી	૧૧
		મહુવા	૧૨
		પલસાણા	૧૩
વલસાડ	૧૮	વલસાડ	૧
		પારડી	૨
		ઉમરગામ	૩
		ગણદેવી	૪
		નવસારી	૫
		ચીખલી	૬
		વાંસદા	૭
		ધરમપુર	૮
ડાંગ	૧૯	ડાંગ	૧

તા. ૧૪–૧૦–૬૯

વિષય:– જિલ્લાના તેમજ તાલુકાના અને સ્પેશ્યલ ચાર્જના અધિકારીઓની તેમજ ગણતરીદારો અને સુપરવાઈઝરોની તાલીમ અંગે

પરિપત્ર નં. ૪

વસતિ ગણતરીના પરિપત્ર નં. ૨, તા. ૧૩–૯–૬૯ સાથે મોકલવામાં આવેલ સમય પત્રક ઉપરથી જણાશે કે ચાલુ માસમાં તા. ૧ થી ૧૫ ઓકટોબર સુધીમાં ઘરોને નંબરો આપવા તથા ઘરોની યાદી બનાવવાની સૂચનાઓની પુસ્તિકાઓની વહેંચણી કરવાનો કાર્યક્રમ નક્કી કરવામાં આવ્યો હતો. અને ત્યારબાદ તા. ૧૬ થી ૩૧ ઓકટોબર સુધીમાં જિલ્લા કક્ષાના વસતિ ગણતરી અધિકારીઓને તેમજ ચાર્જ અધિકારીઓને ઘરોની યાદી બનાવવા માટે તેમજ ધંધાના એકમોના પત્રકો ભરવા માટેના તાલીમ વર્ગો યોજવાનું નક્કી કરવામાં આવ્યું હતું.

૨. સપ્ટેમ્બર માસમાં ફેલાયેલી અશાંતિને કારણે અમદાવાદના સરકારી મુદ્રણાલયમાં સૂચનાઓની પુસ્તિકાઓનું છાપકામ પૂર્ણ થઈ શક્યું નથી. પરંતું ચાલુ મહિનાની આખર પહેલાં તે પૂરું થતાં સૂચનાની પુસ્તિકાઓ વહેંચણી માટે દરેક જિલ્લામાં મોકલી આપવામાં આવશે.

૩. હજી કેટલાક તાલુકાઓમાં ચાર્જ રજિસ્ટર યોગ્ય રીતે ભરવામાં આવ્યાં નથી અને ગણતરીદાર તથા સુપરવાઈઝરોની નિમણૂક અંગેનો વિભાગ ત્રીજો બરાબર રીતે ભરવામાં આવ્યો નથી. આ અંગે ઉપસ્થિત કરવામાં આવેલ મુદ્દાઓના ખુલાસા આ કચેરીના પત્ર નંબર સી. ઈ. એન. ૭૧, તા. ૩–૧૦–૬૯ થી કરવામાં

આવ્યા છે. હવે એમ આશા રાખવામાં આવે છે કે તા. ૧૫-૧૦-૬૯ સુધીમાં પહેલા તબક્કાનાં, એટલે ઘરોની યાદી બનાવવા માટેના ચાર્જ રજિસ્ટરો દરેક તાલુકામાં તૈયાર થઈ ગયાં હશે. જો કોઈ સ્થળે આ કામ પૂરું થયું ન હોય તો વેળાસર પૂરું કરવા વિનંતી છે.

૪. ચાલુ મહિનાના અંત પહેલાં ઘરોની યાદી તેમજ ધંધાના એકમોનાં પત્રકો તેમજ એ બન્ને પત્રકો ભરવા અંગેની સૂચનાઓની પુસ્તિકાઓની વહેંચણી થઈ જાય ત્યારબાદ અધિકારીઓ તેમજ ગણતરીદારો અને સુપરવાઈઝરોને તાલીમ આપવા માટેના વર્ગોનો કાર્યક્રમ નીચે મુજબ નક્કી કરવો:—

(૧) તા. ૧૫ નવેમ્બરથી તા. ૧૫ ડિસેમ્બર ૧૯૬૯ સુધીમાં દરેક જિલ્લામાં કલેકટર કચેરીમાં જિલ્લા કક્ષાના અધિકારીઓની તેમજ તાલુકાના ચાર્જ અધિકારીઓ અને સ્પેશ્યલ ચાર્જ ઓફિસરોની એક મિટિંગ યોજવી. આ મિટિંગમાં વસતિ ગણતરીના નિયામકશ્રી અથવા નાયબ નિયામકશ્રી હાજર રહી ઘરોની યાદી તથા ધંધાના એકમનું પત્રક ભરવા અંગેની તાલીમ આપશે.

(૨) તા. ૧૬ ડિસેમ્બર ૧૯૬૯ થી તા. ૩૧ જાન્યુઆરી ૧૯૭૦ સુધીના દોઢ માસના ગાળામાં ચાર્જ અધિકારીઓએ પોતાના ચાર્જમાં આવેલા દરેક ગણતરીદાર અને સુપરવાઈઝરને વસતિ ગણતરીના પહેલા તબક્કાની એટલે કે ઘરોને નંબરો આપવા, ઘરોની યાદી બનાવવી અને ધંધાના એકમોના પત્રકો ભરવા માટેની તાલીમ માટે ઓછામાં ઓછા છ વર્ગો યોજવા. ઉપરોક્ત તારીખ પહેલાં દરેક ગણતરીદાર તથા સુપરવાઈઝરની નિમણૂક અંગેનું રજિસ્ટર તૈયાર થઈ જાય અને દરેકને નિમણૂકના હુકમો મળી જાય તે રીતે પ્રબંધ કરવાનો છે તેમ કહેવાની ભાગ્યે જ આવશ્યકતા રહે છે.

૫. ઉપરોક્ત બન્ને તબક્કાની તાલીમનું કામકાજ સંતોષકારક રીતે થાય તે માટે દરેક જિલ્લા કલેક્ટરશ્રીને નીચે મુજબ કાર્યવાહી કરવા વિનંતી કરવામાં આવે છે. તેમના જિલ્લાના બધા મદદનીશ/નાયબ કલેક્ટરો તેમજ તાલુકા મામલતદારશ્રીઓ તેમજ સ્પેશ્યલ ચાર્જ ઓફિસરો જેમાં (રેલવે, પોર્ટ, મ્યુનિસિપાલિટી વગેરેના અધિકારીઓનો સમાવેશ થાય છે) તેમની તાલીમ માટે મિટિંગની તારીખ નક્કી કરી આ કચેરીને ચાલુ મહિનાની આખર તારીખ સુધીમાં ચોકકસ ખબર આપવી કે જેથી નિયામકશ્રી અથવા નાયબ નિયામકશ્રી આ મિટિંગમાં હાજરી આપી શકે. આ તાલીમ ૧૫મી નવેમ્બર ૧૯૬૯ થી ૧૫મી ડિસેમ્બર ૧૯૬૯ સુધીના સમય દરમિયાન આપવાની હોઈ આપ મિટિંગની તારીખની વેળાસર જાણ કરશો એવી વિનંતી છે. જેથી તેમનો કાર્યક્રમ તે મુજબ નક્કી કરી શકાય. જો ઘણા જિલ્લાઓની મિટિંગની તારીખ એક જ દિવસે આવતી હશે તો તેમાં ફેરફાર કરવા આપને તુરત વિનંતી કરવામાં આવશે.

૬. દરેક ચાર્જ ઓફિસરોને ઉપર મુજબ તાલીમ મળી જાય ત્યારબાદ તેમણે ગણતરીદારો તથા સુપરવાઈઝરોની તાલીમ અંગે દરેક ચાર્જ ઓફિસરો આ સાથે મોકલવામાં આવેલ કાર્યક્રમ મુજબ ઓછામાં ઓછા (૬) તાલીમ વર્ગો યોજવા જોઈશે. કાર્યક્રમની વિગતો જોતાં જણાશે કે છ તાલીમ વર્ગોમાંથી પહેલા ત્રણ વર્ગોમાં તેમણે પત્રકો કેમ ભરવાનાં છે તે સમજાવવાનું છે. તે પછીના એક વર્ગમાં ગણતરીદારો તેમજ સુપરવાઈઝરોએ તેમને આપવામાં આવેલાં નમૂનાનાં પત્રકો સ્થળ ઉપર જઈને ભરવાનાં છે. છેલ્લા બે વર્ગોમાં તેમણે ભરેલાં પત્રકો તપાસી તેમાંની ક્ષતિઓ બતાવી ચાર્જ ઓફિસરે યોગ્ય માર્ગદર્શન આપવાનું છે. આ કાર્યક્રમ મુજબ દરેક ગણતરીદાર તેમજ સુપરવાઈઝરને યોગ્ય તાલીમ મળી છે તે બાબતનું આ સાથેના નમૂના પરિશિષ્ટ—અ માં પ્રમાણપત્ર તેમની પાસેથી તા. ૩૧—૧—૭૦ સુધીમાં મેળવી દરેક ચાર્જ ઓફિસરે કલેક્ટરશ્રીને મોકલવાનું રહેશે. આ પ્રમાણપત્રો તા. ૨—૨—૭૦ સુધીમાં કલેક્ટરશ્રીને મળી જવાં જોઈશે. અને તેમણે તે મુજબ આ કચેરીને તા. ૫—૨—૭૦ પહેલાં જાણ કરવાની છે.

૭. દરેક જિલ્લામાં રેલવે, પોર્ટ, જળસિંચાઈ, પોલીસ વગેરેની કોલોનીઓ કે જેમાં ઘરની સંખ્યા ૧૦૦ થી વધુ હોય ત્યાં તે ખાતાના સ્પેશ્યલ ચાર્જ ઓફિસરો નિમવામાં આવશે તેની યાદી આપને હવે પછી મોકલવામાં આવશે.

૮. તાલીમ વર્ગમાં ગણતરીદારો તથા સુપરવાઈઝરોની સંખ્યા જો ઘણી મોટી થાય તો તેમને યોગ્ય તાલીમ આપવી શક્ય નથી. આથી જો ૪૦ થી ૫૦ વ્યક્તિઓનો એક વર્ગ એવા જરૂર પ્રમાણેના વર્ગો યોજવામાં આવે તો અનુકૂળ થશે. આવા વર્ગોમાં તાલીમ આપવા માટે યોગ્ય તાલીમ આપનારને અગાઉથી તૈયાર કરવા જરૂરી છે.

૯. ગણતરીદાર તથા સુપરવાઈઝરોને તેમની કામગીરી બદલ માનદ્‌વેતન આપવામાં આવશે પરંતુ તેમને આ કામગીરી અંગેના પ્રવાસનો તથા બીજો કંઈ ખર્ચ આપવાની જોગવાઈ નથી. આથી તાલીમ વર્ગો એવા સ્થળે યોજવા જોઈએ કે જેથી તેઓને આશરે પાંચેક માઈલથી વધુ પ્રવાસ કરવો પડે નહિ.

૧૦. ગણતરીદારો તથા સુપરવાઈઝરોએ તાલીમ વર્ગોમાં હાજરી આપી હોય તેની વિગત આ સાથેના નમૂના પત્રક "બ" માં રાખવા વિનંતી છે.

વસતિ ગણતરી માટે જિલ્લા કક્ષાના અધિકારીઓ; મદદનીશ/નાયબ કલેક્ટરો, ચાર્જ અધિકારીઓ, સુપરવાઇઝરો તેમજ ગણતરીદારોને આપવાની તાલીમનો કાર્યક્રમ

અ.નં.	તાલીમ અધિકારીઓ	તાલીમ આપનાર અધિકારી	સમય
૧	૨	૩	૪
૧	જિલ્લા કક્ષાના અધિકારીઓ, મદદનીશ/નાયબ કલેક્ટરો, તાલુકા કક્ષાના અધિકારીઓ, ચાર્જ અધિકારીઓ અને ખાસ ચાર્જ અધિકારીઓની મિટિંગ કલેક્ટર કચેરીમાં ભરવી.	વસતિ ગણતરીના નિયામક અથવા નાયબ નિયામક	૧૫–૧૧–૬૯ થી ૧૫–૧૨–૬૯
	ગણતરીદારો અને સુપરવાઈઝરો માટેના વર્ગોની વિગત		
	વર્ગ–૧		
૨	ગણતરીદારો અને સુપરવાઈઝરોને ઘરોને નંબરો આપવા, ઘરોની યાદી બનાવવી અને ધંધાના એકમોનાં પત્રકો ભરવા માટેની સમજૂતી આપવી.	જિલ્લા કક્ષાના અધિકારીઓ, મદદનીશ/નાયબ કલેક્ટરો, ચાર્જ અધિકારીઓ	૧૬–૧૨–૬૯ થી ૨૩–૧૨–૬૯
૩	**વર્ગ–૨**		૨૪–૧૨–૬૯
	–સદર–	–સદર–	થી
			૩૧–૧૨–૬૯
૪	**વર્ગ–૩**		૧–૧–૭૦
	–સદર–	–સદર–	થી
			૭–૧–૭૦
૫	**વર્ગ–૪**		૮–૧–૭૦
	ગણતરીદારો અને સુપરવાઈઝરોએ સ્થળ ઉપર પત્રકો ભરવાં.	–સદર–	થી
			૧૫–૧–૭૦
૬	**વર્ગ–૫**		૧૬–૧–૭૦
	ગણતરીદારો અને સુપરવાઈઝરોએ ભરેલાં પત્રકોમાં જે ક્ષતિઓ જણાય તે ઉપર ચર્ચાવિચારણા અને માર્ગદર્શન	–સદર–	થી ૨૩–૧–૭૦
૭	**વર્ગ–૬**		૨૪–૧–૭૦
	–સદર–		થી
	તથા સર્ટિફિકેટો મેળવવા અને ઘરની યાદી તથા ધંધાના એકમના પત્રકો ભરવા માટે આપવાં.	–સદર–	૩૧–૧–૭૦

પરિશિષ્ટ–અ

ગણતરીદાર અને સુપરવાઈઝરે તાલીમ પૂરી કર્યા બદલ આપવાનું પ્રમાણપત્ર

જિલ્લાનું નામ : તાલુકાનું નામ :

હું .....

ગણતરીદાર/સુપરવાઈઝર આથી લખી આપું છું કે મેં નીચે જણાવેલ તારીખે ૧૯૭૧ની વસતિ ગણતરીના ભાગરૂપે ઘરોની યાદી અને ધંધાનું એકમ ભરવા અંગે યોજવામાં આવેલ વર્ગમાં તાલીમ લીધી છે, અને મને સોંપવામાં આવેલી કામગીરી હું પૂરેપૂરી કાર્યક્ષમતાથી કરી શકીશ તેની મને ખાત્રી છે.

અ.નં.	તાલીમ વર્ગની તારીખ	સ્થળ
(૧)		
(૨)		
(૩)		
(૪)		
(૫)		
(૬)		

સ્થળ..... સહી :–ગણતરીદાર/સુપરવાઈઝર

તારીખ

ઉપરની હકીકત બરાબર છે તેની મેં ખાત્રી કરી છે.

ચાર્જ ઑફિસર

AE–50

પરિશિષ્ટ–બ

ગણતરીદાર તથા સુપરવાઈઝરોએ તાલીમ વર્ગોમાં હાજરી આપી તેની વિગત

જિલ્લાનું નામ : તાલુકાનું નામ :

અ. નં.	ગણતરીદાર/સુપરવાઈઝરનું નામ, હોદ્દો તથા સરનામું	તાલીમ વર્ગમાં હાજરી આપ્યાની તારીખ
૧	૨	૩

ચાર્જ ઑફિસરની સહી.....

તારીખ.....

નં. સી. ઈ. એન. ૬૬

તારીખ : ૩–૧૧–૬૯

વિષય :–વસતિ ગણતરી ૧૯૭૧–સ્થળ સંકેત Location Code

પરિપત્ર નં. ૩–અ

આપનું ધ્યાન આ કચેરીના પરિપત્ર નં. ૩ તા. ૬-૧૦-૬૯ ના પાના નં. ૪ તરફ દોરવામાં આવે છે. તેમાં જણાવ્યા મુજબ દરેક જિલ્લાના જે વિસ્તારોને રાજ્ય સરકારની સંમતિથી શહેરી વિસ્તાર તરીકે માન્ય રાખવામાં આવ્યા છે તેની યાદી આ સાથે મોકલવામાં આવી છે. સદરહુ યાદીના આસન ૬માં શહેરી વિસ્તારનો સ્થળ સંકેત નંબર દર્શાવવામાં આવેલ છે. તેમાંનો અરેબિક આંકડો જિલ્લાનો સ્થળ સંકેત નંબર દર્શાવે છે. જ્યારે રોમન આંકડો શહેરી વિસ્તારનો સ્થળ સંકેત નંબર દર્શાવે છે. શહેરી વિસ્તાર માટે સદરહુ યાદીમાં દર્શાવવામાં આવેલ સ્થળ સંકેતનો ઉપયોગ કરવા વિનંતી છે.

ભારતની વસતિ ગણતરી ૧૯૭૧

શહેરી વિસ્તારને આપેલ સંકેત નંબર

જિલ્લાનું નામ	સ્થળ સંકેત નંબર	તાલુકાનું નામ	સ્થળ સંકેત નંબર	શહેરી વિસ્તારનું નામ	સ્થળ સંકેત નંબર
૧	૨	૩	૪	૫	૬
જામનગર	૧	જામનગર	૧	જામનગર	૧/I
				સિક્કા	૧/II
				બેડી	૧/III
		લાલપુર	૨	લાલપુર	૧/IV
		જામજોધપુર	૩	જામજોધપુર	૧/V
		ભાણવડ	૪	ભાણવડ	૧/VI
		ઓખામંડળ	૬	દ્વારકા	૧/VII
				મીઠાપુર	૧/VIII
				ઓખાપોર્ટ	૧/IX
				બેટ	૧/X
		ખંભાળિયા	૭	ખંભાળિયા	૧/XI
				સલાયા	૧/XII
		જોડીયા	૮	જોડીયા	૧/XIII
		ધ્રોલ	૯	ધ્રોલ	૧/XIV
		કાલાવડ	૧૦	કાલાવડ	૧/XV
રાજકોટ	૨	રાજકોટ	૧	રાજકોટ	૨/I
		ગોંડલ	૩	ગોંડલ	૨/II
		જેતપુર	૪	જેતપુર	૨/III
				જેતલસર	૨/IV
		ધોરાજી	૫	ધોરાજી	૨/V
		ઉપલેટા	૬	ઉપલેટા	૨/VI
		પડધરી	૯	પડધરી	૨/VII
		મોરબી	૧૦	મોરબી	૨/VIII
				ટંકારા	૨/IX
		વાંકાનેર	૧૨	વાંકાનેર	૨/X
		જસદણ	૧૩	જસદણ	૨/XI
				વિંછીયા	૨/XII
સુરેન્દ્રનગર	૩	વઢવાણ	૧	વઢવાણ	૩/I
				સુરેન્દ્રનગર	૩/II
		લીંબડી	૨	લીંબડી	૩/III
		સાયલા	૩	સાયલા	૩/IV
		ચોટીલા	૪	ચોટીલા	૩/V
				થાનગઢ	૩/VI
		હળવદ	૬	હળવદ	૩/VII
		ધ્રાંગધ્રા	૭	ધ્રાંગધ્રા	૩/VIII
		દસાડા	૮	પાટડી	૩/IX
				ખારાઘોડા	૩/X
		લખતર	૯	લખતર	૩/XI
ભાવનગર	૪	ભાવનગર	૧	ભાવનગર	૪/I
				વરતેજ	૪/II

શહેરી વિસ્તારને આપેલ સંકેત નંબર (ચાલુ)

જિલ્લાનું નામ	સ્થળ સંકેત નંબર	તાલુકાનું નામ	સ્થળ સંકેત નંબર	શહેરી વિસ્તારનું નામ	સ્થળ સંકેત નંબર
૧	૨	૩	૫	૫	૬
		ઘોઘા	૨	ઘોઘા	૪/III
		તળાજા	૩	તળાજા	૪/IV
		મહુવા	૪	મહુવા	૪/V
		કુંડલા	૫	સાવરકુંડલા	૪/VI
		ગારિયાધાર	૬	ગારિયાધાર	૪/VII
		પાલિતાણા	૭	પાલિતાણા	૪/VIII
		શિહોર	૮	શિહોર	૪/IX
		ઉમરાળા	૯	ઉમરાળા	૪/X
		ગઢડા	૧૦	ગઢડા	૪/XI
		બોટાદ	૧૧	બોટાદ	૪/XII
				પાળિયાદ	૪/XIII
		વલ્લભીપુર	૧૨	વલ્લભીપુર	૪/XIV
અમરેલી	૫	અમરેલી	૧	અમરેલી	૫/I
		ધારી	૨	ધારી	૫/II
				ચલાલા	૫/III
		રાજુલા	૪	રાજુલા	૫/IV
				ડુંગર	૫/V
		જાફરાબાદ	૫	જાફરાબાદ	૫/VI
		કોડીનાર	૬	કોડીનાર	૫/VII
		કુંકાવાવવડિયા	૭	વડિયા	૫/VIII
				બગસરા	૫/IX
		બાબરા	૮	બાબરા	૫/X
		લાઠી	૯	લાઠી	૫/XI
				દામનગર	૫/XII
જૂનાગઢ	૬	જૂનાગઢ	૧	જૂનાગઢ	૬/I
				બિલખા	૬/II
		મેંદરડા	૨	મેંદરડા	૬/III
		તલાળા	૩	તલાળા	૬/IV
		પાટણ વેરાવળ	૪	પાટણ	૬/V
				વેરાવળ	૬/VI
		માળિયા	૫	માળિયા	૬/VII
		માંગરોળ	૬	માંગરોળ	૬/VIII
		કેશોદ	૭	કેશોદ	૬/IX
		પોરબંદર	૮	પોરબંદર	૬/X
				છાયા	૬/XI
		રાણાવાવ	૯	રાણાવાવ	૬/XII
				આદિત્યાણા	૬/XIII
		કુતિયાણા	૧૦	કુતિયાણા	૬/XIV
		માણાવદર	૧૧	માણાવદર	૬/XV
				બાંટવા	૬/XVI
		વંથળી	૧૨	વંથળી	૬/XVII
				શાહપુર	૬/XVIII
		વિસાવદર	૧૪	વિસાવદર	૬/XIX
		ઊના	૧૫	ઊના	૬/XX
				દેલવાડા	૬/XXI
કચ્છ	૭	ભૂજ	૧	ભૂજ	૭/I
				માધાપર	૭/II
		મુંદ્રા	૨	મુંદ્રા	૭/III
		માંડવી	૩	માંડવી	૭/IV
		અબડાસા	૪	નાલીઆ	૭/V
		નખત્રાણા	૬	નખત્રાણા	૭/VI
		રાપર	૭	રાપર	૭/VII
		ભચાઉ	૮	ભચાઉ	૭/VIII
		અંજાર	૯	અંજાર	૭/IX
				ગાંધીધામ	૭/X
				કંડલા	૭/XI
બનાસકાંઠા	૮	પાલનપુર	૧	પાલનપુર	૮/I
				કાણોદર	૮/II
		ડીસા	૩	ડીસા	૮/III
				જૂના ડીસા	૮/IV
		રાધનપુર	૫	રાધનપુર	૮/V
		સાંતલપુર	૬	વારાહી	૮/VI
		દિયોદર	૭	ભાભરનવા	૮/VII
		થરાદ	૯	થરાદ	૮/VIII
સાબરકાંઠા	૯	હિંમતનગર	૧	હિંમતનગર	૯/I
		પ્રાંતિજ		પ્રાંતિજ	૯/II
				તલોદ	૯/III
		ઈડર	૩	ઈડર	૯/IV
		ખેડબ્રહ્મા	૪	ખેડબ્રહ્મા	૯/V
		મોડાસા	૮	મોડાસા	૯/VI
				ધનસુરા	૯/VII
મહેસાણા	૧૦	મહેસાણા	૧	મહેસાણા	૧૦/I
		કડી	૨	કડી	૧૦/II
		ચાણસ્મા	૩	ચાણસ્મા	૧૦/III
		હારીજ	૫	હારીજ	૧૦/IV
		પાટણ	૬	પાટણ	૧૦/V
		સિદ્ધપુર	૭	સિદ્ધપુર	૧૦/VI
				ઊંઝા	૧૦/VII
		ખેરાળુ	૮	ખેરાળુ	૧૦/VIII
				વડનગર	૧૦/IX

શહેરી વિસ્તારને આપેલ સંકેત નંબર (ચાલુ)

