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CENSUS OF INDIA 1971

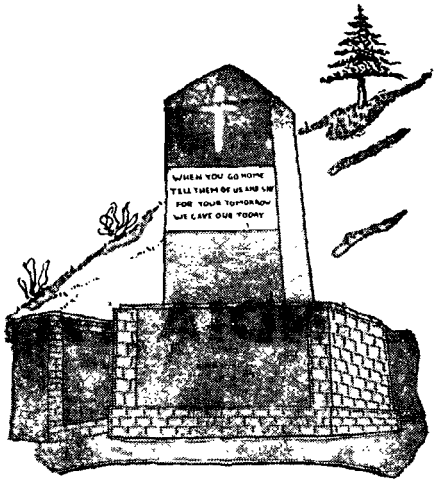
SERIES 15

NAGALAND

PART VIII-A

ADMINISTRATION REPORT ENUMERATION

DANIEL KENT
of the Indian Frontier Administrative Service
DIRECTOR OF CENSUS OPERATIONS
NAGALAND



(Motif on the cover)

Kohima witnessed the disasters of modern battle during the Second World War. The epitaph standing in the world-famous War Cemetery at Kohima town,

" When you go home
Tell them of us and say
For your tomorrow
We gave our to-day "

reminds the mankind about the few brave men who sacrificed their lives for the betterment of the future generations of the world.

PREFACE

The most distinguishing feature of the 1971 Census in Nagaland is that the people came forward with enthusiasm to co-operate without any reservation in their minds for enumeration in this gigantic Census Operation, unlike the 1961 Census as it was conducted under very peculiar circumstances in view of the distrubed condition in the State.

The tradition of Census Operation is a kind of national stock taking, and are indispensable instrument of policy in development planning, and the Administration Report herein attempts to present a factual account mainly with the organisational structure of Census Operation. The reports contained herein is intended to give a humble guide line to various plannings in the State, because no such planning can be achieved mainly on random imagination without basing on scientific data as done in the past. For this purpose the second volume known as Administration Report on Tabulation shall be published shortly, and as such it deals only with the first phase of the Census Operation relating to houselisting and enumeration. In this task I have had the privilege of having a fine team of Officers and staffs and to each one of them I offer my thanks. It would not have been possible had there been no co-operation from the State functionaries starting from the Chief Secretary down to the level of a primary teacher, for which I express my sincerest gratitude to all of them.

I must also tender my thanks to Shri A. Chandra Sekhar, the Registrar General and his efficient Officers and staffs for the constant inspiration showered on us during the stupendous efforts we have been making.

DANIEL KENT

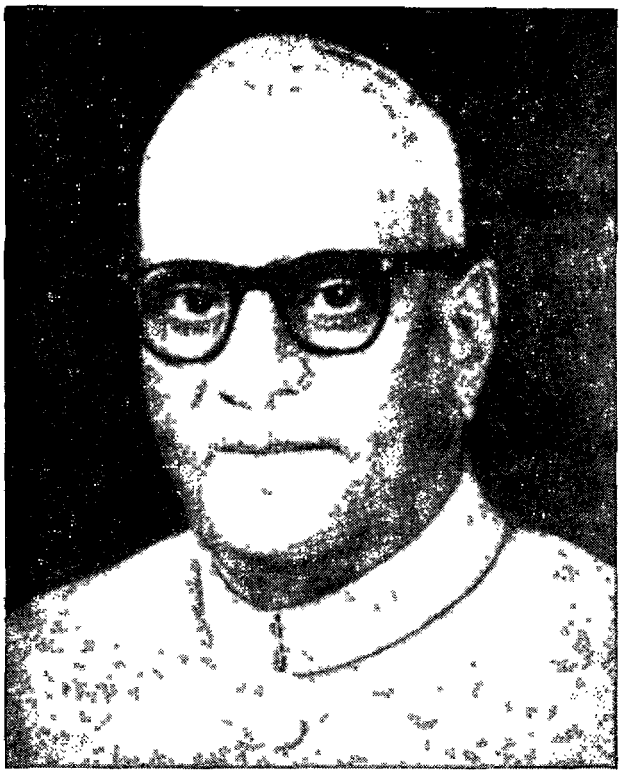
Dated Kohima the 6th November, 1972

MESSAGE

BY

HON'BLE SHRI V. V. GIRI

PRESIDENT OF INDIA



The decennial Population Census of India is a gigantic operation of great national importance. It is a kind of national stock-taking, as it were. In the modern age, the Census has become an indispensable instrument of policy and development planning. The Census is not a mere counting of heads but a scientific enquiry intended to present a complete and objective picture of man in his social, cultural and economic setting. A Census is the product of great co-operative endeavour between the Government and the people. The success of the Census depends on the truthful answers to the Census questionnaire that every citizen is expected to furnish when the enumerator calls at his door. The information collected of individual at a Census is treated as confidential under law and it can be used only as statistical data.

The forthcoming Census of India in 1971 will be a landmark, as it marks the completion of hundred years of Census-taking in the country ; and so, is of special significance to the nation. It is my hope that every citizen will fully co-operate in this great national task.



MESSAGE

BY

SHRIMATI INDIRA GANDHI

PRIME MINISTER OF INDIA

1971 is a decennial census year in our country. It also marks the completion of a hundred years of census taking in India.

India is on the threshold of momentous changes in the social and economic life of the people. These have to be based on the knowledge of the state of the people and accurate assessment of their needs. The Census provides such an assessment.

In our country the Census is an operation of gigantic magnitude. Over a million trained census-takers will go into action on the 10th March, 1971. They will visit every household throughout the length and breadth of the country, and collect data on the important demographic, social and economic characteristics of every individual.

The success of a census depends on the wholehearted co-operation of the people. Every single individual is an equal partner in this great national venture. Iappeal to every one to extend the fullest co-operatoin to the Census enumerators.

CENSUS OF INDIA

LIST OF CENSUS PUBLICATIONS, NAGALAND

(All the Publications of this State will bear the Series No. 15)

CENTRAL GOVERNMENT PUBLICATIONS

Part I-A	General Report	
Part I-B		
Part I-C	Subsidiary Tables	
Part II-A	General Population Tables	
Part II-B	Economic Tables	
Part II-C	Social and Cultural Tables	
Part II-D	Migration Tables	
Part III	Establishment Report and Tables	
Part IV	Housing Report and Tables	
Part V	Special Tables and Ethnographic notes on Scheduled Tribes	
Part VI-B	Special Survey Reports on Selected Town	
Part VI-C	Survey Reports on Selected Villages	
Part VII	Special Reports on Graduates & Technical Personnel	
Part VIII-A	**Administration Report (Enumeration)**	Not for sale. For official use only
Part VIII-B	Administration Report (Tabulation)	
Part IX	Census Atlas	
Part X-A	Administrative Atlas	
Misc.	Portrait of Population	

STATE GOVERNMENT PUBLICATIONS

District Census Handbooks

Part X-A	Village & Town Directory
Part X-B	Village & Town Primary Census Abstract
Part X-C	Analytical Report and Administration Statements and District Census Tables

Depending on the size there may be sub-parts to some of the parts. In addition, village survey Monographs will be published separately for each selected village.

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CHAPTER I

INTRODUCTORY NOTES

At the time when correspondences were being exchanged between Delhi and Kohima for the appointment of Superintendent of Census Operations for Nagaland, I was looking after Home Department as Joint Secretary (there was no Secretary), naturally I was dealing with the concerned papers. Letters from Delhi contained full of jewels and that a would be Superintendent should be an abled officer who would after completing the census works be an asset to the State Government. As I have never associated with the Census work before and that the post of Superintendent of Census Operations has never attracted me, yet, I was quietly wishing if I could be the officer nominated for the post. But, since I could not nominate myself, names of some abled senior officers were forwarded from Home Department. Sometimes in April, 1969 the then Chief Secretary Shri R. Kathing rang me up telling me to see him in his office chamber. When I went in, he handed over the file concerning the appointment of the Superintendent of Census Operations and verbally told me that I was the one who was selected for the post. Inwardly I was excited, but, I did not show any outward reaction to it. I just thanked the Chief Secretary. Before handing over charge of the State Government appointment I went to Delhi and met Shri A. Chandra Sekhar, Registrar General, India. The impression given by him was so encouraging, which I cannot express just in black and white. From 1st July 1969 I became the Superintendent of Census Operations, Nagaland.

Present Census Office

The present Census Office is functioning in a rented and congested private building meant for residential purpose. The building has been under occupation since January, 1966 on payment of a monthly rent of Rs. 410/-. It is also located in one of the busiest centres of the town which is not at all congenial for running the Office. But this experience cannot be helped owing to acute shortage of accommodation in Kohima Town. Good and spacious building with some security measures is indispensable but it has not been possible at this stage. However, being new to the set up I have to overcome all these difficulties at hand with determined efforts to be able to sort out things in no time. My predecessors might have also experienced the same during their tenures with the Census Organisation but they were better off since being ex-officio Superintendent of Census, normally attended to all Census matters from their State Government Office rooms.

Existing Staff

On taking over the charge of the Office of the Superintendent of Census Operations which was subsequently redesignated as Director of Census Operations on the 1st of July, 1969, I found to my satisfaction that the Office set up was more or less organised. The nucleus Staff both ministerial and technical were found to be quite steady and thorough in their jobs. Two or three amongst them acquired the experience of 1961 Census in Assam.

Ministerial

Assistant Superintendent of Census Operations	1
Upper Division Clerk	1
Lower Division Clerk	2
Typist	1

Technical

Statistical Assistant	2
Computor	1
Draughtsman	1
Assistant Compiler	1

In addition to the above strength one part-time Accountant was functioning in the office. A complete picture is given in Chapter XVI under Accounts.

Construction of Census Office building

With the growing activities of the Census Organisation which ultimately justify the increasing strength of different categories of additional staff to be recruited from time to time, the need for having our own Office Building on a permanent footing was a number one subject. This thought was given due importance by my predecessors taking into view of the accommodation problems so that in the coming Census of 1971, whatever additional staff to be engaged during the period can conveniently be fitted in without any difficulty instead of going about in search of rented buildings.

A proposal, therefore, for the construction of the Office building was submitted to the Office of the Registrar General, India who took up the same with the Government of India in the year 1968. Preliminary plans and estimates were also prepared by the Nagaland Public Works Department estimated at a cost of Rs. 1.61 lakhs for the same. In the meantime a search for a suitable and convenient site for this construction was made with the District authority. On having finally selected and satisfied with the location of the site in the newly acquired State Government land, a place called 'Ba-Ya-Vu' Hill, further negotiation with the authority was made for the permanent acquisition of 3.9 acres of land on payment of a sum of Rs. 7,848.75 (Rupees Seven thousand eight hundred fortyeight and paise seventyfive) only. The approval and sanction of the Government of India was received on the 28th February, 1970. The work was to be carried out during the year 1969-70 and 1970-71.

The building when completed will have the plinth area of 4,156 sq. ft. in total i.e., ground floor 2,036 sq. ft. and first floor 2,120 sq. ft. It is a double storeyed re-inforced cement concrete construction so designed to accommodate the required staff to man the different sections of the office for sometime to come.

The execution of the work with all the necessary formalities was the entire responsibility of the State Public Works Department (Construction Division). As per the laid down conditions and agreement made between the parties concerned, the work ought to have been completed within the span of two years. But as it turned out to be the work is still in a half completing stage even today after the lapse of two years. The slow progress in the execution of the construction work hampered my office in many ways.

Vehicle

A departmental Jeep with Trailer was placed at our disposal. The vehicle was received from the Director of Census Operations, Bihar on transfer. Besides it, the State Government had also permitted me to retain the jeep attached to me when I was Jt. Secretary (Home) for the smooth conduct of the Census Operations at their expense. From time to time during the Operations and whenever exegencies demanded, trucks were also made available to us in transporting the filled in schedules and forms to the Coding and Punching Cell in Shillong, also other stores from district to district. Such has been assistance and co-operation of the State Government which had to the fullest extent solved our main problem of transportation of Census Stores without any delay or difficulty.

Preservation of Records

All important Census Records have been bundled up and placed inside wooden Almirahs and in steel trunks temporarily. The need for a properly planned storage facilities for the safe keeping and preservation of the records can be possible only when the construction of the office building shall be completed and that the records could be shifted and maintained permanently.

CHAPTER II

Second Pre-test

Just after receiving the DRG's DO letter No. 9/3/69-CTU dated the 21st January, 1969 necessary steps were taken to canvass the draft schedules for the second pre-test sent by R. G's office in some selected rural and urban areas. As the first pre-test was not conducted in Nagaland and as the proviso of the Census Act, 1948 were not applicable for the purpose of the pre-test, Shri K. D. Ballal, I.A.S., Deputy Registrar General was requested to write to the Chief Secretary to the Government of Nagaland to afford all sorts of facilities during the second pre-test period. Deputy Registrar General's letter to the Chief Secretary to the Government of Nagaland is reproduced at the end of this chapter.

The Second pre-test was conducted covering 3 blocks in rural areas and 4 blocks in urban areas. They are as follows :

Name of block (Rural)	*Name of District*
(1) Kohima Village (L. Khel)	Kohima
(2) Ungma Village	Mokokchung
(3) Tuensang H. Q.	Tuensang

Two urban blocks each in Kohima town and Mokokchung town were also selected for the purpose.

The enumerators and supervisors were appointed by the respective Deputy Commissioners. Training classess for a period of two days were conducted separately in Kohima and Mokokchung. My Statistical Assistants were sent to the District H. Qs., to impart training both in theoritical and practical to the enumerators and supervisors.

The schedules canvassad during the second pre-test were as under :

(1) Houselist
(2) Establishment Schedules
(3) Individual Slips
(4) Household Forms

The housenumbering, houselisting and the enumeration in all the 7 blocks commenced on 1st June, 1969 and completed on 20th June, 1969 covering a period of 20 days. In fact, both the operations (housenumbering, houselisting and enumeration) were commenced simultaneously in Nagaland.

The schedules required for the second pre-test were printed at Gauhati by calling spot quotations considering the urgency of the work.

An honorarium of Rs. 25.00 and Rs. 30.00 was granted to each enumerator and supervisor respectively engaged during the second pre-test.

The filled in schedules had been sent to Data Processing Division of R. G's office for further mechanical processing.

As per para 1.

To

The Chief Secretary
to the Government of Nagaland,
Kohima.

Subject :—Preparation for the 1971 Census of India Second Pre-test of Census Questionnaries

Sir,

As you may be aware, preparations for the 1971 Census are afoot and we propose pre-testing the census shedules some time in March this year with a view to gaining experience as to their suitability and adaptability.

We had a similar pre-test in November-December, 1967, in all the States except Nagaland. It has been decided to pre-test the schedules in Nagaland also this time. At this pre-test, it is necessary to employ the same agency viz., primary school teachers, village level officers, municipal employees, etc., as is done at the time of actual census. The Superintendent of Census Operations, Nagaland, will, therefore, approach you for lending the services of a few of such State Government Officials to carry on the pre-test in March, 1969. I am to request that State Government of Nagaland may kindly afford all facilities in the matter to the Superintendent of Census Operations for the successful conduct of the pre-test.

A copy of this letter is being endorsed to the Superintedent of Census Operations, Nagaland for his information and necessary action.

Yours faithfully,
Sd/- K. D. Ballal
Deputy Registrar General, India

No. 9/3/69-CTU Dated the 21st February, 1969

Copy to Shri R. H. M. D' Silva, Ex-officio Superintendent of Census Operations, Nagaland, Kohima for information with reference to his demi-official letter No. SCO-3/1/69 dated 14th February, 1969.

Sd/- K. D. Ballal
Deputy Registrar General, India

CHAPTER III

CENSUS CALENDAR

Its Basic Importance

The Census Calendar is basically important from the Census point of view. The Calendar outlines the overall break-up of the important items of work in stages to enable carrying out the operations in a systematic procedure. With the introduction of Calendar we are made aware of this time-bound job and that the time schedule for different stages of operations can be fully synchronised without overlapping.

The Census Calendar for the State was drawn up in a consolidated manner to suit local conditions for canvassing the Houselisting and the actual Enumeration schedules covering the two different stages of operations.

Calendar for Houselisting and Housenumbering

The stages set for houselisting and housenumbering was for the period from 1st of April to 15th September, 1970.

During the first stage of this 'Houselisting and Housenumbering' operations i. e. from 1st April to 14th June, 1970 emphasis was laid for training, appointment, despatch of schedules and forms for training, preparation of notional maps and layout sketches, despatch of actual schedules and forms for Houselisting and Housenumbering and filling up of Houselist and Establishment schedules. The period from 10th of May to 14th June, 1970 was exclusively for the operation, and the remaining period upto 15th September was adjusted for the receipt of filled-in schedules from the District Census Officers thereafter checking and editing for completeness before sending them out to the Coding and Punching Cell in Shillong.

Calendar for Actual Enumeration

For the final stage of operations i. e. 'Enumeration' the period from 15th September to 30th September, 1970 was set for final preparation of Enumerators' Blocks and preparation of Supervisors' Circles on the basis of the 1970 houselist. From October onwards emphasis was laid on intensive trainings, despatch of schedules and forms for training and wide publicity campaign. Training at all levels and in almost all centres continued till the end of January, 1971 together with the despatch of schedules and forms for the actual enumeration.

CHAPTER IV

BUILDING UP THE STRENGTH OF OFFICERS AND STAFF

Nucleus Staff

The existing staff mentioned earlier was the actual strength available when I took over the charges of the Office. A detailed statement showing staff position as on the 1st of July, 1969 and fresh additions made from time to time bringing the total strength of Officers and Staff in position in 1971-72 are given in Appendix II.

Expansion in strength of staff

With the Census work gradually gaining momentum the demand for more hands to strengthen the existing team was justified. For certain category of posts to meet with the increasing workload, proposals were submitted to the Registrar General for approval and sanction thereof. In return these proposals were met with sympathetic consideration from his end. During the year 1970 recruitment of one Statistical Assistant (for SRS), one Senior Stenographer, one Accountant, one Driver and three Assistant Compilers (for SRS) were filled up. In February, the same year one post of Assistant Director was also sanctioned and filled up by an Officer from the State Civil Service on deputation.

Securing services of Assistant Director and Deputy Director

With regard to securing the services of suitable State Civil Service Officers on deputation, as has been the practice, it was found to be difficult because such Officers even though available and separable by the State Government, the individuals were not prepared and very much reluctant to come over on deputation, whatever attraction the Census Organisation might have in store for them. However, the sanctioned post of an Assistant Director was filled up by one of the senior most Extra-Assistant Commissioners (Class I Junior) of the State Civil Service. The term of his deputation was for one year in the first instance and on expiry of the period it was further extended by two more years. The officer during his tenure and for no fault of his own was put to certain difficulties because his case for further lift to higher post in the State was not considered to him so long as he continues on deputation. The post of Assistant Director held by the officer was surrendered and withdrawn with effect from the 1st of April, 1971 when he relinquished the charge of ADCO and assumed charge of the post of Deputy Director from that date.