જિલ્લાનું નામ	સ્થળ સંકેત નંબર	તાલુકાનું નામ	સ્થળ સંકેત નંબર	શહેરી વિસ્તારનું નામ	સ્થળ સંકેત નંબર
૧	૨	૩	૪	૫	૬
		વિસનગર	૮	વિસનગર	૧૦/X
		વિજાપુર	૧૦	વિજાપુર	૧૦/XI
				માણસા	૧૦/XII
		ક્લોલ	૧૧	ક્લોલ	૧૦/XIII
ગાંધીનગર	૧૧	ગાંધીનગર	૧	ગાંધીનગર	૧૧/I
અમદાવાદ	૧૨	અમદાવાદ સીટી૧		અમદાવાદ	૧૨/I
				સરદારનગર	૧૨/II
				સહીજપુર-	
				બોધા	૧૨/III
				નરોડા	૧૨/IV
				હાંસોલ	૧૨/V
				અમદાવાદ	
				કેન્ટોનમેન્ટ	૧૨/VIઅને VII
				ઓઢવ	૧૨/VIII
				નિકોલ	૧૨/IX
				રાણીપ	૧૨/X
				સરખેજ	૧૨/XI
				દાણીલીમડા	૧૨/XXII
		દસક્રોઇ	૨	નાંદેજ	૧૨/XII
		ધોળકા	૩	ધોળકા	૧૨/XIII
				બાવળ'	૧૨/XIV
		ધંધુકા	૪	ધંધુકા	૧૨/XV
				રાણપુર	૧૨/XVI
				બરવાળા	૧૨/XVII
		સાણંદ	૫	સાણંદ	૧૨/XVIII
		વિરમગામ	૬	વિરમગામ	૧૨/XIX
				માંડલ	૧૨/XX
		દહેગામ	૭	દહેગામ	૧૨/XXI
ખેડા	૧૩	મહેમદાવાદ	૧	મહેમદાવાદ	૧૩/I
				ખેડા	૧૩/II
		નડિયાદ	૨	નડિયાદ	૧૩/III
				વસો	૧૩/IV
		આણંદ	૩	આણંદ	૧૩/V
				વલ્લભ વિદ્યાનગર	૧૩/VI
				ઉમરેઠ	૧૩/VII
				વાસદ	૧૩/VIII
		પેટલાદ	૪	પેટલાદ	૧૩/IX
				સોજીત્રા	૧૩/X
		બોરસદ	૫	બોરસદ	૧૩/XI
		ખંભાત	૬	ખંભાત	૧૩/XII
		કપડવંજ	૮	કપડવંજ	૧૩/XIII
		બાલાસિનોર	૯	બાલાસિનોર	૧૩/XIV
		ઠાસરા	૧૦	ઠાસરા	૧૩/XV
				ડાકોર	૧૩/XVI
				પાલી	૧૩/XVII
પંચમહાલ	૧૪	ગોધરા	૧	ગોધરા	૧૪/I
		કાલોલ	૨	કાલોલ	૧૪/II
		હાલોલ	૩	હાલોલ	૧૪/III
				શિવરાજપુર	૧૪/IV
		લુણાવાડા	૫	લુણાવાડા	૧૪/V
		સંતરામપુર	૬	સંતરામપુર	૧૪/VI
		દાહોદ	૮	દાહોદ	૧૪/VII
				ફ્રીલેન્ડગંજ	૧૪/VIII
		દેવગઢબારિયા	૧૦	દેવગઢબારિયા	૧૪/IX
વડોદરા	૧૫	વડોદરા	૧	વડોદરા	૧૫/I
				ફર્ટિલાઈઝર નગર	૧૫/II
				જવાહરનગર (ગુજરાત રીફાઈનરી)	૧૫/III
		કરજણ	૨	કરજણ	૧૫/IV
		પાદરા	૩	પાદરા	૧૫/V
		વાઘોડીઆ	૫	વાઘોડીઆ	૧૫/VI
		ડભોઈ	૬	ડભોઈ	૧૫/VII
		સંખેડા	૭	સંખેડા	૧૫/VIII
				બોડેલી	૧૫/IX
				બહાદરપુર	૧૫/X
		છોટાઉદેપુર	૯	છોટાઉદેપુર	૧૫/XI
		શિનોર	૧૨	શિનોર	૧૫/XII
ભરૂચ	૧૬	ભરૂચ	૧	ભરૂચ	૧૬/I
				પાલેજ	૧૬/II
		અંકલેશ્વર	૨	અંકલેશ્વર	૧૬/III
		હાંસોટ	૩	હાંસોટ	૧૬/IV
		જંબુસર	૫	જંબુસર	૧૬/V
		આમોદ	૬	આમોદ	૧૬/VI
		નાંદોદ	૮	રાજપીપળા	૧૬/VII
સુરત	૧૭	ચોર્યાસી	૧	સુરત	૧૭/I
				કતારગામ	૧૭/II
				ઉધના	૧૭/III
		ઓલપાડ	૨	ઓલપાડ	૧૭/IV

શહેરી વિસ્તારને આપેલ સંકેત નંબર (પૂર્ણ)

જિલ્લાનું નામ	સ્થળ સંકેત નંબર	તાલુકાનું નામ	સ્થળ સંકેત નંબર	શહેરી વિસ્તારનું નામ	સ્થળ સંકેત નંબર
૧	૨	૩	૪	૫	૬
		કામરેજ	૩	કઠોર	૧૭/V
		માંગરોલ	૪	કોસંબા	૧૭/VI
		માંડવી	૫	માંડવી	૧૭/VII
		સોનગઢ	૬	સોનગઢ	૧૭/VIII
				ઉકાઈ	૧૭/XI
		વ્યારા	૯	વ્યારા	૧૭/IX
		બારડોલી	૧૧	બારડોલી	૧૭/X
વલસાડ	૧૮	વલસાડ	૧	વલસાડ	૧૮/I
				અબ્રામા	૧૮/II
				અતુલ	૧૮/III
		પારડી	૨	પારડી	૧૮/IV
				વાપી	૧૮/V
				ઉદવાડા	૧૮/VI
		ઉંમરગામ	૩	ઉંમરગામ	૧૮/VII
		ગણદેવી	૪	ગણદેવી	૧૮/VIII
				બ્રીલીમોરા	૧૮/IX
		નવસારી	૫	નવસારી	૧૮/X
				જલાલપોર	૧૮/XI
		ચીખલી	૬	ચીખલી	૧૮/XII
		વાંસદા	૭	વાંસદા	૧૮/XIII
		ધરમપુર	૮	ધરમપુર	૧૮/XIV

તા. ૫–૧૧–૧૯૬૯

વિષય:– વસતિ ગણતરી ૧૯૭૧ સ્થળ સંકેત–ખાસ વિસ્તાર.

પરિપત્ર નંબર-૬

આપનું ધ્યાન આ કચેરીના પરિપત્ર નં. ૩ તા. ૩-૧૦-૬૯ તરફ દોરવામાં આવે છે. તેના પાના નં. ૬ ઉપર " ખાસ વિસ્તાર" ને દર્શાવવા માટે શહેરી વિસ્તારના સ્થળ સંકેતના બીજા ભાગ પછી અને ગ્રામ્ય વિસ્તારના સ્થળ સંકેતના ત્રીજા ભાગ પછી અંગ્રેજી મૂળાક્ષર A, B, વગેરે લગાડવાનું જણાવવામાં આવેલ છે. કોઈ એક શહેરી–ગ્રામ્ય વિસ્તારમાં એક કરતાં વધારે " ખાસ વિસ્તારો " આવેલાં હોય એમ પણ બને. આવા કિસ્સાઓમાં એકવાક્યતા જળવાય તે માટે જુદા જુદા ખાસ વિસ્તારો માટે નીચે પ્રમાણે અંગ્રેજી મૂળાક્ષરો લગાડવાનું ધોરણ નક્કી કરવામાં આવ્યું છે:

ખાસ વિસ્તાર	મૂકરર કરવામાં આવેલ અંગ્રેજી મૂળાક્ષર
(૧) રેલવે કોલોની	A
(૨) પોલીસ હેડકવાર્ટર્સ	B
(૩) સ્પેશીયલ રીઝર્વ પોલીસ ગ્રુપ.	C
(૪) જંગલ વિસ્તાર.	D
(૫) જળસિંચાઈની કોલોની.	E

ઉપર નક્કી કર્યા પ્રમાણે ખાસ વિસ્તાર માટે વિશિષ્ટ સંજ્ઞા સ્થળ સંકેત સાથે ઉમેરવાની સૌ લાગતા વળગતા અધિકારીઓને વિનંતી કરવામાં આવે છે. ઉપર મુજબ વિશિષ્ટ સંજ્ઞા ખાસ વિસ્તારમાં લગાડવામાં આવે છે. તેની ખાત્રી કરવાની જવાબદારી જે તે વિભાગના કલેકટરશ્રી, તથા આસી. ડેપ્યુટી કલેકટરશ્રી અને મામલતદારશ્રીની રહેશે. ખાસ વિસ્તારના ચાર્જ અધિકારીઓ આ બાબતમાં કોઈ ચૂક ન કરે તે માટે ખાસ કાળજી રાખવા વિનંતી કરવામાં આવે છે.

તા. ૨૩–૧૨–૧૯૬૯

વિષય : ઘરોની યાદીની તારીજ બનાવવા બાબત

પરિપત્ર નં. ૮

વસતિ ગણતરી સમયપત્રક પ્રમાણે ઘરોની યાદી તથા ધંધાના એકમના પત્રકો ફેબ્રુઆરી ૧૯૭૦માં ભરવાનાં છે.

૨. વસતિ ગણતરીનાં ઘરો તથા કુટુંબોનો ચોકકસ આંકડો આપણને તાત્કાલિક ઉપલબ્ધ થાય તે માટે ભારતના રજીસ્ટ્રાર જનરલ નવી દિલ્હીએ ઘરોની યાદીની તારીજ તૈયાર કરવાની સૂચના આપેલ છે. આ તારીજની દરેક ગણતરીદારે બે નકલ બનાવવાની છે. ઘરોની યાદીની તારીજનો નમૂનો આ સાથે સામેલ છે. ગણતરીદારે તારીજ બ્લોકવાર બનાવવાની છે. તારીજ ભરવા માટેની સમજૂતી નીચે આપવામાં આવી છે.

૩. તારીજના ઉપરના ભાગમાં (૧) જિલ્લાનું નામ અને સંકેત નંબર, (૨) તાલુકાનું નામ અને સંકેત નંબર, (૩) ગામ/શહેરનું નામ અને સંકેત નંબર અને (૪) વોર્ડ/ગણતરીદારના બ્લોકનું નામ અથવા નંબર લખવાનો છે. ઘરોની યાદીના મથાળે જે વિગતો ભરી હશે તે જ અહીં ભરવાની છે.

૪. તારીજના આસન ૧માં ઘરોની યાદીના પાનાનો નંબર લખવાનો છે. ગણતરીદારે પોતાના બ્લોકમાં આવેલ ઘરોની જે યાદી તૈયાર કરી હોય તેને પાના નંબર આપવાનો છે. ઘરોની યાદીના દરેક પત્રકને બે પાનાં હોય છે–એક આગળનું, બીજું પાછળનું. દા.ત. એક બ્લોકમાં ઘરોની યાદીનાં ચાર પત્રકો ભરાયાં હોય, તો તેના પાનાની કુલ સંખ્યા આઠની થશે. ઘરોની યાદીના દરેક પાનાના આસન ૬ અને ૯માં આપેલી માહિતીના સરવાળો કરી તારીજની દરેક લીટીમાં લખવાનો છે. આ નોંધ કેવી રીતે કરવાની છે તેની સમજૂતી નીચેના પેરા (૫)માં આપવામાં આવી છે. તારીજની

નીચે છેલ્લી લીટીમાં દરેક આસનનો કુલ સરવાળો મૂકવાનો છે. જો તારીજની લીટીઓ કરતાં પાનાની સંખ્યા વધારે હોય તો તારીજની પાછળની બાજુએ નોંધ કરવી જોઈએ અને પછી છેવટે સરવાળો મૂકવો જોઈએ.

૫. તારીજનાં આસનો ૨ થી ૬ ભરવા માટે ગણતરીદારોને તાલીમ વર્ગોમાં ખાસ સૂચનાઓ આપવી પડશે. તારીજનાં આસનો ૨, ૩, ૫ અને ૬ની માહિતી ઘરોની યાદીના આસન ૬માંથી મેળવી ભરવાની છે. ઘરોની યાદીના આસન ૬માં પૂરેપૂરાં વસવાટવાળાં રહેણાકનાં ઘરો, અંશતઃ વસવાટવાળાં રહણાકનાં ઘરો, ખાલી અને બીજા ઉપયોગમાં લેવાતાં વસતિ ગણતરીનાં ઘરોની વિગત આપવામાં આવી છે. તેમાંથી આસન ૨માં પૂરેપૂરાં વસવાટવાળાં હોય એવાં વસતિ ગણતરીનાં ઘરોની નોંધ કરવાની છે. જે ઘરો પૂરેપૂરાં રહેઠાણ તરીકે વપરાતાં નહિ હોય તે ઘરોની નોંધ આસન ૨માં કરવાની નથી. એટલે કે જે વસતિ ગણતરીનાં ઘરો અંશતઃ રહેઠાણ તરીકે અને અંશતઃ દુકાન, કોઢ (વર્કશોપ) વગેરે (જેવા કે દુકાન સાથે રહેઠાણ, કોઢ સાથે રહેઠાણ, વગેરે) તરીકે વપરાતાં હોય, તેને આસન ૨માં નોંધવાનાં નથી, પરંતુ તેની સંખ્યા આસન ૩માં નોંધવાની છે. આસન ૪, ૫ અને ૬ એકબીજાથી ભિન્ન છે. આસન ૫માં ખાલી ઘરોની સંખ્યા લખવાની છે અને તેમાં સમજૂતીની જરૂર નથી કારણ કે તે સ્પષ્ટ છે. વસતિ ગણતરીનાં જે ઘરો પૂરેપૂરાં કે અંશતઃ રહેઠાણ તરીકે વપરાતા નથી અથવા જેઓ ખાલી નથી પરંતુ દુકાન, કોઢ, કચેરી, મનોરંજનનાં સ્થળો, ધાર્મિક સ્થળો, વગેરે તરીકે વપરાતાં હોય, (એટલે કે જે વસતિ ગણતરીનાં ઘરોનો આસન ૨ થી ૫ માં સમાવેશ કરવામાં આવ્યો નથી) તે આસન ૬ માં નોંધવાનાં છે. વસતિ ગણતરીનાં ઘરોની કુલ સંખ્યા આસન ૭માં લખવાની છે એટલે કે એમાં આસન ૪, ૫ અને ૬નો સરવાળો લખવાનો છે. ટૂંકમાં ઘરોની યાદીના આસન ૬માં જે ઘરોની "રહેઠાણ" તરીકે નોંધ કરવામાં આવી હોય તેનો સરવાળો તારીજના આસન ૨માં લખવાનો છે. તેવી જ રીતે ઘરોની યાદીના આસન ૬માં જે ઘરોની અંશતઃ રહેઠાણ તરીકે (જેવાં કે દુકાન સાથે રહેઠાણ, કોઢ સાથે રહેઠાણ, વગેરે) નોંધ કરવામાં આવી હોય તેનો સરવાળો તારીજના આસન ૩માં લખવાનો છે. ઘરોની યાદીના આસન ૬માં જે ઘરોની "ખાલી" તરીકે નોંધ કરવામાં આવી હોય તેનો સરવાળો તારીજના આસન ૫માં લખવાનો છે અને બાકીના ઘરો કે જેની નોંધ દુકાન, કોઢ, કચેરી, મનોરંજનનાં સ્થળો, ધાર્મિક સ્થળો વગેરે કરવામાં આવી હોય, તેનો સરવાળો તારીજના આસન ૬માં લખવાનો છે. તારીજના આસન ૨, ૩, ૫ અને ૬નો સરવાળો ઘરોની યાદીના આસન ૬ના સરવાળા સાથે મળવો જોઈએ. સંસ્થાકીય કુટુંબો સહિતનાં કુટુંબોની કુલ સંખ્યા આસન ૮માં લખવાની છે. ઘરોની યાદીના આસન ૯માં લખેલ કુટુંબોના મુખ્ય માણસોની સંખ્યાનો સરવાળો આ આસન ૮માં લખવાનો છે.

૬. તારીજનું આસન ૯ ભરવામાં ગણતરીદારને થોડી મુશ્કેલી જણાશે. સંસ્થાકીય કુટુંબોની બાબતમાં ઘરોની યાદીના આસન ૯માં કુટુંબના મુખ્ય માણસના નામ પછી કૌંસમાં "સંસ્થા" લખવામાં આવે તો ઉપરની મુશ્કેલી રહેશે નહિ. આમ હોવાથી સંસ્થાકીય કુટુંબની બાબતમાં ઘરોની યાદીના આસન નં. ૯માં ઉપર પ્રમાણે નોંધ કરવા સર્વે ગણતરીદારોને સૂચના આપવામાં આવે છે. જો આ પ્રમાણે કરવામાં આવે તો ઘરોની યાદીના આસન ૯માં સંસ્થાનો સરવાળો ગણતરીદાર સહેલાઈથી કરી શકશે. ઘરોની યાદી બનાવનાર ગણતરીદારને આપવામાં આવેલ બ્લોકમાં સંસ્થાઓની સંખ્યા મોટી હોવા સંભવ નથી. તેથી તારીજમાં સંસ્થાકીય કુટુંબોની સંખ્યા લખવામાં ગણતરીદારને મુશ્કેલી રહેશે નહિ.

૭. સુપરવાઈઝરોએ ઘરોની યાદીની એન્ટ્રીઓના સંદર્ભમાં તારીજની ચકાસણી કરવી અને તે પ્રમાણે ક્યાં બદલ તારીજમાં સહી કરવી.

૮. ભરેલી તારીજને બ્લોકનાં ઘરોની યાદી તથા ધંધાના એકમનાં પત્રકો સાથે રાખવી. અને તે બધું સાહિત્ય પોતાના ચાર્જ અધિકારીને તા. ૪–૩–૭૦ સુધીમાં મોકલી આપવું.

૯. પરિપત્રની સમજૂતી તાલીમ વર્ગમાં આપવાની હોવાથી ગણતરીદારો તેમજ સુપરવાઈઝરોને વહેંચવા માટેની નકલો આ સાથે મોકલવામાં આવે છે.

૧૦. ઘરોની યાદીનાં કોરાં પત્રકો હવે પછી મોકલી આપવામાં આવશે.

ભારતની વસતિ ગણતરી ૧૯૭૧

ઘરોની યાદીની તારીજ

જિલ્લાનું નામ.....સંકેત નં..... ગામ/શહેરનું નામ.....સંકેત નં.....

તાલુકા/મહાલનું નામ.....સંકેત નં..... વોર્ડ/ગણતરીદારના બ્લોકનું નામ કે નં.....

ઘરોની યાદીના પત્રકનો યાના નંબર ૧	વસતિ ગણતરીનાં ઘરોની સંખ્યા						કુટુંબોની સંખ્યા		કુલ વસતિ		
	વસવાટવાળાં રહેણાકનાં વસતિ ગણતરીનાં ઘરો			વસતિ ગણતરીનાં ખાલી ઘરોની સંખ્યા ૫	બીજા ઉપયોગમાં લેવાતાં વસતિ ગણતરીનાં ઘરોની સંખ્યા ૬	આસન ૪, ૫ અને ૬ નો સરવાળો ૭	સંસ્થાકીય કુટુંબો સહિત કુલ કુટુંબોની સંખ્યા ૮	સંસ્થાકીય કુટુંબોની સંખ્યા ૯	પુરુષો ૧૦	સ્ત્રીઓ ૧૧	કુલ ૧૨
	પૂરેપૂરાં રહેણાક તરીકે વપરાતાં ઘરોની સંખ્યા ૨	અંશત: રહેણાક તરીકે વપરાતાં ઘરોની સંખ્યા ૩	કુલ ૪								
કુલ											

ચકાસણી કરતાં ખરું માલુમ પડયું છે

સુપરવાઈઝરની સહી..... ગણતરીદારની સહી.....

તારીખ..... તારીખ.....

તા. ૨૩-૧૨-૧૯૬૯

વિષય:– વસતિ ગણતરી ૧૯૭૧ સ્થળ સંકેત—ખાસ વિસ્તાર.

પરિપત્ર ૬ (અ)

આપનું ધ્યાન આ કચેરીના પરિપત્ર નં. ૬ તા. ૫-૧૧-૬૯ તરફ દોરવામાં આવે છે જેમાં ખાસ વિસ્તારો માટે મુકરર કરવામાં આવેલ અંગ્રેજી મૂળાક્ષરો દર્શાવવામાં આવેલ છે. તેમાં જણાવેલા ખાસ વિસ્તારો ઉપરાંત પોર્ટ એરિયાના ખાસ વિસ્તાર માટે નીચે મુજબ અંગ્રેજી મૂળાક્ષર લગાડવાનું ધોરણ નક્કી કરવામાં આવેલું છે.

ખાસ વિસ્તાર	મુકરર કરવામાં આવેલ અંગ્રેજી મૂળાક્ષર
પોર્ટ વિસ્તાર.	F

જે પોર્ટ એરીઆને ખાસ વિસ્તાર તરીકે નક્કી કરવામાં આવેલ છે. તેને માટે ઉપરની વિશિષ્ટ સંજ્ઞા સ્થળ સંકેત સાથે ઉમેરવા સૌ લાગતા વળગતા અધિકારીઓને વિનંતી કરવામાં આવે છે.

તા. ૫–૧૧–૧૯૭૦

વિષય :– ચાર્જની તારીજ બનાવવા બાબત.

પરિપત્ર નં ૯

૧. આ કચેરીના પરિપત્ર નં. ૮ તા. ૨૩–૧૨–૬૯થી દરેક બ્લોક માટે ઘરોની યાદીની તારીજ બે નકલમાં તૈયાર કરવાની સૂચનાઓ આપવામાં આવી છે. ગણતરીદારે આ તારીજ પોતાના ચાર્જ અધિકારીને તા. ૪–૩–૭૦ સુધીમાં મોકલી આપવાની છે. આ તારીજ આવ્યા પછી દરેક ચાર્જ માટેની સમગ્ર તારીજ નીચેની સૂચનાઓ પ્રમાણે બનાવવાની છે.

૨. દરેક ચાર્જ અધિકારીએ પોતાના ચાર્જના બધા ગણતરીદારોએ તૈયાર કરેલ તારીજ ઉપરથી પોતાના ચાર્જ માટેની સમગ્ર તારીજ આ સાથેના પત્રક "અ"માં તૈયાર કરવી. સ્પેશીયલ ચાર્જ અધિકારીઓએ પણ પોતાના ચાર્જ માટે તારીજ પત્રક "અ"માં તૈયાર કરવી, અને જો તે સંબંધકર્તા નોર્મલ ચાર્જ અધિકારી કે જેની હદમાં સ્પેશીયલ ચાર્જનો સમાવેશ થતો હોય તેને તા. ૪–૩–૭૦ સુધીમાં બે નકલમાં મોકલી આપવા. નોર્મલ ચાર્જ અધિકારીએ પોતાના ચાર્જની તેમજ સ્પેશીયલ ચાર્જની તારીજ કલેકટરશ્રીને તા. ૭–૩–૭૦ સુધીમાં બે નકલમાં મોકલી આપવી. બધા ચાર્જ માટેની સમગ્ર તારીજ પત્રક "અ" ત્રણ નકલમાં બનાવવાની છે. મ્યુનિસિપલ કોર્પોરેશન, મ્યુનિસિપાલિટી, કેન્ટોનમેન્ટ (સિવિલ) બોર્ડ, અમદાવાદ અને સરદારનગર નોટીફાઈડ એરીયા કમિટીના ચાર્જ ઓફિસરોએ પોતાના શહેરના આખા વિસ્તાર માટે એક તારીજ પત્રક "અ"માં તૈયાર કરાવવી અને કલેકટરશ્રીને બે નકલ તા. ૭–૩–૭૦ સુધીમાં મોકલી આપવી. ચાર્જની યાદી નીચે મુજબ તૈયાર કરવી.

૩. ચાર્જની તારીજના મથાળે "ચાર્જ" શબ્દ લખેલો છે. તેની સામે નોર્મલ ચાર્જની તારીજ હોય તો "નોર્મલ ચાર્જ" એમ લખવું. જો સ્પેશીયલ ચાર્જ માટેની તારીજ હોય તો કયા સ્પેશીયલ ચાર્જની તારીજ છે તે લખવું. દા. ત., "રેલવે સ્પેશીયલ ચાર્જ વડોદરા શહેર." "રેલવે સ્પેશીયલ ચાર્જ ઠસાગામ","પોલીસ સ્પેશીયલ ચાર્જ જામનગર "શહેર", વગેરે. પત્રક "અ" નાઆસન ૧(અ)માં ગામ/શહેરનું નામ અને તેનો સંકેત નંબર લખવાનો છે અને આસન ૧ (બ)માં બ્લોકનો સંકેત નંબર લખવાનો છે એટલે કે ગ્રામ્ય વિસ્તાર માટે બ્લોક નંબર લખવાનો છે. અને શહેરી વિસ્તાર માટે વોર્ડ નંબર સાથે બ્લોક નંબર લખવાનો છે, અને તે બ્લોકની માહિતી આસન ૨ થી ૧૨માં ભરવાની છે. ચાર્જ માટેની તારીજના પત્રક "અ"માં બ્લોકવાર માહિતી ભરવાની છે. પહેલાં બધાં ગામોની માહિતી તેના સંકેત નંબરના અનુક્રમ પ્રમાણે ભરી તેના નીચે ઓસનવાર સરવાળો મૂકવો. ત્યાર પછી શહેરોની માહિતી તેના સંકેત નંબર પ્રમાણે ભરવી અને તેનો સરવાળો તેની નીચે મૂકવો. ત્યારપછી ગ્રામ્ય વિસ્તાર અને શહેરી વિસ્તારનો જુદો સરવાળો કરી નીચે કુલ સરવાળો મૂકવો.

૪. આ પ્રમાણે ચાર્જ માટેની તારીજ આવ્યા પછી કલેકટરશ્રીએ પોતાના જિલ્લા માટે એક એકત્રિત પત્રક "બ" તૈયાર કરવું અને આ કચેરીએ તા. ૧૫–૩–૭૦ સુધીમાં મોકલી આપવું. સદરહુ પત્રક "બ"ની બે નકલો તૈયાર કરી મોકલવાની છે. કલેકટરશ્રીએ પોતાના જિલ્લાના બધા વિસ્તારો માટે જેમાં નોર્મલ ચાર્જ તેમજ સ્પેશીયલ ચાર્જનો સમાવેશ થાય છે તેને માટે પત્રક "બ" તૈયાર કરવું પડશે.

પત્રક "બ" નીચે પ્રમાણે તૈયાર કરવાનું છે. પત્રક "બ"ના આસન ૧(અ)માં જિલ્લાનું નામ લખી આસન ૧(બ)માં "કુલ" લખવું અને આસન ૨ થી ૧૨માં આખા જિલ્લા માટેના એકત્રિત આંકડા લખવા. ત્યારબાદ આસન ૧(બ)માં "ગ્રામ્ય વિસ્તાર" લખી આસન ૨ થી ૧૨માં આખા જીલ્લાના ગ્રામ્ય વિસ્તારના એકત્રિત આંકડા લખવા. તેજ પ્રમાણે આસન ૧(બ)માં "શહેરી વિસ્તાર" લખી આસન ૨ થી ૧૨માં આખા જિલ્લાના શહેરી વિસ્તારના એકત્રિત આંકડા લખવા. ત્યારબાદ એક પછી એક તાલુકો લેવો. તેના "કુલ ગ્રામ્ય વિસ્તાર" અને "શહેરી વિસ્તાર" માટેના આંકડા જુદી જુદી લીટીમાં એક પછી એક ઉપર પ્રમાણે લખવા. દરેક તાલુકા માટે "કુલ "ગ્રામ્ય વિસ્તાર" અને "શહેરી વિસ્તારના"ના આંકડા લખ્યા પછી તે તાલુકામાં આવેલ ગ્રામ્ય વિસ્તારના દરેક સ્પેશીયલ ચાર્જના આંકડા લખવા. ત્યારબાદ દરેક શહેરી વિસ્તાર માટે તેના નોર્મલ ચાર્જ તેમજ સ્પેશીયલ ચાર્જના આંકડા એકત્રિત કરી લખવા. તેની નીચે તે શહેરી વિસ્તારના નોર્મલ ચાર્જના આંકડા લખવા અને તેની નીચે તે શહેરી વિસ્તારના સ્પેશીયલ ચાર્જના આંકડા લખવા. આ પ્રમાણે એક પછી એક તાલુકો લેવો.

૫. કલેકટરશ્રીએ જિલ્લાનું પત્રક "બ" તૈયાર કરી આ કચેરીએ તા. ૧૫–૩–૭૦ સુધીમાં મોકલી આપવું. તેની સામે જિલ્લાના ચાર્જ ઓફિસરો તરફથી આવેલ પત્રક "અ"ની એક નકલ પણ મોકલવી.

પત્રક–અ

ભારતની વસતિ ગણતરી ૧૯૭૧

ચાર્જ માટેની ઘરોની યાદીની તારીજ

જિલ્લાનું નામ _____ સંકેત નંબર _____ ચાર્જ _____

તાલુકા/મહાલનું નામ _____ સંકેત નં. _____

મ્યુનિસિપાલિટીનું નામ _____ સંકેત નં. _____

		વસતિ ગણતરીના ઘરોની સંખ્યા				
		વસવાટવાળાં રહેણાંકના વસતિ ગણતરીના ઘરો				
ગામ/શહેરનું નામ અને સંકેત નંબર	ગણતરીદારના બ્લોકનો સંકેત નંબર	પૂરેપૂરાં રહેણાક તરીકે વપરાતાં ઘરોની સંખ્યા	અંશત: રહેણાક તરીકે વપરાતાં ઘરોની સંખ્યા	કુલ	વસતિ ગણતરીનાં ખાલી ઘરોની સંખ્યા	બીજા ઉપયોગમાં લેવાતાં વસતિ ગણતરીનાં ઘરોની સંખ્યા
૧ (અ)	૧ (બ)	૨	૩	૪	૫	૬

	કુટુંબોની સંખ્યા		કુલ વસતિ		
આસન ૪, ૫, અને ૬નો સરવાળો	સંસ્થાકીય કુટુંબો સહિત કુલ કુટુંબોની સંખ્યા	સંસ્થાકીય કુટુંબોની સંખ્યા	પુરુષો	સ્ત્રીઓ	કુલ
૭	૮	૯	૧૦	૧૧	૧૨

ચાર્જ અધિકારીની સહી : ..... તારીખ :

પત્રક–બ

ભારતની વસતિ ગણતરી ૧૯૭૧

ઘરોની યાદીની જિલ્લા કક્ષાએ તૈયાર કરવાની તારીજ

જિલ્લાનું નામ _____ સંકેત નં. _____

		વસતિ ગણતરીના ઘરોની સંખ્યા					
		વસવાટવાળાં રહેણાંકના વસતિ ગણતરીના ઘરો					
જિલ્લો તાલુકો શહેર	કુલ ગ્રામ્ય વિસ્તાર શહેરી વિસ્તાર	પૂરેપૂરા રહેણાક તરીકે વપરાતાં ઘરોની સંખ્યા	અંશત: રહેણાક તરીકે વપરાતાં ઘરોની સંખ્યા	કુલ	વસતિ ગણતરીનાં ખાલી ઘરોની સંખ્યા	બીજા ઉપયોગમાં લેવાતાં વસતિ ગણતરીનાં ઘરોની સંખ્યા	આસન ૪, ૫ અને ૬, નો સરવાળો
૧		૨	૩	૪	૫	૬	૭

કુટુંબોની સંખ્યા		કુલ વસતિ		
સંસ્થાકીય કુટુંબો સહિત કુલ કુટુંબોની સંખ્યા	સંસ્થાકીય કુટુંબોની સંખ્યા	પુરુષો	સ્ત્રીઓ	કુલ
૮	૯	૧૦	૧૧	૧૨

જિલ્લા સેન્સસ અધિકારીની સહી : ..... તારીખ :

તા. ૧૪–૫–૧૯૭૦

વિષય:–વસતિ ગણતરી ૧૯૭૧—વસતિ ગણતરી માટે ગણતરીદારના બ્લોકની રચના કરવા બાબત.

પરિપત્ર નં. ૧૦

૧. વસતિ ગણતરીનું કામ બે તબક્કામાં વહેંચાયેલું છે તે આપને વિદિત છે. (૧) ઘરોની યાદી બનાવવી અને ધંધાના એકમના પત્રકો ભરવા અને (૨) દરેક વ્યક્તિની ગણતરી કરવી. પ્રથમ તબક્કામાં ફેબ્રુઆરી ૧૯૭૦ દરમિયાન ઘરોની યાદી તથા ધંધાના એકમના પત્રકો ભરવાની કામગીરી થઈ ગઈ છે. બીજા તબક્કામાં ફેબ્રુઆરી ૧૯૭૧માં દરેક વ્યક્તિની વસતિ ગણતરીની કામગીરી હવે કરવાની છે.

૨. વસતિ ગણતરીનો આશય નિયત સમયે જીવંત હોય એવી દરેક વ્યક્તિની ગણતરી કરવી એ છે. તેમાં કોઈ વ્યક્તિ રહી જવા નહિ પામે તેમજ કોઈ વ્યક્તિની ગણતરી એકથી વધુ વખત નહિ થાય તે માટે ખાસ કાળજી રાખવી જોઈએ. આ માટે નિયત સમય કરતાં વહેલું કામ શરૂ કરવાનું છે, પરંતુ નિયત સમયે શી પરિસ્થિતિ હતી તે શોધી કાઢી તે પ્રમાણે હકીકત ભરવાની છે.

૩. સને ૧૯૭૧ની વસતિ ગણતરી તા. ૧—૩—૭૧ના રોજ સૂર્યોદયને અનુલક્ષીને કરવાની છે. એટલે કે, તા. ૧–૩—૭૧ના રોજ સૂર્યોદય સમયે દેશમાં કેટલી વસતિ છે, તેનું ચિત્ર આપવાનું છે. આ મુકરર સમયે આપણા વિશાળ દેશમાં રહેતી દરેક વ્યક્તિની વિગતો એકી સાથે મેળવવી દેખીતી રીતે જ મુશ્કેલ કામ છે. આથી વસતિ ગણતરીનું કામ કરવા ઓગણીસ દિવસના ગાળા સુધી લંબાવી તેને માટે સંખ્યાબંધ ગણતરીદારોની નિમણૂક કરવી પડશે. દરેક ગણતરીદારે આ કાર્યવાહી નિયત સમયમાં કરવાની હોવાથી તેને માટે ચોક્કસ વિસ્તાર મુકરર કરવો પડશે. દરેક ગણતરીદારે વસતિ ગણતરીની કામગીરી તા. ૧૦—૨—૧૯૭૧થી શરૂ કરી. તા. ૨૮—૨—૧૯૭૧ના રોજ પૂરી કરવાની છે. તા. ૧—૩—૧૯૭૧ના સૂર્યોદય જે વસતિ ગણતરીની સંબંધિત તારીખ અને સમય છે, તેને અનુલક્ષીને આંકડા આપવાના હોવાથી દરેક ગણતરીદારને તેમને માટેના મુકરર કરવામાં આવેલા વિસ્તારની તા. ૧–૩—૧૯૭૧ થી ૩—૩—૧૯૭૧ના સમય દરમિયાન બીજી વખત ત્વરિત મુલાકાત લેવી પડશે, અને અગાઉની મુલાકાત પછી પરંતુ, તા. ૧-૩-૧૯૭૧ ના સૂર્યોદય પહેલાં તેમના વિસ્તારમાં આવેલા નવા અંગનુકો કે જેઓની ગણતરી અગાઉ બીજી જગાએ કરવામાં આવી નથી તેઓની ગણતરી કરવી પડશે. તે જ પ્રમાણે આ સમયના ગાળામાં કોઈ કુટુંબમાં નવો જન્મ થયો હોય તો તેની પણ ગણતરી કરવી પડશે, અને તા. ૧—૩—૧૯૭૧ના સૂર્યોદય પહેલાં જે કોઈ વ્યક્તિની ગણતરી થઈ ગઈ હશે તે કમનસીબે ગુજરી ગઈ હશે તો તેને ગણતરીમાંથી બાકાત કરવી પડશે. આમ ગણતરીના પહેલાં ઓગણીસ દિવસ દરમિયાન દરેક ગણતરીદારે તેને સોંપવામાં આવેલા વિસ્તારમાં દરેકે દરેક કુંટુબની મુલાકાત લેવી પડશે, અને ત્યારબાદ ૧લી માર્ચથી ૩જી માર્ચના ત્રણ દિવસ દરમિયાન ફરીથી દરેક કુટુંબની બીજી વખત મુલાકાત લઈ ૧લી માર્ચના સૂર્યોદય સમયે જે પરિસ્થિતિ હોય તે પ્રમાણે જરૂરી ફેરફાર કરી ગણતરીને આખરી કરવી પડશે. આ હકીકત ધ્યાનમાં લઈ ગણતરીદારને પોતાને સોંપવામાં આવેલા વિસ્તારમાં સહેલાઈથી પણ ચોકસાઈપૂર્વક ઘેરઘેર ફરી જરૂરી હકીકત મેળવી શકે તેટલા માટે તેને સોંપવામાં આવનાર વિસ્તારની મર્યાદા આપે નક્કી કરી આપવી પડશે. દરેક ગણતરીદારને સોંપવામાં આવનાર વિસ્તાર "ગણતરીદારનો બ્લોક" તરીકે ઓળખાશે. ગ્રામ્ય વિસ્તારમાં અને શહેરી વિસ્તારમાં તેમજ ખાસ વિસ્તારમાં પણ આવા ગણતરીદારના બ્લોક પાડવાની જવાબદારી નોર્મલ ચાર્જ અધિકારીશ્રીની રહેશે. મ્યુનિસિપાલિટીવાળા શહેરી વિસ્તારોમાં અને સરદારનગર નોટીફાઈડ એરીઆમાં આ જવાબદારી ચીફ ઑફિસરશ્રીની રહેશે. મ્યુનિસિપલ કોર્પોરેશન પૂરતી આ જવાબદારી કોર્પોરેશનના સેન્સસ અધિકારીશ્રીની રહેશે. કેન્ટોનમેન્ટ વિસ્તારમાં આ જવાબદારી એકઝીકયુટીવ ઓફીસરની રહેશે.

૪. દરેક નોર્મલ ચાર્જ ઑફિસરે ગણતરીદારના બ્લોક નીચેની સૂચનાઓ મુજબ પાડવાના છે.

(અ) બ્લોકની રચના બાબત

પ્રથમ તબક્કાની કામગીરી દરમિયાન ઘરોની સંખ્યાના ધોરણે બ્લોક પાડવાના હતા. પરંતુ બીજા તબક્કાની કામગીરી દરમિયાન વસતિની સંખ્યાના ધોરણે ગણતરીદારના બ્લોક પાડવાના છે.

"ગણતરીદારના બ્લોક" વસતિના ધોરણે પાડવાના છે. ગ્રામ્ય વિસ્તારમાં ૭૫૦ થી ૧૦૦૦ માણસોનો એક બ્લોક અને શહેરી વિસ્તારમાં ૬૦૦ થી ૭૫૦ માણસોનો એક બ્લોક એ ધોરણે જરૂર પ્રમાણે બ્લોક બનાવવાના છે. ગ્રામ્ય અને શહેરી વિસ્તારના આદર્શ બ્લોકની મર્યાદા ઉપર મુજબ હશે. પરંતુ અપવાદરૂપ સંજોગોમાં ગ્રામ્ય વિસ્તારના બ્લોક નીચેની મર્યાદા ૬૦૦ સુધી અને ઉપરની મર્યાદા ૧૧૫૦ સુધી લઈ જઈ શકાશે. તેજ પ્રમાણે શહેરી વિસ્તારના બ્લોકની નીચેની મર્યાદા ૫૦૦ સુધી અને ઉપરની મર્યાદા ૮૫૦ સુધી લઈ જઈ શકાશે. પરંતુ બ્લોકની આદર્શ સાઈઝમાં ઉપરની મર્યાદાની અંદર અપવાદરૂપ સંજોગોમાંજ ફેરફાર કરવાનો છે તેની ખાસ નોંધ લેવી. સામાન્ય રીતે બને ત્યાં સુધી ગ્રામ્ય વિસ્તારનો બ્લોક ૭૫૦ થી ૧૦૦૦ ની અંદર અને શહેરી વિસ્તારનો ૬૦૦ થી ૭૫૦ ની અંદર આવવો જોઈએ તેની ખાસ નોંધ લેવી. વસતિ ગણતરીના પ્રથમ તબક્કા દરમિયાન ઘરોની યાદી તથા ધંધાના એકમનાં પત્રકો ભરવા માટે આપણે કામમાં ઘર નંબરની યોજના હેઠળ પાડેલા બ્લોકનો ઉપયોગ કરેલો છે. આવા દરેક બ્લોકમાં કેટલી વસતિ છે તેની વિગત પ્રથમ તબક્કા દરમિયાન બનાવવામાં આવેલ ચાર્જની તારીજમાંથી મળશે. આવી રીતે બ્લોકની રચના કરતી વખતે નીચેની સૂચનાઓ ધ્યાનમાં રાખવા વિનંતી છે.

(૧) આ અગાઉ કાયમી ઘર નંબરની યોજના રાજ્યના પ્રત્યેક ગામમાં અને કેટલાક શહેરી વિસ્તારમાં દાખલ કરવામાં આવી છે. ગ્રામ્ય વિસ્તારમાં કાયમી ઘર નંબરની યોજના મુજબ ૧૨૫ થી ૧૫૦ વસતિ ગણતરીનાં ઘરોનો એક બ્લોક અને શહેરી વિસ્તારમાં ૧૦૦ થી ૧૨૫ ઘરોનો એક બ્લોક એ પ્રમાણે જરૂરી બ્લોક બનાવવામાં આવ્યા છે. આ ઉપરાંત ગ્રામ્ય અને શહેરી વિસ્તારમાં (૧) રેલવે કોલોની (૨) પોલીસ હેડ ક્વાર્ટર્સ (૩) સ્પેશીયલ રીઝર્વ્ડ પોલીસ ગ્રુપ (૪) જંગલ વિસ્તાર (૫) જળસિંચાઈની કોલોની

અને (૬) પોર્ટ વગેરે વિસ્તારોને "ખાસ વિસ્તાર" તરીકે નક્કી કરી, તેમાં પણ કાયમી ઘર નંબરની યોજના મુજબ ઉપર પ્રમાણે બ્લોક પાડવામાં આવ્યા છે. વસતિ ગણતરીના હેતુ માટે ગણતરી -દારના બ્લોક બનાવતી વખતે કાયમી ઘર નંબરની યોજના મુજબ પાડવામાં આવેલા બ્લોક ગ્રામ્ય વિસ્તારમાં જેમના તેમ એટલે અખંડિત રાખવાના છે. તે જ પ્રમાણે શહેરી વિસ્તારમાં પણ પ્રથમ તબક્કા દરમિયાન જે વોર્ડ અને બ્લોકની હદ નક્કી કરવામાં આવી છે. તેને અંખડિત રાખવાની છે. બીજા શબ્દોમાં ગ્રામ્ય અને શહેરી વિસ્તારમાં પ્રથમ તબક્કા દરમિયાન જે વોર્ડ અને બ્લોકની હદ નક્કી કરવામાં આવી હતી તેને બીજા તબક્કા દરમિ-યાન કોઈપણ સંજોગોમાં તોડવાની નથી. આ સમયે બ્લોક બનાવતી વખતે વસતિની સંખ્યા મેળવવા માટે બે કે તેથી વધુ બ્લોકને જોડવા પડે તો તેમ કરવા હરકત નથી પરંતુ તેમ કરતાં બ્લોકનો ટુકડો પાડવાનો નથી તેની ખાસ નોંધ લેવી.

(૨) કાયમી ઘર નંબરની પધ્ધતિ હેઠળ પાડવામાં આવેલા બ્લોકમાં વસતિની સંખ્યા ગણતરીદારના બ્લોક બનાવવા માટે મુકરર કરેલી સંખ્યા કરતાં ઓછી હોય, તો આવા બે કે તેથી વધુ આખા બ્લોકોને ભેગા કરી ગણતરીદારનો એક બ્લોક બનાવવો. આમ કરતી વખતે એ ધ્યાનમાં રાખવું કે કોઈ પણ બ્લોકને તોડવાનો નથી, પરંતુ આખાને આખા બ્લોકને ભેગા કરવાના છે. અને તેમ કરવામાં ગ્રામ્ય વિસ્તારના બ્લોકની વસતિની સંખ્યા ૧૧૫૦ થી વધુ નહિ અને શહેરી વિસ્તારના બ્લોકની ૮૫૦ થી વધુ થવી ન જોઈએ. ગામની વસતિ ગમે તેટલી હોય તો પણ તેના સ્વતંત્ર બ્લોકની રચના કરવાની છે. આ રીતે બ્લોકો ભેગા કરતી વખતે ભૌગોલિક રીતે તે એકબીજાથી છૂટાછવાયા ન હોવા જોઈએ તે ધ્યાનમાં રાખવું. બને ત્યાં સુધી કાયમી ઘર નંબર હેઠળ પાડવામાં આવેલ બ્લોકોના નંબરનો પણ ક્રમ જાળવી રાખવો જોઈએ.

૩. વસતિ ગણતરીના હેતુ માટે તાલુકાનાં તમામ ગામોને તેમજ દરેક શહેરી વિસ્તારોને સ્થળ સંકેત નંબરો આપવામાં આવ્યા છે. દરેક ગામના આંકડા અલગ આપવાના હોવાથી જો કોઈ ગામની વસતિ ૭૫૦થી ઓછી હોય તો પણ તે ગામને એક ગણતરીદારનો બ્લોક આપવાનો છે. મતલબ કે આવાં નાનાં ગામો ભેગા કરી ૭૫૦ થી ૧૦૦૦ ની વસતિનો ગણતરીદારનો બ્લોક બનાવવાનો નથી.

(બ) ગ્રામ્ય વિસ્તારમાં ગણતરીદારના બ્લોકને નંબર આપવાની પદ્ધતિ

ઉપર જણાવ્યા મુજબ વસતિ ગણતરીના બીજા તબક્કા દરમિયાન તમારે વસતિના ધોરણે નવેસરથી ગણતરીદારના બ્લોક પાડવાના છે. આમ કરતી વખતે પ્રથમ તબક્કા દરમિયાન ઘરોની સંખ્યાના ધોરણે જે બ્લોક પાડવામાં આવ્યા છે તેને તોડવાના નથી. પ્રથમ તબક્કા દરમિયાન ઘરોની સંખ્યાની દૃષ્ટિએ બ્લોક પાડવામાં આવેલા હોવાથી એવું બનવા સંભવ છે, કે બજાર વિસ્તારમાં ઘરોની સંખ્યા મોટી હોવા છતાં ત્યાં રહેતી વસતિની સંખ્યા નજીવી થાય. આવા સંજોગોમાં તમારે એક અથવા એકથી વધુ બ્લોકોનું સંગઠન કરી ૭૫૦ થી ૧૦૦૦ ની વસતિનો બ્લોક બનાવવો પડશે. આદર્શ બ્લોકની વસતિ ૭૫૦ ની છે તેથી બને ત્યાં સુધી તે ધોરણે જાળવી રાખવા પ્રયાસ કરવો. પરંતુ એકથી વધુ બ્લોક એકત્રિત કરવામાં આવે ત્યારે આવા સંગઠિત બ્લોકની વસતિની સંખ્યામાં વધઘટ થવાનો સંભવ છે, પરંતુ બને ત્યાં સુધી નવા બ્લોકની વસતિ ૧૧૫૦ થી વધવી ન જોઈએ તેનો ખાસ ખ્યાલ રાખવો.

ગ્રામ્ય વિસ્તારમાં બ્લોક નંબર આપતી વખતે એક ખાસ બાબત ધ્યાનમાં રાખવાની છે કે ગામની વસતિ ગમે તેટલી ઓછી હોય તો પણ તેનો એક બ્લોક પાડવામાં આવશે. કોઈપણ **એક ગામનો બ્લોક બીજા ગામના બ્લોક સાથે કોઈ પણ સંજોગોમાં જોડવામાં આવશે નહિ.** ગામની વસતિ ગમે તેટલી ઓછી હોય, તો પણ તેનો એક સ્વતંત્ર બ્લોક રહેશે.

ઉપર મુજબ બીજા તબક્કાના બ્લોકની નવેસરથી રચના કરી આ સાથે જોડવામાં આવેલ નમૂનામાં તેની વિગત દર્શાવવી. નમૂનાના કોલમ ૧ માં ગામનું નામ લખવાનું છે અને કોલમ ૨ માં મુકરર કરવામાં આવેલ સ્થળ સંકેત લખવાનો છે. આ સ્થળ સંકેત નંબર ૧થી શરૂ કરી અનુક્રમવાર છેલ્લા ગામની સંખ્યા સુધી ગોઠવવાના છે. દા. ત., ૧ થી ૧૦૦, ૧૨૫ વગેરે. ત્યારબાદ પ્રથમ તબક્કા દરમ્યાન આ ગામના જેટલા બ્લોક પાડવામાં આવ્યા હોય તેની વિગત કોલમ ૩માં દર્શાવવી અને તે દરેક બ્લોકમાં આવેલી વસતિની સંખ્યા કોલમ ૪ માં ચાર્જની યાદીમાંથી દર્શાવવી.

બીજા તબક્કા દરમિયાન વસતિના ધોરણે જે બ્લોક પાડવામાં આવે તેની વિગત સાથે જણાવેલ નમૂનાના કોલમ ૫ માં દર્શાવવાની છે. તમે જોઈ શકશો કે જે કિસ્સામાં પ્રથમ તબક્કાના કોલમ ૩માં દર્શાવવામાં આવેલ બ્લોકની વસતિ ઓછી હશે ત્યાં આવા બ્લોકોને એકત્રિત કરી કોલમ ૫ માં નવો બ્લોક બનાવવામાં આવશે અને તેની વસતિ તેની સામે કોલમ ૬માં દર્શાવવામાં આવશે.

ઉપર પ્રમાણે કોલમ ૫ માં જે નવેસરથી બ્લોક પાડવામાં આવશે તેનો આખા તાલુકાના ગ્રામ્ય વિસ્તાર માટે સળંગ અનુક્રમ નંબર આપવામાં આવશે. આમ કરવાથી દરેક ગામના પ્રથમ તબક્કા દરમિયાન પાડવામાં આવેલ બ્લોક અને તેની વસતિ કોલમ ૩ અને ૪ માં જોઈ શકાશે. અને તે જ બ્લોકોને સંગઠિત કરી બીજા તબક્કામાં આપવામાં આવેલ બ્લોક નંબર અને તેની વસતિ કોલમ ૫ અને ૬ મા જોઈ શકાશે. આ અંગેની બધી વિગત વધુ સ્પષ્ટતાથી સમજી શકાય તે માટે નમૂનાના પત્રકમાં કેટલીક એન્ટ્રીઓ આપવામાં આવી છે જેનો કાળજીપૂર્વક અભ્યાસ કરવા વિનંતી છે.

ઉપર આપવામાં આવેલ સૂચના અને સાથે જોડેલ પત્રક ઉપરથી તમે જોઈ શકશો કે પ્રથમ તબક્કામાં આપણે ગામવાર સળંગ અનુક્રમ નંબર આપ્યા છે પરંતુ બીજા તબક્કામાં આપણે બ્લોકને

તાલુકાવાર સળંગ અનુક્રમ નંબર આપવાના છે. પ્રથમ તબક્કા દરમિયાન બ્લોકની જે સંખ્યા હતી તેમાં બીજા તબક્કા દરમિયાન ઘટાડો થવા સંભવ છે, કારણ કે આ સમયે વસતિના ધોરણે બ્લોક પાડવામાં આવ્યા છે.