The State Census Office is now properly organised and its existence and importance is felt by all Government departments and the Public leaders. It is perhaps high time now to have one permanent and full-time Deputy Director for the over all control of the office before the deputed officer is reverted to his parent department in a very near future.

One Deputy Director and one ASCO were my only team of officers who stood by me throughout the operations.

Clerical assistance at District and Sub-Divisional levels

Clerical assistance according to the staffing pattern brought out for the Census 1971 was

provided to the Districts and Sub-Divisional headquarters only. This consideration was very much appreciated by the District Census Officers who were responsible for the smooth conduct of the operations, the proper functioning of Census works and for the upkeep and safety of all Census Records. The appointments were made by them sometimes before the start of the Houselisting and Housenumbering operations and continued till one month after the end of the actual Enumeration. They were at the same time authorised to draw pay and allowances of the staff and debited the same to the Central Budget grant. The entitlement of the Clerical Staff by the districts and sub-divisions are as below :

District Hqs.	*Sub-Division*
Upper Division Clerk 1	
Lower Division Clerk 1	Lower Division Clerk 1
Office Peon 1	

CHAPTER V

REQUIREMENT OF CENSUS SCHEDULES, DISTRIBUTION AND PRINTING

Positioning and timely indenting of Schedule

The positioning of the required stock of schedules, related forms and Instruction Books well in advance, was the primary step taken for the efficient and timely distribution for both trainings and actual operations. The demanded proper estimation requirement of different types of schedules, forms and placing of indents with the Registrar General's Office. Even with all the proper attention taken while working out details of the actual total requirements, the shortage and wastage could not be ruled out. The estimates for the two operations, therefore, were prepared and made out separately.

Requirement and printing of Schedules for Houselisting

The requirement for the first phase of Census Operations i.e. the Houelist and Establisment schedule was worked out by an adhoc increase of 10%. This was done because of the clear possibility for us to cover up all the interior places in the context of the prevalence of normalcy throughout. The required schedules and forms were canvassed in English language in this State. The arrangement for the printing was taken up centrally by the Registrar general, India while the mode of despatch was by road transport and railways as well.

Distribution, Shortfalls and Despatch

Proper distribution of schedules and forms with 5% wastage was worked out before they were despatched to the respective districts for onward distribution to the Charge Officers. Inspite of the care taken, information was received from here and there that there was shortage of forms due to overuses. In Chapter VI, I have mentioned about the standard of teachers in the interior villages and hence such irregularities and shortfalls were bound to occur.

The schedules for each Block, Ward or Sector were distinctly marked by giving the Location Code No., the name of the Circle, village as the case may be and then packets were then collectively bundled up together into respective Circle and despatched to the District Census Officers with their representatives in their departmental trucks for the purpose. Instructions with detailed lists were also prepared and sent along to facilitate them to recheck and distribute the package accordingly without any difficulty, delay or omission. Sufficient stock to be kept as 'Reserve' to meet emergent demands, if any, was also positioned with the District and Sub-Divisional Census Officers.

Printing of Schedules for Houselisting

Besides the shortage of Houselist and Establishment Schedules, other forms which had not been supplied by the Registrar General's Office such as, Houselist Abstract, Census Block and Personnel Register were got printed locally in the State Government Press, Kohima.

Requirement of Schedules for Enumeration

As compared with the experience gathered during the Census 1961 where approximately 85% to 90% of the population were enumerated owing to abnormal law and order condition prevailing at that time, the Census of 1971 on the whole as focussed during the Houselisting operation provided full scope for a successful and complete enumeration. The requirement of all related schedules and forms was taken into

consideration with the induction of the Assam Rifles, Central Reserve Police and the Border Roads Organisation. Assessment for Charge-wise and Block-wise distribution by allowing 3% wastage above the figures provided in the House-list was worked out in our office for the convenience of the District and the Charge Officers.

Printing of Schedules for Enumeration

2,000 Population Record pads of 25 slips each in English were found short which were got printed in the Government Press, Kohima.

Degree holder and Technical Personnel Cards

Basing on the estimated population of 8 lakhs, the indent for 7,000 Degree Holder and Technical Personnel Cards were made. But to my surprise only a little over 1,000 cards were canvassed for the purpose for which they were meant and the balance had to go waste.

Statement showing the receipt and distribution of the Schedules, Forms and Instruction Books are given in Appendices IX(a) and IX(b).

CHAPTER VI

ENUMERATION AGENCY

In keeping with the practice for the formation of Enumeration Agency, the primary and middle school teachers constituted 95% of the strength of Enumerators and Supervisors. The balance particularly those in Kohima town was substituted by the staff of the Department of Economics and Statistics. The practice of taking the maximum advantage from the lower status of the teaching staff was their immediate availability in almost all the villages. They were at the same time the commanding figures and enjoyed the respect of the villagers from the Gaon-Burah down to the level of an innocent child. Besides this they must found to be the most willing workers whenever they were called upon to perform any kind of work knowing fully well of their own limited resources.

Problems Encountered

Since the bulk of the work of enumeration was to be performed by the Primary teachers, the technical terms in English was difficult to be explained as their knowledge of English was so limited and that difficulty was overcome by explaining in Nagamese.

In view of the above fact, appointment of other available Government staff besides teachers was sought for but met with disappointment because the departments concerned did not cooperate fully on various pleas. Some such incidents of refusal to carry out orders occured but on no occassion defaulters were taken into recourse to Census Act. In return the concerned departments were made to understand the need for a voluntary service and a better understanding to achieve the desired goal of this National undertaking.

Work preformed by Teachers

Despite the fact of their limited capacity, the work on the whole as performed by the teachers was of a real success. This was largely due to their exceptional zeal and devotion to duty. Of the four Silver and eight Bronze medals two Silver and seven Bronze went.to the credit of the Lower Primary and Middle School Teachers.

Future Agency

From our experience gained during the Census of 1971 I can say that the success and failure of census enumeration would always depend on the full co-operation and participation of the teachers. There is no other suitable agency than this. They are the King Pins in the villages or wherever they are and this must stay on. To eradicate the present set back of their limited resources is to make a good selection from amongst them in future and not at random call to duty as had been done in Census 1971. Proper trainings and guidance are the main ingredients to get the best results. It would not also be a surprise that in the next decade the growth of primary education may perhaps bring forth better trained and qualified teachers and that the efficiciency of the enumeration agency would improve to a desirable extent.

Again it would be in the interest of the State and the Country on the whole if the teacher of high schools or even Colleges come out voluntarily to take active part in this National undertaking the good example already set up by their comrades at the lower levels.

CHAPTER VII

PROCUREMENT OF MAPS

As the first step towards the preparation for the Census 1971 was to bring the jurisdictional maps up-to-date, the Deputy Commissioners were requested to supply us with maps of their districts showing the Sub-divisions, the Administrative Circles and Towns with jurisdictional changes, if any, as notified by the State Government from time to time. Except for the International and the State boundaries already in existence, no further attempt was made by the Government to get the land surveyed and to demarcate clearly the present existing jurisdictional position as it stands today. The district authorities have instead expressed difficulty in furnishing accurate maps because no cadastral surveys had been carried out so far. The indication was that all maps received from their offices were found not according to scales and covered with serious errors and discrepancies. The absence of Revenue Department and Land Records Department was another factor for the shortcomings of important information on all matters concerning land. Whatever the present jurisdictional arrangement was there it was on crude basis serving the local administrative convenience only. To overcome all these difficulties and delays my office had to take the initiative to prepare the maps of required scales by making out the district boundaries, the sub-divisional boundaries, the circle boundaries and plotting out the location of the villages according to the Village Lists supplied by the Administrative Officers. These lists included inhabited, uninhabited and the newly established villages that have sprung up after the 1961 Census. On having prepared, the maps were sent to the districts concerned for their scrutiny and acceptance about correctness before the allotment of Location Code number to each such unit for finalisation of charges.

Preparation of Village list

There was no difficulty in the preparation of Village list. For administrative convenience the districts had been divided into circles each under the separate charge of E. A. C. or C. O. basing on the importance and size of the area. The lists of villages supplied by these officers were taken as cent percent correct.

Preparation of Town Maps

All town maps were procured from the Town Planner.

CHAPTER VIII

HOUSENUMBERING AND HOUSELISTING

Preparatory Measures

Some kind of housenumbering was in existence but the system was adopted only for public buildings borne in P. W. D. books. And for the purpose of census the numbering cannot be taken into our preparatory works consequently fresh numbers had to be given to suit layout conditions of all existing buildings irrespective of public or private. On the basis of thorough and proper numbering we can ensure the successful implementation of various phases of census programme from the root. Before we enter into the Housenumbering and Houselisting stage, the village list of every circle, the town maps and list of wards/sectors of all the areas were fully covered without any overlapping or omission of any area.

The preparatory measures starting with notional map and layout sketch for each village and ward or sector as the case may be were got done through the Enumerators duly checked by the Supervisors and finally certified by the Charge Superintendents. Census enumeration involves exhaustive counting of population with various statistics, such as the preparation of Notional maps of villages, towns, enumerator's blocks showing the location of each house whether residential or non-residential, important public buildings with names of streets, roads, rivers and hills etc., not only helpful in locating the smallest unit (enumerator's block) but ensure that there is no overlapping or omission of any area. There is a provision for bigger villages to make two or more convenient blocks in that village but in no case a block should consist of more than a village or consist of parts of two villages. Similarly towns were divided into wards/sectors with layout sketch prepared separately.

Specific Circulars

In my Circulars No. 2 and 2(A) I have fully stressed the point of the importance of the preparatory work which are reproduced in Appendix VII.

Training on Houselisting and Housenumbering

The first conference of the District and Sub-divisional Census Officers was held at Kohima from the 23rd to 25th March, 1970 after obtaining the Chief Secretary's approval. It was again followed by the 2nd conference held on the 30th April and 1st of May, 1970. The Chief Secretary Shri R. Kathing, I. F. A. S., inaugurated the conference.

In these sessions points on Housenumbering and Houselisting and other pending matters were discussed. The question of appointment of Enumerators and Supervisors from amongst the teaching staff in the villages and imparting of training to them was also discussed in details. The Census Officers expressed concern over the complicacies of the schedules and other Abstract for which the average village school teachers would find it difficult to carry out the task unless they were properly trained. Intensive training was our aim and this was agreed by the District and Sub-divisional Census Officers and I, my Dy. Director and two Statistical Assistants, who were well conversant with the job participated in all the meetings. The officers at a stretch went from one centre to another to impart the training wherever required before the start of actual Houselisting and Housenumbering operations. In this way a satisfactory result was achieved.

Reaction to Housenumbering

In one particular area of the State there were several villages which had not been recognised

by the district authority on legal grounds. The villagers welcomed the Census Housenumbering with the hope that once they were numbered, and listed, the Government would give recognition to their villages. They were clearly told that this operation was carried out for the purpose of Census only and that the administrative policy matters rested with their State authority.

Quality of work

The Enumerators and Supervisors have done their job well and the quality of work was generally according to expectation. This was all possible because of adequate training given to them. The spontaneous response and participation of the people with straightforwardness and simplicity both from villages and towns in this Census Operations contributed to the successfull conduct of this tremendous task which could be hardly perceptible in other places of the country. In all 1,509 enumerators and supervisors put up their work with zeal.

CHAPTER IX

TRAINING OF CENSUS ENUMERATION PERSONNEL

The need for Training

In Registrar General's Circular No. 1 para 28 it was clearly outlined that the intensive training of the Census Personnel at the various levels from the district staff down to the actual Enumerator would be one of the most important items of Census Operations. Here in this State with the limited number of District Census Officers, Sub-divisional Census Officers, Charge Superintendents, Supervisors and Enumerators it was decided and considered convenient that all training classes in the respective districts would be conducted by the selected Officers and staff of the Census Organisation, Kohima. Unlike the previous Census of 1961 where untold difficulties and hardships were experienced by the enumeration staff as already stated in the previous paras, the Census of 1971 was smooth and peaceful. The threat to one's own life or the actual commission of such act by the anti-social elements was not heard of this time.

Training Seminar of District & Sub-divisional Census Officer

A Conference-cum-training seminar of all District Census Officers, Sub-divisional Census Officers, Army Census Officers, Police Census Officers and the Border Roads Census Officers was held at Kohima for the duration of three days from the 19th to 21st October, 1970. The object of this seminar was to give the Census Officers the opportunity to get familiarised themselves with the concepts and all important aspects involved in canvassing the schedules for the actual population count. The Conference was inaugurated by the Chief Minister of Nagaland Shri Hokishe Sema, and addressed by the Union Deputy Home Minister Shri K.S. Ramaswamy and the Registrar General, India Shri A. Chandrasekhar, I.A.S., under the Presidentship of the Chief Secretary to the Government of Nagaland, Shri R. Kathing, I.F.A.S. They gave valuable advice to the officers present on the importance of this National undertaking and pointed out that through the data collected by the Census Operations, the planning and development etc., at National level could be taken up. The Chief secretary in his speech stressed on the point that the failure and success of the Census taking would entirely depend on the performances and sincere efforts of the Administrative officers of the state. He further pointed out that the importance of training facilities arranged and conducted by the Census organisation, Kohima through its officers and staff and punctuality and regular attendance to such classes would no doubt go a long way which might not only benefit them but might improve the machinery set up of the entire team of enumeration personnel. In the morning before attending the conference, the Registrar General inspected the office and had several important discussions with me and my officers and staff concerning the ensuing Census enumeration.

Just at 1,000 hours they attended conference at the Council Hall which was inaugurated by the Chief Minister, Nagaland. It was rather unfortunate for us and all the participants that the Registrar General could not spare time to attend to our training class held in the same afternoon because he was due to leave for Imphal on that day and various engagements elsewhere in the country. Luncheon in honour of the visiting VIPs was arranged by the officers and staff of the Census Organisation and all the participants were invited. At 1,400 hours the party took off for Imphal. The training class was held in the State Zonal Council Hall under cordial atmosphere where the participants irrespective of ranks and status had the full freedom

of deliberations while questioning or answering anything one considered important for the clear understanding of all. When the trainees could grasp the general concepts contained in the Book, a sort of practical training was imparted with a view to evaluate the knowledge already acquired by the individuals.

The timely issue of Instruction Books and training schedules well ahead of the training period had to a great extent enable the census officers to go through the instructions before attending the training. This made it easier for them to understand the subject.

Training for Charge Superintendents

Several such training classes were held at district headquarters viz., Kohima, Mokokchung, Tuensang and in subdivisional headquaters of Mon, Kiphire, Zunheboto, Wokha, Phek, Jaluke and Dimapur. This arrangement was made to make it convenient and easier for the Census Officers to attend the training classes in their own jurisdiction without giving them any change to grumble about for having been called here and there too oftenly. The usual practice was the same with black-board and chalk for the first one or two days and thereafter followed by practical classes where every one was expected to get acquainted with the census work.

The Deputy Director along with two Statistical Assistants were put on the job. Their area of operations of training classes were divided amongst themselves according to the date fixed by the Census Officers concerned.

Training of Enumerators and Supervisors

The training of the lower status of enumeration personnel was considered not an easy task. By and large the teachers of L. P. and M. E. standard proved to be the only agency best suited for the job. Since this was the only way out to carry on the census works in the villages despite the fact of their limited resources, as such intensive practical training was pressed on them.

In the easy communicated areas the enumerators and supervisors gathered together in the administrative headquaters to receive training from the charge officer while in the remote areas the charge officer himself had to go to such places to impart training. In some places the Statistical Assistants of my office imparted training to the Enumerators and Supervisors from where the call was received.

Union Deputy Home Minister and Registrar General's Visit

The Union Deputy Home Minister Shri K. S. Ramaswamy accompanied by the Registrar General, India Shri A. Chandra Sekhar, I. A. S., paid a one day visit to the State capital of Nagaland during the third week of October, 1970. They arrived here from Jorhat by an Air Force Helicopter on the 18th afternoon. The Deputy Minister was lodged in the VIP's Guest House while the Registrar General was hosted by the Chief Secretary, Nagaland.

CHAPTER X

CENSUS ENUMERATION

Declaration by the Government of India-Original date

The original reference date for the Population Count was the Sunrise of 1st March, 1971, the enumeratiion being spread over a period of nineteen days with a revisional round of three days. All preparations were in readiness awaiting the long drawn up operations which at the eleventh hour was interrupted by the declaration of holding the Mid-term Parliamentary Elections. The news of holding the Elections and the postponement of census enumeration was officially received in the office on the 12th January, 1971 from the Registrar General, India. Though the declaration of holding the election was sudden, while that of the enumeration was of long preparations, there was no other suitable alternative than to yield to the priority and importance of election. The census too on the other hand has its great importance of national interest. Therefore, to avoid clash it was centrally decided in this particlar juncture that since election and enumeration could not go simultaneously because of many varying factors, the Government of India declared the postponement of enumeration by a month. The original programme was shown bellow :

Referece date : Sunrise of 1st March, 1971

Enumeration period : 10th to 28th Febuary, 1971

Enumeration of
Houseless persons : Night of 28th February, 1971

Revisional Round : 1st to 3rd March, 1971.

The revised programme was as follows :

Reference date : Sunrise of 1st April, 1971

Enumuration period : 10th to 31st March, 1971

Enumeration of
Houseless persons : Night of 31st March, 1971

Revisional Round : 1st to 3rd April. 1971

Guidence and Superivision of Enumeration

The state is composed of three districts with three towns only. So, in order to give each district the full benefit for the smooth conduct of Census Operations, one Statistical Assistant each well conversant with the job was temporarily attached to the district headquarters. Their purpose then was to guide the census officers in case any difficult problem cropped up here and there during the period of enumeration. The date of enumeration was advanced in some inaccessible areas in this state in consultation with the Registrar General, India so that complete coverage was ensured. The revisional round of enumeration was conducted between 1st and 3rd of April, 1971. I and my Deputy were also having a hard and restless time in going about from one place to another to watch the progress and for spot supervision.

Response of the people

The response of the people in towns and villages was tremendous. The answers to the questions in the Individual slips put to them by the enumerators were without any reservation. Therefore, the 1971 Census Operations was free and fair in all respects while in the past census, people particularly in the villages were threatened by the anti-social elements not to co-operate with the census by propagating that if they did so they would be subjected to several taxes by the Government of India in one hand and their struggle for independence would be jeopardised on the other. Further, the anti-social elements threatened the villagers to face dire consequences if they would co-operate with the Census Operations. Such was but one of the

propagandas to the innocent people but this is now the cry of the past. The Nagas being frank and straight forward with all bitter experiences of the past, of late, could realise the importance of census and co-operate with it to make the census a success.

Quality of work

The quality of work was of appreciable standard. In the areas where the high school teachers or Government officials were appointed as enumerators and supervisors, the quality of work was found to be very satisfactory. There were some common mistakes committed by some enumerators by not clearly and fully stating the answers to question number 16 'Main activity' of the Individual Slip. I got these mistakes rectified in time with further instructions by wireless messages to all census officers to ensure strict checks and to avoid recurrence of such mistakes by others.