(ક) શહેરી વિસ્તારમાં ગણતરીદારના બ્લોકને નંબર આપવાની પદ્ધતિ

ઉપર ગ્રામ્ય વિસ્તારને બ્લોક નંબર આપવા માટે જે પદ્ધતિ અપનાવવામાં આવી છે તે જ શહેરી વિસ્તાર માટે અપનાવવાની છે. શહેરી વિસ્તારમાં આદર્શ બ્લોકની વસતિ ૬૦૦ થી ૭૫૦ની છે. તેથી બને ત્યાં સુધી તે ધોરણ જાળવી રાખવા પ્રયાસ કરવો. પરંતુ એકથી વધુ બ્લોક એકત્રિત કરવામાં આવે ત્યારે આવા સંગઠિત બ્લોકની વસતિની સંખ્યામાં વધઘટ થવાનો સંભવ છે, પરંતુ બને ત્યાં સુધી નવા બ્લોકની વસતિ ૮૫૦થી વધવી ન જોઈએ. તેનો ખાસ ખ્યાલ રાખવો. શહેરી વિસ્તારના બ્લોક નંબર બનાવતી વખતે આ સાથે જોડવામાં આવેલા નમૂના મુજબ રજીસ્ટર તૈયાર કરવાનું છે. સદરહુ રજીસ્ટરના કોલમ ૧માં તે વિસ્તારનું નામ અને કોલમ નં. ૨ માં તેનો સ્થળ સંકેત નંબર લખવાનો છે. ત્યાર પછી કોલમ ૩ અને ૪માં વોર્ડ નંબર અને બ્લોક નંબર બતાવવાના છે. કોલમ ૫ માં પ્રથમ તબક્કા દરમિયાન સદરહુ બ્લોકમાં જે વસતિનો સમાવેશ થયો હોય તેની સંખ્યા ચાર્જની તારીજ ઉપરથી બતાવવાની છે. કોલમ ૬માં વસતિ ગણતરીના બીજા તબક્કા માટે ૫૦૦ થી ૮૫૦ની વસતિના ધોરણે જે નવેસરથી બ્લોક પાડવામાં આવે તેનો નંબર અને કોલમ ૭માં આવા પ્રત્યેક બ્લોકની વસતિ બતાવવાની છે. આમ કરવાથી પ્રથમ તબક્કાના બ્લોક નંબર અને તેની વસતિ સાથે બીજા તબક્કાના બ્લોક અને તેની વસતિની સરખામણી થઈ શકશે. આ અંગેની વિગત વધુ સ્પષ્ટતાથી સમજી શકાય તે માટે નમૂનાના પત્રકમાં કેટલીક એન્ટ્રીઓ આપવામાં આવી છે જેનો કાળજીપૂર્વક અભ્યાસ કરવા વિનંતી છે.

ઉપર મુજબ અમલ કરતી વખતે સમગ્ર શહેરી વિસ્તારના બ્લોકને ૧થી શરૂ કરી સળંગ અનુક્રમ નંબર આપવાના છે એટલે કે કોઈ પણ શહેર હોય તેના બધા વોર્ડ માટે એક સળંગ અનુક્રમ નંબર રાખી બ્લોક નંબરો આપવાના છે.

એક શહેરી વિસ્તારના બ્લોકની સંખ્યા પૂરી થાય ત્યાં સુધી અનુક્રમ નંબર સળંગ આપવામાં આવશે. પરંતુ બીજો શહેરી વિસ્તાર શરૂ થાય ત્યારે અનુક્રમ નંબર ૧થી શરૂ કરી આપવામાં આવશે, એટલે કે દરેક શહેર માટે બ્લોકોનો અનુક્રમ ૧ થી શરૂ કરવાનો છે.

શહેરી કે ગ્રામ્ય વિસ્તારમાં જે વિસ્તારને ખાસ વિસ્તાર તરીકે જાહેર કરવામાં આવ્યો છે. જેમ કે, રેલવે, પોલીસ, વગેરે તેના બ્લોકની વસતિ ગમે તેટલી હોય તો પણ તે બ્લોક સામાન્ય વિસ્તારના બ્લોક સાથે સંગઠિત કરવાના નથી. પરંતુ કોઈ એક ખાસ વિસ્તારમાં આવેલા બ્લોકને તે જ ખાસ વિસ્તારના બ્લોક જોડે સંગઠિત કરવામાં હરકત નથી. જેમ કે રેલવે ખાસ વિસ્તારના એક બ્લોકને રેલવેના બીજા બ્લોક સાથે જોડવામાં વાંધો નથી. પરંતુ એક ખાસ વિસ્તારના બ્લોકને બીજા ખાસ વિસ્તારના અને સામાન્ય વિસ્તારના બ્લોક સાથે જોડવા જોઈએ નહિ.

૫. ગ્રામ્ય વિસ્તારના નમૂનાના પત્રકમાં આપવામાં આવેલ એન્ટ્રીઓ ઉપરથી જોઈ શકાશે કે ગામની વસતિ ગમે તેટલી હોય, તો પણ તેનો સ્વતંત્ર બ્લોક બનાવવામાં આવ્યો છે. જેમ કે, સ્થળ સંકેત નંબર ૧, ૨, ૧૦ અને ૧૧. જ્યારે સ્થળ સંકેત નં. ૭ વાળા ગામના પ્રથમ તબક્કાના ત્રણ બ્લોક સંગઠિત કરી ૧૧૫૦ માણસની વસતિનો "ગણતરીદારનો સંગઠિત બ્લોક" બનાવવામાં આવ્યો છે.

શહેરી વિસ્તારના પત્રકમાં આપવામાં આવેલ એન્ટ્રીઓ ઉપરથી જોઈ શકાશે કે વોર્ડ નં. ૧ના બીજા તબક્કામાં બ્લોક નં. ૧, ૫, ૭, ૧૧ અને ૧૫ની વસતિ ૫૦૦ કરતાં ઓછી છે છતાં તેનો સ્વતંત્ર બ્લોક બનાવવો પડયો છે, કારણ કે તેને બાજુના બ્લોકની સાથે ભેળવતાં વસતિની સંખ્યા ૮૫૦થી વધી જાય છે.

રેલવેના બ્લોકને જરૂર પ્રમાણે એકત્રીત કરવામાં આવ્યા છે. અને તે જ પ્રમાણે પોલીસના બ્લોકને પણ જરૂર પ્રમાણે એકત્રિત કરવામાં આવ્યા છે. એક ખાસ વિસ્તારના બ્લોકને બીજા ખાસ વિસ્તારના બ્લોક સાથે ભેળવવા જોઈએ નહિ, તેની નોંધ લેવી.

૬. ગ્રામ્ય વિસ્તાર, શહેરી વિસ્તાર અને ખાસ વિસ્તારમાં નવેસરથી ગણતરીદારના બ્લોક બનાવવાની જવાબદારી નોર્મલ ચાર્જ ઑફિસરની રહેશે. આ ઉપરથી દરેક ચાર્જ ઑફિસરને સૂચના આપવામાં આવે છે કે આ પરિપત્રમાં આપવામાં આવેલી સૂચના મુજબ નવેસરથી બ્લોકની રચના કરી આ કચેરીને ૧૫–૬–૭૦ સુધીમાં મોકલી આપવી. તેઓ તરફથી જે બ્લોકની રચના કરવામાં આવશે તેની ઉપર આ કચેરી દ્વારા ઝીણવટભરી ચકાસણી કરવાની રહેશે. સમગ્ર રાજ્યના દરેક ગામના સંખ્યાબંધ બ્લોકોની તપાસણી ઘણો સમય માંગી લે છે. તેથી બધા ચાર્જ ઑફિસરોને વિનંતી કરવામાં આવે છે કે તેમના બ્લોકોની પુનર્રચના કરી આ સાથે જણાવેલ નમૂનામાં રજીસ્ટરમાં નોંધ કરી ૧૫–૬–૭૦ સુધીમાં અચૂક રીતે મળી જાય તે રીતે મોકલવી. આ રજીસ્ટર મ્યુનિસિપલ કોર્પોરેશન વિસ્તાર માટે કોર્પોરેશનના સેન્સસ અધિકારીએ બનાવવાનું રહેશે અને મ્યુનિસિપલ વિસ્તાર અને સરદારનગર નોટીફાઈડ કમિટી માટે જે તે ચીફઑફિસરે બનાવવાનું રહેશે. કેન્ટોનમેન્ટ વિસ્તાર માટે આ રજીસ્ટર તેના એક્ઝીકયુટીવ ઑફિસરે બનાવવાનું રહેશે તેની નોંધ લેવી.

ગ્રામ્ય વિસ્તાર

વસતિ ગણુતરીના બીજા તબકકા માટે પાડવામાં આવેલ ગણુતરીદારના બ્લોકની વિગત.

જિલ્લાનું નામ મહેસાણા સંકેત નંબર: ૧૦ તાલુકાનું નામ: મહેસાણા સંકેત નં. ૧

ગામનું નામ ૧	સ્થળ સંકેત નંબર ૨	પ્રથમ તબકકા દરમિયાન આપવામાં આવેલ બ્લોકનો નંબર ૩	કોલમ (૩) માં દર્શાવેલ બ્લોકની વસતિ ૪	બીજા તબકકા માટે આપવામાં આવેલ ગણુતરીદારના બ્લોકનો નંબર ૫	કોલમ (૫)માં દર્શાવેલ બ્લોકની વસતિ ૬
રૂપાલ	૧	૧	૪૮૧	૧	૪૮૧
હરીપુરા	૨	૧	૪૦૧	૨	૪૦૧
ખુટ્ટીપાલડી	૩	૧	૫૧૯	૩	૫૧૯
		૨	૫૬૮	૪	૫૬૮
		૩	૫૬૬	૫	૫૬૬
મોટીદાઉ	૪	૧	૪૩૦	૬	૮૦૨
		૨	૩૭૨		
		૩	૪૫૪	૭	૮૯૦
		૪	૪૩૬		
		૫	૪૭૨	૮	૭૮૧
		૬	૩૦૯		
		૭	૩૨૫	૯	૯૪૧
		૮	૧૪૨		
		૯	૨૫૧		
		૧૦	૨૨૩		
બામોસણ	૫	૧	૫૭૫	૧૦	૫૭૫
		૨	૫૦૫	૧૧	૫૦૫
		૩	૬૩૭	૧૨	૬૩૭
		૪	૬૬૦	૧૩	૮૫૧
		૫	૧૯૧		
ધઢા	૬	૧	૪૩૯	૧૪	૮૨૭
		૨	૩૮૮		
		૩	૪૦૯	૧૫	૪૭૧
		૪	૬૨		
પીલુદરા	૭	૧	૪૨૬	૧૬	૧૧૫૦
		૨	૩૪૯		
		૩	૩૭૫		
નાનીદાઉ	૮	૧	૫૬૯	૧૭	૧૦૦૦
		૨	૪૩૧		
પાલોદર	૯	૧	૬૪૫	૧૮	૯૦૦
		૨	૨૫૫		
છઠીયારડા	૧૦	૧	૯૦	૧૯	૯૦
અલોડા	૧૧	૧	૧૨૦	૨૦	૧૨૦

શહેરી વિસ્તાર

વસતિ ગણતરીના બીજા તબક્કા માટે પાડવામાં આવેલ ગણતરીદ્વારના બ્લોકની વિગત

જિલ્લાનું નામ : મહેસાણા—સંકેત નં. ૧૦ તાલુકાનું નામ : મહેસાણા, સંકેત નં. ૧

શહેરનું નામ	સ્થળ સંકેત નંબર	પ્રથમ તબક્કા દરમિયાન આપવામાં આવેલ વૉર્ડ નંબર : બ્લોક નંબર		કોલમ : ૪માં દર્શાવેલ બ્લોકની વસતિ	બીજા તબક્કા માટે આપવામાં આવેલ ગણતરીદારના બ્લોકનો નંબર	કોલમ (૬) માં દર્શાવેલ બ્લોકની વસતિ	
૧	૨	૩	૪	૫	૬	૭	
મહેસાણા	I	૧	૧	૪૧૬	૧	૪૧૬	
			૨	૫૧૯	૨	૫૧૯	
			૩	૫૩૫	૩	૫૩૫	
			૪	૪૩૮			
			૫	૩૬૪	૪	૮૦૨	
			૬	૪૮૯	૫	૪૮૯	
			૭	૫૫૫	૬	૫૫૫	
			૮	૩૯૨	૭	૩૯૨	
			૯	૫૮૪	૮	૫૮૪	
			૧૦	૨૨૧	૯	૭૩૩	
			૧૧	૫૧૨			
			૧૨	૮૮૬	૧૦	૮૮૬	
			૧૩	૩૨૫	૧૧	૩૨૫	
			૧૪	૬૩૪	૧૨	૬૩૪	
			૧૫	૫૧૬	૧૩	૫૧૬	
			૧૬	૭૪૯	૧૪	૭૪૯	
			૧૭	૪૫૭	૧૫	૪૫૭	
			૧૮	૯૦૨	૧૬	૯૦૨	
			૧૯	૭૮૯	૧૭	૭૮૯	
			૨૦	૩૬૨	૧૮	૮૧૫	
			૨૧	૪૫૩			
			૨૨	૪૮૨	૧૯	૭૪૭	
			૨૩	૨૬૫			
			૨૪	૩૨૫	૨૦	૬૪૪	
			૨૫	૩૧૯			
			૨૬	૨૩૩	૨૧	૫૮૬	
			૨૭	૩૫૩			
			૨૮	૧૮૨			
			૨૯	૬૦	૨૨	૬૦૬	
			૩૦	૯૩			
			૩૧	૨૭૧			
	I-B	૧	૩૨	૩૨૭	૨૩	૭૩૭	(પોલીસ ખાસ વિસ્તાર)
			૩૩	૪૧૦			
	I	૨	૧	૩૫૭	૨૪	૬૧૩	
			૨	૨૫૬			
			૩	૨૪૫	૨૫	૮૮૯	
			૪	૬૪૪			
	I-A	૨	૧	૫૨૦	૨૬	૬૧૦	(રેલવે ખાસ વિસ્તાર)
			૨	૯૦			

તા. ૩૦–૫–૭૦

વિષય :– વસતિ ગણતરી ૧૯૭૧–વસતિ ગણતરી માટે ગણતરીદારના બ્લોકની રચના કરવા બાબત.....

પરિપત્ર નં. ૧૦–અ

વસતિ ગણતરીના બીજા તબક્કા માટે ગણતરીદારના બ્લોકની રચના કરવા બાબત વિગતવાર સૂચનાઓ આ કચેરીના પરિપત્ર નં. ૧૦ તા. ૧૪–૫–૭૦ થી આપવામાં આવેલી છે. સદરહુ પરિપત્રમાં જણાવ્યા મુજબ વસતિ ગણતરી માટે ગણતરીદારના બ્લોકની રચના બતાવતું રજીસ્ટર તૈયાર કરીને આ કચેરીએ તા. ૧૫–૬–૭૦ સુધીમાં આપે મોકલી આપવાનું છે.

આપના તરફથી બ્લોકની જે રચના કરવામાં આવશે તેની ઉપર આ કચેરી દ્વારા ઝીણવટભરી ચકાસણી કરવાની રહેશે. આ ઉપરથી દરેક ચાર્જ ઑફિસરશ્રીને વિનંતી કરવામાં આવે છે કે રજીસ્ટર મોકલવાની છેલ્લી તારીખની રાહ જોયા સિવાય જેમ જેમ રજીસ્ટર તૈયાર થતાં જાય તેમ તેમ વેળાસર આ કચેરીને મોકલી આપવા.

રાજ્યના બધા તાલુકાના રજીસ્ટરોની આ કચેરી દ્વારા ચકાસણી કરવામાં સારો એવો સમય જાય તેમ છે તેથી બધા તાલુકાના રજીસ્ટરો એકી સાથે આપવાને બદલે ટુકડે ટુકડે ૧૫–૬–૭૦ પહેલાં અહીં આવી જાય તો ચકાસણીના કામમાં ઘણી સરળતા થાય તેમ છે.

આ ઉપરથી બધા ચાર્જ અધિકારીશ્રીઓને વિનંતી કરવાની કે તેમના વિસ્તારના રજીસ્ટર જેમ બને તેમ જલદી મોકલી આપવા.

તા. ૨–૯–૭૦

વિષય:– વ્યક્તિગત સ્લીપ વગેરે ભરવા અંગે જિલ્લા તેમજ તાલુકા અને સ્પેશીયલ ચાર્જના અધિકારીઓની તેમજ ગણતરીદારો અને સુપરવાઈઝરોની તાલીમ. ...

પરિપત્ર નં. ૧૩

આ કચેરીના અંગ્રેજી પરિપત્ર નં. સી.ઈ.એન. ૭૦. તા. ૧૦–૬–૭૦થી વસતિ ગણતરીનું સુધારેલું સમયપત્રક મોકલવામાં આવેલું છે. તે સમયપત્રક અનુસાર જીલ્લાના, સબ-ડિવિઝનના, તાલુકાના અને સ્પેશીયલ ચાર્જના અધિકારીઓની તેમજ ગણતરીદારો તેમજ સુપરવાઈઝરોની તાલીમ અંગે નીચે પ્રમાણે કાર્યક્રમ નક્કી કરવામાં આવે છે :–

જિલ્લા કક્ષાની તાલીમ

૧. તા. ૧–૯–૭૦ થી તા. ૩૧–૧૦–૭૦ સુધીમાં દરેક જિલ્લામાં કલેકટર કચેરીમાં જિલ્લા તેમજ સબડિવિઝનલ કક્ષાના અધિકારીઓથી તેમજ તાલુકાના ચાર્જ અધિકારીઓ અને સ્પેશીયલ ચાર્જ અધિકારીઓની એક મિટિંગ યોજવાનું નક્કી કરવામાં આવ્યું છે. આ મિટિંગમાં વસતિ ગણતરી નિયામકશ્રી હાજર રહી વ્યક્તિગત સ્લીપ, વસતિની નોંધ, ગણતરીદારની દૈનિકનું પત્રક, વગેરે ભરવા અંગેની વિગતવાર સૂચના આપશે.

સબ–ડિવિઝનલ કક્ષાની તાલીમ

૨. જિલ્લા કક્ષાની મિટિંગ પૂરી થઈ ગયા પછી સબડિવિઝનલ કક્ષાએ તાલીમ યોજવાની રહેશે. દરેક આસિસ્ટન્ટ/ડિપ્યુટી કલેકટરશ્રીની કચેરીમાં તેમના વિભાગમાં આવેલા નોર્મલ ચાર્જ અધિકારીઓ (મામલતદારો), નગરપાલિકાના મુખ્ય અધિકારીશ્રીઓ તથા રેલવે, પોલીસ, ફોરેસ્ટ, ઈરીગેશન, વિગેરે ખાતાના સ્પશીયલ ચાર્જ ઓફિસરોની બે મિટિંગો ગોઠવવામાં આવશે. આ મિટિંગમાં જે તે આસીસ્ટન્ટ/ડિપ્યુટી કલેકટરશ્રીઓએ જાતે વિગતવાર સૂચનાઓ આપવાની રહેશે. આ કચેરીના નાયબ નિયામકશ્રી, સદરહુ મિટિંગમાં હાજર રહેશે. આ મિટિંગની તારીખો શકય હોય ત્યાં સુધી જિલ્લા કક્ષાની મિટિંગના દિવસે નાયબ નિયામકશ્રી આસીસ્ટન્ટ/ડિપ્યુટી કલેકટરશ્રીઓ સાથે પરામશ કરી નક્કી કરશે. સબડિવિઝનલ કક્ષાની આ તાલીમ મોડામાં મોડી તા. ૧૫–૧૧–૭૦ સુધીમાં પૂરી થઈ જવી જોઈએ.

તાલુકા કક્ષાની તાલીમ

૩. ઉપર મુજબની સબડિવિઝનલ કક્ષાની તાલીમ પૂરી થઈ ગયા પછી દરેક ચાર્જ અધિકારીશ્રીએ પોતાના ચાર્જની તાલીમનું કામ શરૂ કરી દેવું પડશે. આને માટે સૌ પ્રથમ તેમણે તાલીમના કામમાં મદદરૂપ થાય તેવા અધિકારીઓની યાદી આખરી કરવી પડશે, અને તે અધિકારીઓ તાલુકા મામલતદારશ્રીને જુદા જુદા કેન્દ્રમાં તાલીમના કામમાં મદદરૂપ થાય તે માટે તેમને યોગ્ય તાલીમ મળે તે માટે સમયસર વ્યવસ્થા કરે એ જરૂરી છે.

૪. આ ઉપરથી એવું ઠરાવવામાં આવે છે કે દરેક ચાર્જ અધિકારીએ પોતાની વિવેકબુધ્ધિ અનુસાર પૂરતા પ્રમાણમાં તાલીમ આપનાર મદદનીશ (ટ્રેનીંગ ઈન્સ્ટ્રકટર) તૈયાર કરવા. ગણતરીદારો તથા સુપરવાઈઝરોને તાલીમ આપવા માટે તાલુકામાં જુદાં જુદાં તાલીમ કેન્દ્રો નક્કી કરવા. દરેક તાલીમ મદદનીશને ચોક્કસ કેન્દ્રની જવાબદારી સુપ્રત કરવી.

૫. વસતિ ગણતરીની સફળ કામગીરીનો આધાર તાલીમ આપનાર ઉપર રહેશે. ગણતરીદારો અને સુપરવાઈઝરોના તાલીમ કેન્દ્રોમાં મામલતદારશ્રીને મદદરૂપ થાય તે માટે તેમને તેમના તાલુકાની જરૂરિયાત મુજબ તાલીમ મદદનીશ (ટ્રેનીંગ ઈન્સ્ટ્રકટર) તૈયાર કરવાનું જણાવવામાં આવ્યું છે. આ તાલીમ મદદનીશોને સંપૂર્ણ અને સંગીન તાલીમ આપવાની અંગત જવાબદારી જે તે ચાર્જ અધિકારીની રહેશે. તાલીમ મદદનીશો પોતાના કેન્દ્રમાં તાલીમ આપવાની કામગીરી સ્વતંત્રપણે શરૂ કરે તે પહેલાં તેમને યોગ્ય રીતે અને સંપૂર્ણપણે તૈયાર કરવાની અંગત જવાબદારી ચાર્જ અધિકારીની છે.

૬. જો શકય હોય, તો વિભાગીય કક્ષાએ તાલીમ આપવામાં આવે છે તે સમયે દરેક તાલુકાના ટ્રેનીંગ ઈન્સ્ટ્રકટરને હાજર રાખવામાં આવે તે ઈચ્છનીય છે. જો કોઈ કારણસર તાલીમ મદદનીશને વિભાગીય કક્ષાએ હાજર રાખવાનું શકય ન બને તો તેને માટે ચાર્જ અધિકારીએ તાલુકા કક્ષાએ ખાસ તાલીમ ગોઠવવી પડશે. આ દરમિયાન ગણતરીદાર અને સુપરવાઈઝરને વ્યક્તિગત સ્લીપ

ભરવા અંગેની સૂચનાની ચોપડીનું વિગતવાર અધ્યયન કરવું જોઈએ અને તેમાં આપવામાં આવેલ દરેક વ્યાખ્યા અને ખ્યાલ (Concept) ની છણાવટ કરવી જોઈશે. ગણતરીદાર તથા સુપરવાઈઝરના ટ્રેનીંગ ક્લાસમાં ઉપસ્થિત થનાર દરેકે દરેક મુદ્દાનો સંતોષકારક ખુલાસો આપી શકે તેટલી તાલીમ મદદનીશની તૈયારી હોવી જોઈએ. જો કોઈ સ્થળે તાલીમ મદદનીશની તૈયારી અધૂરી જોવામાં આવશે તો તેને માટે ચાર્જ અધિકારી જવાબદાર ગણાશે.

૭. વસતિ ગણતરીની પ્રથમ તબક્કાની કામગીરી દરમિયાન એમ જોવામાં આવ્યું હતું કે જેમની સુપરવાઈઝર તરીકે નિમણૂક કરવામાં આવી હતી તેમણે તેમના પોતાના કામ તરફ ઘણી જગ્યાએ શિથિલતા દર્શાવી હતી. સુપરવાઈઝરનું મુખ્ય કર્તવ્ય ગણતરીદારને માર્ગદર્શન આપવાનું તથા તેમનું કામ ગુણવત્તાની દૃષ્ટિએ ઉત્કૃષ્ટ કરવાનું છે. ગણતરીદાર કરતાં સુપરવાઈઝરનો સૂચનાઓનો અભ્યાસ વધારે તલસ્પર્શી હોય તે આવશ્યક છે. આ ઉપરથી બધા ચાર્જ ઑફિસરોને ખાસ વિનંતી કરવામાં આવે છે કે સુપરવાઈઝરો તેમની જવાબદારી યોગ્ય રીતે અદા કરે તે માટે જરૂરી પ્રબંધ કરે. સામાન્ય રીતે ગણતરીદાર કરતાં ઉપલી કક્ષાના માણસો આ કામગીરી માટે પસંદ કરવાના છે. તેઓ સૂચનાઓની પુસ્તિકાનો ઊંડો અને તલસ્પર્શી અભ્યાસ કરે અને વ્યાખ્યાઓ અને ખ્યાલ (Concept) વિષે ગણતરીદારને યોગ્ય રીતે માર્ગદર્શન આપી શકે તેવા છે તેની ખાતરી કરે.