Difficulty encountered

In the interior villages the enumerators during their house to house visit came across instances where correct information regarding age of persons could not be ascertained. It was not because they were unwilling to give such information but the people had never registered their birth and no such records had been available. To arrive at the nearest acceptable age it was through the process of going back to the past events which was time consuming for the enumerators but this was the only formula out to solution.

Enumeration of Houseless persons

Enumeration of houseless persons was carried out on the night of 31st March, 1971 in both urban and rural areas. In rural areas a few houseless persons were found because of the strict enforcement of the 'Inner Line' permit system violation of which is punishable under the Regulation. In Dimapur Town quite a number of them were found and enumerated accordingly.

Enumeration in Military Areas/Border Roads organisation

Enumeration in Military areas both operational and non-operational areas were carried out by the Army in accordance with the instructions issued by the Army headquarters, Adjutant General's Branch, DHQ. P.O. New Delhi. The Military Census Officers were also responsible for the enumeration of personnel of Non-regular Army formations, Units and Establishments which came under the operational command of the Army.

The enumeration of Border Roads personnel was also carried out on the same lines as that of the Army but through the Census Officers appointed from amongst the Border Roads Organisation.

The works in these establishments were done in a systematic manner with speed and accuracy.

Relay of Provisional Totals and return of Records

Separate specific instructions were issued for the timely relay of Provisional Totals and the return of Census Records starting from the enumerators upwards strictly stage by stage. A separate demi-official letter addressed to the three District Census Officers was issued stressing on their personal attention to comply with the instructions timely and without any delay. The following time table was laid down for the relay of information concerning the provisional totals within the district, between districts and the State Census Office and finally between districts and Registrar General's Office and also Director of Census.

3rd April, 1971 : Submission of Enumerators Abstract through the Supervisors with all records to reach the Charge Superintendent.

4th April, 1971 : Charge Superintendent consolidates population totals in the Charge Abstract and transmitted through Police wireless by Flash signal or by special Runner to the District Census Officer and Director of Census.

5th April, 1971 : District Census Officer consolidates all population totals of Charges in the District Charge Abstract and communicates his District totals to Registrar General and Director of Census by Express Telegram and Inter State Police Wireless.

15th April, 1971 : Last date for submission of all Census Records by the districts to reach the Office of the Director of Census, Kohima.

CHAPTER XI

THE CENSUS ACT

The Census Act (Act XXXVII of 1948) received the assent of the Governor General on the 3rd September, 1948 and became law in that year. Under the Act the Central Government is empowered to notify in the official gazette and to declare its intention of taking a Census in the whole or any part of the country to which this Act intends whenever it may consider necessary or desirable to do so. The Act further empowers the Central Government to appoint a Census Commissioner to supervise the taking of census throughout the country and the Superintendents of Census Operations to supervise the taking of census within the states. The Act also empowers the State Government to appoint persons as Census Officers to take, or aid in or supervise the taking of census within any specified local area and such persons when so appointed shall be bound to serve accordingly. It also empowers the District Magistrates or such authority as appointed in this behalf by a written order to appoint officers belonging to the Defence Services of India, person in charge of several institutions, boarding houses, hotels depot or club, railway, commercial or industrial establishment and occupants of immovable property to perform such duties of a Census Officer and that any person refusing or neglecting to perform any duty so directed to perform shall be deemed to have committed an offence as already laid down. The Census Officials have also been empowered to call upon certain persons to give assistance and to ask questions and obligation to answers within the limits of the local area for which he is appointed.

The Act is composed of 18 sections for the conduct of census. Some of the important definitions we frequently came across are given below :

1. *Census Commissioner :* He is also called the Registrar General. An Officer appointed by the President under section 4(1) of the Census Act to supervise the taking in the whole of India.

2. *Superintendent of Ceusus Operations :* He is also called the Director of Census Operations during the Census 1971. An officer appointed by the President under section 4(1) of the Census Act to supervise the taking of Census within one of the several states.

3. *District Censns Officer :* He is normally the Deputy Commissioner. An officer appointed by the State Government under section 4(2) of the Census Act to supervise the taking of Census within the district.

4. *Deputy District Census Officer :* He is normally the Additional Deputy Commissioner. An Officer appointed by the State Government under seetion 4(2) of the Census Act to help the Deputy Commissioner in the supervising of the Census and also to supervise the taking of Census within his own Sub-division as the case may be.

5. *Sub-divisioual Census Officer :* An Officer appointed by the State Government under section 4(9) of the Act to supervise the taking of census in a Sub-division.

6. *Charge Superintendent :* An officer normally of the rank of EAC or CO. He is appointed by the Deputy Commissioner/ Additional Deputy Commissioner/Sub-

divisional Officer to supervise the taking of census within his Circle or a Charge.

7. *Supervisor :* An officer normally a Class III Government servant appointed by the Deputy Commissioner/Additional Deputy Commissioner/Sub-divisional Officer to supervise the work of 4 or 5 Enumerators within a Circle.

8. *Enumerator :* An officer normally a Class III Government servant appointed by the Deputy Commissioner/Additional Deputy Commissioner/Sub-divisional Officer to take the census in a 'Block' or area consisting of 120 households or about 600 persons in urban area and about 150 households or 750 persons in rural area.

CHAPTER XII

DIRECTIVE AND IMPORTANT LETTERS ISSUED BY THE STATE GOVERNMENT IN CONNECTION WITH THE CENSUS OPERATIONS

After my joining the Census Operations, several letters were exchanged between my office and the State Government and the various Heads of Departments as well from time to time. This was considered most essential to facilitate smooth co-ordination in the conduct of the Census Operations. A list of some important directives and letters issued by the government are given below :

1. Letter No. GAB-19/2/69 dated the 9th December, 1969 from shri R. Kathing, Chief Secretary.	Calling upon the Commissioner the DCs, ADCs, COs and all Heads of Departments for immediate attention in all matters connected with Census 1971.
2. Latter No. GAB-19/2/69 dated the 1st May, 1970 from the Secretary (Home Department).	Calling further immediate attention of all concerned on performance of Census works adequately.
3. Letter No. GAB-19/2/69 dated the 4th May, 1970 from Under Secretary, (Home Department).	Regarding appointment of substitutes Enumerators and Supervisors.
4. Letter No. GAB-19/2/69 dated the 5th May, 1970 from Secretary, (Home Department).	Assuring the Director of Census of satisfactory results on the activities of the Census Officers.
5. Letter No. GAB-19/2/69 dated the 12th May, 1970 from Under Secretary (Home Department).	Important clarifications on administrative problems.
6. Letter No. POL-13 /4 /PR/69 dated the 6th June, 1970 from the Secretary, (Home Department).	Calling upon the IGP Nagaland regarding the use and transmission of important messages on Police wireless.
7. Letter No. GAB-19/2/69 dated the 26th October, 1970 from Deputy Secretary (Home Department).	Reminbing the attention of all Heads of Departments to various aspects of Census works.

My Office being at few paces away from the seat of the state government, I always resort to personal contacts and discussions with the Chief Secretary, the Commissioner, the Home Secretary and other Heads of Departments who were connected with the census rather than going for exchanging correspondences which would only cause delay than good.

Channel of Communication

The Home Department is the Administrative department which also deals directly with

all matters connected with the Census Operations in the State. All important letters were addressed directly either to the Chief Secretary or the Secretary (Home). They in turn from government level communicated instuctions to all Heads of Departments including the Deputy Commissioners, the Additional Deputy Commissioners and the Sub-divitional Officers (Civil).

Important letters and Directives

During the preparatory stage the enthusiasm on the part of the District and Sub-divisional Officers appointed for the census work was at a very low ebb. Responses to letters and instructions sent from this office was very much lacking. Such had been the state of affairs for quite some time which was set right after the matter was brought to the notice of the State Government. To this effect the State Government had extended maximum help in the, from of those important directives and letters as reproduted in Appendix VI.

CHAPTER XIII

CENSUS CIRCULARS

All circulars were issued in letter forms containing detailed instructions which serve as guide-lines to a particular subject to be followed strictly at different stages of the operations. The out-lines have been briefly analysed to suit local conditions and in conformity with Registrar General's Circulars received from time to time.

Circulars issued by Registrar General

The Registrar General, India issued as many as 26 other circulars connected with different stages of census for the guidanae of the Census Officers and for the efficient conduct of the operations.

Circulars issued by the Director

I issued altogether 8 such circulars at different intervals coinciding with the Census Calendar as given below :

Circulars Number	*Subject*
1.	Outline of preparatory measures.
2.	Preparation of village/block list and notional maps of villages, towns, enumerator's blocks showing locations of public buildings, streets and roads.
2(A).	Preparation of village lists, notional maps of charges and layout sketches of each enumerator's village, blocks and numbering the houses.
3.	Location Code Number, training of Enumerators and Supervisors and distribution of forms, schedules etc.
4.	Houselist Abstract.
5.	Appointment of substitute Enumerators and Supervisors.
6.	Collection and arrangement of filled in Houselist/Establishment schedule etc.
7.	Defence Services.
8.	Training of Census personnel for actual enumeration and submission of weekly reports by the Charge Superintendents.

Printing of circulars in the press is a delay proeess. So, they were got typed out and cyclostyled in our own office in sufficient copies. Care was taken that they were issued well in time to serve their useful purposes. Short supplementary circulars were normally sent through Police Wireless network.

CHAPTER XIV

PUBLICITY MEASURES

Imortance of Publicity

The constant publicity campaign was made as far as practicable to make the people acquainted with the preparation of the 1971 Census with a view to achieve better co-operation and understanding of the people in general. The importance of publicity and its far reaching effect is an essential step in building up and creating the sense of 'Census consciousness' in the minds of the people. In view of the difficulty of the area and lack of proper communications in the villages, the administrative Officers were requested to carry out intensive publicity through any means which they considered uselul and proper in their areas. This was to encounter any move by the anti-social elements who might try to detract and influence the people from our sincere motives towards fulfilment of our task ahead.

Receipt and distribution of Posters etc.

To further intensify our activity over and above the local arrangements made by the respective Administrative Officers, the Registrar General's office arranged the supply of 2,000 Posters and 2,000 Stickers, all in English. These were distributed to the three districts for wide publicity to cover each and every block. This proved quite effective.

Publicity through All India Radio

Though All India Radio, Kohima provided scope for effective media to spread the Gospel of Census, I doubt very much if all the people in the interior could ever receive the message through it. This was either because of non-availability, short of supply or faulty Community Listeners' sets in the villages. However it was taken for granted that the message if not received by all but was relayed to all through those influencial leaders in the villages. I myself went on the air on two occasions to remind the people of this colossal task that only with their full co-operation and participation the aim of the census could be achieved.

Publicity through Cinema Show

The Public cinema halls, the Field Publicity Department, Government of India, Nagaland, Kohima and the State Directorate of Information and Publicity also shared their responsibility of organising film shows to create census consciousness both in urban and rural areas.

CHAPTER XV

HONORARIUM TO CENSUS ENUMERATION STAFF—AWARD OF MEDALS

Claim and payment of Honorarium

In 1971 Census all the census enumeration personnel and certain officers appointed and entrusted with the census work were considered eligible for the claim of honorarium at the rates prescribed within the approved pattern received from the Registrar General. This sort of financial incentive right from the Deputy Commissioner or District Census officer down to the level of enumerator was very much appreciated by all those who took active participation during the census operations.

An amount of honorarium of Rs. 40/- to each Enumerator and Supervisor out of which Rs. 15/- is meant for housenumbering and that of Rs. 25/- for actual operations. Again out of Rs. 15/-for the housenumbering Rs. 5/- was paid to each Enumerator to meet the cost of housenumbering materials.

At other higher level, payment of lump sum honorarium for different categories of census officers and for the entire operations of 1971 census was according to prescribed scales as follows :

District Census Officer	...	Rs. 300/-
Sub-divisional Officer	...	Rs. 250/-
Charge Officer	...	Rs. 125/-

The payment of honorarium to Enumerators was on flat rate basis irrespective of the number of houses in their blocks.

As regards payment of honorarium to Enumerators and Supervisors for each operation, the District Census Officers were instructed to take prompt action to complete settlement of honorarium due to them after the lists of recipients prepared by them have been checked and re-checked in my office for correctness before sanction is issued for final payment.

Statements showing the number of Census Officers of different categories as well as that of Enumerators and Supervisors and the amount of honorarium paid to them are given in Appendix X.

Payment of Travelling Allowance

Besides the payment of honorarium to Enumerators, Supervisors and all census officers from the Census Budget, the State Government on the other hand had very willingly agreed and approved to meet all expenditures on travelling allowances of the State Census enumeration personnel and census officers. Under the circumstances they issued instructions to all the Heads of Departments to honour all such bills when received after having duly checked and scrutinised by the District Census Officers as to their genuineness. The rates of claims are according to normal rules applicable within the State. This was another notable example of the State Government in bearing some portions of our expenditures which was highly appreciated.

Award of Census Medals/Certificates

Not long after the completion of the census enumeration the next step with regard to award of census medals and certificates followed promptly. Altogether 5 Silver medals and 11 Bronze medals were received from the Registrar General for making the awards to census workers (most deserving cases) for their outstanding zeal, sincerity and high standard of performance of census work during the Census, 1971. To sort out and to take into account of each

individual case would be time consuming and futile. So in order to curtail such move on our part the District Census Officers who would be the best judges concerning their districts were requested to do the job. They were asked to submit the names of deserving personnel from the ranks of enumerators and supervisors only. On the basis of their recommendations each particular case again was subjected to further checks and scrutiny of their census records and thereafter the final decision arrived at was entirely mine. On having finalised the selection of receipients, the list was put up to the Chief Secretary for his approval and further orders. The State Government ordered the presentation of the medals to the receipients on the 1st of December, 1971 which was the 8th Anniversary of the State Inauguration Day.

Out of the 4 silver and 8 bronze medals issued by the Registrar General for the Enumerators and Supervisors, 3 silver and 7 bronze medals were awarded to them while one silver medal was awarded to Shri Y.P. Saxena, Statistical Assistant of this office for his outstanding performance rendered during the census period who was subsequently reverted to his parent department (National Sample Survey). One remaining bronze medal was awarded to the Upper Division Assistant of Tuensang District Census office.

One silver and 3 bronze medals have been preserved in this office to be awarded to the outstanding and deserving workers of the Tabulation staff. Besides the medals two thousand Certificates were got printed at the State Government cost and these were granted to all Enumerators, Supervisors and Charge Superintendents under the signature of the Chief Secretary as a token of their valuable services rendered towards the 1971 Census.

CHAPTER XVI

GENERAL ADMINISTRATION, ACCOUNTS, STORES AND STATIONERY

General Administration

The Census Establishment was in its infancy when I took over the charge of the office. This I have already pointed out in my introductory paragraph (regarding the staff position). The present set up came into being in the year 1959 as a separate entity from Assam even though the entire tabulation work was carried out in Assam for the Census 1961. From then onwards a nucleus staff was maintained and continued so that the work relating to intercensal period can be carried on from day to day.

Accounts

The Accounts branch of the office was also partly set up due to the appointment of an Accountant on a purely part-time basis from the inception of the office in 1959. The person engaged for the purpose of accounting work was paid @ Rs. 40/- (Rupees forty) only per month as honorarium. In view of the growing importance in dealing with accounts matter a post of full fledged Accountant in the scale of Rs. 210-380/- was sanctioned by the Registrar General.

From the start I continued to retain in my hand all the financial powers without delegating a part of it to my subordinate officer. This suited me after having considered the normal monthly transaction and other financial implications in the office. The pay and allowances of the District and Sub-divisional Clerical Census Assistants were maintained by the Deputy Commissioners for which funds were placed with them for the year 1970-71 for drawing and disbursing convenience. The following are the Clerical Staff sanctioned for each district—

Kohima District

District Hqs.	Upper Division Clerk	1
	Lower Division Clerk	1
	Office Peon	1
Phek Sub-division	Lower Division Clerk	1
Dimapur Sub-division	Lower Division Clerk	1
Jaluke Sub-division	Lower Division Clerk	1

Mokokchung District

District Hqs.	Upper Division Clerk	1
	Lower Division Clerk	1
	Office Peon	1
Zunheboto Sub-division	Lower Division Clerk	1
Wokha Sub-division	Lower Division Clerk	1

Tuensang District

District Hqs.	Upper Division Clerk	1
	Lower Division Clerk	1
	Office Peon	1
Mon Sub-division	Lower Division Clerk	1
Kiphire Sub-division	Lower Division Clerk	1

Stores & Stationery

The normal bulk indents for the supply of stationary and forms were placed with the Deputy Controller of Stationery, Calcutta annually well ahead of time. The quantity supplied was never upto our actual requirement and was in peacemeal. To meet the deficiency for small articles such as pins, clips, ink, carbon papers, ribbons, thread-balls, etc., we have to resort to local purchase from the State Government approved firms or by inviting quotations from several firms locally. The purchases are however restricted to within my power as prescribed for the purpose per annum.

Permanent Advance

A Permanent Advance of Rs. 100/- placed at our disposal since 1961 is continued. This advance has always been a source of meeting spot payment for small contingency expenditures partiuclarly porterages while taking delivery of stores from Railhead and Bus Stations to Office. No difficulty has been experienced on this account so far but a review would be made when necessary.

Delegation of Financial Powers

The Government of India have conferred on the Director of Census with necessary financial powers to enable him to function and carry out his work smoothly. According to the delegation of financial powers, the Director of Census is delegated with the following powers :

1. Powers to create temporary posts in Class III & IV not exceeding 2 years.
2. Powers to create temporary posts subject to condition that they do not exceed Rs. 200/- per month in such appointments.
3. 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 conditions as specified.
4. Powers to purchase for office use, books, newspapers and other publications subject to laid down conditions.
5. Powers to incur expenditure on entertainment (light refreshment) upto Rs. 200/- per annum subject to general instructions.
6. Powers to sanction the grant of recurring and non-recurring honoraria to officials and non-officials other than those in his own office for the work done in connection with Census Operations.
7. Powers to sanction local purchase of stationery articles not exceeding Rs. 590/- per annum subject to conditions prescribed.
8. Powers to incur expenditure of Rs. 200/- per annum on emergent and unforseen local printing and binding.
9. Powers to incur expenditure on local purchase of rubber stamps and office seals to the extent of Rs. 25/- per annum subject to a limit of Rs. 10/- at a time.
10. To act as Controlling Officer for his own and his Establishment's Travelling Allowances.
11. Powers to draw a number of advances in a month through abstract bills to meet contingent or defray freight charges etc., subject to the condition that each drawal does not exceed Rs. 1,500/-.

Printing Procedure and Printers' Bills

During the two operations some printing works were done in the State Government Press, Kohima to meet with emergent demands. Except for the cover page all the copies of 'Paper I of 1971 Provisional Population totals' were also printed here. This being the only Government Printing Press in the State and on several occasions the Superintendent expressed his inability to undertake any more Census works because he could not cope with the pressure already at hand.