૮. જુદી જુદી કક્ષાએ જુદા જુદા અધિકારીઓએ અંગત રીતે તાલીમ દરમિયાન નીચે મુજબ હાજર રહેવું એમ ઠરાવવામાં આવ્યું છે :—

(૧) **મામલતદારશ્રી** :— પોતાના તાલુકાના દરેક તાલીમ કેન્દ્રમાં ઓછામાં ઓછા બે વખત હાજરી આપવી.

(૨) **પ્રાંત અધિકારીશ્રી** :— તેમના વિભાગના દરેક તાલુકામાં ઓછામાં ઓછા બે તાલીમ કેન્દ્રો. આ બે પૈકી એક કેન્દ્ર તાલુકા મથક નહીં હોવું જોઈએ અને તાલુકાના ઊંડાણના ભાગમાં આવેલું હોવું જોઈએ.

(૩) **કલેક્ટરશ્રી** — તેમની અનુકૂળતા મુજબ, શક્ય હોય ત્યાં સુધી દરેક તાલુકાના એક તાલીમ કેન્દ્રમાં હાજર રહેવા તેઓને ભલામણ કરવામાં આવે છે.

૯. તાલુકા કક્ષાની કામગીરી નિહ્વા અને સબડિવિઝનલ કક્ષાની તાલીમ પૂરી થઈ ગયા પછી તરત જ શરૂ કરવામાં આવે તેવી ભલામણ કરવામાં આવે છે. તાલીમ શરૂ થતાં પહેલાં પૂરતી સંખ્યામાં સાહિત્ય તેમને પહોંચતું કરવામાં આવશે. તાલુકા કક્ષાએ ગણતરીદાર તથા સુપરવાઈઝરના ઓછામાં ઓછા છ ટ્રેનિંગ ક્લાસ યોજવા અત્યંત આવશ્યક છે. દરેક તાલુકાના ચાર્જ રજીસ્ટરોને અત્રેથી મંજૂરી આપવામાં આવી છે તે મુજબ જે તે ગણતરીદાર તથા સુપરવાઈઝરને નિમણૂક આપી દેવી. નિમણૂક માટેના છાપેલા અધિકારીપત્રો તમને ટૂંક સમયમાં મળી જશે.

૧૦. દરેક ચાર્જ અધિકારી પોતાના વિસ્તારમાં જે તાલીમ કેન્દ્રો નક્કી કરે તેની વિગત આ સાથેના નમૂનાના પત્રક—બ માં જણાવવાની છે, અને પ્રત્યેક તાલીમ કેન્દ્રની જવાબદારી જે તાલીમ મદદનીશને સોંપવામાં આવી છે તેનું નામ જણાવવાનું છે. તાલુકા મામલતદારશ્રીની બધા તાલીમ કેન્દ્રની સમગ્ર જવાબદારી હોવા ઉપરાંત તેમણે જાતે તાલુકા મથકમાં આવેલાં કેન્દ્રોની અંગત જવાબદારી રાખવાની છે.

૧૧. ચાર્જ અધિકારીઓએ ગણતરીદારો તથા સુપરવાઈઝરોને જે તાલીમ આપવાની છે તેનો કાર્યક્રમ આ સાથે જોડવામાં આવ્યો છે. તે જોતાં એમ જણાશે કે પહેલા ૩ વર્ગ દરમિયાન (૧) વ્યક્તિગત સ્લીપ, (૨) વસતિની નોંધ (Population Record), (૩) ગણતરીની દૈનિક નોંધનાં પત્રકો (Enumerator's Daily Posting Statements) વગેરે ભરવા માટે તાલીમ આપવાની છે. ચોથા તાલીમ વર્ગમાં ગણતરીદાર અને સુપરવાઈઝરને પ્રત્યક્ષ પત્રકો ભરવાની તાલીમ આપવાની છે. પાંચમાં તાલીમ વર્ગમાં તેમણે ભરેલાં પત્રકોમાં જે કંઈ ક્ષતિઓ જણાય તેની ચર્ચા-વિચારણા કરી માર્ગદર્શન આપવાનું છે. છઠ્ઠા તાલીમ વર્ગમાં તાલીમાર્થીઓએ પૂરતી તાલીમ લીધી છે અને બધી વિગતો સમજ્યા છે તે મતલબનું સર્ટિફિકેટ ચાર્જ અધિકારીને આપવાનું છે. સાતમા તાલીમ વર્ગ દરમિયાન જે ગણતરીદારો માંદગી વગેરે કારણસર ગેરહાજર હોય અથવા જેમનો અભ્યાસ અપૂરતો હોય તેમને તૈયાર કરવાના છે. છઠ્ઠી તાલીમ દરમિયાન વસતિ ગણતરીની ખરેખરી કામગીરી અંગેનું સાહિત્ય વહેંચવાનું છે.

૧૨. ગણતરીદાર તથા સુપરવાઈઝરે તાલીમ સંતોષકારક રીતે પૂરી કર્યા બદલનું જે સર્ટિફિકેટ આપવાનું છે તેનો નમૂનો આ સાથે પત્રક—અ મુજબ બીડવામાં આવ્યો છે. આ નમૂના મુજબ દરેક ગણતરીદાર તથા સુપરવાઈઝર પાસેથી પ્રમાણપત્ર મેળવી લઈ ૫—૨—૧૯૭૧ પહેલાં કલેક્ટરશ્રીને મળી જાય તે રીતે મોકલવાનાં છે અને તેની આ કચેરીએ જાણ કરવાની છે.

૧૩. દરેક પ્રાંત અધિકારી તથા મામલતદારશ્રીએ જે તાલીમ વર્ગમાં હાજરી આપી હોય તેની વિગત આ સાથેના નમૂનાના પત્રક—ક માં મોકલવાની છે.

૧૪. વસતિ ગણતરીના બીજા તબક્કાની કામગીરી માટે મોટા પ્રમાણમાં ગણતરીદારો તેમજ સુપરવાઈઝરોની નિમણૂક કરવી પડશે. તાલીમ વર્ગોમાં ગણતરીદારો તથા સુપરવાઈઝરોની સંખ્યા જો ઘણી મોટી થાય તો તેમને યોગ્ય તાલીમ આપવી શક્ય નથી. આથી ૩૦ થી ૪૦ વ્યક્તિઓનો એક વર્ગ એવા જરૂર પ્રમાણેના વર્ગો તાલીમ આપવા માટે યોજવામાં આવે તો અનુકૂળ થશે. આવા વર્ગોમાં તાલીમ આપવા માટે યોગ્ય તાલીમ આપનારાઓને તૈયાર કરવા જરૂરી છે. આ માટે અવલકારકનો, તાલુકા આંકડા મદદનીશ, કેળવણી, ખેતી, અને સહકારના વિસ્તરણ અધિકારી, મદદનીશ, શિક્ષણાધિકારી, માધ્યમિક શાળાના આચાર્યો, વગેરેની મદદ લેવા વિનંતી છે. સદરહુ અધિકારીઓ સબ—ડિવિઝનલ કક્ષાના વર્ગોમાં હાજરી આપે તેવો પ્રબંધ કરવા વિનંતી છે.

૧૫. ગણતરીદાર તથા સુપરવાઈઝરને તેમની કામગીરી બદલ માનદ્વેતન આપવામાં આવશે. પરંતુ તેમને આ કામગીરી અંગેના પ્રવાસનો તથા બીજો કોઈ ખર્ચ આપવાની જોગવાઈ નથી. આથી

તાલીમ વર્ગો એવા સ્થળે યોજવા જોઈએ કે જેથી તેઓને આશરે પાંચેક માઈલથી વધુ પ્રવાસ કરવો પડે નહિ. તાલીમ આપવા માટે જે સ્થળો નકકી કરવામાં આવે તથા તાલીમ આપવા માટે જે અધિકારીઓ નકકી કરવામાં આવે તેની વિગતો આ સાથેના નમૂનાના પત્રક–બ માં આ કચેરીને તા. ૩૦–૯–૭૦ સુધીમાં મળી જાય તે પ્રમાણે મોકલવા વિનંતી છે. અનામત ગણતરીદારને કામ નહિ કરવું પડયું હોય તો કોઈ પણ જાતનું માનદ્‌વેતન મળશે નહિ. એટલે તેમને ટ્રેનિંગ માટે પાંચ માઈલની અંદરના જ અંતરે બોલાવવા પડે તેની ખાસ કાળજી રાખવી.

૧૬. નોર્મલ ચાર્જ અધિકારીશ્રીઓ જે તાલીમ વર્ગો યોજે તેની જાણ તેમણે તેમના વિસ્તારના સ્પેશીયલ ચાર્જ અધિકારીને કરવી અને તેમના ગણતરીદારો તેમજ સુપરવાઈઝરોને પણ આ તાલીમ દરમ્યાન શકય હોય ત્યાં બોલાવવા ગોઠવણ કરવી, સ્પેશીયલ ચાર્જ અધિકારીને તાલીમના કામમાં ખૂબ મદદ કરવાની તેમની ખાસ જવાબદારી છે.

૧૭. વસતિ ગણતરીના પ્રથમ તબકકા દરમિયાન એવું માલૂમ પડયું છે કે કેટલાક મામલતદારશ્રીઓએ તથા પ્રાંત અધિકારીશ્રીઓએ નકકી કરવામાં આવેલ ધોરણ પ્રમાણે તાલીમ વર્ગોમાં હાજરી આપી ન હતી. જે કિસ્સામાં તાલીમનું પ્રમાણ નકકી કરેલ સંખ્યા કરતાં ઓછું હતું તેની જાણ જે તે અધિકારીને કલેકટરશ્રી મારફતે કરવામાં આવી છે. બીજા તબક્કામાં કોઈપણ ચાર્જ અધિકારી નકકી કરેલ પ્રમાણ કરતાં ઓછી તાલીમ ન આપે તે જોવા વિનંતી છે.

૧૮. વસતિ ગણતરી અંગેની સંતોષકારક કામગીરી બજાવનારને ભારત સરકાર તરફથી ચાંદીનો અથવા કાંસાનો ચંદ્રક અથવા સારી કામગીરીનું પ્રમાણપત્ર આપવાનું ઠરાવવામાં આવ્યું છે. વસતિ ગણતરી અંગેની સંતોષકારક કામગીરી બદલ આપવાના ચંદ્રકો તથા પ્રમાણપત્રો માટે દરેક કક્ષાના અધિકારીઓને ગણનામાં લેવામાં આવશે. ઉપરાંત દરેક અધિકારીના સંતોષકારક અને અસંતોષકારક કામની તેમના વાર્ષિક ખાનગી અહેવાલમાં પણ નોંધ કરવામાં આવશે.

વસતિ ગણતરીના બીજા તબક્કા માટે જિલ્લા કક્ષાના અધિકારીઓ, મદદનીશ, નાયબ કલેકટરો, ચાર્જ અધિકારીઓ, તાલીમ મદદનીશો, સુપરવાઈઝરો તેમજ ગણતરીદારોને આપવાની તાલીમનો કાર્યક્રમ

અનુક્રમ નંબર	તાલીમ આપનાર અધિકારી	તાલીમ લેનાર અધિકારીઓ	તાલીમનું પ્રમાણ	સમય
૧	૨	૩	૪	૫
૧	વસતિ ગણતરીના નિયામક અથવા નાયબ નિયામક	જિલ્લા કક્ષાના અધિકારીઓ, મદદનીશ નાયબ કલેકટરશ્રીઓ, તાલુકા કક્ષાના અધિકારીઓ, ચાર્જ ઑફિસરો, મ્યુનિસિપાલિટીના ચીફ ઑફિસરો તથા ખાસ ચાર્જના અધિકારીઓ.	૧ વર્ગ	૧–૯–૭૦ થી ૫–૧૧–૭૦
૨	વસતિ ગણતરીના નાયબ નિયામક	સબડિવિઝનલ કક્ષાના અધિકારીઓ એટલે મદદનીશ, નાયબ કલેકટરો, તાલુકા કક્ષાના અધિકારીઓ, ચાર્જ અધિકારીઓ, મ્યુનિસિપાલિટીના ચીફ ઑફિસરો અને ખાસ ચાર્જના અધિકારીઓ, (શકય હોય ત્યાં તાલીમ મદદનીશોને પણ હાજર રાખવા).	૨ વર્ગ	૧૫–૯–૭૦ થી ૧૫–૧૧–૭૦
૩	ચાર્જ અધિકારી	તાલુકા કક્ષાએ તાલીમ મદદનીશો, (ટ્રેનિંગ ઈન્સ્ટ્રકટરો)ને વ્યકિતગત સ્લીપ, વસતિની નોંધ, ગણતરીદારના દૈનિક નોંધના પત્રક, વગેરે ભરવાની તાલીમ, પુસ્તિકામાં આપવામાં આવેલ દરેક વ્યાખ્યા અને ખ્યાલ (Concept)નો ઊંડો અને તલસ્પર્શી અભ્યાસ કરવો.	૧ વર્ગ	૧–૧૦–૭૦ થી ૩૦–૧૧–૭૦

અનુક્રમ નંબર	તાલીમ આપનાર અધિકારી	તાલીમ લેનાર અધિકારીઓ	તાલીમનુ પ્રમાણ	સમય
૧	૨	૩	૪	૫
	ગણતરીદારો તથા સુપરવાઈઝરો માટે તાલીમ વર્ગોની વિગત			
૪	જિલ્લા કક્ષાના અધિકારીઓ, મદદનીશ/ નાયબ કલેકટરો, ચાર્જ અધિકારીઓ, તાલુકા કક્ષાના અધિકારીઓ, તાલીમ મદદનીશો વગેરે.	ગણતરીદારો અને સુપરવાઈઝરોને તાલીમ	૧લો વર્ગ	૧૬–૧૧–૭૦ થી ૨૫–૧૧–૭૦
૫	—સદર—	—સદર—	૨જો વર્ગ	૨૬–૧૧–૭૦ થી ૫–૧૨–૭૦
૬	—સદર—	—સદર—	૩જો વર્ગ	૬–૧૨–૭૦ થી ૧૫–૧૨–૭૦
૭	—સદર—	ગણતરીદાર તથા સુપરવાઈઝરોએ સ્થળ પર પત્રકો ભરવાં.	૪થો વર્ગ	૧૬–૧૨–૭૦ થી ૨૫–૧૨–૭૦
૮	—સદર—	ગણતરીદારો તથા સુપરવાઈઝરોએ ભરેલાં પત્રકોમાં જે ક્ષતિઓ જણાય તે ઉપર ચર્ચા–વિચારણા અને માર્ગદર્શન.	૫મો વર્ગ	૨૬–૧૨–૭૦ થી ૪–૧–૭૧
૯	—સદર—	—સદર—તથા સર્ટિફિકેટ મેળવવાં અને બીજા તબક્કાનું સાહિત્ય આપવું.	૬ઠ્ઠો વર્ગ	૫–૧–૭૧ થી ૧૪–૧–૭૧
૧૦	—સદર—	જે ગણતરીદારો તથા સુપરવાઈઝરોને ગેરહાજરી, માંદગી, બદલી, વગેરે કારણોસર વિશેષ તાલીમની જરૂર જણાય તેને માટે ખાસ વર્ગો યોજવા.	૭મો વર્ગ	૧૫–૧–૭૧ થી ૨૨–૧–૭૧

પત્રક–અ

ગણતરીદાર અને સુપરવાઈઝરે તાલીમ પૂરી કર્યા બદલ આપવાનું પ્રમાણપત્ર

જિલ્લાનું નામ..... ચાર્જનું નામ.....

હું .....

ગણતરીદાર / સુપરવાઈઝર આથી પ્રમાણપત્ર આપું છું કે મેં નીચે જણાવેલ તારીખે ૧૯૭૧ની વસતિ ગણતરીના ભાગરૂપે વ્યક્તિગત સ્લીપ તથા બીજા પત્રકો ભરવા અંગે યોજવામાં આવેલ વર્ગમાં તાલીમ લીધી છે, અને મને સોંપવામાં આવેલી કામગીરી હું પૂરેપૂરી કાર્યદક્ષતાથી કરી શકીશ તેની મને ખાત્રી છે.

અ.નં.	તાલીમ વર્ગની તારીખ	સ્થળ
(૧)		
(૨)		
(૩)		
(૪)		
(૫)		
(૬)		

સ્થળ : .....

તારીખ : .....

ગણતરીદાર/સુપરવાઈઝરની

સહી : .....

ઉપરની હકીકત બરાબર છે તેની મે ખાત્રી કરી છે.

ચાર્જ ઑફિસરની સહી :

પત્રક–બ

ગણતરીદારો તથા સુપરવાઇઝરોને બીજા તબક્કાની ક્રામગીરી માટે તાલીમ આપવા માટે યોજવામાં આવેલ વર્ગોની વિગત

તાલુકા અથવા ચાર્જનું નામ	તાલુકા અથવા ચાર્જ વિસ્તાર માં તાલીમ માટે જે કેન્દ્ર નક્કી કરવામાં આવ્યું હોય તેની વિગત	આસન (૨) માં જણાવેલ કેન્દ્રમાં દરેક તાલીમ માટે જેની જવાબદારી નક્કી કરવામાં આવી છે તે અધિકારીનું નામ અને હોદ્દો	કોલમ–૨ માં જે કેન્દ્રો નક્કી કરવામાં આવ્યાં છે તેમાં આવેલ કુલ ગામોની સંખ્યા ગ્રામ્ય વિસ્તાર માટે અને વોર્ડ બ્લોકની સંખ્યા (શહેરી વિસ્તાર માટે)	આસન (૨) માં જણાવેલ વિસ્તાર માટે યોજવામાં આવેલ તાલીમની વિગત	
				તાલીમ વર્ગની તારીખ	ગણતરીદાર તથા સુપરવાઇઝરો ની સંખ્યા
૧	૨	૩	૪	૫	૬
	કેન્દ્રનું નામ : કેન્દ્રનો વિસ્તાર (સેજા અથવા સર્કલ)	નામ	હોદ્દો		
	૧				
	૨				
	૩				
	૪				
	૫				

ચાર્જ અધિકારીની સહી : _____

પત્રક–ક

ગણતરીદારો તથા સુપરવાઇઝરોના બીજા તબક્કા માટેના તાલીમ વર્ગોમાં **મામલતદાર** તથા **મદદનીશ** નાયબ કલેકટર-શ્રીઓએ જાતે હાજરી આપી હોય તેની વિગત

જિલ્લાનું નામ : _____ સબ–ડીવીઝનનું નામ : _____ તાલુકાનું નામ : _____

મદદનીશ/નાયબ કલેકટરશ્રીઓ અથવા મામલતદારશ્રીનું નામ	આસન (૧) માં જણાવેલ અધિકારીના ચાર્જમાં આવેલ તાલુકાનું નામ	ચાર્જ અધિકારીએ દરેક તાલુકામાં નક્કી કરેલ ટ્રેનીંગ સેન્ટરનું નામ	ટ્રેનીંગ સેન્ટરમાં જાતે હાજરી આપી હોય, તેની વિગત	
			સેન્ટરનું નામ	તારીખ
૧	૨	૩	૪	૫

અધિકારીની સહી : _____

તારીખ : _____

તા. ૨૨–૯–૧૯૭૦

વિષય : વસતિ ગણતરી ૧૯૭૧–
ઘરબાર વગરના માણસોનાં વસતિ ગણતરી કરવા બાબત

પરિપત્ર નં. ૧૫

આ કચેરીના અંગ્રેજી પરિપત્ર નં. સી.ઈ.એન. ૭૦ તા. ૧૦–૬–૭૦ સાથે વસતિ ગણતરીનું સુધારેલું સમયપત્રક મોકલવામાં આવેલું છે. તેમાં જણાવ્યા મુજબ ઘરબાર વગરના માણસોની વસતિ ગણતરી ૨૮મી ફેબ્રુઆરી ૧૯૭૧ના રાત્રે કરવાની છે. ઘરબાર વગરના માણસોની વસતિ ગણતરી બાબત જરૂરી સૂચનાઓ "વ્યક્તિગત સ્લીપ ભરવા માટે ગણતરીદારોને સૂચનાઓ" ની પુસ્તિકાના પેરા (૧૩૦)માં આપવામાં આવી છે.

૨. મોટા શહેરોમાં આવા ઘરબાર વગરના માણસોની સંખ્યા ઘણી હોવાનો સંભવ છે. આવા માણસોને ૨૮મી ફેબ્રુઆરી ૧૯૭૧ની રાત્રીએ નજીકની પોલીસ ચોકીએ ભેગા કરી તેમની ગણતરી કરવામાં આવે તો સુગમતા થશે. આ માટે પોલીસની મદદ મેળવી ઘરબાર વગરના માણસોને એક સ્થળે એકત્રિત કરી તેમની ગણતરી કરવામાં આવે તો વધારે સુગમતાવાળું થશે.

આ ઉપરથી બધા કલેક્ટરશ્રીઓને વિનંતી કરવામાં આવે છે કે આ અંગે ચાર્જ ઑફિસરોને જરૂરી સહકાર આપવા જિલ્લા પોલીસ સુપ્રિન્ટેન્ડન્ટ સાહેબને વિનંતી કરવી.

શહેરી વિસ્તાર / મ્યુનિસિપલ વિસ્તારમાં ઘરબાર વગરના માણસોનું પ્રમાણ વિશેષ હોવાનો સંભવ છે. તેથી આ વિસ્તારના ચાર્જ ઑફિસરોએ સવિશેષ કાળજી રાખી, પોલીસની મદદ મેળવી તેમને ૨૮–૨–૭૧ ની રાત્રે બધા ઘરબાર વગરના માણસોની ગણતરી કરવાપ્રબંધ કરવો. આ પ્રકારનો કોઈપણ માણસ ગણતરી થયા સિવાય રહી જવો જોઈએ નહીં તેની ખાસ નોંધ લેવી.

તા. ૫–૧૦–૭૦

વિષય : વસતિ ગણતરી ૧૯૭૧ (૧) ગણતરીદારના બ્લોકની ઓળખ તથા (૨) ગણતરીદારો તથા સુપરવાઈઝરોએ રોજ એક્ઠા થવા બાબત

પરિપત્ર નં. ૧૬

આ કચેરીના પરિપત્ર નં. ૧૦, તારીખ ૧૪–૫–૭૦માં આપવામાં આવેલી સૂચનાઓ મુજબ બીજા તબક્કાના ગણતરીદારના બ્લોક બનાવવામાં આવ્યા છે અને તેને આ કચેરી તરફથી મંજૂર પણ કરવામાં આવ્યા છે.

ગણતરીદારના બ્લોકની ભૌગોલિક હદથી ગણતરીદારે માહિતગાર થવું જરૂરી છે અને તેની તથા તેને લાગુ બ્લોક વચ્ચેની વિભાજન રેખા ક્યાં છે તે જાણી લેવું જોઈશે, જેથી પોતાને સોંપવામાં આવેલ બ્લોકમાં કોઈ કુટુંબઘર વસતિ ગણતરીમાંથી બાકાત રહી જાય નહિ અથવા કોઈ કુટુંબ ઘર બીજીવાર ગણાઈ જાય નહિ. આ માટે ગણતરીદારનો બ્લોક કયાંથી શરૂ થાય છે અને કયાં પૂરો થાય છે તે ચોક્કસ રીતે જાણવું જોઈશે. દરેક ચાર્જ ઑફિસરની આ ખાસ જવાબદારી રહેશે કે તેમના ચાર્જના દરેક ગણતરીદારના બ્લોકની ભૌગોલિક હદ તેને બતાવવી જોઈએ અને કયાંથી શરૂ થાય છે અને કયાં પૂરો થાય છે તે સ્થળ ઉપર બતાવવું જોઈએ. જો તેઓ જાતે સ્થળ ઉપર જઈ શકે નહિ તો ટ્રેનિંગ આસીસ્ટન્ટ અગર સુપરવાઈઝરની મદદથી દરેક બ્લોકની ભૌગોલિક હદ ગણતરીદારને અવશ્ય બતાવવી જોઈએ. ખાસ કરીને મોટાં શહેરોમાં બ્લોકની રચના એવી રીતે આવેલી હોય છે કે તેની હદ સરળતાથી ઓળખવી મુશ્કેલ હોય છે. આથી એવું નક્કી કરવામાં આવ્યું છે કે શહેરી વિસ્તારોમાં જે ઘરથી બ્લોક શરૂ થતો હોય તે ઘરની ભીંત ઉપર વર્તુળ દોરી તેમાં વચમાં આડી લીટી દોરી લીટીની ઉપર વોર્ડ નંબર અને લીટીની નીચે બ્લોક નંબર લખવો. જ્યાં તે બ્લોક પૂરો થતો હોય તે ઘરની ભીંત ઉપર ત્રીકોણ દોરી તેની વચ્ચે આડી લીટી દોરી લીટીની ઉપર વોર્ડ નંબર લખવો અને લીટીની નીચે બ્લોક નંબર લખવો. આમ કરવાથી બ્લોકની હદ ઓળખવામાં સરળતા થશે. જે નંબરની આસપાસ વર્તુળ હશે તે બ્લોકની શરૂઆતનો નંબર ગણાશે અને જે નંબરની આસપાસ ત્રિકોણ હશે તે બ્લોકનો છેલ્લો નંબર ગણાશે.