To make matter more convenient several quotations were called for from leading private Printing Presses in Assam, Meghalaya and West Bengal to come forward with reasonable rates for all types of printing and binding works but it was of no avail. Most of the firms expressed their inability to take up works while others passed the remarks that the prescribed rates were too low. To persue the matter further the above States were requested to favour us with their approved rates for the printing of our Census of India, 1971 Publications.

The Printers' Bills in case of job done in Government Press, a usual official procedure by Book adjustment or transfer is normally followed. For others the bills are drawn only after they have been scrutinised and certified by the Superintendent of the Government Press in accordance with the standing instructions from the Chief Controller of Printing and Stationery.

CHAPTER XVII

CONCLUSION AND ACKNOWLEDGEMENTS

While drawing the conclusion of this Report I cannot but help remember the day when I first came into personal contact with our Registrar General and Census Commissioner Shri A. Chandra Sekhar, I. A. S., in his office room in New Delhi. Long before meeting him, I would wonder as what type of 'Census Boss' he would be ? But my illusion was soon over when I found out in him a man, one could always feel at home at any time, any place, any where. His soft spoken voice blended with kind courtesy, warmth and personal understanding are just the rare combination one can find in anybody. His overwhelming approach and accommodating attitude towards us in sorting out our problems and other difficulties as we progress on with our census work have been an inspiring experience. His love, trust and sincere confidence in our capability to leave no stone unturned under his guiding principles shall always remain the example of success for censuses to come. I and my Officers with all staff shall ever cherish the Census of 1971 as the happiest experiences we came across under the ablest command of this remarkable personality.

My other colleagues in other States would also agree with me if I share my similar acknowledgement to Shri K. D. Ballal, I. A S., Deputy Registrar General and Shri K. K. Chakravorty, Central Tabulation Officer. Their promptness and too readiness to render all the best possible help and to come to our aids without a hitch or delay, despite of their heavy pre-occupations, are yet other remarkable examples.

I shall always remain indebted to the Chief Secretary to the Government of Nagaland Shri R. Kathing, I. F. A. S., under whose strong influence and ever willing help the Home Department always stood ready to extend their fullest co-operation at every stage and at all levels.

I am also grateful to the Deputy Commissioners, the Additional Deputy Commissioners, the Sub-divisional Officers (Civil), the Extra Assistant Commissioners, the Circle Officers, the Millitary Census Officers and the Border Roads Census Officers for their never failing contribution towards their role in census. It would be incomplete if I do not express my sincere gratitude to the Education Department and the teachers of the Primary and Middle Schools who formed the bulk of the enumeration team and worked with enthusiasm and with a sense of dedication.

Lastly, I hereby sincerely acknowledge the help rendered by my Deputy Director, Shri H. F. Lyngdoh, N. C. S., in assisting me throughout the operations and in preparing this report. I am also grateful to all the members of the staff for their sincere and hard work, they have put in during the census taking period.

CENSUS IN ACTION
(Photographs)

CONFERENCE ON HOUSELISTING & HOUSENUMBERING



Shri K. A. Imlong, Minister for Tuensang Affairs, Nagaland, inaugurating the conference on Houselisting & Housenumbering in the Zonal Council Hall, Kohima. On his right is Shri D. Kent, Director of Census Operations, Nagaland.

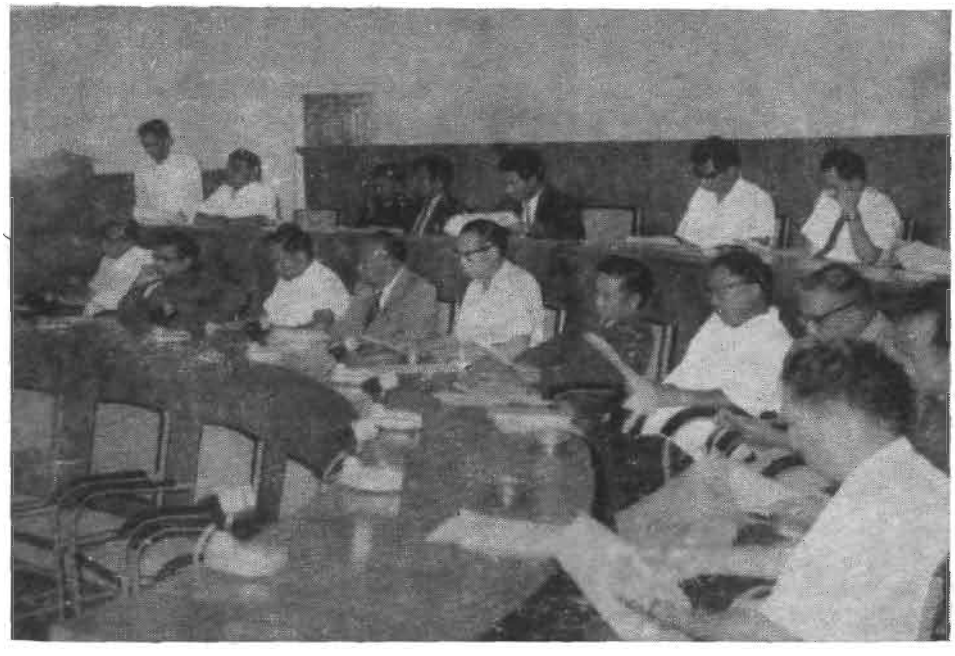
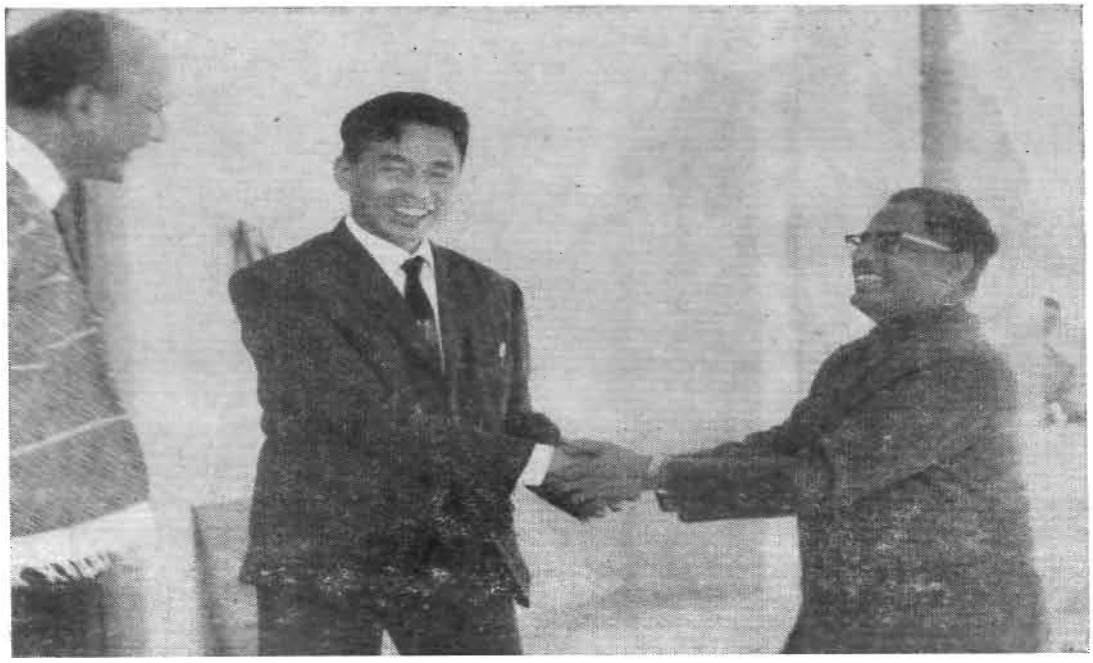


Photo shows a section of the Census Officers who attended the conference.

TRAINING SEMINAR FOR CENSUS OFFICERS ON ACTUAL ENUMERATION



Shri Hokishe Sema, Chief Minister, Nagaland is seen here welcoming Shri K. S. Ramaswamy, Union Deputy Home Minister to the Seminar. Shri A. Chandrasekhar, Registrar General, India is looking on.

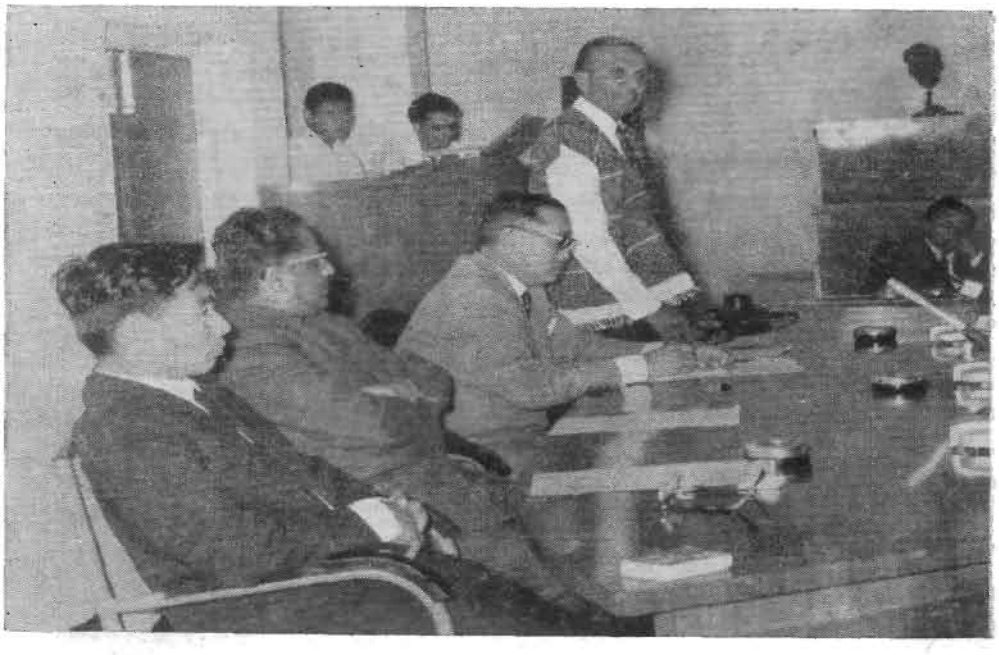


Shri Hokishe Sema, Chief Minister, Nagaland inaugurating the Training Seminar. Others seen in the photograph are (from left) Shri K. S. Ramaswamy, Union Deputy Home Minister, Shri R. Kathing, Chief Secretary, Nagaland and Shri A. Chandrasekhar, Registrar General, India.

THE SEMINAR WAS ADDRESSED BY



Shri K. S. Ramaswamy, Union Deputy Home Minister, and



Shri A. Chandrasekhar, Registrar General, India.



The inaugural function of the Training Seminar was presided over by Shri R. Kathing, Chief Secretary to the Government of Nagaland.



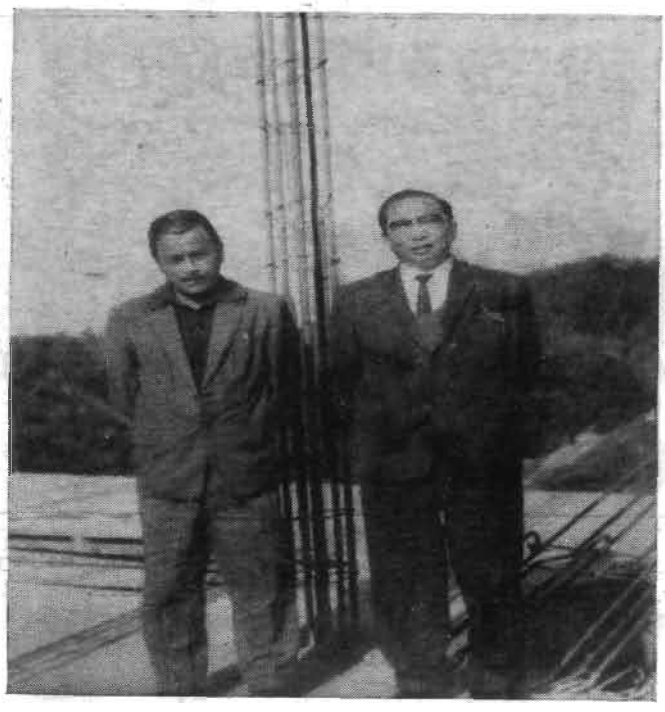
A section of the Officers who attended the Seminar.



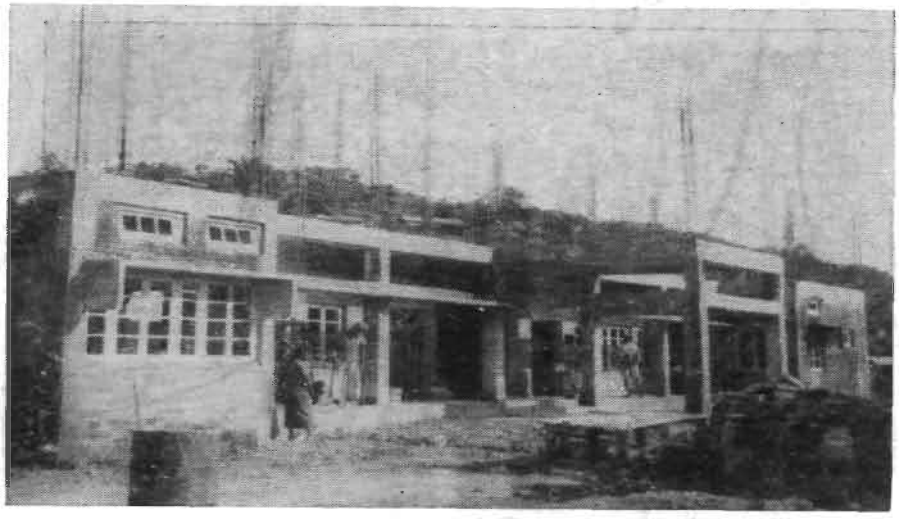
The Departmental vehicle NLG 1971 which made extensive tour during 1971 Census



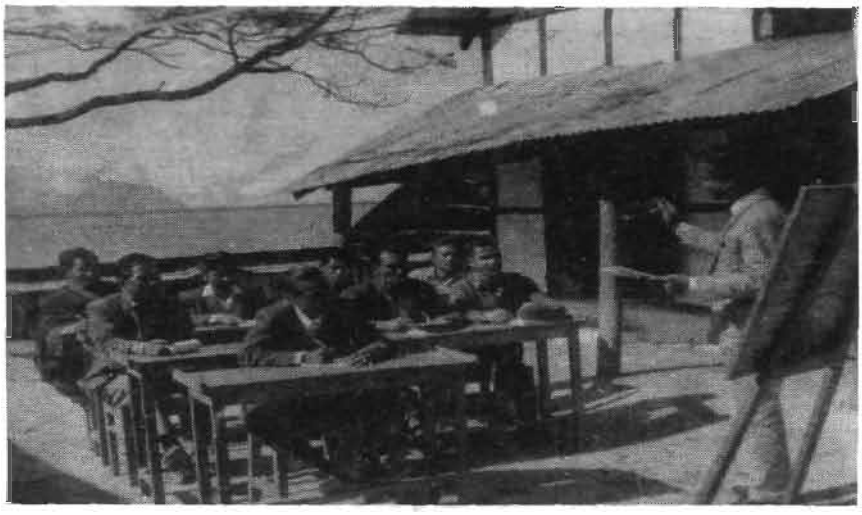
The huge task of Census Operations was conducted from this small rented house.



Shri D. Kent, Director of Census Operations, Nagaland took personal interest in the construction of the new Office building. He is seen here with Shri H. F. Lyngdoh, D. D. C. O. (on his right) a top the half constructed building.



The Office building under construction.



Shri J. C. Datta, Tabulation Officer is seen here conducting a Training class for Enumerators & Supervisors.



An old lady being enumerated.

APPENDICES

APPENDIX I

A. CHANDRA SEKHAR

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

Census of India 1971 — Circular No. 1

We are all privileged to be members of this great Organisation. The years you will spend with the Census Organisation will be one of the most rewarding. You will soon acquaint yourself with the great work that your predecessors at the earlier censuses had achieved. This has, however, been the result of hard, sustained and dedicated work, unmindful of one's own comforts. In your new assignment you may at times find yourself denied of the comforts and privileges that you might have normally expected as the head of a department or the head of a district or in a Secretariat post under the State Government. Yet, the work you will have done as Superintendent 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 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.

2. Unlike at the earlier censuses when the Census Organisation was being built up once in ten years like a phoenix, with the Census Superintendent as the first individual to report himself without even an office room for himself to start with, and had to create everything and build up the office and the rest of the Census Organisation you are fortunate that you have now succeeded to a continuing Census Office and there is a fairly adequate nucleus staff in the office which contains a good number of experienced personnel of the previous census. While you may thus be spared the initial problems of setting up an office, you will straightaway 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 tahsil/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 charges 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 31.12.1969. If at all the State Governments contemplate any changes, it is hoped that they would have given effect to them much earlier than this date. You may, therefore, in consultation with the State Government, bring all your maps 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 rhe village panchayat or gram-sabha, etc., should be the smallest rural unit for the purpose of Census. It is always desirable to choose a viable and stable unit with definite fixed boundaries. These should generally be comparable with the units of previous censuses. A revenue village with definite surveyed boundaries is generally preferred. In some States, Census officers had thought of recognising even hamlets of villages as units of enumeration and the presentation of primary census data separately for these units. This may be feasible at least for the larger hamlets. Since the list of villages with the primary census data provided by the census services as an invaluable frame for all types of furture studies, suggestions have also been made that in respect of large villages the primary census data may be furnished for portions of villages which may constitute seperate census enumerator's blocks. Suggestions have also been made that where a village panchayat is recognised as a census village, the data for individual revenue villages that may constitute the panchayat should be separately given. You may like to give careful thought to these questions and let me know of your views as early as possible. Sometimes, in the midst of unsurveyed areas such as the tribal agencies, forest areas, etc., groups of habitations are recognised as rural units in the village series at the census. It will be necessary for you to clearly define the boundaries of such units as to be definitely identifiable by any other organisation who may like to use the series as a sampling frame.

8. Two broad divisions of areas, viz., rural and urban, have always been recognised

at the censuses. It will be necessary to demarcate these two categories as early as possible. The definition of an urban unit as was evolved in India for adoption at the 1961 Census was as follows :

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

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

(1) A minimum population of 5,000 ;

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

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

This definition, by and large, had worked well and has brought about some uniformity of concept throughout the country. It is proposed to continue the same definition at the 1971 Census also which will enable us to have better comparability with the date of the last Census. The detailed data of area and population from which the density can be derived and the composition of the working force for each rural and urban unit provided at the 1961 Census will make it easier for you to apply the criteria laid down above and determine the urban stating were 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 area 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 except 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, 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 population 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 on basis of some more fresh thought being given to it by the Town and Country Planning Organisation and other bodies. If there is going to be any change I shall let you know. For the present you may take action as suggested in para 11 above.

13. When once the State is divided into definite administrative territories down to the smallest unit of village or town, it will be convenient to develop a location code 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 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, 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 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 num-

bers is fully understood by the enumeration agency and that the code numbers allotted to each village or town are correctly noted on the schedules of that particular village or town.

16. The preparation of layout sketches of every village and town should be taken up immediately if not already done, in which the location of every building and house, residential or non-residential, should be shown and the important landmarks such as roads, rivers and canals, wells, temples, important public buildings, etc., should be indicated. This will serve as a basis for a rational housenumbering scheme to be evolved. I expect that your office, with the assistance of State Government, should have already started on the implementation of the scheme of permanent housenumbering. You may get yourself fully acquainted with the Manual on Housenumbering that had been issued. In some States, good housenumbering system may be already in existence and every house may already be bearing a prominent house-number. In others the painting or affixing of permanent house numbers may take their own time, depending on the finance 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 of 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 block 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 serve as invaluable reference material for the purpose of census operations as well as for various other statistical or administrative purposes. You may, therefore, please concentrate on the preparation of these layout sketches immediately. The manual on Permanent Housenumbering, a copy of which should already be available in your office, will be the guide for the preparation of these 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 per-

sonnel 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 prepared with reference to the place of residence of the individual concerned and not the place of his work, for, the census enumerator is expected to work outside of his normal working hours and he would obviously find it convenient to attend to this if the area allotted to him for census purposes is close to his residence. It was also the experience at the last census that some institutions furnished the list and others did not, and, so much so, the census personnel were selected only from the institutions which furnished the lists. This 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 the lists of all the personnel. It may be good to gather some particulars about the age and qualifications of the persons offered for census work.

18. It will be advantageous for you to get the officials at various levels, i. e., at the District, Sub-division, 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 a year in advance of the census enumeration.

20. The experience of the last census, as also the first pretest of the draft questionnaires for the 1971, showed that the size of the enumerator's block in rural areas may be about 750 to 1,000 in population, i.e., about 150 to 200 households, and in the urban areas, about 600 to 750 population, i.e., 120 to 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 fell 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 blocks were not easily identifiable. It is true that it may be difficult to reconcile between an area with some natural physical boundaries

such as roads and streets, and the desired size of population ideally suited for an enumerator. For census purposes obviously, it is more important that we have blocks of convenient population size to ensure complete and convenient coverage. The enumerator's blocks had been generally indicated in the past in terms of merely house numbers that constitute a block such as, for example, along a straight road, house number 1 to house number 150 may form one enumerator's block and house number 151 to 250 may form another, layout may be such that a cluster of houses will have to be allotted to an enumerator. Again, in a village which has both the built up area as also the cultivated area around with some odd farm houses, it will be necessary to clearly indicate the area allotted to an enumerator especially if a large village is divided between more than one enumerator. It is desirable that in an over-all control map of the village the jurisdiction of each individual census enumerator's block should be clearly demarcated and shown, even if the enumerator's block may be linear merely following a row of house numbers along a street. At the same time, it may be advantageous to get each enumerator to prepare a separate sketch of the area allotted to him in which he can set out in little more detail all the landmarks and all the individual houses that constitute his block. The name of the street along which his jurisdiction may lie and also the names of the adjoining streets and localities can be shown. This may greatly help in easier identification of the enumerator's blocks in future. The census enumerator can be required to furnish this sketch along with the enumeration abstract which he would be required to furnish at the end of census enumeration.

21. In several urban areas the National Sample Survey Organisation had already prepared an urban area frame. This was used at the 1961 Census in some States for the purpose of forming the census enumerator's blocks. You may examine if the urban area frame so prepared is easily identifiable on ground 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 blocks a slightly better qualified enumerator who may be graduate or at least a matriculate, if possible, should be appointed.

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

24. You will have occasion to now pretest the second draft. The experience you will gain at the pretesting of the census schedules will be valuable. You may have the schedules and instructions translated and printed locally in your State language. I believe some translation has already been attempted by your staff of the first draft. This has to be merely brought up-to-date to take into account the further changes in the schedules

and these can be pretested. You may take about 1,000 urban households and 1,000 rural households for the pretest. You may, for the purpose of the pretest, divide them into blocks of about 100 households. You may pretest the household forms along with 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 pretest as will be appointed ultimately at the actual census. You may have to get suitable instructions issued by the State Government to the District Officer to help you in the conduct of the pretest. Ultimately, the responsibility of successful enumeration will fall on your shoulders. You should utilise the opportunity of this pretest to satisfy yourself that the concepts can be fully understood by the enumerators and the enumerated and that there is no scope for any misinterpretation. You shall have to intensively train the local officers in charge of the pretest work who should, in turn, train the field enumerators thoroughly. An important document which the enumerator will be required to fill at the next census is the Enumerator's Abstract which is quite different from what was adopted at the 1961 Census. In the Abstract now prescribed for the 1971 Census, the enumerator will be required to carefully post some data from each individual slip at the end of each day and ultimately the entires are all totalled and an abstrrct for the enumerator's block is prepared on completion of enumeration. Particular importance is attached to this as it is proposed to release the provisional population data after the actual census is over on the basis of the totals that these abstracts provide. I would like you to particularly assess to what extent the enumerator has been able to post the data in his abstracts accurately. The census supervisors should be made particularly responsible for the correct posting of these statements.

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

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

27. As in the past the Census enumeration of the household population will be spread over a period of about 19 days from 10th February 1971 with a revisional round of three days from 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 1970. It is important that the District Census Officers, 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 practise, enumerate good number of households before completion of the training. Your predecessor of 1961 must have already laid down guidelines in this regard 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, radiotalks, posters, school lessons, block extension services, film strips and various other media should be launched at the appropriate stages.

30. The entire census organisation should be fully keyed up and kept at a complete state of readiness to launch on the census enumeration as programmed. For this purpose you should draw up a census calendar indicating the various targetted dates by which each of the preparatory measures of the census enumeration should be completed. The census calendar drawn up for 1961 Census can help you draw up the 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 is planned and executed carefully according to a definite programme.

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

32. Immediately after the enumeration is completed, the census schedules will have to be received at a number of regional tabulation offices. A regional tabulation office will have to be opened to cover 5 to 6 million population. It will be necessary to secure buildings for this purpose adequately in advance. You may have to be in the look out for them even from the end of 1969. As at 1961 Census one Deputy Superintendent of Census Opera-

tions will be appointed for each one of the regional tabulation office. It is proposed to appoint these Deputy Superintendents even from about December, 1969 so that they may assist you in the houselisting programme from early 1970 and also later on in supervising the formation of enumerator's blocks and the training of census personnel. The experience of 1961 showed that these Deputy Superintendents appointed adequately in advance can be of great assistance to the Census Superintendent. You should be on the look out for capable, energetic and dedicated members of the State Civil Services could be secured on deputation from December, 1969. These Deputy Superintendents when appointed could immediately locate buildings for opening regional tabulation offices. Later on they will have to recruit a large number of sorters, train them, control them and get the primary sorting and tabulation done as quickly as possible.

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

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

35. Details of the tabulation programme and the instructions for sorting and tabulation will be issued 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 the printing proved to the one of the greatest bottlenecks 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 Organisation will fulfil its responsibility the way it has always done.

Wishing you every success.

Yours sincerely,

Sd/-
(A. CHANDRA SEKHAR)

APPENDIX II

(Vide Chapter I - Para 2)

Details of Staff position at the time of assumption of office by the Director of Census Operations on the 1st of July, 1969.

Sl. No.	Name of Post	No of Post	Scale of Pay
	Administrative Unit		
1.	Assistant Superintendent of Census Operations	1	Rs. 350-475
2.	Upper Division Clerk	1	Rs. 130-300
3.	Lower Division Clerk-cum Typist	2	Rs. 110-180
4.	Typist	1	Rs. 110-180
	Technical Unit		
5.	Statistical Assistant	2	Rs. 210-425
6.	Computor	1	Rs. 150-300
7.	Draughtsman	1	Rs. 150-240
8.	Assistant Compiler	1	Rs. 110-180

(Vide Chapter IV-Para 2)

Details of sanctions received and appointment made from time to time.

Stages and the number of posts by which the strength was increased upto the 28th February, 1971.

Additional Posts sanctioned		*Date from which sanctioned*	
Assistant Director	1	From 2nd February,	1970
Statistical Assistant (S.R.S.)	1	From 3rd October,	1970
Senior Stenographer	1	From 1st August,	1970
Accountant	1	From 20th December,	1969
Driver	1	From 25th November,	1969
Assistant Compiler (S.R.S.)	3	From 19th September,	1970
		From 23rd November,	1970
		From 4th December,	1970

Statement showing Officers and Staff in position in 1971-72.

Name of Post	*No. of Post*	*Name of Post*	*No. of post*
Director	1	Daftry	1
Deputy Director	1	Peon	6
Administrative Unit		Chowkidar-cum-Sweeper	2
Assistant Superintendent of Census Operations	1	*Technical Unit*	
Accountant	1	Tabulation Officer	1
Senior Stenographer	1	Statistical Assistant (1 for S.R.S.)	4
Upper Division Clerk	2	Junion Investigator (Social Studies)	1
Upper Division Clerk-cum-Cashier	1	Computor (2 for S.R.S.)	3
Lower Division Clerk-cum-Typist	2	Draughtsman	1
Lower Division Clerk (Stores)	1	Assistant Compiler (1 for S.R.S.)	2
Lower Division Clerk (Typist)	1	Assistant Compiler (Calculating machine)	1
Typist	1	Supervisor	3
Driver	1	Compiler Checker	3
		Sorter	20

APPENDIX III

GOVERNMENT OF NAGALAND
HOME DEPARTMENT, APPOINTMENT 'A' BRANCH

No. Apptt. 10/19/67 Dated Kohima, the 28th June, 1969.

Notification

The services of Shri Daniel Kent, Joint Secretary to the Government of Nagaland, an Officer officiating in the Class—I (Senior Grade) of the I. F. A. S. has been placed at the disposal of the Government of India, Ministry of Home Affairs with effect from the afternoon of 30th June, 1969 or from the date he takes over the charges of the Superintendent of Census Operations, Nagaland.

Sd/-
Under Secretary to the Government of Nagaland, Home Department.

No. Apptt. 10/19/67 Dated Kohima, the 28th June, 1969.

Copy to :

1. All Secretaries.
2. Registrar General, India, Ministry of Home Affairs, New Delhi.
3. Commissioner, Nagaland.
4. All Heads of Departments.

Sd/-
Under Secretary to the Government of Nagaland, Home Department.

APPENDIX IV

No. 6/14/69-Ad.I

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road
New Delhi, the 19th July, 1969.

Notification

The President is pleased to appoint Shri Daniel Kent, an Officer of the I. F. A. S., as Superintendent of Census Operations, Nagaland, with effect from the forenoon of the 1st July, 1969 until further orders.

His headquarters will be at Kohima.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and Ex-officio Joint Secretary to the Government of India.

To
The Manager,
Government of India Press,
Faridabad (Haryana)

(To be published in the Gazette of India Part III Section I)

APPENDIX V

THE CENSUS ACT, 1948, ACT NO. XXXVII OF 1948 AN ACT TO PROVIDE FOR CERTAIN MATTERS IN CONNECTION WITH THE TAKING OF CENSUS

3rd SEPTEMBER, 1948

WHEREAS it is expediant to provide for the taking of Census in India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such Census :

It is hereby enacted as follows:

1. Short title and extent

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

(2) It extends to the whole of India.

2. Rule of construction respecting enactments not extending to Jammu & Kashmir

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

3. Central Government to take Census

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

4. Appointment of Census staff

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

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

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

(4) The State Government may delegate to such authority as it thinks fit the power of appointing Census Officers conferred by subsection (2).

5. Status of Census authorities as public servants

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

6. Discharge of duties of Census Officers in certain cases

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

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

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

(c) every person incharge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institutions;

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

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

and

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

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

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

7. Power to call upon certain persons to give assistance

The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon:—

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

(b) all members of the district, municipal, panchayat and other local authorities; and

(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 reaction is directed shall be bound to obey it and shall, while acting in pursuance of such order be deemed to be public servants within the measuring of the Indian Penal Code (XLV of 1860).

8. Asking of questions and obligation to answer

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

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

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

9. Occupier to permit access and affixing of numbers

Every person occupying any house, enclosure, vessel or other place shall allow Census Officers such access thereto as they may require for the purpose of the Census and as, having regard to the customs of the country, may be reasonable and shall allow them to pain on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of Census

10. Occupier or manager to fill up schedule

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

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

11. Penalties

(1) (a) Any Census Officer or any person lawfully required to give assistance towards the taking of 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 intentionlly puts any offensive or improper question or knowingly makes any false return or without the previous sanction of the Central 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, demages 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 refused 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 demages 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 and offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

12. Sanction required for prosecutions

No prosecution under this Act shall be instituted except with the previous sanction of the State Government or and authority authorised in this behalf by the State Government.

13. Operation of other laws not barred

Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act :

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

14. Jurisdiction.

No Court inferior to that of a Presidency Magistrate or a Magistrate of the Second Class or in a Part B State, a Magistrate corresponding to a Magistrate of the Second class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

15. Records of Census not open to inspection nor admissible in evidence

No person shall have a right to inspect any book, register or record made by Census Officer in the discharge of his duty as such, or any schedule delivered under Section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872, (I of 1872) no entry in any such book, register, record, or schedule, shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. Temporary suspension of other laws as to mode of taking Census in Municipalities

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

17. Grant of statistical abstract

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.

18. Power to make rules

(1) The Central Government may make rules for carrying out the purposes of this Act.

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

APPENDIX VI

GOVERNMENT OF NAGALAND
HOME DEPARTMENT, GENERAL ADMINISTRATION BRANCH

No.GAB-19/2/69 Dated Kohima, the 9th Dec., 1969

From

The Chief Secretary to the
Government of Nagaland, Kohima.

To

The Commissioner, Nagaland, Kohima.
All Deputy Commissioners, Nagaland.
All Heads of Departments.
All Sub-Divisional Officers (Civil).

Subject :- Census of India—1971

Sir,

I am to say that the All India decennial Census, eleventh in the series, will take place in February - March, 1971. The reference date for the census will be 1st March, 1971.

2. Though in theory the Census has always been a Central Subject the achievements of the Indian Census in practice been the result of Centre-State collaboration. I need not impress upon you the great value and the enormous importance of the data which the Census throws up. Data collected through Census reflect the socio-economic condition of the people and from the very basis on which our future plans and programmes will be drawn up for the development of these areas.

3. The Deputy Commissioners, Additional Deputy Commissioners and Sub-Divisional Officers (Civil) will be responsible for the effiicient conduct of the 1971 Census in their respective areas. The State Government have authorised the Director of Census Operations, Nagaland Kohima, to correspond with you direct in the matter relating to Census and I desire that prompt attention should be paid to his request to make the Census a complete success in Nagaland.

Yours faithfully,
Sd/-
(R. Kathing)
Chief Secretary to the Government of Nagaland.

Copy to :-
The Director, Census Operations,
Nagaland, Kohima.

GOVERNMENT OF NAGALAND
HOME DEPARTMENT
GENERAL ADMINISTRATION BRANCH

No. GAB-19/2/69 Dated Kohima, the 1st May, 1970.

To

1) The Commissioner, Nagaland, Kohima.
2) All Deputy Commissioners.
3) All Heads of Deptts.
4) All Additional Deputy Commissioners.
5) All Sub-Divisional Officers.

Subject : Census Operations for 1971—Performance of Works Adequately

Sir,

I am directed to address you on the above subject and to say that it has come to the notice of Government that the progress in preliminary census works for 1971 is not satisfactory. As you are fully aware, the Central Government takes serious views if there is slackness in performance of work connected with the census operations. Therefore, to avoid any recurrence of delays and slackness Govt. have decided to make a special note in confidential reports of the census officers for 1969—1970 and 1970—1971 on the interest taken or otherwise by them in the census work and to assess the extent to which the officers organised the census work and supervised it personally and was able to extract accurate as well as prompt work from the subordinate census staff. I am also to inform that all officers concerned are to note that their interest, enthusiasm, personal supervision and leadership in census work will be taken into account while assessing their annual work for 1969-70 and 1970-71.

2. Necessary action may please be taken accordingly and a special report submitted to Government in due course.

3. A special report will also be obtained from the Director of Census Operations, Nagaland regarding census work done by District Census Officers and Officers of equivalent rank employed in census works. After getting this report, Government will decide as to how to make entry in the ACRs of such officers regarding the good or bad works performed by them in census operations.

Yours faithfully,

Sd/-
(S. C. DEV)
Secretary to the Govt. of Nagaland,
Home Department.

GOVERNMENT OF NAGALAND
HOME DEPARTMENT
GENERAL ADMINISTRATION BRANCH

NO.GAB-19/3/69 Dated Kohima, the 4th May, 1970.

To

The Commissioner,
Nagaland, Kohima.

Subject :- Appoinment of Substitute Enumerators/Supervisors

Sir,

I am directed to refer to letter No. SCO-3/14/69 dated 25.4.70 on the above subject from Director of Census Operations and to request you to take necessary action from your end.

Yours faithfully,

Sd/-
(A. IMKONGMAR AIER)
Under Secretary to the Government of Nagaland

No.GAB-19/3/69 Dated Kohima, the 4th May, 1970.

Copy to :-

The Director of Census Operations in reference to his letter No. SCO-3/14/69 dated 25.4.70

Sd/-
(A. IMKONGMAR AIER)
Under Secretary to the Government of Nagaland

POL-13/4/PR/69

S. C. DEV, I. A. S. 6th June, 1970.

I understand that all the signals sent by the Director of Census Operations, Nagaland are being returned by the Police Wireless. I am sure you will appreciate the difficulties of the Director of Census Operations, Nagaland in this regard. He has to complete certain jobs within a specified time and if he is deprived of the facilities of the Police Wireless it will be almost impossible for him to communicate his instructions to the Officers of the district. I shall be grateful if you kindly issue instruction to the Police Wireless to accept the signals originated by the Director of Census Operations, Nagaland.

In this connection number of complaints are also being received from the other departments like P. W. D., Electricity, etc., and even Deputy Speaker has also brought it to my notice that the signals sent by them are not being transmitted. I would request you to consider the transmission of signals received from other departments as well in view of the fact that in Nagaland we do not have the postal and Telegraphic facilities as these exist in other States and to apply the rule applicable to other States in Nagaland, may not, therefore, be very correct. I am however issuing instructions to all departments to transmit messages only when these are must and cannot be communicated through other means. I am endorsing a copy of this letter to Director of Census Operations, Nagaland.

Yours sincerely,
Sd/-
(S. C. DEV)

Shri R. D. Pande,
Inspector General of Police,
Nagaland, Kohima.

Copy to :-
The Director of Census Operations,
Nagaland, Kohima.