સુપરવાઈઝરોએ તેમને સોંપવામાં આવેલા વિસ્તારના ગણતરીદારોના કામથી રોજબરોજ માહિતગાર થવું જોઈએ. ગણતરીદારોએ જે વ્યક્તિગત સ્લીપો ભરી હોય, તેની રોજબરોજ ચકાસણી કરી જે કઈ ક્ષતિઓ માલૂમ પડે તે અંગે જરૂરી માર્ગદર્શન આપવું જોઈએ. આ માટે સુપરવાઈઝરોએ તથા ગણતરીદારોએ એક સ્થળે નક્કી કરેલ સમયે ભેગા થવું જરૂરી છે. આ માટે જરૂરી વ્યવસ્થા શહેરી અને ગ્રામ્ય વિસ્તારમાં કરવી જરૂરી છે. ચાર્જ ઑફિસરોએ દરેક સુપરવાઈઝર પોતાના ગણતરીદારોને ચોક્કસ સ્થળે નિયમિત રીતે મળી શકે તે માટે તેમની કચેરી, નગર પંચાયત કે મ્યુ.ની કચેરી, ગ્રામ પંચાયત કચેરી, વગેરે જાહેર સ્થળો પૈકી યોગ્ય સ્થળો મુકરર કરી આપવા વિનંતી છે.

તા. ૨૪–૧૦–૭૦

વિષય : વસતિ ગણતરી ૧૯૭૧ વ્યક્તિગત સ્લીપના પેડને નંબર આપવા તેમજ સ્થળ સંકેતના રબર સ્ટેમ્પ બનાવવા બાબત

પરિપત્ર નં. ૧૮

દરેક ચાર્જ અધિકારીશ્રીને તેમની જરૂરીયાત મુજબના ૧૦૦ સ્લીપોવાળાં અને ૨૫ સ્લીપોવાળાં પેડ આપવામાં આવશે. દરેક ચાર્જમાં સમગ્ર ગ્રામ્ય વિસ્તાર માટે તેમજ દરેક શહેરી વિસ્તાર માટે પેડને ૧ થી શરૂ કરીને બ્લોકવાર પેડ નંબર આપવામાં આવે તો હરકત નથી. અગાઉ તાલુકાના સમગ્ર ગ્રામ્ય વિસ્તાર માટે તેમજ દરેક શહેરી વિસ્તાર માટે પેડને ૧ થી શરૂ કરી સળંગ અનુક્રમ નંબર આપવા સૂચના આપવામાં આવી હતી. પરંતુ આમ કરતા કેટલાક તાલુકા તેમજ શહેરી વિસ્તારમાં પેડની સંખ્યા પાંચ કે છ આંકડાની થતાં મુશ્કેલી પડવાનો સંભવ છે. આથી વ્યક્તિગત સ્લીપના પેડને બ્લોકવાર ૧ થી શરૂ કરી નંબર આપવામાં આવે તો હરકત નથી એમ ઠરાવવામાં આવ્યું છે.

૨ ગણતરીદારોને વ્યક્તિગત સ્લીપના પેડ આપતા પહેલાં જો તેના ઉપર ગ્રામ્ય વિસ્તાર માટે જિલ્લા તથા તાલુકાના અને શહેરી વિસ્તાર માટે જિલ્લા તથા તે શહેરી વિસ્તારના સ્થળ સંકેતનો

રબર સ્ટેમ્પ લગાવવામાં આવે તો ગણતરીદારનું કામ ઘણું સરળ થશે. તેમજ સ્થળ સંકેત લખવામાં કોઈ ભૂલ રહેશે નહિ. દા. ત; જામનગર તાલુકાના ગ્રામ્ય વિસ્તાર અને શહેરી વિસ્તારો માટે નીચે પ્રમાણે રબર સ્ટેમ્પ બનાવવા જોઈએ.

જામનગર તાલુકા ગ્રામ્ય વિસ્તાર	૧/૧/
જામનગર શહેરી વિસ્તાર	૧/I/
સિક્કા શહેરી વિસ્તાર	૧/II/
બેડી શહેરી વિસ્તાર	૧/III/

આ પ્રમાણે સ્થળ સંકેતના રબર સ્ટેમ્પ જરૂરી સંખ્યામાં બનાવડાવી દરેક પેડ ઉપર તેમજ દરેક વ્યક્તિગત સ્લીપ ઉપર લગાવવા વિનંતી છે. સ્થળ સંકેતના બાકીના બે તત્વો એટલે શહેરી વિસ્તાર માટે (૧) વોર્ડ નંબર અને (૨) ગણતરીદારનો બ્લોક નંબર અને ગ્રામ્ય વિસ્તાર માટે (૧) ગામનો નંબર અને (૨) ગણતરીદારનો બ્લોક નંબર અને ગણતરીદારે પેડ ઉપર તેમજ દરેક સ્લીપ ઉપર હાથે લખવાનો રહેશે.

રબર સ્ટેમ્પ બનાવવામાં એકવાકયતા જળવાય તે માટે ૧ ઈંચ લાંબો તેમજ ૩/૧૦ ઈંચ પહોળો બનાવવામાં આવે તે ઈચ્છવા યોગ્ય છે. રબર સ્ટેમ્પ બનાવવાનો ખર્ચ સેન્સસના હેડે પાડવા વિનંતી છે.

તા. ૨–૧૨–૧૯૭૦

વિષય :–ભારતની વસતિ ગણતરી ૧૯૭૧–
ચાર્જ ઑફિસરોને અગત્યની સૂચનાઓ

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૧. તમારા વિસ્તારના બધા ગણતરીદાર તથા સુપરવાઈઝરે પૂરેપૂરા ૭ રાઉન્ડમાં તાલીમ લીધી છે કે કેમ તેની ખાતરી કરો. જો કોઈ ગણતરીદાર કે સુપરવાઈઝર સૂચનાઓ બરાબર સમજ્યા ન હોય, તો તેને માટે ખાસ તાલીમ વર્ગ યોજવા.

૨. દરેક ગણતરીદારને આપવાના પેડ ઉપર પેડ નંબર તથા જિલ્લા તથા તાલુકા/શહેરનો સ્થળ સંકેત નંબર બરાબર રીતે લખવામાં આવ્યો છે કે નહિ, તેની ખાતરી કરો.

૩. પ્રત્યેક ગણતરીદારના બ્લોક વિસ્તારમાં દરેકે દરેક ઘર ઉપર નંબર અપાયેલો છે કે કેમ તેની ખાતરી કરો. બ્લોકની શરૂઆતમાં પ્રથમ ઘર ઉપર વર્તુળ અને છેલ્લા ઘર ઉપર ત્રિકોણનું નિશાન સુપરવાઈઝરે આપ્યું છે કે કેમ તેની ખાતરી કરો.

૪. સુપરવાઈઝરે તેના હાથ નીચેના દરેક ગણતરીદારને તેના બ્લોકની હદ સ્થળ ઉપર જઈને બતાવી છે કે કેમ તેની ખાતરી કરો.

૫. ખાસ કરીને શહેરી વિસ્તારમાં નવી બંધાયેલી વસાહતના દરેક ઘરને ઘર નંબર પાડવામાં આવ્યા છે કે નહિ તેની ખાતરી કરો. જો છૂટાછવાયાં ઘર બંધાયા હોય તો તે જ બ્લોકના છેલ્લા નંબરથી આગળ વધીને કમાનુસાર નંબરો આપો, પરંતુ જો મોટી વસાહત નવેસરથી બંધાઈ હોય તો તેને નવો બ્લોક નંબર આપો. આ બ્લોક નંબર તેની નજીકના બ્લોક નંબરનો પેટા નંબર હશે.

૬. સ્પેશીયલ ચાર્જ વિસ્તાર એટલે કે રેલવે, પોલીસ, એસ. આર. પી., જંગલ, સિંચાઈ, વસાહત વગેરેને બ્લોક નંબર યોગ્ય રીતે અપાયેલા છે કે કેમ તેની ખાતરી કરો.

૭. નંબર અપાઈ ગયેલાં બે વસતિ ગણતરીનાં ઘરો વચ્ચે નવું વસતિ ગણતરીનું ઘર થયું હોય તો તેને પેટા નંબર આપવાનો છે. નંબર અપાઈ ગયા પછી વસતિ ગણતરીના ઘરનું વિભાજન થઈ એક કરતાં વધારે વસતિ ગણતરીનાં ઘરો થયાં હોય તો મૂળ નંબરનો લોપ થઈ નવા થયેલાં ઘરોને પેટા નંબરો આપવામાં આવશે. એક જ વસતિ ગણતરીના ઘરમાં એકથી વધારે કુટુંબ ઘરો રહેતાં હોય તો પ્રત્યેક કુટુંબ ઘર માટે તે ઘર નંબરને, અ, બ, ક, એવા મૂળાક્ષર જોડાશે. જો વસતિ ગણતરી ઘરમાં એકજ કુટુંબ રહેતું હશે, તો **વસતિ ગણતરી ઘર નંબર અને કુટુંબ ઘર નંબર એક જ રહેશે.**

ઉપરના દાખલામાં ઘર નંબર ૧૦ અને ૧૧ વચ્ચે જો નવું ઘર બંધાય તો તેને ઘર નંબર ૧૦/૧ અપાશે. એક વખત ઘર નંબર અપાઈ ગયા પછી ઘર નંબર ૧૦ કે જેની અંદર એક જ વસતિ ગણતરીનું ઘર હતું, તેમાં વિભાજન થઈને હવે ત્રણ વસતિ ગણતરીનાં ઘર થયાં હોય તો મૂળ ૧૦ નંબર અલોપ થઈ તેની જગ્યાએ નવા ગણતરી ઘર નંબર ૧૦/૧, ૧૦/૨, ૧૦/૩ લખાશે.

તે જ પ્રમાણે જો વસતિ ગણતરીના ઘર નંબર ૧૧ કે જેમાં મૂળ એક જ કુટુંબ રહેતું હતું, તેમાં હવે ૨ કુટુંબો રહે છે. તો તે પ્રત્યેક માટે કુટુંબ ઘર નંબર અનુક્રમે ૧૧(અ) અને ૧૧(બ) લખાશે.

દરેક વસતિ ગણતરી ઘર ઉપર ઘર નંબર લખેલો હશે. એ વસતિ ગણતરી ઘરમાં બે કુટુંબ ઘર હોય તો, તેની નોંધ સેન્સસ અંગેના રેકર્ડમાં કરવામાં આવશે. ઘર નંબરની માફક **કુટુંબ ઘર નંબર ઘર ઉપર લખવામાં આવતો નથી.**

જે વસતિ ગણતરી ઘરમાં એકથી વધારે કુટુંબો રહેતાં હોય ત્યાં વસતિ ગણતરી ઘર નંબર પછી અ, બ, ક, વગેરે લખી સેન્સસના રેકર્ડમાં તેની નોંધ કરવામાં આવે છે. **કુટુંબ ઘરનો નંબર ઘર ઉપર લખવાનું ધોરણ નથી.**

૮. ગણતરીદાર તેનું કામ શરૂ કરે તે પહેલાં તેણે તેના બ્લોકનો નકશો બનાવવો જોઈએ. પ્રથમ તબક્કા દરમ્યાન તૈયાર કરવામાં આવેલા નકશાની ગણતરીદારે નકલ કરવાની છે, અને ત્યારબાદ તેને અપટુડેટ બનાવવાનો છે. આ નકશો ગ્રામ, કે નગર પંચાયત તેમજ નગરપાલિકાની કચેરીએથી ગણતરીદારને ચાર્જ ઑફિસરે મેળવી આપવાનો છે. પોતાના બ્લોક વિસ્તારમાં ફરી ગણતરીદારે નવાં થયેલા વસતિ ગણતરીનાં ઘરો જે નકશામાં નોંધાયેલાં ન હોય તેની નોંધ કરી લેવી જોઈએ. પોતાના બ્લોકની હદ નક્કી કરી પહેલા અને છેલ્લા ઘરને વર્તુળ અને ત્રિકોણની નિશાની કરવી જોઈએ.

૯. ઘરોની સંક્ષિપ્ત યાદી તૈયાર કરવા માટે દરેક ચાર્જ ઑફિસર પ્રથમ તબક્કામાં જે ઘરોની યાદી તૈયાર કરવામાં આવી હતી તેની એક નકલ ગણતરીદારને આપશે. તેના ઉપરથી ગણતરીદાર તેની બે નકલ બનાવશે. આ સંક્ષિપ્ત યાદીના પ્રથમ વિભાગમાં

તેણે બ્લોકની ઓળખની વિગતો (Identification Particulars) લખવાની છે. બીજા વિભાગમાં વસતિ ગણતરીનું કામ પૂરું થયા બાદ બ્લોકની વસતિની સંખ્યા લખવાની છે. ત્રીજા વિભાગમાં પ્રથમ તબક્કા દરમ્યાન ઘરોની યાદીમાં કરવામાં આવેલી નોંધ મુજબ ઉતારો કરવાનો છે, અને ત્યારબાદ આજની તારીખે જે પરિસ્થિતિ હોય તે મુજબ સુધારો કરવાનો છે. આમ કરતી વખતે ઘરોની અસલ યાદીમાં જે નોંધ કરવામાં આવી હોય, તે પ્રથમ અક્ષરશ: ઉતારી લેવાની છે. ત્યારબાદ આજની તારીખે સ્થળ ઉપર જે ફેરફાર જોવામાં આવે તે મુજબ સુધારો કરવાનો છે. આમ કરતી વખતે મૂળ નોંધને છેકી નાંખી તેની ઉપર હાલની પરિસ્થિતિ મુજબ સુધારો કરવાનો છે. **મૂળ લખાણને ઘૂંટવાનું નથી.** ચોથા વિભાગમાં નવાં થયેલાં ઘરો/કુટુંબ ઘરોની નોંધ કરવાની છે. આ ઘરો/કુટુંબ ઘરોનો સમાવેશ પ્રથમ તબક્કાની ઘરોની યાદીમાં કરવામાં નથી આવ્યો તેથી તેમને માટે આ ખાસ વિભાગ રાખવામાં આવ્યો છે. આ વિભાગમાં લીટી નંબર નવેસરથી આપવાના નથી. જો આ ઘર/કુટુંબ ઘરની નોંધ ત્રીજા વિભાગમાં યથાસ્થાને કરવામાં આવી હોત તો જે ઘર નંબર પછી તેની નોંધ કરવામાં આવત તે ઘરનો જે લીટી નંબર પડેલ હોય તેને આધારે નવા ઘરનો લીટી નંબર લખવાનો છે. જો મૂળ નોંધમાં ઘર નંબર (૧૫) પછી આ નવું ઘર આવતું હોય, તો આ ઘરનો લીટી નંબર ભાગ ચારમાં ૧૫(અ) પડશે. આમ કરવાથી નવાં થયેલાં ઘરો કે જેની નોંધ વિભાગ-૪માં કરવામાં આવે છે તેનું સ્થાન વિભાગ-૩માં યોગ્ય રીતે નક્કી કરી શકાશે, અને તે ભવિષ્યમાં સેમ્પલ વગેરે લેવા માટે ઉપયોગી થઈ પડશે.

જો કોઈ એક વસતિ ગણતરી ઘરમાં પ્રથમ તબક્કા વખતે એક જ કુટુંબ રહેતું હોય, પરંતુ હવે તેમાં બીજું એક વધારે કુટુંબ રહેતું માલૂમ પડે તો તેની નોંધ વિભાગ-૪માં કરવી પડશે. આ નવા કુટુંબ ઘરને લીટી નંબર જે વસતિ ગણતરી ઘરમાં જે કુટુંબ વસતું હોય, તેના વિભાગ-૩ના લીટી નંબર પછી "અ" જોડી વિભાગ-૪માં લખવાનો રહેશે. ભાગ ચારમાં નવા ઘરનો લીટી નંબર નવેસરથી શરૂ કરી લખવા અગાઉ આપવામાં આવેલી સૂચના રદ સમજવી.

૧૦. ગણતરીદારે તેની કામગીરી ૧૦મી ફેબ્રુઆરી, ૧૯૭૧થી ૨૮મી ફેબ્રુઆરી, ૧૯૭૧ સુધીમાં કરવાની છે. આનો અર્થ એ છે કે ગણતરીદારોએ પોતાનું કામ ઉપરોક્ત સમયમાં સપ્રમાણ વહેંચી દેવું જોઈએ. છેલ્લા દિવસોમાં કામનો ભરાવો થવા દેવામાં આવતો નથી તેની કાળજી રાખો.

૧૧. ગણતરીદારે સૌ પ્રથમ કુટુંબના મુખ્ય માણસની સ્લીપ ભરવાની છે. ત્યારબાદ તેની નજીકના સગાઓ જેમકે પત્ની અને બાળકોની સ્લીપ ભરવાની છે. મુખ્ય માણસ સાથે નજીકના સગપણ-વાળાની સ્લીપો ભરાઈ ગયા બાદ દૂરની સગાઈવાળા શખ્સો જો તે જ કુટુંબમાં હાલ રહેતા હોય, તો તેમની સ્લીપો ભરવાની છે. ઘરના નોકરો જે ત્યાં જ રહેતા અને જમતા હશે તેમની સ્લીપ છેવટે ભરાશે. જે મુલાકાતીઓની સ્લીપ તા. ૧લી માર્ચ, ૧૯૭૧ પહેલાં અન્યત્ર ભરવામાં આવી ન હોય તેમની ગણતરી તેઓ તા. ૧લી માર્ચ, ૧૯૭૧ના દિવસે જે ઘરમાં મળી આવે ત્યાં કરવાની છે.

૧૨. વસતિ ગણતરીનો સમય ૧૦ ફેબ્રુઆરી, ૧૯૭૧ થી ૨૮ ફેબ્રુઆરી, ૧૯૭૧નો છે. આ ગાળા દરમિયાન જો કોઈ વ્યક્તિ તેના સામાન્ય વસવાટના સ્થળે હાજર ન હોય, પરંતુ ૧લી માર્ચ ૧૯૭૧ પહેલાં ત્યાં પાછા આવવાનો સંભવ હોય, તો તેની સ્લીપ તેના સામાન્ય વસવાટના સ્થળે ભરવાની છે. પરંતુ જે વ્યક્તિઓ ૧૦થી ૨૮ ફેબ્રુઆરી, ૧૯૭૧ દરમિયાન પોતાના સામાન્ય રહેઠાણના સ્થળે હાજર ન હોય, તો તેમની ગણતરી તેઓ જે સ્થળે મળી આવે ત્યાં કરવાની છે. દરેક કુટુંબની સ્લીપો ભરતી વખતે જે વ્યક્તિઓ ૨૮મી ફેબ્રુઆરી, ૧૯૭૧ સુધીમાં તેમના સામાન્ય વસવાટના સ્થળે આવી જવાની છે તેમની સ્લીપો તે જ સ્થળે ભરવામાં આવી છે કે કેમ તેની ખાત્રી કરો.

ટ્રાવેલીંગ સેલ્સમેન, પ્રવાસ અધિકારીઓ, યાત્રાળુઓ તથા પોતાના કામને કારણે સતત લાંબા ગાળા સુધી બહારગામ રહેનાર વ્યક્તિની સ્લીપ ભરવા બાબત ગણતરીદારે ખાસ કાળજી રાખવાની રહેશે.

૧૩. સુપરવાઈઝરે ચાલુ કામગીરી દરમિયાન ગણતરીદારના કામની તપાસ કરવી જોઈએ. શરૂઆતના દિવસોમાં આ તપાસ ઝીણવટભરી કરવી જોઈએ કે જેથી શરૂઆતમાં ભૂલો પકડાઈ જાય અને તેનું બીજી સ્લીપોમાં પુનરાવર્તન થતું અટકે. ચાલુ કામગીરી દરમિયાન સુપરવાઈઝરે અવારનવાર ગણતરીદારની સાથે રહી સ્લીપો ભરાવવા કોશિશ કરવી. ઉપરોક્ત સમય દરમિયાન ચાર્જ ઓફિસરે શક્ય હોય તેટલા ગણતરીદાર અને સુપરવાઈઝરની કામગીરી જાતે તપાસવી.

૧૪. તા. ૨૮મી ફેબ્રુઆરી, ૧૯૭૧ની રાત્રે ઘરબાર વગરના માણસોની ગણતરી કરવાની છે. **ઘરબાર વગરનાં જેટલાં કુટુંબ હોય તેની સંખ્યાની નોંધ ગણતરીદારની તારીજમાં કરવાની છે.** ઘરબાર વગરના માણસોનું એક કે તેથી વધારે સભ્યોનું બનેલું કુટુંબ હોઈ શકે. આવા પ્રત્યેક કિસ્સામાં જે સભ્યોનો સમાવેશ કુટુંબની વ્યાખ્યામાં થતો હોય તેમને આવરી લઈ ઘરબાર વગરનાં કુટુંબની સંખ્યા નક્કી કરવી જોઈશે. આમ કરવામાં વ્યક્તિગત સ્લીપના પ્રશ્ન નં. ૨ ના જવાબ તપાસવો ઉપયોગી થઈ પડશે. ઘરબાર વગરના માણસો માટે વ્યક્તિગત સ્લીપના મથાળે કુટુંબ ઘર નંબરની સામે "૦" લખવામાં આવશે. તેવી જ રીતે જો માણસો સંસ્થામાં રહેતા હોય, તેમને માટે કુટુંબ ઘર નંબરની પછી "સં" લખાવાનું છે.

૧૫. વસતિ ગણતરી ૧લી માર્ચ, ૧૯૭૧ના સૂર્યોદયને અનુલક્ષીને કરવામાં આવે છે. તેથી સ્લીપ ભરાયા બાદ અને ૧લી માર્ચ, ૧૯૭૧ના સૂર્યોદય પહેલાં જે નવા જન્મ થયા હોય તેને માટે સ્લીપ ભરવી પડશે અને મરણ થયા હોય તેની સ્લીપો રદ કરવી પડશે. આ કામગીરી માટે તારીખ ૧, ૨ અને ૩ માર્ચ, ૧૯૭૧નો સમય મુકરર કરવામાં આવ્યો છે અને તેને રીવીઝનલ રાઉન્ડ કહેવામાં આવે છે.

૧૬. વ્યક્તિગત સ્લીપની ડાબી બાજુએ સ્થળસંકેત નંબર લખવાનો છે. ગ્રામ્ય વિસ્તારમાં જિલ્લાનો નંબર, તાલુકાનો નંબર અને ગામનો નંબર લખ્યા પછી છાપવામાં આવેલ ગોળ કૌંસમાં

બીજા તબક્કાના બ્લોકનો નંબર લખવાનો છે. તે જ પ્રમાણે શહેરી વિસ્તારમાં જિલ્લાનો નંબર, શહેરનો નંબર અને વોર્ડ નંબર લખ્યા પછી છાપવામાં આવેલ ગોળ કૌંસમાં બીજા તબક્કાનો બ્લોક નંબર લખવાનો છે.

૧૭. વ્યક્તિગત સ્લીપના મથાળે જમણી બાજુએ કુટુંબ ઘર નંબર સામે છાપેલા લાંબાનૂટક કૌંસમાં પ્રથમ તબક્કાનો બ્લોક નંબર લખી પછી ત્રાંસી લીટી દોરી કુટુંબ ઘર નંબર લખવાનો છે. **સામાન્ય રીતે જે વસતિ ગણતરીના ઘરમાં એક જ કુટુંબ રહેતું હોય, ત્યાં વસતિ ગણતરી ઘર નંબર અને કુટુંબ ઘર નંબર એક જ હશે.** પરંતુ જ્યાં એક વસતિ ગણતરીના ઘરમાં એકથી વધારે કુટુંબ ઘરો રહેતાં હશે ત્યાં વસતિ ગણતરી ઘર નંબર પછી અ, બ, મૂળાક્ષર લખી કુટુંબ ઘર નંબર દર્શાવવામાં આવશે. **કુટુંબ ઘર નંબર ઘર ઉપર લખવામાં આવતો નથી.**

૧૮. ગણતરીદારનો બીજા તબક્કાનો બ્લોક પ્રથમ તબક્કાના એક કે વધારે બ્લોકનો બનેલો હશે. પ્રથમ તબક્કાનો બ્લોક ઘરોની સંખ્યાના ધોરણે બનાવવામાં આવ્યો હતો. બીજા તબક્કાનો બ્લોક વસતિના ધોરણે બનાવવામાં આવ્યો છે. પ્રથમ તબક્કામાં શહેરી વિસ્તારમાં ૧૦૦ થી ૧૨૫ ઘરો અને ગ્રામ્ય વિતારમાં ૧૨૫ થી ૧૫૦ ઘરોના ધોરણે બ્લોક પાડવામાં આવ્યા હતા. બીજા તબક્કામાં શહેરી વિસ્તારમાં ૫૦૦ થી ૮૫૦ અને ગ્રામ્ય વિસ્તારમાં ૬૦૦ થી ૧૧૫૦ની વસતિના ધોરણે બ્લોક પાડવામાં આવ્યા છે. આમ કરતાં સ્વાભાવિક રીતે બિન-રહેણાકના વિસ્તારમાં પ્રથમ તબક્કાના એકથી વધારે બ્લોક જોડીને બીજા તબક્કાનો બ્લોક બનાવવામાં આવ્યો હોય તેમ બને. આ રચના કઈ રીતે કરવામાં આવી છે તેની વિગત દરેક ગણતરીદાર ચાર્જ ઑફિસરે આપવાની રહેશે. આ વિગત પ્રથમ તબક્કાની ઘરોની યાદીમાં જોઈ શકાશે. તેમજ બીજા તબક્કાની ઘરોની સંક્ષિપ્ત યાદીના ત્રીજા વિભાગમાં પણ જોવા મળશે. ગણતરીદારને તેના વિસ્તારનો નક્શો બનાવવાનો છે. તેમાં પણ પ્રથમ તબક્કાના બ્લોકની વિગત જોઈ શકાશે.