Sd/-
(S.C. DEV)
Secretary to the Government of
Nagaland, Home Department

GOVERNMENT OF NAGALAND
HOME DEPARTMENT
GENERAL ADMINISTRATION BRANCH

S.C.Dev,
Secretary (Home)

D.O.NO. GAB-19/2/69
Dated 5.5.70

My Dear Daniel,

Kindly refer to your D.O.No. SCO-3/11/69 dated 13th April, 1970 regarding preliminary census operations in the State.

I am enclosing a copy of the instruction issued to all the concerned Officers and hope that this will produce a satisfactory result in so far as the activities of the Census Officers in performing their Census works are concerned. I would also like to draw your attention to para 3 of our letter under reference and hope that necessary action will be taken accordingly from your end in due course.

With regards,

Yours sincerely,
Sd/-
(S.C. DEV)
Secretary to the Government of Nagaland

To

Shri Daniel Kent,
Director of Census Operations,
Nagaland, Kohima.

GOVERNMENT OF NAGALAND
HOME DEPARTMENT
GENERAL ADMINISTRATION BRANCH

NO. GAB-19/3/69 Dated Kohima, the 12th May, 1970.

To

The Director of Census Operations, Kohima.

Subject : Administrative Problems

Sir,

I am directed to refer to your letter NO. SCO-3/14/69 dated 2. 5. 70, on the subject cited above, and to say that the ruling given by the Government on the points raised in the letter referred to above are as follows :

a) All houses/villages recognised or unrecognised be enumerated as otherwise Census would not give correct picture.

b) As regard underground camps, the Govt. feel that there will be difficulty in enumerating. As such it is decided that the underground personnel are to be enumerated in their respective village.

As regard underground activities, it is stated that these are purely administrative problems which can be dealt with by the Administrative Officers themselves as and when these occur.

In so far as transfer and posting of Administrative Officers, it is confirmed that they will not be disturbed until the end of March, 1971, except only the cases which have already been finalised earlier.

Yours faithfully,
Sd/-
(A. IMKONGMAR AIER)
Under Secretary to the Govt. of Nagaland.

Copy to :—

1. The Commissioner, Nagaland, Kohima.
2. The Deputy Commissioner, Kohima/Mokokchung/Tuensang
3. The Addl. Deputy Commissioner, Phek/Zunheboto/Mon.
4. The Sub-divisional Officer, Dimapur/Wokha/Kiphire/Jaluke.

Sd/-
(A. IMKONGMAR AIER)
Under Secretary to the Govt. of Nagaland.

GOVERNMENT OF NAGALAND
HOME DEPARTMENT
GENERAL ADMINISTRATION BRANCH.

No. GAB-19/1/69
Dated Kohima, the 26th October, 1970.

ORDER

All the Heads of Departments are no doubt aware that preparations are under way for the ensuing 1971 Decennial Census. Though the arrangements required for the taking of the Census will be done in the main by the Collectors and other District Revenue staff, they will have to requisition the assistance of several officers and staff of other Departments at various levels to attend to the various aspects of the Census work. As Heads of Departments are aware, population Census, is a great national undertaking, in which every one official and non-official will have to play a part. Apart from this Indian Census Act empowers the District Magistrates and certain other officers in the district to authorise for the purpose, to appoint any one as a census officer and entrust him with any of the Census duties. All the Heads of Departments are therefore requested to issue necessary instructions to their district staff to take up in all earnestness such Census duties as they may be called upon to discharge and extend their fullest co-operation in the matter.

2. Preliminary arrangements for the 1971 Census are now in progress in this State and the appointment of staff required for the enumeration will be taken up within the next few months. Actual enumeration will take place between the 10th February, 1971 and the sunrise of 1st March, 1971 and will be followed by final check during the first three days of March. The enumeration will as in the past, be got done mostly by employees of the Government, Local Bodies, etc., on a voluntary basis.

3. Census enumeration is a nation-wide administrative operation involving demands on services of staff which will have to be met from the resources of all establishments throughout the country. It is necessary that the burden and responsibility imposed by the Census on this State should be shared by all Government Departments and Local Bodies. The Heads of all Government Departments and the Officers of Local Bodies are, therefore, requested to give their lead in this matter and bear their full share of the burden.

4. All employees of the State Government and Local Bodies should accept and perform readily any work connected with the enumeration which is placed on them by the local Census Officers. The employees should be specifically instructed that they should give no cause for complaint in the performance of Census duties entrusted to them. They should perform their duties so deligently and conscientiously as their normal duties of the posts hold by them. The manner in which they perform census duties should be taken into account in the periodical assesment of their work and conduct.

5. Enumeration work is spread over a period of nearly three weeks with a view to minimise the number of workers and to enable the worker to carry out their duties conveniently. Heads of Offices should be instructed to extend their co-operation in lightening the burden on census workers to the maximum extent possible. The Officers and staff put on Census

duty should normally attend to their census duty out of their office hours and it is not expected to interfere with their regular work.

6. It is incumbent on all Heads of Departments and Local Bodies to see that employees under their control carry out the census duties they are entrusted with. Claims for exemption and the exclusion from census work of particular categories of public servants or offices must in all cases discountenanced. Individual cases will be considered on their merit by the Census Officers.

7. The following categories of officers and staff may however, be exempted from Census duty.

1. Police Officers,
2. Officers of Judiciary,
3. Medical Officers (in some cases such as Infectious Diseases' Hospitals, etc. The Medical Officers may, however, have to supervise the Census taking),
4. Public Health Officers and staff, if engaged on epidemic duty, and
5. Electricity Department staff engaged in operation and maintenance work.

8. The Central Government have already issued instruction to the effect that all employees of the Central Government (wherever they may be located with the exception of the Defence Services and Police Officers should accept and perform readily the Census duties that may be entrusted to them by responsible local Census Officers.

9. All Heads of Departments and Local Bodies are requested to communicate this order to all establishments under their control, for the information and guidance.

Sd/-
(R. EZUNG)
Deputy Secretary to the Govt. of Nagaland.

No.GAB-19/1/69

Dated Kohima, the 26th October, 1970.

Copy to :

1. The Commissioner, Nagaland, Kohima.
2. The Director of Census Operations, Nagaland, Kohima.
3. The Deputy Commissioner, Kohima/Mokokchung/Tuensang for information to all Census Officers in their jurisdiction.
4. All Heads of Departments.

Sd/-
(R. EZUNG)
Deputy Secretary to the Govt. of Nagaland

R.D. PANDE, IPS

DO.NO. PHQ (10) 14/69
INSPECTOR GENERAL OF POLICE,
NAGALAND, KOHIMA

Kohima, the 6th June, 1970.

My dear Kent,

Kindly refer to your DO. NO.SCO-3/14/69 dated 6th June, 1970. We have issued instructions as desired by you and I trust important messages relating to Census Operations will not be returned to your Office. We have, in fact, suspended the circular order which was issued by S.P. Kohima recently to enable the Offices to function without dislocation.

With regards,

Yours sincerely,
Sd/-
(R.D. PANDE)

To :
Shri Daniel Kent,
Director of Census Operations,
Nagaland, Kohima.

APPENDIX VII (a)

CENSUS OF INDIA - 1971 *Census - Immediate*
CIRCULAR NO. 1.

NO. SCO-3/14/69

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS,
NAGALAND.

Dated Kohima, the 26th Dec'69
5 Pausa, 1891

To

All Deputy Commissioners, Addl. Deputy Commissioners and Sub-divisional officers (Civil) in Nagaland.

Subject:- 1971 Census Operations—Outline of Preparatory Measures

Sir,

I am to invite your attention to Nagaland Government letter No. GAB-19/2/69 dated 9th Dec'69 (Copy at Appendix VI) wherein the Chief Secretary has asked you to render wholehearted co-operation to make the 1971 Census a complete success in Nagaland. I also hope that I will be receiving your help and co-operation in all respects connected with the 1971 Census. The intention and purpose of this letter (circular No. 1) is to give you an outline preparatory measures to be taken up during the 1971 Census in the districts and Sub-divisions in Nagaland.

2. The all India decennial Census, eleventh in the series, will take place in February- March, 1971. The reference date will be the sunrise on 1st March, 1971.

Reference period

3. The Census Calendar (copy at Appendix XVI) drawn up for Nagaland has been sent to you. It is to be ensured that each stage of the Census work has to be completed within the prescribed period.

Census Calendar

4. The Census Schedules to be canvassed in the 1971 Census are as follows :—

Census Schedules

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

The first two will be canvassed in February, 1970 during houselisting and the last two will be canvassed in February, 1971 during enumeration.

5. The whole Census Operations can be divided into four stages as follows (1) Housenumbering and Houselisting, (2) Enumeration, (3) Tabulation and (4) Report writing. You are concerned with the 1st two stages. Before we enter into Housenumbering and houselisting stage, the village list and the town list of all the areas of your district subdivision are to be forwarded to this office at the earliest for further action from our side. It is to be ensured that all the areas of your district/

Operations

sub-division are to be covered in the village and the town list and there should not be overlapping and ommission of any area.

Census Officers

6. The Deputy Commissioners have been appointed by the State Government as District Census Officers under section 4 of the Census Act, 1948. At the Sub-divisional level, Addl. Deputy Commissioners/Sub-divisional Officers (Civil) have been appointed by the State Government as Sub-divisional Census Officers. The Deputy Commissioners will be the head of the District Census Organisation and will be assisted by the Sub-divisional Officers (Civil) in a large measure. At the next lower level are the Charge Superintendents. Each administrative circle normally will form a Census Charge and the Circle Officer/Development Officer be the Charge Superintendent in his circle. In case of urban area, the Secretary of the Municipal/Town Committee will be the Charge Superintendent in his town.

Enumerator's Block and Supervisor's Circle

7. Each Charge Superintendent will divide the whole area under his jurisdiction into Enumerator's Blocks consisting of 150-200 households or a population of about 750 persons in case of rural areas and 120-150 households or a population of about 600 persons in case of urban areas. It is obviously not possible to keep an absolutely uniform size of the enumerator's blocks. It may be a little less in size according to convenience. For a smaller village one enumerator's block may be formed. If the village is big there is no objection to make two blocks in that village but in no case should a block consist of more than a village. Similarly, a block should not be formed consisting of parts of two villages. If this is an isolated village of population less than the optimum workload of an enumerator, such a village should also constitute a separate block. About 5 contiguous enumerator's blocks will form a Supervisors circle. A Supervisor is expected to check 100% entries made by an enumerator. The enumerators may be appointed from the primary/secondary school teachers. If sufficient number of teachers are not available in a particular area, village level workers, staff of the B.D.O's office may also be appointed as enumerators. The supervisors may be appointed from the High/Middle school teachers. Extension Officers, Progress Assistants, etc., may also be appointed as Supervisors. The GBs/DBs may also be appointed as Supervisors wherever possible. As far as possible the enumerators should be so appointed that they operate within their own normal jurisdiction.

8. I would like to conclude this circular No. 1 with the extract of the inaugural speech of the Union Home Minister addressed to all the director of Census Operations.

"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 makes the completion of hundred years of modern Census taking in our country. We could justifiably take pride in the achieve-

ment. I am sure all of you will strive your utmost not only to maintain but enhance our rich tradition in Census taking". I would be indicating further action to be taken spelling out detailed instructions in respect of every phase of operation in subsequent circulars.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland

No.SCO-3/14/69

Dated Kohima the 26th Dec'69
5 Pausa 1891.

Copy to :

1) Chief Secretary to the Govt. of Nagaland.
2) Commissioner, Nagaland, Kohima.
3) Secretary to the Govt. of Nagaland, (Home Department) Kohima.
4) Private Secretary to the Chief Minister, Nagaland, Kohima.
5) Deputy Registar General, India, Offiice of the Registrar General India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
6) Central Tabulation Officer.
7) All Directors of Other States/Union Territories.

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

CENSUS OF INDIA—1971 *Census Immediate*
CIRCULAR NO. 2

NO. SCO-3/14/69

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohima, the 2nd Feb'70
13 Magha, 1892.

To :

All Deputy Commissioners, Addl. Deputy Commissioners and Sub-divisional Officers (Civil) in Nagaland.

Subject: 1971 Census Operations - Preparation of Village/Block List and Notional Maps of Villages, Towns, Enumerator's Blocks, Showing Locations of Public Buildings, Streets and Roads.

Sir,

In Circular No. 1 of even number dated the 26th Dec'69 I had given a broad outline of the preparatory measures for the various phases of the 1971 Census work. As you know the actual Census will take place in February, 1971 but it will be preceded by the Houselisting and Housenumbering operations. In fact, due to some reasons or the other, this State is lagging behind the Schedule in the preparation for the Census Operations. Therefore, to make up the loss of time I hope you will kindly go through this circular very carefully and will take up all necessary actions immediately.

2. In this Circular No. 2, I propose to deal with the immediate task before us, namely the preparation of Village/Block list and Notional maps of villages, urban enumerator's blocks showing the locations of public buildings, streets and roads. Since the Census enumeration involves exhaustive counting of population with various statistics, our first step will be the listing and numbering of the houses. In order to ensure that all the houses in the area are listed and numbered, it is essential first to prepare a list of villages. In this respect the preparation of notional maps of villages, urban enumerator's blocks showing the location of public buildings, streets and roads will not only be helpful in locating the smallest Census unit, the enumerator's block, but will also ensure that there is no omission or overlapping of any area.

Listing of Village

3. Each charge Superintendent will therefore prepare a list of villages in his Charge (Administrative Circle) in triplicate in the proforma enclosed. Detailed instructions for the preparation of village list, along with the proforma, are given in the annexe, you will please collect from all the Charge Superintendents the list along with three copies of a map of the Charge concerned showing all the villages with their boundaries clearly demarcated in that charge. After necessary scrutiny in your office, these lists and maps may please be forwarded to me on or before 28th February, 1970. After

we have scrutinised the list and obtained necessary clarifications if any, two copies each of the lists and maps will be returned to you indicating carrections, if any. One copy each of these lists and maps may be retained by you for reference and the third copy with necessary instructions may be returned to the E.A.C./ Circle Officer/Development Officer, who is also the Charge Superintendent. As the delimitation of Enumerator's blocks and Supervisor's circles will be based on these village lists, extreme care may kindly be taken to ensure that the village lists are prepared correctly without any omission or duplication what-so-ever.

4. It will be necessary to prepare a map of each Charge as stated in Para 3 above, showing every village without ommision or duplication so as to facilitate the grouping of these villages under Supervisor's Circles (About 5 continuous Enumerator's blocks will form a Supervisor's circle as mentioned in Circular No.1 para 7). It will be appreciable and helpful also if topographical features like hill ranges, rivers, roads, etc., are also shown in the map.

Jurisdictional maps

5. The villages in each Charge may be serially numbered according to their geographical location. A charge wise list of villages and three copies of maps of each charge may be prepared.

Numbering of villages

Note:—The charge wise list of villages will be prepared on the basis of sub-division-wise list of villages submitted to this office by you.

Yours faithfully,
Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland

NO.SCO-3/14/69

Dated Kohima, the 2nd Feb'70
13 Magha, 1892.

Copy to :—

1) Chief Secretary to the Government of Nagaland, Kohima.
2) Commissioner, Nagaland, Kohima.
3) Secretary to the Government of Nagaland (Home Department), Kohima.
4) Deputy Registrar General, India, Office of the Registrar General, India, Kotah HouseAnnexe, 2/A, Mansingh Road, New Delhi-11.
5) Central Tabulation Officer, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
6) All Directors of Other States/Union Territories.
7) G.O.C., 8th Mountain Division.
8) Private Secretary to the Chief Minister, Nagaland, Kohima.

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland

CIRCULAR NO. 2
ANNEXURE

Instruction for Preparation of Village List and Maps

A list of villages included within the present boundaries of each Charge (Administrative Circle) of a Sub-division in a district will be prepared. The list will cover all areas in the Charge except the recognised towns namely :

1. Kohima Town
2. Dimapur Town
3. Mokokchung Town

The list will be prepared in **triplicate** in the proforma given below :

PROFORMA
CENSUS OF INDIA, 1971.

List of villages in the Charge ..... Sub-division..... District.,

Sl. No.	Name of village	Remarks
1	2	3

2. The Charge Superintendent (E. A. C./ Circle Officer/Development Officer) are required to keep a map of his Charge in triplicate and incorporate all the village of that charge in the map. There should not be any omission or duplication.

3. The Charge Superintendent will list all the villages of the charge, as shown in the map of the charge, in a continuous order according to their geographical location starting from some convenient point. A running serial number, starting from one, will be given to all the villages thus listed. To maintain the uniformity of procedure to be followed in each Charge and in the whole State, I would like to give a guide line for giving serial number to the villages in the map. The serial should start from the village located at the north-west corner of the charge and continuing it in the serpentine order should end in the village in the south-east corner of the charge, keeping in mind the geographical contiguity of the villages.

4. In the map of the Charge, the serial numbers thus given to the villages will be marked against the names of those villages.

5. In the remarks column of the village list, the Charge Superintendent will record the old name of the village if the village has acquired some new name after the last Census of 1961.

6. The un-inhabited villages will also be given the serial numbers giving a remarks column of the village list.

7. If only a part of village has become part of any town mentioned above in para 1, the name of the village will be recorded against its appropriate serial number and a remark to this effect will be recorded in the remarks column stating the regulation number, etc., effecting such charge.

8. In case the whole village has been merged with any of the above mentioned towns, or it has disappeared, since the last Census of 1961, though shown in the geographical order in the map, the serial number will not be given to such a village. The fact will be explained in the remarks column.

9. A remark needed to be given for a village which has come up since the 1961 Census and also for a village deserted since the last Census. For the whole Charge the difference in the number of villages in the new list and in the list of 1961 Census should be completely accounted by the remarks in the remarks column of the village list.

CENSUS OF INDIA—1971
CIRCULAR NO. 2-A

NO. SCO-3/14/69
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohima, the 23rd April, 1970.
2 Vaisakha, 1892

To

All Deputy Commissioners, Addl. Deputy Commissioners, and Sub-Divisional Officers (Civil) in Nagaland.

Subject :- 1971 Census Operations—Preparation of Village List, Notional Maps of Charges and Layout Sketches of each Enumerator's Village/Block and Numbering the Houses.

Sir,

In continuation of my Circular No. 2 issued on 2nd Feb'70, I am to specify further the instructions for preparing the notional maps of each charge (Administrative Circle) and layout sketch of each enumerator's block.

I have received the notional maps of a few Sub-divisions but they are not up to the mark. These maps have not been prepared according to the instructions laid down in my Circular No. 2, so they are not usable for the purpose of 1971 Census. The rest of the Charge Superintendents have not sent the notional maps uptill now. Therefore, all the Charge Superintendents (irrespective of the fact that some of them have submitted the maps earlier) will please prepare the notional maps of their Charges afresh and will send them to me as early as possible. The instructions, for preparing the notional maps of Charges and the lay out sketches of each enumerator's block, are given in the following paragraphs. The specimen copies of notional maps and layout sketches separately for rural and urban areas are given in the annexure for your guidance.