૧૯. તા. ૩જી માર્ચ, ૧૯૭૧ના રોજ રીવીઝનલ રાઉન્ડ પૂરો થયા બાદ ગણતરીદારે તેનું રેકર્ડ સુપરવાઈઝરને સોંપી દેવાનું છે. સુપરવાઈઝર આ કામગીરી ઉપર સતત દેખરેખ સખત હોવાથી છેવટની તપાસણી માટે એક દિવસથી વધુ સમય તેમને લાગવો જોઈએ નહિ. તા. ૪થી માર્ચ, ૧૯૭૧ના રોજ દરેક સુપરવાઈઝરે તેનું રેકર્ડ ચાર્જ અધિકારીને સુપ્રત કરવું જોઈએ.

૨૦. દરેક ચાર્જ ઑફિસરે પોતાના વિસ્તારના આંકડા એકત્રીત કરી તા. ૫મી માર્ચ, ૧૯૭૧ના રોજ તેમના જિલ્લાના કલેક્ટરશ્રીને તથા નિયામકશ્રી, વસતિ ગણતરીની કચેરીને તારથી જાણ કરવાની છે. તે જ પ્રમાણે કલેક્ટરશ્રીએ તેમના જિલ્લાના આંકડા એકત્રિત કરી નિયામકશ્રી, વસતિ ગણતરી તથા રજિસ્ટ્રાર જનરલશ્રી, નવી દિલ્હીને તારીખ ૬ઠ્ઠી માર્ચ, ૧૯૭૧ના રોજ તારથી જણાવવાના છે.

તા. ૨૧–૧૨–૭૦

વિષય :– વસતિ ગણતરી ૧૯૭૧–ડિગ્રી હોલ્ડર એન્ડ ટેકનિકલ પર્સોનલ કાર્ડ ભરવા બાબત

પરિપત્ર નં. ૨૮

"વ્યક્તિગત સ્લીપ ભરવા માટે ગણતરીદારોને સૂચનાઓ"ની પુસ્તિકાના પેરા (૭૩)માં આપવામાં આવેલી સૂચના મુજબ ગણતરી દરમિયાન જો કોઈ સ્નાતક અથવા અનુસ્નાતક તેમજ ટેકનિકલ ડિપ્લોમા કે ડિગ્રી ધરાવનાર કોઈ વ્યક્તિ મળે તો તેને "ડિગ્રી–હોલ્ડર એન્ડ ટેકનિકલ પર્સોનલ કાર્ડ" ગણતરીદારે આપવાનું છે અને તેને તે કાર્ડ ભરવા માટે કહેવાનું છે. કાર્ડ આપતાં પહેલાં ગણતરીદારે કાર્ડમાં સ્થળ સંકેત લખવાનો છે અને કાર્ડ આપ્યા પછી પ્રશ્ન ૧૩ સામે ટીકની નિશાની કરવાની છે. થોડા સમય બાદ પરંતુ બ્લોકની ગણતરી પૂરી કર્યા પહેલાં ગણતરીદારે તે ભરેલું કાર્ડ પાછું મેળવવાનું છે અને ટીકની નિશાની ઉપર છેકો મૂકી તેને ફરનું વર્તુળ દોરવાનું છે.

૨. આ સાથેના પત્રકમાં જણાવ્યા મુજબ "ડિગ્રી–હોલ્ડર એન્ડ ટેકનિકલ પર્સોનલ કાર્ડની" સંખ્યા આપના જિલ્લા માટે ફાળવવામાં આવી છે. ૧૯૬૧ની વસતિ ગણતરી અનુસાર સ્નાતક, અનુસ્નાતક તેમજ ટેકનિકલ ડિગ્રી તથા ડિપ્લોમા ધરાવનાર વ્યક્તિઓની સંખ્યા તેમજ તે પછીની પરિસ્થિતિ ધ્યાનમાં લેતાં આ ફાળવણી આપની જરૂરિયાત કરતાં ઘણી વધારે છે. પરંતુ આ કાર્ડોની ગણતરીદારો વચ્ચે સપ્રમાણ રીતે વહેંચણી કરવામાં આવે તે ખૂબ જરૂરી છે. કારણ કે તેમ કરવામાં ન આવે તો જે સ્થળે વિશેષ સંખ્યામાં સ્નાતકો રહે છે તે બ્લોકમાં કાર્ડ ઉપલબ્ધ નહિ થાય અને પછીના વિસ્તારમાં જ્યાં સ્નાતકોની સંખ્યા નહિવત્ છે ત્યાં આપવામાં આવેલ વધારાનાં કાર્ડ નકામાં જશે. ગણતરીદારને આ કાર્ડ કેટલાં આપવા તેનું કોઈ ચોક્કસ ધોરણ અપનાવી શકાય તેમ નથી, કારણ કે બ્લોકવાર પરિસ્થિતિ જુદી જુદી હોય છે. અંદરના ભાગમાં આવેલા આદિવાસી ગામો તેમજ જંગલનાં ગામોમાં આવા સ્નાતક અથવા અનુસ્નાતક અથવા ટેકનિકલ ડિગ્રી કે ડિપ્લોમા ધરાવનાર મળવાનો સંભવ ઘણો ઓછો છે. જ્યારે શહેરી વિસ્તારમાં અને ખાસ કરીને ઔદ્યોગિક અને વ્યાપારવાળાં વિસ્તારોમાં આવી વ્યક્તિઓ વધુ સંખ્યામાં મળી આવવાનો સંભવ છે. તેથી ચાર્જ અધિકારીએ આ કાર્ડોની વહેંચણી એવી રીતે કરવી જોઈએ કે જેથી જરૂરિયાતવાળા વિસ્તારોને પૂરતી સંખ્યામાં કાર્ડ મળે. જ્યાં જરૂરિયાત હોય ત્યાં ગણતરીદારને ઓછા કાર્ડ મળે અને જ્યાં જરૂરત ન હોય, ત્યાં વધારે મળે તેવું ન બને તે માટે ચાર્જ અધિકારીશ્રીઓએ ધ્યાન રાખવું જોઈએ. ચાર્જ અધિકારીએ થોડો અનામત જથ્થો જરૂર જણાય તો સુપરવાઈઝરોને આપવો અને પોતાની પાસે પૂરતો જથ્થો રાખવો જેથી પાછળથી જરૂરિયાતવાળા વિસ્તારમાં આ કાર્ડ ટૂંકી નોટિસથી મોકલી શકાય. આ બાબતમાં ચાર્જ અધિકારીઓએ સ્થાનિક પરિસ્થિતિ ધ્યાનમાં લઈ પોતાની વિવેકબુદ્ધિ વાપરી કાર્ડની વહેંચણી અવલકારકુન ઉપર ન છોડતાં જાતે કરવી જોઈએ. સ્નાતક કે અનુસ્નાતક અથવા ટેકનિકલ ડિગ્રી કે ડિપ્લોમા ધરાવનાર વ્યક્તિ કાર્ડ ભર્યા વગરની

રહી જવા પામે નહિ તે જોવા ખાસ વિનંતી છે. કોઈ સંજોગોમાં આ વ્યક્તિઓને સમયસર કાર્ડ આપી ન શકાય તો પાછળથી આપીને પણ ભરાવી લેવા પ્રબંધ કરવો. આ રીતે ભરેલાં કાર્ડ પાછળથી મોકલવામાં આવે તો પણ હરકત નથી. કોઈ ખાસ કિસ્સામાં જરૂર જણાય તો ચાર્જ ઑફિસર ડિગ્રી હોલ્ડર કાર્ડ સાઈક્લોસ્ટાઈલ કરાવીને વહેંચી હકીકત એકત્રિત કરશે તો પણ ચલાવી લેવામાં આવશે.

ક્લેક્ટરશ્રીઓએ દરેક ચાર્જની પરિસ્થિતિ ધ્યાનમાં લઈને તેમને કાર્ડની ફાળવણી કરવી જોઈએ.

૩. જે વ્યક્તિગત સ્લીપના પ્રશ્ન ૧૩ સામે કોઈ સ્નાતક અથવા અનુસ્નાતક ડિગ્રી કે ટેકનિકલ ડિપ્લોમા કે ડિગ્રી લખેલી છે, તને આ કાર્ડ આપવામાં આવેલું છે અને પ્રશ્ન ૧૩ સામે ટીકની નિશાની કરી છે તેની ચકાસણી સુપરવાઈઝરે કરવી પડશે, અને આ ભરવામાં આવેલ કાર્ડ ગણતરીદારે પરત મેળવ્યું છે અને ટીકની નિશાની ઉપર છેકો મૂકી તેને ફરતું વર્તુળ કર્યું છે તેની પણ ખાતરી કરવી પડશે.

૪. કેટલેક સ્થળેથી એવો પ્રશ્ન ઉપસ્થિત કરવામાં આવેલો છે કે કેટલાક સ્નાતકો અથવા ટેકનિકલ ડિપ્લોમા હોલ્ડરો એવા છે કે જેઓ અંગ્રેજી ભાષા જાણતા નથી. તો તેમણે આ કાર્ડ કેવી રીતે ભરવું. આ બાબતમાં સ્પષ્ટતા કરવાની કે અંગ્રેજી જાણનાર વ્યક્તિની મદદથી કાર્ડ ભરવામાં આવે તો હરકત નથી.

૫. કેટલેક સ્થળેથી એવો પણ પ્રશ્ન ઉપસ્થિત કરવામાં આવ્યો છે કે જો સ્નાતક કે અનુસ્નાતક અથવા ટેકનિકલ ડિપ્લોમા કે ડિગ્રી ધરાવનાર વ્યક્તિ અંગ્રેજી જાણતી ન હોય, તો પ્રાદેશિક ભાષામાં કાર્ડ ભરે તો હરકત છે કે કેમ. આ બાબતમાં જણાવવાનું કે રજીસ્ટ્રાર જનરલશ્રી, નવી દિલ્હીની કચેરીમાં ડેટા પ્રોસેસીંગ વિભાગમાં આ કાર્ડ ઉપરથી માહિતી એકત્રિત કરવાની છે. તેથી જો કાર્ડને પ્રાદેશિક ભાષામાં ભરવામાં આવે તો ઘણી મુશ્કેલી થવા સંભવ છે. તેથી આવી વ્યક્તિને કોઈ અંગ્રેજી જાણનાર વ્યક્તિની મદદથી આ કાર્ડ અંગ્રેજીમાં ભરવા જણાવવા વિનંતી છે. જો આવી અંગ્રેજી જાણનાર વ્યક્તિની મદદ મળી શકે તેમ ન હોય, તો પ્રાદેશિક ભાષામાં કાર્ડ ભરવામાં આવે તો હરકત નથી. પરંતુ આશા રાખવામાં આવે છે કે આવા કાર્ડની સંખ્યા ઘણી જૂજ હશે.

૬. ડ્રોઈંગ અને પેઈન્ટીંગ, મોડેલીંગ અને શિલ્પકામમાં ડિપ્લોમા, ભરતનાટ્યમ, વીણા, વાયોલીન અને કંઠ સંગીતમાં ડિપ્લોમા અને તેલુગુ, સંસ્કૃત, ફ્રેંચ, જર્મન, વગેરે ભાષામાં ડિપ્લોમાને ટેકનિકલ ડિપ્લોમા ગણવાના નથી. કોઈ ડિપ્લોમા ટેકનિકલ છે કે કેમ તે બાબત શંકા હોય, તો તેવી વ્યક્તિને કાર્ડ ભરવા માટે આપવું હિતાવહ છે.

૭. રજીસ્ટ્રાર જનરલશ્રી, નવી દિલ્હી તરફથી કાર્ડ આવેથી આપને મોકલી આપવામાં આવશે.

ઉપરની સૂચનાઓનો અમલ ચૂસ્તપણે કરવા વિનંતી છે.

ડિગ્રી હોલ્ડર અને ટેકનિકલ પર્સોનલ કાર્ડની વહેંચણી

અનું નં.	જિલ્લાનું નામ	ફાળવવામાં આવેલ કાર્ડની સંખ્યા
૧	જામનગર	૧૩,૬૮૮
૨	રાજકોટ	૧૮,૬૨૯
૩	સુરેન્દ્રનગર	૯,૧૦૧
૪	ભાવનગર	૧૫,૩૪૪
૫	અમરેલી	૭,૫૨૯
૬	જૂનાગઢ	૧૭,૯૬૩
૭	કચ્છ	૯,૭૬૧
૮	બનાસકાંઠા	૮,૮૮૨
૯	સાબરકાંઠા	૮,૬૫૪
૧૦	મહેસાણા	૧૭,૩૨૪
૧૧	ગાંધીનગર	૨,૨૮૬
૧૨	(૧) અમદાવાદ (અમદાવાદ મ્યુનિસિપલ કોર્પોરેશન વિસ્તાર સિવાય)	૧૨,૪૮૫
	(૨) અમદાવાદ મ્યુનિસિપલ કોર્પોરેશન	૫૦,૬૬૦
૧૩	ખેડા	૨૦,૪૪૧
૧૪	પંચમહાલ	૧૩,૨૧૧
૧૫	(૧) વડોદરા (વડોદરા મ્યુનિસિપલ કોર્પોરેશન વિસ્તાર સિવાય)	૧૦,૮૮૬
	(૨) વડોદરા મ્યુનિસિપલ કોર્પોરેશન	૧૪,૭૮૦
૧૬	ભરૂચ	૧૦,૦૯૭
૧૭	(૧) સુરત (સુરત મ્યુનિસિપલ કોર્પોરેશન વિસ્તાર સિવાય)	૮,૯૩૯
	(૨) સુરત મ્યુનિસિપલ કોર્પોરેશન	૧૩,૯૮૦
૧૮	વલસાડ	૧૧,૦૪૨
૧૯	ડાંગ	૯૬૩
	કુલ	૨,૯૬,૬૪૫

તા. ૪–૧–૧૯૭૧

વિષય:– વસતિ ગણતરી ૧૯૭૧ વસતિની નોંધનું પત્રક ભરવા બાબત.

પરિપત્ર નં. ૩૦

"વ્યક્તિગત સ્લીપ ભરવા માટે ગણતરીદારને સૂચનાઓ" ની પુસ્તિકાના પેરા : ૧૨૯ : માં આપવામાં આવેલી સૂચનાઓ મુજબ એક કુટુંબની બધી વ્યક્તિઓની ગણતરી પૂરી કર્યા પછી તરત જ ગણતરીદારે દરેક કુટુંબની બધી વ્યક્તિઓની માહિતીની કેટલીક વિગતો વસતિની નોંધના પત્રકમાં ઉતારવાની છે.

સૂચનાઓની પુસ્તિકાના પેરા (૪૫) માં આપવામાં આવેલી સૂચના મુજબ હાલ પરિણીત અવસ્થામાં હોય તેવી સ્ત્રીએ છેલ્લા એક વર્ષમાં એટલે તા. ૨૨–૩–૭૦ થી ૨૦–૩–૭૧ના સૂર્યોદય પહેલાં કોઈ જીવિત બાળકને જન્મ આપ્યો હોય, તો તેની નોંધ વ્યક્તિગત સ્લીપના પ્રશ્ન ૬ (બ) સામે કરવાની છે. આવી સ્ત્રીઓની માહિતીની નોંધણી નિદર્શ યોજના હેઠળ એકત્રિત કરવામાં આવેલી માહિતી સાથે મેળવણી કરવાનું નક્કી કરવામાં આવ્યું છે

આ કામમાં સરળતા થાય તે માટે વસતિની નોંધના પત્રકના આસન ૧ માં આવી સ્ત્રીના અનુક્રમ નંબર ફરતું વર્તુળ દોરવા માટે સર્વે ગણતરીદારોને સૂચના આપવા વિનંતી છે.

સર્વે ચાર્જ ઑફિસરો તેમજ સુપરવાઈઝરોએ તેમની તપાસણીની કામગીરી વખતે આ બાબત ઉપર ખાસ ધ્યાન આપવા વિનંતી છે.

ઉપરની સૂચનાઓનો ચૂસ્તપણે અમલ કરવા સર્વે ગણતરીદારોને અનુરોધ કરવા વિનંતી છે.

તા. ૧૫–૧–૧૯૭૧

વિષય :– વસતિ ગણતરી ૧૯૭૧–વસતિ ગણતરીના કાર્યક્રમમાં ફેરફાર બાબત તથા વ્યક્તિગત સ્લીપ ભરવા માટે ગણતરીદારોને સૂચનાઓમાં સુધારો કરવા બાબત.

પરિપત્ર નં. ૩૧

લોકસભા માટેની અર્ધસત્ર ચૂંટણીને ધ્યાનમાં લઈ રજીસ્ટ્રાર જનરલશ્રી, નવિ દિલ્હીએ વસતિ ગણતરીના કાર્યક્રમમાં કરેલા ફેરફારની આપને આ કચેરીના પરિપત્ર નં. ૨૯ તા. ૩૦-૧૨-૭૦થી જાણ કરવામાં આવી હતી.

ત્યાર બાદ અર્ધસત્ર ચૂંટણીની તારીખો નક્કી થતાં ચૂંટણી અને વસતિ ગણતરીની કામગીરી એક જ સમયના ગાળામાં આવતી હોવાથી જો તારીખમાં ફેરફાર કરવામાં ન આવે તો બંને પર વિપરીત અસર થવા સંભવ હતો, તેથી રજીસ્ટ્રાર જનરલશ્રી નવી દિલ્હી તરફથી ૧૯૭૧ની વસતિ ગણતરી માટે નીચે મુજબ કાર્યક્રમ નક્કી કરવામાં આવ્યો છે.

	અગાઉ નક્કી કરવામા આવેલ તારીખ	સુધારેલી તારીખ
સંબંધિત તારીખ	૧લી માર્ચ ૧૯૭૧નો સૂર્યોદય.	૧લીએપ્રિલ ૧૯૭૧ નો સૂર્યોદય.
ગણતરી સમય	૧૦–૨–૭૧ થી ૨૮–૨–૭૧	૧૦–૩–૭૧ થી ૩૧–૩–૭૧
ધરબાર વગરના માણસોની ગણતરી	૨૮–૨–૭૧ ની રાત્રે.	૩૧–૩–૭૧ ની રાત્રે.
ફેરતપાસ	૧–૩–૭૧ થી ૩–૩–૭૧	૧–૪–૭૧ થી ૩–૪–૭૧

"વ્યક્તિગત સ્લીપ ભરવા માટે ગણતરીદારને સૂચનાઓ"ની પુસ્તિકામાં ઉપર મુજબ સુધારો વાંચવા વિનંતી છે.

૩. હવે તા. ૧–૪–૭૧ના સૂર્યોદયને સંબંધિત તારીખ નક્કી કરવામાં આવી છે. તેથી સૂચનાની પુસ્તિકાના પેરા (૧૪)માં નીચે મુજબ વ્યક્તિઓ ગણતરીને પાત્ર થશે.

(૧) બધી વ્યક્તિઓ કે જે તે કુટુંબમાં સામાન્ય રીતે રહેતી હોય અને ગણતરીના સમગ્ર ગાળા દરમિયાન એટલે તા. ૧૦–૩–૭૧ થી ૩૧–૩–૭૧, બંને (દિવસો સહિત) તે કુટુંબમાં હાજર હોય.

(૨) અને એ બધી વ્યક્તિઓ કે જે સામાન્ય રીતે ત્યાં રહેતી હોય એવું જાણમાં હોય અને ગણતરીના ગાળા ૧૦–૩–૭૧ થી ૩૧–૩–૭૧ ના કોઈ ભાગ દરમિયાન ત્યાં વાસ્તવમાં રહી હોય પરંતુ ગણતરીદારની મુલાકાત વખતે હાજર હોય નહિ.

(૩) અને એ બધી વ્યક્તિઓ કે જે સામાન્ય રીતે ત્યાં રહેતી હોય એવું જાણમાં હોય અને ગણતરીદારની મુલાકાત વખતે ત્યાં હાજર હોય નહિ પરંતુ ૧લી એપ્રીલ ૧૯૭૧ પહેલાં પાછા આવવાનો સંભવ હોય, અને

(૪) એવા મુલાકાતીઓ કે જેઓ, જે કુટુંબની ગણતરીદાર ગણતરી કરતાં હતો ત્યાં હાજર હોય પરંતુ ગણતરીના સમગ્ર ગાળા દરમિયાન પોતાના સામાન્ય રહેઠાણના સ્થળે ગેરહાજર હોય. ગણતરીના હેતુ માટે આવા મુલાકાતીઓને ગણતરીના ગાળા દરમિયાન વાસ્તવમાં જે કુટુંબમાં મળી આવે તે કુટુંબના સામાન્ય રહેવાસીઓ ગણવામાં આવશે, સિવાય કે તેઓની બીજી કોઈ જગ્યાએ ગણતરી કરવામાં આવી ન હોવી જોઈએ.

ઉપર મુજબની સૂચનાઓ સર્વે ગણતરીદારોને તેમજ સુપરવાઈઝરોને તાલીમ વર્ગોમાં આપવા વિનંતી છે,

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તા. ૨૫-૧-૧૯૭૧

વિષય:– વસતિ ગણતરી ૧૯૭૧–જે શખ્સોની ગણતરીદાર તથા સુપરવાઈઝર તરીકે નિમણૂક કરી હોય તેમને એસ. એસ. પરીક્ષાની કામગીરીમાંથી બાકાત રાખવા બાબત.

પરિપત્ર નં. ૩૨

આ કચેરીના પરિપત્ર નં. સી: ઈ: એન:૬૨ તા. ૬-૧-૭૧ ગુજરાત રાજ્યના શિક્ષણ નિયામકશ્રી તરફથી બધા જિલ્લા શિક્ષણાધિકારીઓ અને બધા શાસનાધિકારીઓને નીચેના મુદ્દાઓ પર જે સૂચનાઓ આપી છે તેની જાણ આપને કરવામાં આવે છે.

(૧) તા. ૧૦–૩–૭૧ થી ૫–૪–૭૧ના ગાળા દરમિયાન પરીક્ષાઓ મુલત્વી રાખવી.

(૨) ઉપરના ગાળા દરમિયાન શાળાનો સમય સવારનો કરવો.

(૩) વસતિ ગણતરીના કામમાં જરૂરી સહકાર આપવો.

ઉપરની સૂચના અનુસાર બધા જિલ્લાઓમાં જરૂરી પગલાં લેવામાં આવ્યાં હશે. પરંતુ કેટલેક સ્થળેથી એવી રજૂઆત કરવામાં આવી છે કે

એસ. એસ. સી. ની પરીક્ષાઓ તા. ૪થી માર્ચ ૧૯૭૧ થી શરૂ થાય છે. એથી જે શખ્સોની ગણતરીદાર તથા સુપરવાઈઝર તરીકે નિમણૂક કરવામાં આવી છે. તે પૈકી જેઓ એક યા બીજી રીતે આ પરીક્ષાના કામ સાથે સંકળાયેલ છે તેમને માટે વસતિ ગણતરીની કામગીરી બજાવવામાં પ્રતિકૂળતા થશે. જે શહેરી વિસ્તારોમાં મોટા પ્રમાણમાં હાઈસ્કૂલો આવેલી છે અને ત્યાંના ઉપલા ધોરણના શિક્ષકોને વસતિ ગણતરીની કામગીરી સોંપવામાં આવી છે તેમને જ આ પ્રશ્ન સ્પર્શે છે.

આ કચેરીએથી સરકારશ્રીને એવી ભલામણ કરવામાં આવી છે કે જે શિક્ષકોને વસતિ ગણતરીની કામગીરી સોંપવામાં આવી હોય તેમને એસ. એસ. સી. બોર્ડની કામગીરીમાંથી મુક્ત રાખવા. સબબ આપના ચાર્જ વિસ્તારમાં જે ગણતરીદાર તથા સુપરવાઈઝરો એસ. એસ. સી. ની કામગીરી સાથે સંકાયેલા હોય તેમને ઉપર મુજબ જાણ કરશો અને તેમનાં નામોની યાદી વળતી ટપાલે આ કચેરીને મોકલી આપશો તેવી વિનંતી છે.

તા. ૧૦-૨-૧૯૭૧

વિષય:– વસતિ ગણતરી ૧૯૭૧–વસતિ ગણતરીનું રેકર્ડ મોકલવા બાબત.

પરિપત્ર નં. ૩૩

વસતિ ગણતરીની કામગીરી પૂરી થયા બાદ તેમાં એકત્રિત કરવામાં આવેલી માહિતીનું વર્ગીકરણ કરવા માટે નીચે મુજબ વિભાગીય ટેબ્યુલેશન કચેરીઓ: (Regional Tabulation Offices): બોલવાનું નક્કી કરવામાં આવ્યું છે. આ કચેરીઓને તેમની સામે જણાવેલા જિલ્લાઓની કામગીરી સોંપવામાં આવી છે.