RURAL AREAS

Preparation of Notional Maps of Charge

Each Charge Superintendent will prepare a notional map (not to scale) of the Charge (Administrative Circle) in triplicate, showing all the villages in the Charge with their boundaries clearly demarcated in the map and also showing some topographical features like hill ranges, rivers, roads which will be helpful for identification of villages. A continuous serial number will be given in serpentine order to all the villages shown in the map, starting from the North-West corner of the map. The serial numbers thus allotted to the villages will be marked against the names of those villages in the map. A list of all such villages, shown in the notional map of the Charge will be prepared in triplicate giving the serial numbers as shown in the map giving their 1961 Census population and current approximate population for new villages. This marks the completion of the notional maps of the Change and the village list.

Preparation of Lay-Out Sketch of each Village

The enumerators with the help of their Supervisors will prepare the lay-out sketch of their villages in triplicate showing the roads, streets, footpaths, cart-tracks and also the location of each and every house in the village indicating the nature of the house Kutcha or Pucca, residential or non-residential with the help of the geometrical figures noted below :-

□ — Pucca Residential House

△ — Kutcha Residential House

 — Pucca-Non-residential House

 — Kutcha Non-residential House

A house will be treated as pucca if the wall and roof materials of it are as shown below:—

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

Roof Material : Tiles, G.C.I. Sheets, asbestos, cement sheets, R. B. C., R. C. C. and Timber, etc.

Note :— G.C.I. —Galvanised Corrugated Iron.

R.B.C.—Reinforced Brick Concrete and

R.C.C.— Reinforced Cement Concrete.

A house will be treated as Kutcha if the walls and roofs of it are made up of unburnt bricks, bamboo, mud, grass, reeds, thatch etc., or loosely packed stone, burnt bricks.

When the location of every building and house is fixed on the layout sketch, they will be given a running serial number preferably in the clockwise direction. 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.

URBAN AREAS

Preparation of Notional Map of a Town

The preparation of notional maps and the layout sketches in the urban areas will essentially follow the same procedure as in the rural areas excepting that the town maps prepared by the draftsman of the Municipality may be made use of, demarcating the boundaries clearly after making necessary correction, if any, in the boundaries. A large map of the entire town indicating the boundaries of each of the sub-units like ward, locality or mohalla, into which the town has been divided, should be prepared. On this map the main roads and other topographical details and important public buildings etc., may be shown for clear identification of the boundaries of each Mohalla/Locality/Ward etc. A list of all the Enumerator's blocks delineated in the map will also be given along with their approximate current population.

Preparation of Lay-out Sketch of an Enumerator's Block

After the preparation of the notional map of the town as mentioned above, a skeleton map or lay-out sketch of each locality and or Block will be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building and house will be located on this skeleton map. If a ward or locality is too large an area to indicate all houses on a single map then a ward map may be divided into segments and separate lay-out map of each segment may be prepared and on those segment maps the buildings and houses should be clearly located. The procedure for numbering the houses will be the same as in rural areas. On these maps the important building like town hall, large office buildings, court building,

post office, hospital, school, church, market building, etc. may also be shown for clear identification of the enumerator's block.

Most of the towns may already be having a satisfactory housenumbering system. This system need not be disturbed and may be adopted for the purpose of preparation of housenumbering maps referred to above. The housenumbering can be brought up-to-date with the help of these lay-out sketches. If there is no proper system of housenumbering in the town then the enumerators will have to assign numbers to the houses in the lay-out sketches of their jurisdiction.

Definitions

1. *Building :* A building is generally a single structure but some times made up of more than one component unit, which are used or likely to be used as residences or establishments such as shops, workshops, factories, godowns, stores, cattle sheds, etc., or in combination with any of these such, as, shop-cum-residence or workshop-cum-residence, etc. Sometimes a series of different buildings may be found along a street, which are joined with one another by common walls and on either sides looking like a continuous structure. These different units are practically independent of one another and likely to have been built at difierent 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. If there are more than one structures within an enclosed or open compound (Premises) belonging to the same person, e.g., the main house, servants quarters, the garage, only one building number should be given for this group and each of the constituent separate structures be assigned a number like 1(1), 1(2), 1(3) and so on provided these structures satisfy the definition of a 'Census House' given in the next paragraph.

2. *Census House:* A Census house is a building or part of a building having a separate main entrance from the road or common courtyard or staircase, etc., used or recognised as separate unit. It may be inhabited or vacant. It may be used for a residential or non-residential purpose or both. If a building has a number of flats or blocks, which are independent of one another having separate entrances of their own from the road or a common staircase or a common courtyard leading to a main gate, they will be considered as separate census houses. If within a large enclosed area, there are separate buildings, 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.

Numbering of Building and Houses in Rural and Urban Areas

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

For further details the officer concerned may please refer to the booklet "Instructions to Enumerators for filling up the Houselist and Establishment Schedule" issued from the office of the Registrar General, India and which have been supplied to all concerned Officers.

Yours faithfully,
Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

NO.SCO-3/14/69

Dated Kohima, the 23rd April, 1970
3 Vaisakha, 1892.

Copy to:—(1) Chief Secretary to the Govt. of Nagaland, Kohima.
(2) Commissioner, Nagaland, Kohima.
(3) Secretary to the Govt. of Nagaland (Home Department), Kohima.
(4) Private Secretary to the Chief Minister, Nagaland, Kohima.
(5) G. O. C., 8th Mountain Division, 99 APO (with 6 spare copies).
(6) Deputy Registrar General, India, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
(7) All Directors of other States/Union Territories.

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

CENSUS OF INDIA 1971 *Census Immediate*
CIRCULAR-NO. 3

NO. SCO-3/14/69

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohima, the 25th April, 1970
5 Vaisaka 1892

From

Shri Daniel Kent, I.F.A.S., Director of Census Operations, Nagaland, Kohima.

To

All Deputy Commissioners/Addl. Deputy Commissioners/Sub-divisional Officers (Civil) in Nagaland.

Subject : Location Code, Training of Enumerators and Supervisors, Distribution of Forms, Schedules, etc.

Sir.

In this Circular No. 3, I will be discussing the method of alloting location code in the forthcoming Census in Nagaland.

The location code is the method by which every village or town in any circle in every district of the State is identified by a combination of numbers. For this purpose every district, circle, village or town/ward/enumerator's block will have to be allotted code numbers.

Code number in rural areas

The Code in rural areas will have four elements separated by stroke. The first element would represent the district number, the second, the circle number, the third, the village number and the fourth, the enumerator's block number given inside bracket.

For example—

"1/3/21(2)"

Here figure '1' stands for district, '3' for circle and '21' for the village and '2' in bracket for enumerator's block.

Code numbers in urban

The urban location code will also have four elements representing district number, town number, ward or street number and the enumerator's block number. Please note that the number allotted to a town will be in Roman figure. For the third element of the urban code, there may be a few alternatives. In municipal towns, there would be wards/blocks. The number allotted to the wards/blocks by the local body should be accepted for the code. In some towns there will not be wards/blocks but mohallas/areas with with district names. All such mohallas/areas should be assigned a number in a serial covering the town and should be used for the third element of the code. In some towns there may be no wards/blocks or mohallas/areas but sectors or streets ; these should be serialised and allotted

a number to be used for the third element of the code. The enumerator's blocks should be serialised for the town as a whole and each block allotted a number. Thus the urban location code number will be something like this :

'2/II/4(3)'

Here '2' represents the district number, 'II' the town number in the district, '4' the ward/block number (or mohalla/areas number or street number/sector number) and '3' (within bracket) the enumerator's block number in the particular town.

The Code Numbers alloted to the Districts in Nagaland are as follows :—

Sl.No.	*Name of District*	*Code Numbers*
1.	Kohima	1
2.	Mokokchung	2
3.	Tuensang	3

And the Code numbers allotted to the Circles of the respective districts are as follows :

Kohima District

(Kohima Sadar Sub-division)

Circle	*Code Numbers*
Tseminyu	1/1
Pughoboto	1/2
Chichama (Chiephobozou)	1/3
Jakhama	1/4
Zubza	1/5
(Phek Sub-division)	
Phek	1/6
Meluri	1/7
Pfutsero	1/8
Chizami	1/9
Phokhungri	1/10
Chazouba	1/11
(Dimapur Sub-division)	
Dimapur	1/12
Pherima	1/13
(Jaluke Sub-division)	
Circle	*Code Number*
Jaluke	1/14
Tenning	1/15
Pedi	1/16

Mokokchung District

(Mokokchung Sadar Sub-division)

Ongpangkong	2/1
Chuchuyimlang	2/2
Tuli	2/3
Alongkima	2/4
Kobulong	2/5
Longchem	2/6
Mongkolemba	2/7
Changtongya	2/8
(Zunheboto Sub-division)	
Zunheboto Sadar	2/9
Aghunato	2/10
Satakha	2/11
Suruhoto	2/12
Akuluto	2/13
Atoizu	2/14
Satoi	2/15
Hoshepu	2/16
Achikuchu	2/17
(Wokha Sub-division)	
Wokha Srdar	2/18
Sanis	2/19
Bhandari	2/20
Lotsu	2/21
Aitepyong	2/22
Sungro	2/23

Tuensang District

(Tuensang Sadar Sub-division)

Tuensang Sadar	3/1
Longkhim	3/2
Thonoknyu	3/3
Noklak	3/4
Tobu	3/5
Chessore	3/6
Shamatorr	3/7

Circle	*Code Numbers*
Noksen	3/8
Chare	3/9
Tamlu	3/10
Longleng	3/11
(Mon Sub-division)	
Mon	3/12
Tizit	3/13
Phomching	3/14
Champang	3/15
Chen	3/16
Naginimara	3/17
(Kiphire Sub-division)	
Kiphire	3/18
Pungro	3/19
Sitimi	3/20
Seyochung	3/21

Code numbers for urban areas are given as follows :

1. Kohima Town	1/I
2. Dimapur Town	1/II
3. Mokokchung Town	2/I

Now you are requested to allot code numbers to all Census units (villages, blocks) of the respective circles of your district/sub-division. It may be noted that the enumerators will have to allot the same numbers engaged for filling up the Houselist and Establishment Schedule, etc., etc.

Training

Intensive training is to be imparted to the enumerators and supervisors before the House-listing Operations and much of our success will depend on the quality of training to be imparted in the training class. There should be five training classes consisting of four theoritical classes for the enumerators and supervisors. The particulars of the enumerators and supervisors attended the training classes should be entered in 'Block and Personnel Register' which will be sent to you very soon. The 'Block and Personnel Register' should be filled up in triplicate by the respective Charge Superintendents themselves and one copy will be retained by the Charge Superintendents, one copy to be sent to the District Census Officer and one copy to the Director of Census Operations.

Appointment letters of Enumerators and Supervisors

Forms of Appointment letters for the Enumerators and Supervisors will be sent to you very soon. 6 copies of Appointment letters for the enumerator will have to be issued. One copy will be issued to the respective enumerator, one copy to his Charge Superintendent, one copy to his Head of Office, one copy to the District Census Officer, one copy to the Director of Census Operations and one copy should be retained in your office.

6 copies of Appointment letter for Supervisors will have to be issued. One copy to the respective Supervisor, one copy to the Charge Superintendent, one copy to the District Census Officer, one copy to his Head of Office, one copy should be retained in your office and one copy to the Director of Census Operations.

Appointment letters of Charge Superintendents

4 copies of appointment letters for Charge Superintendents will have to be issued. One copy to the respective Charge Superintendent, one copy to the District Census Officer, one copy to the Director of Census Operations and one copy may be retained in your office.

Census Act, 1948

A copy of the Census Act (No. XXXVII) of 1948 is being sent with this circular (Appendix V) so that you may exercise of the powers conferred upon you by the said Act for the successful implementation of the Census Operations.

Houselist Forms

Houselist form will have to be filled up *in duplicate.* Every enumerytor should be distributed with 10 forms. Every care should be taken so that there may not be any wastage of forms.

Establishment Schedule

Establishment Schedule should be filled up *in duplicate.* Every enumerator should be distributed with 4 forms in rural areas and 8 forms in urban areas.

Houselist Abstract

Houselist Abstract should also be filled up *in duplicate.* Every enumerator may be supplied with 2 forms. The procedure of filling up the Houselist Abstract will be intimated to you by a separate circular.

Houselist Abstract for Charges

Houselist Abstract for Charge should be filled up by the Charge Superintendent himself *in duplicate.*

Yours faithfully,
Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland

NO.SCO-3/14/69

Dated Kohima, the 25th April, 1970
5 Vaisakha, 1892

Copy to :

(1) Chief Secretary to the Govt. of Nagaland, Kohima.
(2) Commissioner, Nagaland, Kohima.
(3) Secretary to the Govt. of Nagaland (Home Department), Kohima.
(4) Private Secretary to the Chief Minister, Nagaland, Kohima.
(5) G.O.C., 8th Mountain Division, C/O. 99 APO (with spare copies)
(6) Deputy Registrar General, India, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
(7) Central Tabulation Officer, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
(8) All Directors of other States/Union Territories.

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland

CENSUS OF INDIA—1971 *Census Immediate*
CIRCULAR NO. 4

NO. SCO-3/14/69
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohima, the 24th April, 1970
4th Vaisakha, 1892.

From :

Shri Daniel Kent, I.F.A.S., Director of Census Operations, Nagaland, Kohima.

To :

All Deputy Commissioners/Addl. Deputy Commissioners/Sub-divisional Officers (Civil) in Nagaland.

Subject : Houselist Abstract.

Sir,

The Houselist Abstract has been prescribed only with a view to obtain 'control figures' of the number of Census houses and households. At the time of training of Enumerators and Supervisors, the manner of the Houselist Abstract may be explained as follows :

2. You will find that column 1 of the Houselist Abstract relates to 'page number'. Every enumerator will be filling up about 10-15 Houselists in his block. He will thus have a bunch of Houselists duly filled in for his block. He should be asked to assign page number to the Houselists in a serial (needless to say that each Houselist form has two pages —obverse and reverse) for the entire block. He has to enter 'totals' of 'each page' of the Houselist in each line and strike grand total of each column in the last line of the Abstract. If there are more pages than the lines in the Abstract, then the entries should be carried to the reverse and the grand total struck at the end.

3. Special instructions will also have to be given in the training classes to the enumerators for filling up columns 2 to 6 of the Abstract. In column 2, only such occupied Census houses should be entered which are used 'wholly' for the purposes of 'residence' ; that is to say, such of the Census houses which are partly used as ; residence and partly as shops, workshops, etc.; (like shop-cum-residence, workshop-cum-residence, etc.,) will not be entered in column 2 but their number will be entered in column 3. Column 4, 5 and 6 are mutually exclusive. Column 5 is self explanatory and needs no comments. In column 6, will be entered, the number of Census houses, which are not used as residence partly or wholly, nor which are vacant but are used as shops, workshops, offices, places of entertainment, places of worship, etc., that is to say, all the Census houses which are not included in columns 2 to 5 of the Abstract. Column 7 will give the total number of Census houses. Column 8 relates to total number of households including Institutional Households.

In this column, will be entered, the total number of households appearing in column 8 of the Houselist.

4. For filling up column 9 of the Abstract, the enumerator may face difficulty. The institutions are orphanage, rescuehome, jail, reformatory, children home, school hostel, college hostel, etc., and the households of such institutions will be treated as 'Institutional Households'. The enumerators should add boldly 'INSTITUTION' after the name of the head of the household in the Houselist. 'INSTITUTION' should be written with bracket after the name like 'Ramdas (INSTITUTION)' in the Houselist. If this procedure is followed then, the enumerator can easily count the 'Institutions' in column 9 of the Houselist and give its page total in column 9 of the Abstract. Since the number of Institutions that the enumerator comes across in the area allotted to him may not be many and he may not face any great difficulty in posting the Institutional Households in the Abstract.

5. The Supervisors should be asked to check the Abstract with reference to the entries in the Houselist and countersign the Abstract in token of having done so. For deciding the boundary line cases or in some extraordinary situations the officer concerned will please apply their own judgement as the situation warrants them to do to avoid delay.

Yours faithfully,
Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland

NO.SCO-3/14/69

Dated Kohima, the 24th April'70
4th Vaisakha, 1892.

Copy to :-

(1) Chief Secretary to the Govt. of Nagaland, Kohima.
(2) Commissioner, Nagaland, Kohima.
(3) Secretary to the Govt. of Nagaland, (Home Department), Kohima.
(4) Private Secretary to the Chief Minister, Nagaland, Kohima.
(5) G.O.C., 8th Mountain Division, 99 APO (with spare copies)
(6) Deputy Registrar General, India, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
(7) Central Tabulation Officer, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
(8) All Directors of other States/Union Territories.

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

CENSUS OF INDIA—1971 *Census Immediate*
CIRCULAR NO. 5

NO. SCO-3/14/69

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohima, the 25th April, 1970
5 Vaisakha, 1892,

To

All Deputy Commissioners, Addl. Deputy Commissioners and Sub-Divisional Officers, (Civil) in Nagaland.

Subject : Appointment of Substitute Enumerators/Supervisors.

Sir,

I would like to say that at times during the ensuing Housenumbering/Houselisting operations it may so happen that some members of the personnel who have been appointed as Enumerators/Supervisors may express their difficulties in attending to their assigned duties which may be due to unavoidable and unforeseen circumstances. In order to meet such local situation, it is therefore, decided that it is necessary to appoint substitutes in their places in addition to normal requirement upto 5% and kept as reserve. The names and particulars of Enumerators/Supervisors appointed as reserve should be entered separately in the Charge Register marked "Reserve List".

While selecting such reserve staff, it may be kept in mind that selection is made from different parts of the Charge circles so that there would not be any difficulty in deputing them whenever and wherever any deficiency arises. Necessary training should be given to them in the same way as normal staff. The reserve staff so appointed will be paid only when they are actually deputed as substitute in the field works.

Yours faithfully,
Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland

NO. SCO-3/14/69

Dated Kohima, the 25th April, 1970
5 Vaisakha, 1892

Copy to:—

(1) Chief Secretary to the Govt. of Nagaland, Kohima.
(2) Commissioner, Nagaland, Kohima.
(3) Secretary to the Govt. of Nagaland (Home Department), Kohima.
(4) Private Secretary to the Chief Minister, Nagaland, Kohima.
(5) G.O.C. 8th Mountain Division, C/O. 99 APO (with extra copies)
(6) Deputy Registrar General, India, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
(7) Central Tabulation Officer, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
(8) All Directors of other States/Union Territories.

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

CENSUS OF INDIA—1971 *Census Immediate*
CIRCULAR NO. 6

NO. SCO-3/14/69
GOVERNMENT OF INDIA
MINSTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohma, the 27th April, 1970.
7 Vaisakha, 1892

To

All Deputy Commissioners, Addl. Deputy Commissioners and Sub-divisional Officers (Civil) in Nagaland.