અ. નં.	વિભાગીય ટેબ્યુલેશન કચેરીનું નામ તથા કામચલાઉ સરનામું	સોંપવામાં આવેલ જિલ્લાઓનાં નામ
	૨	૩
૧.	નાયબ નિયામકશ્રી, વસતિ ગણતરી, ચીલ્ડ્રન હોસ્પીટલ બિલ્ડિંગ, નગરી હોસ્પિટલ સામે, એલીસબ્રીજ, અમદાવાદ–૬	ગુજરાત રાજ્યના બધા શહેરી વિસ્તારો
૨.	નાયબ નિયામકશ્રી, વસતિ ગણતરી, C/o કલેકટર કચેરી, સુરત	અમદાવાદ, ગાંધીનગર, ભરૂચ, સુરત, વલસાડ અને ડાંગ જિલ્લાના બધા ગ્રામ્ય વિસ્તારો
૩.	નાયબ નિયામકશ્રી, વસતિ ગણતરી, C/o કલેકટર કચેરી, વડોદરા	ખેડા, વડોદરા અને પંચમહાલ જિલ્લાના બધા ગ્રામ્ય વિસ્તારો.
૪.	નાયબ નિયામકશ્રી, વસતિ ગણતરી, C/o કલેકટર કચેરી, રાજકોટ	રાજકોટ, જામનગર, જૂનાગઢ કચ્છ અને મહેસાણા જિલ્લાના બધા ગ્રામ્ય વિસ્તારો
૫.	નાયબ નિયામકશ્રી, વસતિ ગણતરી, C/o કલેકટર કચેરી, ભાવનગર.	ભાવનગર, અમરેલી, સુરેન્દ્રનગર અને બનાસકાંઠા, સાબરકાંઠા જિલ્લાના બધા ગ્રામ્ય વિસ્તારો

આ કચેરીના અંગ્રેજી પરિપત્ર નં. સી. ઈ. એન. ૭૦ તા. ૧૬–૧–૭૧ માં જણાવ્યા મુજબનું રેકર્ડ ગણતરીદાર તથા સુપરવાઈઝરને પોતાના ચાર્જ ઑફિસરને અને સ્પેશીયલ ચાર્જ ઑફિસરે પોતાના વિસ્તારના નોર્મલ ચાર્જ ઑફિસરને તા. ૪–૪–૭૧ ના રોજ મોકલવાનું છે:—

(૧) વ્યક્તિગત સ્લીપના પેડ: વપરાયેલાં તેમજ બિન વપરાયેલાં ;

(૨) વસતિની નોંધના પત્રકોના પેડ: વપરાયેલાં તેમજ બિન–વપરાયેલાં:

(૩) ગણતરીદારનું દૈનિક નોંધનું પત્રક–પત્રક "પુ"

(૪) ગણતરીદારનું દૈનિક નોંધનું પત્રક–પત્રક "સ્ત્રી"

(૫) ગણતરીદારની તારીજ

(૬) ડિગ્રીહોલ્ડર અને ટેકનિકલ પર્સોનલ કાર્ડ

(૭) ઘરોની સંક્ષિપ્ત યાદીની બે નકલો

(૮) ગણતરીદારના બ્લોકનો અંદાજી નકશો.

દરેક બ્લોક માટે ઉપર મુજબનું રેકર્ડ અલગ બાંધી એક બંડલ બનાવી તેને દોરીથી બરાબર બાંધીને મોકલવાનું છે.

દરેક ચાર્જ ઑફિસરે પોતાના સમગ્ર વિસ્તારના એટલે કે નોર્મલ તેમજ સ્પેશીયલ વિસ્તારના બધા બ્લોકનું રેકર્ડ તા. ૮–૪–૭૧ સુધીમાં કલેકટરશ્રીને ખાસ માણસ સાથે મોકલી આપવાનું છે. આ રેકર્ડની વિગતો દર્શાવતા આ સાથે બીડેલા નમૂનાના પત્રકો "અ" અને "બ" ની ચાર્જ ઑફિસરે ત્રણ નકલો તૈયાર કરવી અને તે ત્રણ નકલો રેકર્ડ સાથે કલેકટરશ્રીને મોકલવી,

પત્રક "અ" ગ્રામ્ય વિસ્તાર માટે છે અને પત્રક "બ" શહેરી વિસ્તાર માટે છે. સદરહુ પત્રકોમાં જણાવેલ રેકર્ડ દરેક તાલુકાના ચાર્જ ઑફિસર પાસેથી સમયસર મેળવી લેવા કલેક્ટરશ્રીએ પ્રબંધ કરવો અને સદરહુ પત્રકોની ત્રણ નકલો પૈકી એક નકલ ઉપર તે પ્રમાણે રેકર્ડ મળ્યાની પહોંચ આપવી.

ઉપર પ્રમાણે દરેક ચાર્જ ઓફિસર પાસેથી રેકર્ડ મેળવ્યા પછી કલેક્ટરશ્રીની કચેરીમાં દરેક ચાર્જવાર શહેરી વિસ્તાર અને ગ્રામ્ય વિસ્તારના અલગ અલગ બંડલો બનાવવા અને તેને કંતાનમાં પેક કરવા, જેથી રેકર્ડ ખરાબ થાય નહિ. શહેરી વિસ્તારનું રેકર્ડ ઉપર જણાવ્યા મુજબ નાયબ નિયામકશ્રી, વસતિ ગણતરી અમદાવાદને ખાસ માણસ સાથે ૧૨-૪-૭૧ સુધીમાં મોકલી આપવું અને તેની સાથે પત્રક "બ"ની બોકી રહેલી બે નકલો પણ મોકલવી.

ગ્રામ્ય વિસ્તારનું રેકર્ડ જે તે નાયબ નિયામકશ્રી, વસતિ ગણતરીને પણ તા. ૧૨-૪-૭૧ સુધીમાં ખાસ માણસ સાથે મોકલવું અને તેની સાથે પત્રક "અ" ની બે નકલો પણ મોકલવી.

નાયબ નિયામકશ્રી, વસતિ ગણતરી પત્રક "અ" "બ" પ્રમાણેનું રેકર્ડ તેમની કચેરીમાં સ્વીકારશે અને બે નકલો પૈકી એક નકલ ઉપર તે પ્રમાણે રેકર્ડ મળ્યાની પહોંચ આપશે,

આ કચેરીના અંગ્રેજી પરિપત્ર નં. ૨૫ તા. ૧૧-૧૨-૭૦ તથા પરિપત્ર નં. ૨૫—અ તા. ૨૮-૧-૭૧ માં જણાવ્યા મુજબ તા. ૧-૪-૭૧ ના રોજ બંદરથી દૂર દરિયામાં જે વહાણો હોય, તેની ગણતરી તે પહેલાં વહેલા જે બંદરે આવે ત્યાં કરવાની છે. તે પૈકી કેટલાંક વહાણો ૨૦ દિવસ જેટલા લાંબા સમય સુધી દરિયામાં રહે છે. તેથી ગણતરીદારે તેની ઉપર દેખરેખ રાખવાની છે અને ૨૦-૪-૭૧ સુધીમાં જે વહાણો બંદરે આવે તેની ગણતરી કરવાની છે. આ કિસ્સામાં વસતિ ગણતરીનું રેકર્ડ ચાર્જ ઓફિસરે ૨૩-૪-૭૧ સુધીમાં કલેક્ટરશ્રીને મોકલી આપવું અને કલેક્ટર-શ્રીએ તે રેકર્ડ જે તે વિભાગીય ટેબ્યુલેશન કચેરીના નાયબ નિયામકશ્રીને તા. ૨૬-૪-૭૧ સુધીમાં મોકલી આપવું

ગ્રામ્ય વિસ્તાર

પત્રક "અ"

વસતિ ગણતરીના રેકર્ડની વિગતો દર્શાવતું પત્રક.

જિલ્લાનું નામ _____ સ્થળ સંકેત _____

તાલુકાનું નામ _____ સ્થળ સંકેત _____

			વ્યક્તિગત સ્લીપના પેડની સંખ્યા			
			વપરાયેલાં		બિન વપરાયેલાં	
નુકમ બર	ગામનું નામ તથા સ્થળ સંકેત	ગણતરીદારના બ્લોકનો નંબર	૧૦૦ સ્લીપ વાળાં	૨૫ સ્લીપ વાળાં	૧૦૦ સ્લીપ વાળાં	૨૫ સ્લીપ વાળાં
૧	૨	૩	૪	૫	૬	૭

વસતિની નોંધના પત્રકોનાં પેડની સંખ્યા				ગણતરીદારના દૈનિક નોંધનાં પત્રકોની સંખ્યા	
વપરાયેલાં		બિન વપરાયેલાં			
૫૦ પત્રકો વાળાં	૨૫ પત્રકો વાળાં	૫૦ પત્રકો વાળાં	૨૫ પત્રકો વાળાં	પત્રક પુ	પત્રક સ્ત્રી
૮	૯	૧૦	૧૧	૧૨	૧૩

ગણતરીદારની તારીજ	ટેકનિકલ પર્સોનલ કાર્ડની સંખ્યા	ઘરોની સંક્ષિપ્ત યાદીની નકલો	બ્લોનો અંદાજી નકશો
૧૪	૧૫	૧૬	૧૭

નોંધ :– ગણતરીદારની તારીજ તથા બ્લોકના અંદાજી નકશાની એક નકલ હોવાથી આસન ૧૪ અને ૧૭માં દરેક બ્લોક માટે સંખ્યા "૧" લખવાની છે. ઘરોની સંક્ષિપ્ત યાદીની બે નકલો હોવાથી આસન ૧૬માં દરેક બ્લોક માટે સંખ્યા "૨" લખવાની છે.

ચાર્જ ઑફિસરની સહી _____

તારીખ _____

પત્રક "બ" — શહેરી વિસ્તાર

વસતિ ગણુતરીના રેકર્ડની વિગતો દર્શાવતું પત્રક

જિલ્લાનું નામ _____ સ્થળ સંકેત _____

શહેરી વિસ્તારનું નામ _____ સ્થળ સંકેત _____

અનુક્રમ નંબર	વૉર્ડનો અનુક્રમ નંબર	ગણુતરીદારના બ્લૉકનો અનુક્રમ નંબર	વ્યક્તિગત સ્લેટોનાં પેડની સંખ્યા: વપરાયેલાં ૧૦૦ સ્લેટ વાળાં	વપરાયેલાં ૨૫ સ્લેટ વાળાં	બિન વપરાયેલાં ૧૦૦ સ્લેટ વાળાં	બિન વપરાયેલાં ૨૫ સ્લેટ વાળાં
૧	૨	૩	૪	૫	૬	૭

વસતિની નોંધના પત્રકોનાં પેડની સંખ્યા: વપરાયેલાં ૫૦ પત્રકો વાળાં	વપરાયેલાં ૨૫ પત્રકો વાળાં	બિન વપરાયેલાં ૫૦ પત્રકો વાળાં	બિન વપરાયેલાં ૨૫ પત્રકો વાળાં	ગણુતરીદારના દૈનિક નોંધનાં પત્રકોની સંખ્યા: પત્રક પુ	પત્રક સ્ત્રી
૮	૯	૧૦	૧૧	૧૨	૧૩

ગણુતરીદારની તારીખ	ટેકનિકલ પર્સોનલ કાર્ડની સંખ્યા	ઘરોની સંક્ષિપ્ત યાદીની નકલો	બ્લૉકના અંદાજી નકશાઓ
૧૪	૧૫	૧૬	૧૭

નોંધ :– ગણુતરીદારની તારીખ તથા બ્લૉકના અંદાજી નકશાની એક નકલ હોવાથી આસન ૧૪ અને ૧૭માં દરેક બ્લૉક માટે સંખ્યા "૧" લખવાની છે. ઘરોની સંક્ષિપ્ત યાદીની બે નકલો હોવાથી આસન ૧૬માં દરેક બ્લૉક માટે સંખ્યા "૨" લખવાની છે.

ચાર્જ ઑફિસરની સહી _____

તારીખ _____

તા. ૪–૧૨–૧૯૭૧

વિષય :–વસતિ ગણુતરી ૧૯૭૧–વસતિ ગણુતરીનું રેકર્ડ મોકલવા બાબત.

પરિપત્ર નં. ૩૩–બ

વસતિ ગણુતરીનું કામ પૂરું થયેથી બધું રેકર્ડ ગણુતરીદાર તથા સુપરવાઈઝરે પોતાના ચાર્જ ઑફિસરને, સ્પેશીયલ ચાર્જ ઑફિસરે પોતાના વિસ્તારના નોર્મલ ચાર્જ ઑફિસરને, નોર્મલ ચાર્જ ઑફિસરે કલેક્ટરશ્રીને અને કલેક્ટરશ્રીએ સંબંધિત વિભાગીય ટેબ્યુલેશન કચેરીએ મોકલવા બાબતની વિગતવાર સૂચનાઓ આ કચેરીના પરિપત્ર નં. ૩૩ તા. ૧૦–૨–૭૧થી આપવામાં આવેલી છે.

સદરહુ રેકર્ડ વ્યવસ્થિત રીતે તેમજ ખરાબ થયા વગર વિભાગીય ટેબ્યુલેશન કચેરીમાં પહોંચે તે જરૂરી છે. આથી સદરહુ રેકર્ડને કંતાનમાં પેક નહિ કરતાં દેવદારના ખોખામાં પેક કરીને કલેક્ટરશ્રીને મોકલવા સર્વે ચાર્જ ઑફિસરશ્રીઓને વિનંતી છે. ગ્રામ્ય વિસ્તાર તથા શહેરી વિસ્તારનું રેકર્ડ અલગ અલગ ખોખામાં પેક કરવા વિનંતી છે.

પોતાના જિલ્લાના બધા ચાર્જ ઑફિસરો પાસેથી રેકર્ડ મેળવી લઈ તેને તે જ ખોખામાં પેક કરી સંબંધિત વિભાગીય ટેબ્યુલેશન કચેરીએ મોકલવા સર્વે કલેક્ટરશ્રીઓને વિનંતી છે.

તા. ૨૩–૩–૧૯૭૧

વિષય :–વસતિ ગણતરી ૧૯૭૧–વસતિ ગણતરીનું રેકર્ડ મોકલવા બાબત

પરિપત્ર નં. ૩૩–બ

વસતિ ગણતરીની કામગીરી પૂરી થયા બાદ, વસતિ ગણતરીનું રેકર્ડ મોકલવા અંગેની વિગતવાર સૂચનાઓ અત્રેની કચેરીના પરિપત્ર નં. ૩૩ તા. ૧૦–૨–૭૧થી આપવામાં આવી છે.

વડોદરા મુકામે, વિભાગીય ટેબ્યુલેશન કચેરી ખોલવા માટે મકાનની સગવડ મળી શકી નથી. જેથી ત્યાં વિભાગીય ટેબ્યુલેશન કચેરી ખોલવાનું બંધ રાખવામાં આવ્યું છે, તેમજ ઉપરોક્ત પરિપત્રમાં વિભાગી ટેબ્યુલેશન કચેરીનાં કામચલાઉ સરનામાં જણાવવાણાં આવેલ છે. વિભાગીય ટેબ્યુલેશન કચેરીનાં કાયમી સરનામાં, તેમજ દરેક કચેરીઓને કયા જિલ્લા સોંપવામાં આવ્યા છે, તેની માહિતી નીચે મુજબ છે :–

અ.નં.	જિલ્લાનું નામ	જે વિભાગીય ટેબ્યુલેશન કચેરીને કોલમ (૨)માં જણાવેલ જિલ્લાનું રેકર્ડ મોકલવાનું છે તેનું નામ તથા સરનામું
૧	૨	૩
૧	ગુજરાત રાજ્યના બધા જિલ્લાઓના બધા શહેરી વિસ્તારો.	નાયબ નિયામકશ્રી, વસતિ ગણતરી, ચીલ્ડ્રન હોસ્પિટલ બિલ્ડિંગ, નગરી હોસ્પિટલ સામે, એલીસબ્રીજ, અમદાવાદ–૬.
૨	સુરત, ગાંધીનગર, અમદાવાદ, પંચમહાલ, ભરૂચ, વલસાડ, અને ડાંગ જિલ્લાના બધા ગ્રામ્ય વિસ્તારો.	નાયબ નિયામકશ્રી, વસતિ ગણતરી, ફાયરબ્રીગ્રેડ બિલ્ડિંગ, ઘાંચીશેરી ટાવરની સામે, સુરત.
૩	રાજકોટ, જામનગર, જૂનાગઢ, કચ્છ, મહેસાણા અને વડોદરા જિલ્લાના બધા ગ્રામ્ય વિસ્તારો.	નાયબ નિયામકશ્રી, વસતિ ગણતરી, ગુરુકુલ આયુર્વેદિક કોલેજ બિલ્ડિંગ, ગોંડલ રોડ, શ્રી સ્વામીનારાયણ ગુરુકુલ, રાજકોટ.
૪	ભાવનગર, સુરેન્દ્રનગર, અમરેલી, બનાસકાંઠા, સાબરકાંઠા અને ખેડા જિલ્લાના બધા ગ્રામ્ય વિસ્તારો.	નાયબ નિયામકશ્રી, વસતિ ગણતરી, મેસરી મહાજન વંડો, રૂવાપરી રોડ, ભાવનગર.

વસતિ ગણતરીનું રેકર્ડ દેવદારના ખોખામાં પેક કરીને જે તે વિભાગીય ટેબ્યુલેશન કચેરીમાં મોકલવા સર્વે કલેક્ટરશ્રીઓને વિનંતી છે.

તા. ૫–૪–૧૯૭૧

વિષય :– વસતિ ગણતરી ૧૯૭૧–વસતિ ગણતરીનું રેકર્ડ મોકલવા બાબત

પરિપત્ર નં. ૩૩–ક

આ કચેરીના પરિપત્ર નં. ૩૩ તા. ૧૦–૨–૭૧થી વસતિ ગણતરીની કામગીરી પૂરી થયા બાદ તે અંગેનું રેકર્ડ મોકલી આપવા માટે સૂચના આપવામાં આવી છે.

સદરહુ પરિપત્રમાં એમ સૂચના આપવામાં આવી છે કે બધા ચાર્જ ઑફિસરોએ તેમના વિસ્તારના નોર્મલ અને સ્પેશિયલ વિસ્તારનું રેકર્ડ પ્રથમ જિલ્લા કલેકટરશ્રીની કચેરીએ મોકલી આપવું. કલેકટરશ્રીની કચેરીએ આ રેકર્ડ આવ્યા પછી તેમણે શહેરી અને ગ્રામ્ય વિસ્તારનું રેકર્ડ અલગ પાડવું અને સંબંધકર્તા નાયબ નિયામકશ્રીની કચેરીએ મોકલી આપવું.

આ બાબતમાં કેટલાક જિલ્લામાંથી એવી રજૂઆત કરવામાં આવી છે કે દરેક ચાર્જ ઑફિસર તેમનું રેકર્ડ જિલ્લા કચેરીએ મોકલવાને બદલે પરભાર્યું સંબંધકર્તા નાયબ નિયામકશ્રીની કચેરીએ મોકલે તો વધારે અનુકૂળ અને ફરકસરભર્યું થશે.

આ બાબતમાં કાળજીપૂર્વક વિચારણા કર્યા બાદ એમ ઠરાવવામાં આવે છે કે જો બધા તાલુકાનું રેકર્ડ પ્રથમ જિલ્લા કચેરીએ એકત્રિત કરી ત્યારબાદ નાયબ નિયામકશ્રીને મોકલવાનું પ્રતિકૂળ હોય, તેવા સંજોગોમાં કલેક્ટરશ્રી જે તે તાલુકાનું રેકર્ડ પરભાર્યું સંબંધકર્તા નાયબ નિયામકશ્રીની કચેરીએ મોકલવા નિર્ણય કરી શકે છે.

પરંતુ આ બાબતમાં ખાસ કાળજી રાખવી કે ગ્રામ્ય અને શહેરી વિસ્તારનું રેકર્ડ જુદા જુદા નાયબ નિયામકશ્રીની કચેરીએ મોકલવાનું છે. ગુજરાત રાજ્યના બધા જ શહેરી વિસ્તારનું રેકર્ડ નાયબ નિયામકશ્રી, શહેરી વિસ્તાર, ચિલ્ડ્રન હોસ્પિટલ બિલ્ડિંગ, નગરી હોસ્પીટલ સામે, લો ગાર્ડન પાછળ, એલીસબ્રીજ, અમદાવાદ–૬. એ સરનામે મોકલવાનું છે. ગ્રામ્ય વિસ્તારનું રેકર્ડ નીચે મુજબ જે તે નાયબ નિયામકશ્રીની કચેરીમાં મોકલવાનું છે.

નાયબ નિયામકશ્રીની કચેરીનું સરનામું ૧	જે ગ્રામ્ય વિસ્તારનું રેકર્ડ આસન નં. (૧)માં જણાવેલ કચેરીએ મોકલવાનું છે તેની વિગત ૨
૧. નાયબ નિયામકશ્રી, વસતિ ગણતરી, ફાયર બ્રિગેડ બિલ્ડિંગ, ઘાંચી શેરી, ટાવર સામે, સુરત.	સુરત, ગાંધીનગર, અમદાવાદ, પંચમહાલ, ભરૂચ, વલસાડ, અને ડાંગ જિલ્લાના બધા ગ્રામ્ય વિસ્તારો.
૨. નાયબ નિયામકશ્રી, વસતિ ગણતરી, ગુરુકુલઆયુર્વેદિક કોલેજ બીલ્ડીંગ, ગોંડલ રોડ, શ્રી સ્વામીનારાયણ ગુરુકુલ, રાજકોટ.	રાજકોટ, જામનગર, જૂનાગઢ, કચ્છ, મહેસાણા અને વડોદરા જિલ્લાના બધા ગ્રામ્ય વિસ્તારો.
૩. નાયબ નિયામકશ્રી, વસતિ ગણતરી, મેસરી મહાજન વંડો, રૂવાપરી રોડ, ભાવનગર.	ભાવનગર, સુરેન્દ્રનગર, અમરેલી, બનાસકાંઠા, સાબરકાંઠા અને ખેડા જિલ્લાના બધા ગ્રામ્ય વિસ્તારો.

કોઈપણ સંજોગોમાં ગ્રામ્ય કે શહેરી વિસ્તારનું રેકર્ડ અદલબદલ થઈ ખોટી જગ્યાએ મોકલવામાં ન આવે તેની કાળજી રાખવી.

સહી
(અ. ચી. ડોકટર)
નિયામક, વસતિ ગણતરી,
ગુજરાત, અમદાવાદ.

પ્રતિ,

મ્યુનિસિપલ કમિશનરશ્રી,
મ્યુનિસિપલ કોર્પોરેશન, અમદાવાદ, વડોદરા, સુરત.

સર્વે કલેકટરશ્રીઓ (સ્પેશીયલ ચાર્જ ઓફિસરશ્રીઓ માટે વધારાની નકલો સાથે)

સર્વે આસીસ્ટન્ટ/ ડેપ્યુટીકલેક્ટરશ્રીઓ/સર્વે મામલતદારશ્રીઓ,

સર્વે નગરપાલિકાના મુખ્ય અધિકારીશ્રીઓ,

એકઝીકયુટીવ ઓફિસર, અમદાવાદ કેન્ટોનમેન્ટ બોર્ડ (સિવિલ), કેમ્પ, અમદાવાદ-૩.

ચીફ ઓફિસર, સરદારનગર નોટીફાઈડ એરીઆ, સરદારનગર, જિ. અમદાવાદ.

સર્વે નાયબ/મદદનીશ નિયામકશ્રીઓ, વસતિ ગણતરી.

ERRATA

ADMINISTRATION REPORT

(ENUMERATION)

Page No.	Particulars of Entry				For	Read
	Half	Para	Line	Word		
1	2	3	4	5	6	7
(iii)	Contents–First line				PREPARATORY NOTE	PREFATORY NOTE
(ix)	Appendix 55–First line				Section 7(3)	Section 4(3)
(ix)	Appendix 62–Col. of Page No.				Blank	319–322
(ix)	Appendix 63–Col. of Page No.				Blank	322
(x)	Appendix 92–First line				G. D. A.	G. A. D.
(xi)	Appendix 98–First line				dt. 17–1–71	dt. 16–1–71
(xv)	Second Para–11th line–7th word				his	him
21	First	20	11	3	prepreting	preparing
27	First	14	29	last	formulae	formulas
52	Second	10	4	last	Appendix III	Appendix 111
89	Page Heading				APPOINTMENT OF CENSUS OFFICERS	RESTUDY OF VILLAGES
117	Second	4	1	1	the house listing	When the houselisting
124	Second	40	6	last	suggested	suggested that
137	Appendix 11 Second	1	1	1	uniform	delete
137	Appendix 12 Second	1	1	1	basis through	uniform basis through
140	First	2(4)	4	7	affected	effected
140	First	2(4)	7	4	affected	effected
149	પરિશિષ્ટ અ–કોલમ ૬–મથાળે				પેઢી અથવા માલિકનું નામ	પેઢી અથવા સંસ્થા અથવા માલિકનું નામ
165	Second	7	2	1	India	Indian
220	Second	2	3	3	he	be
230	Second	133	8	3	Porm	Form
240	Sl. No. 67 –Col. 4–3rd Word				Mi	Mill
255	First	18	12	1	ગણવાને	ગણાવાને
258	Second	46	6	last two	બાળક પછી	બાળક જન્મ્યા પછી
266	First	105	2	6–7	નિવાસીઓનો થશે,	નિવાસીઓનો સમાવેશ થશે,
270	Second	1	2	4	કોઈણ	કોઈપણ
275	First	7	1	4–5–6	કરેલ ન હોય	કરેલ હોય કે કરેલ ન હોય
348	First	1	7	4	affordend	afforded
351	Appendix	95–	Below Signature		પંચાયત અને આયોગ્ય વિભાગ, ગુજરાત સરકાર	પંચાયત અને આરોગ્ય વિભાગ, ગુજરાત સરકાર
351	Appendix	95–1	3	4	–307–	–3071–
377	—	9	3	1	shall	delete
379	Appendix 118	2 (b)	1	last	corporation	board
384	First	—	14	5–6	amount payble	amount payable
384	First	4	1	1	protion	portion
402	Second	4	15	8	કામમાં	કાયમી
418	First	—	1	—	25–1–1971	20–1–1971
418	First	—	2	last	એસ. એસ.	એસ. એસ. સી.
418	First	2	1	last	તા. ૬–૧–૭૧	તા ૬–૧–૭૧ થી
418	Second	1	1	5	તા. ૪ થી માર્ચ	તા. ૧૬ મી માર્ચ
418	Second	2	1	last	ખાવી	આવી