Subject : Collection and Arrangement of Filled in Houselists/Establishment Schedules, etc.

Sir,

Further in the series of Census Circular issued from time to time, I would like to bring to your notice for necessary action and guidance at the conclusion of the Houselisting operation. The manner of collection, arrangment and submission of filled in Houselist/ Establishment Schedules and Houselist Abstract must be followed strictly as follows :

That on conclusion of the Houselisting operation each enumerator would have filled in for his block—

(a) two copies of Houselist
(b) two copies of Establishment Schedule and
(c) two copies of Houselist Abstract.

The Charge Superintendent (or Charge Officer) of the particular Circle should be asked to collect all these Schedules at his headquarters and after ensuring that the above records have been received from every enumerator in his Charge, he would then arrange each copy of the above three (3) documents (a,b, and c) in the serial order of the enumerator's block. In having done this, there would be six main bundles or packages (Houselist 2 bundles of one copy each, Establishment Schedule 2 bundles of one copy each and Houselist Abstract 2 bundlis one copy each). At no stage should the Scheduls be allowed to be *folded*, they should be arranged in a 'flat stack' as they are within the stack or pakages, the Schedules belonging to an Enumerator's Block should be secured together with a lebel attached showing the details as :—

(a) Location Code Number of District/ Circle/Village and Block in the case of Rural areas and Location Code Number of District/Town/Ward and Block in the case of Urban areas ;
(b) The number of sheets of the Schedules in the block.

It would also be proper and convenient at the time of sorting out that the Schedules of each Block are stitched together with a string. Care should also be taken that the respective Schedules of one Block are not mixed up with those of other Blocks and that they are identified as belonging to a particular Block.

After collecting the above mentioned Schedules from the respective enumerator/

supervisor the Charge Superintendent will fill up the Schedule "Houselist Abstract for Charges" by himself.

The Charge Superintendent or Charge Officer as the case may be will retain one copy each of the Houselist and Houselist Abstract in his Office along with one copy each of the notional and lay-out sketches for the purpose of carrying out Enumerator's Block for the population count. Only after the conclusion of the population count, this copy of the Houselist and its Abstract will be sent by the Charge Superintendent to the Director of Census Operations, Nagaland, Kohima, where these will be neatly preserved as a 'frame' for future survey and other important purposes.

The other copy of the Houselist, two copies of the Establishment Schedules, the other copy of the Houselist Abstract and copy of Houselist Abstract for Charges duly stitched along with two copies each of Notional map/Lay-out sketch will be sent by the Charge Superintendent to the Directorate of Census Operations, Nagaland, Kohima within a week on conclusion of the field operations.

Yours faithfully,
Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

NO.SCO-3/14/69

Dated Kohima, the 27th April, 1970.
7 Vaisakha, 1892.

Copy to :

(1) Chief Secretary to the Govt. of Nagaland, Kohima.
(2) Commissioner, Nagaland, Kohima.
(3) Secretary to the Govt. of Nagaland (Home Department), Kohima.
(4) Private Secretary to the Chief Minister, Nagaland, Kohima.
(5) G.O.C., 8th Mountain Division, C/O. 99 APO (with spare copies).
(6) Deputy Registrar General, India, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11.
(7) Central Tabulation Officer, Office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11,
(8) All Directors of other States/Union Territories.

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

CENSUS OF INDIA—1971 *Census Immediate*
CIRCULAR NO. 7

NO. SCO-3/14/69

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohima, the 6th June,'70
16 Jaistha, 1892.

To

The General Officer Commanding 8th Mountain Division. C/O. 99 APO.
All Deputy Commissioners, Addl. Deputy Commissioners, and Sub-divisional Officer (Civil) in Nagaland.

Subject : Census of India 1971—Defence Service.

Sir,

According to the decision taken by the Registrar General, India in consultation with the Military High Commands, two types of arrangements are to be made for conducting actual enumeration of defence Services personnel from 10th Febuary to 28th February, 1971 ending sunrise at 1st March, 1971.

(1) Arrangements for Conducting Census in Military areas other than Operational areas.

In these areas the Officer Commanding station will function as Military Census Officer for the purpose of 1971 Census. Where the Officer Commanding station is unable to devote constant attention to the Census Operations, he may designate another Officer from the station as the Military Census Officer, but he will continue to maintain executive control over the Census Operations in his station.

The Headquarters Commands will furnish to this Directorate the particulars of the station Commander designated as Military Census Officer here in Nagaland in the following form :

(a) Rank
(b) Name
(c) Appointment
(d) Office address
(e) Residential address
(f) Office Telephone number
(g) Residential Telephone number.

The Military Census Officer will please ensure that every formation unit/Establishment under him, where people are in residence, is covered and only the areas so covered by him be clearly made known to this office.

The Military Census officer will be responsible for the enumeration of all persons residing within the strictly military areas. These strictly military areas may be decided with our mutual consultations so that the limits of our census operations may be clearly known to both of us. The list of these areas will be sent to the District and Sub-divisional Census Officers so that the omission or the duplication in their

respective areas may be avoided. The necessary enumeration slips and the instruction booklets will be supplied to the Military Census Officer from this office after knowing his requirement of the same. It is needless to say that one enumeration slip will be filled up for one individual. After completing the enumeration of all the army personnel, all the enumeration slips will be sent to this office. The enumeration, of the Army personnel in the enumeration slips. will be carried out and will be completed in the period from 10th February, 1971 to 28th February, 1971. The Houseless population, if any, will be enumerated on the night of 28th February, 1971. This has been made clear in our Census Calendar already sent to you under our letter No. SCO-3/5/69 dated 6.11.69.

I feel, it is worth mentionning here that there will be no Housenumbering and Houselisting in strictly Military areas. However in areas where Military personnel live with their familes side by side with civilian, Housenumbering and Houselisting may be done by the Civil Census authorities.

The Military Census Officer will nominate the required number of Charge Superintendents, the Supervisors and the Enumerators on the basis that one enumerator is supposed to enumerate about 750 persons, one Supervisor will be in charge of about 5 enumerators and one Charge Superintendent will be in-charge of about 15 Supervisors or so. According to the convenience of the Military Census Officer the adjustments can be made in the distribution of work.

For actual census to be done in February, 1971, the Census trainings will be arranged, intimation of which will be given in advance to the Military Census Officer. The Military Census Officer will kindly depute the persons, engaged in Census work, for receiving the full course of training and instructions for the actual enumeration which may take place sometime in September/October, 1970.

Enumeration of Air Force and Navy personnel, if any, attached to Army units and residing within Military formation/units/establishments, will be the responsibility of the Military Census Officer. They will be enumerated wherever they are found availing their leave.

Enumeration of Military personnel and civilians residing in Army messes/hostels not attached to units/formations (e. g., Armed Force Officers Mess, New Delhi) will be the responsibility of the Civil Census authorities.

Enumeration of Military personnel residing outside the Military area will be the responsibility of the civil census authorities.

Enumeration of Boarder Roads Organisations personnel will be the responsibility of the Military Census Officer.

(2) Arrangments for Conducting Census in Operational Areas.

Instructions relating to the nomination of Military Census Officer, Charge Superintendents, Supervisors and Enumerators, will apply to stations in operational areas in the same way as for non-operational areas.

Enumeration of all persons (residing within the Military areas) other than combatants will be carried out by the Military Census Officer in the operational areas in same way as in non-operational areas. The persons to be enumerated will include—

(a) Civilians (e.g., Dhobi and Canteen Employees)

(b) Civilians on the pay rolls of the Army

(c) Non-Combatants (enrolled).

The enumeration slips completed in respect of this persons will be handed over to this Office.

The Military Census Officer will also be responsible for enumeration of personnel of units and formation like Police Battalians, Assam Rifles, which are under the operational command of the Army. The procedure of enumeration will be the same as in non-operational areas.

Enumeration of combatants in operational area will not be done by the Military Census Officer or the Civil Census authorities on the spot.

Instructions for Filling up the Enumeration Slips

For Defence personnel (all ranks in the Army, Navy and Air Force) answers against all questions except questions 16 and 17 in the enumeration slips will be recorded as per general instructions issued from the office of the Registrar General, India and which will be supplied to the Military Census Officer from this office. In question 16 of the enumeration slips the entry for Army personnel will be as follows :-

16 (a) (i) OW may be recorded in the trapezium.

(b) Place of work - "PL" may be written.

(c) Name of Establishment- "Central Government" may be written.

(d) Natur of Industry, Trade Profession or service - "Central Government Service" may be written.

(e) Description of work—If technician or professional details of trade like Doctor, Carpenter, Black smith, Electrical Engineer, Mechanical Engineer, etc., may be given. For other "Government Administration" may be recorded. *Rank shall not be mentioned in any case.*

(f) Class of worker—"EE" may be recorded.

For question 17 "X" should be entered against 17 (a) to 17 (f).

Yours faithfully,
Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

NO.SCO-3/14/69

Dated Kohima, the 6th June, 1970.
16 Jaistha, 1892.

Copy to :

(1) The Chief Secretary to the Govt. of Nagaland, Kohima.
(2) The Commissioner, Nagaland, Kohima.
(3) The Secretary to the Govt. of Nagaland (Home Department), Kohima.
(4) G.O.C., 8th Mountain Division, 99 APO.
(5) Inspector General of Police, Nagaland, Kohima.

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

CENSUS OF INDIA—1971 *Census Immediate*
CIRCULAR NO. 8

NO.SCO-3/14/69

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohima, the 20th Nov., 1970
29 Kartika, 1892.

To

All Deputy Commissioners/Addl. Deputy Commissioners/Sub-Divisional Officers (Civil) in Nagaland.

Subject : Training of Census personnel for Actual Enumeration and Submission of Weekly Progress Report by the Charge Superintendents.

Sir,

Intensive training of the Census personnel at various level, is of paramount importance to the Census Operations. The success of the Census will entirely depend on the quality of the training imparted to the Census personnel.

2. The District and Sub-divisional Census Officers will first hold a training class of the Charge Superintendents. The training class must continue for 6 days consisting of 4 theoretical classes and 2 practical classes. Three such training classes must be conducted before the actual enumeration starting from 10th February '71. The Charge Superintendents must be well conversent with the concepts of the question contained in the Individual slip so that they may be able to impart intensive training to the Enumerators/ Supervisors in their respective charges. A training programme of the Charge Superintendents should be drawn up specifying the dates and places and the same may kindly be furnished immediately to this office so that one officer from my office may go to attend training class and help you in imparting training to the Charge Superintendents. Any indifference on the part of the Charge Superintendents must be severely dealt with under the provisions of the Census Act.

3. The Charge Superintendent in turn should hold at least 3 training classes for the enumerators and supervisors. Each training class should continue for 6 days consisting of 4 theoretical classes and 2 practical classes. Intensive training must be imparted to the Enumerators and Supervisors. The Enumerators, Supervisors must be trained thoroughly so that they may understand the concept clearly. The Charge Superintendents should maintain attendence registers for each training class. Any indifference on the part of the Enumerators and Supervisors must be severely dealt with under the provisions of the Census Act.

4. It is requested that the District and Sub-divisional Census Officers will address of the Charge Superintendent/ Supervisors and

Enumerators. It will be appreciated if you make the Inspector/Deputy Inspector/Sub-Inspector of Schools address the Enumerators and Snpervisors as, I believe, it will have a salutary effect on the enumerators and supervisors who are mostly primary school teachers.

5. The Village Directly which the enumerator will have to fill up may be completed by the Enumerator before the actual Enumeration. The schedule of the Village Directory will be sent to you very shortly.

6. The Charge Superintendent will submit weekly progress Report through the District/ Sub-divisional Census Officers to this office regularly. The Progress Report forms are also sent herewith for distribution among the Charge Superintendents.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

Spare copies for distribution among the Charge Superintendents.

NO. SCO-3/14/69

Dated, Kohima, the 20th Nov. '70
29 Kartika, 1892.

Copy to :—

(1) Chicf Secretary to the Govt. of Nagaland, Kohima.
(2) Commissioner, Nagaland, Kohima.
(3) Secretary to the Govt. of Nagaland (Home Department), Kohima.
(4) G.O.C., 8th Mountain Division, 99 APO.
(5) Inspector General of Police, Nagaland, Kohima.

Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

APPENDIX VII (b) *Census Immediate*

NO. SCO-3/13/69

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohima, the 28th April, 1970
8 Vaisakha, 1892.

To

The Sectretary to the Government of Nagaland (Home Department), Kohima.

Subject : List of Towns—Approval Thereof.

Sir,

I have the honour to state that we are urgently required to draw up a list of towns for the 1971 Census Operations in Nagaland. The all India tests to be applied to a place for its recognistion as a town are as follows :

1. A place should first be either a Municipal Corporation or a Municipal Committee or a Town Committee or a Notified Area Committee or a Cantonment Board. If it did not have any of these local bodies to administer the affairs then the following tests have to be applied :-

(a) A minimum population of 5,000 (estimated for 1971 Census).

(b) At least 75 percent of the male working population was non-agricultural.

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

2. The above difinition was also adopted in the last Census. According to the 1961 Census there were only three towns in Nagaland namely (1) Kohima, (2) Dimapur and (3) Mokokchung.

3. In addition to the above three existing towns two more new places (Zunheboto and Wokha) may be recognised as towns as reported by the Deputy Commissioner, Mokokchung as these satisfy more or less the All India tests. A copy of the signal received from the Deputy Commissioner, Mokokchung is enclosed herewith for your perusal.

4. Before we treat these new places (Zunheboto and Wokha) as towns, an approval of the State Government is absolutely necessary for its onward transmission to Registrar General, India for his consideration.

5. With regard to Tuensang, I have on several occasions reminded them to furnish me with the requisite information in accordance with the All India tests to enable me to take up its case with the Government but it is regretted that no such information is forthcoming from there till to-day. As you are aware that all the Census Operations are to be completed strictly stage by stage within the fixed date to achieve its objectives and that there is no rooms for a simple delay. As such inclusion of Tuensang in the Town list may now be ignored for lack of information.

6. I, therefore, request you to consider the merits of these two places and give an approval and notification there to by the 30th April, 1970 at the latest.

Yours faithfully,
Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

NO. SCO-3/14/69 *Confidential*

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
NAGALAND

Dated Kohima, the 2nd May, 1970
12 Vaisakha, 1892

To

The Secretary to the Government of Nagaland (Home Department), Kohima.

Subject :—Administrative Problems.

Sir,

During Census Officers conference the following administrative points were raised by some Officers, which required to be clarified without any delay from your end.

1. In the areas of some of the Census Officers, there are villages/establishments which are said to be unrecognised by the administration. The problem therefore arises for the Census Officers and the Enumerators as to whether these so called unrecognised villages/establishments should be recorded during the process of housenumbering, houselisting, the filling up of the Establishment Schedule Operations.

Our directive for a "Census Man" is that he has to enumerate each and every building standing with four walls and a roof that comes across his way in his jurisdiction will have to be enumerated whether occupied or vacant, residential or non-residential. But the contention of the Census Officers in Nagaland who are themselves administrative Officers is that if these so called unrecognised establishments/ villages are recorded for Census purposes will amount to recognition of the establishment/ villages.

The Housenumbering, Houselisting and filling up of Establishment Schedule according to Census Calendar of Nagaland will have to be completed by 21st May, 1970. I would, therefore, be grateful if the final ruling on this point is issued without any delay.

2. Transfer of Officers:- To the possible extent the transfer of Census personnel may kindly be avoided till Census work is completed by the end of March, 1971.

Yours faithfully,

Sd/-
(DANIEL KENT)
Deputy Director of Census Operations
Nagaland.

D.O.NO.SCO-3/14/69

DANIEL KENT

GOVERNMENT OF INDIA,
MINISTRY OF HOME AFFAIRS, DIRECTOR OF CENSUS OPERATIONS,
NAGALAND.

Dated Kohima, the 6th June '70
16 Jaistha, 1892.

Dear Shri Pande,

I would like to refer to secretary to the Government of Nagaland (Home Department) D.O. letter NO.POL-13/4/PR/69 dated 6.6.70 with a hope that you will appreciate my difficulties and the importance of this National undertaking which is being treated on 'top priority' throughout the country.

I would, therefore request you to kindly issue necessary instructions to all concerned to accept the messages meant for Census Operations in India, 1971. In this regard I am again sending all the important messages to PR station Kohima which have been returned to my office during the last few days for their onward transmission.

Yours sincerely,
Sd/-
(DANIEL KENT)

Shri R.D. Pande,
Inspector General of Police,
Nagaland, Kohima.

W/T MESSAGE **D.T.O.** *Census Immediate*

FROM : CENSUS KMA

TO : ALL DCS/ADCS/SDOS (C)

NO.SCO-3/14/69 Dt. (.) Census of India 1971 (.) Housenumbering and houselisting have been completed in both Urban and Rural areas (.) In order to strictly maintain their identity and originality it is most essential that order be issued to all Deptts/Municipality Town Committee and GBS in Villages as well to see that the numberings are not in any way disturbed or interfered with but should be left as they are marked for purpose of Actual Census Enumeration in 1971 (.) Please confirm action

---

NO.SCO-3/14/69

Dated Kohima, the 23rd June '70
19 Jaistha, 1892.

Copy to :—

1) Chief Secretary to the Government of Nagaland, Kohima.
2) Commissioner, Nagaland, Kohima.
3) Secretary to the Government of Nagaland (Home Department), Kohima.

} For information

Sd/-
(H. F. LYNGDOH)
for Director of Census Operations, Nagaland.

D.O. NO. SCO-3/14/69

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTOR OF CENSUS OPERATIONS, NAGALAND

Dated Kohima, the 17th Dec' 69
26 Agrahayan, 1891.

DANIEL KENT

Dear Shri Dev,

I am sure you are aware of our various requests made through correspondences. You will appreciate that the Census work is very much technical in nature. You must have seen Census Calendar drawn up for Nagaland for upto 15th March, 1971. We have to carry out the works stage by stage according to the Calendar, we must not lag behind even a stage because All India Census must be completed by 15th March'71.

We have been writing to D.C's with reminders after reminders but we are receiving no response at all. You will also appreciate that unless the field officers respond to our requests Census work will be a complete failure which will directly reflect the efficiency of administration.

I would, therefore request you to write to all field officers concerned to give their personal attention to the Census matters for which we have sanctioned office assistants also. I hope these assistants are already appointed which of course, has not been informed to this office as yet.

I once again request that you may issue the above requests immediately asking the field officers to give top priority to all Census matters.

Yours sincerely,
Sd/-
(DANIEL KENT)
Director of Census Operations,
Nagaland.

Shri S. C. Dev,
Secretary to the
Govt. of Nagaland,
(Home Department)
Kohima.

W/T MESSAGE **D.T.O.** *Census Immediate*

FROM : CENSUS DIRECTOR KMA

TO : ALL DCS
ALL ADL. DCS
ALL SDOS (C)

NO.SCO-3/14/69 (.) Transmission of Massages Relating to Census (.) All Important Messages relating to Census Operations will be accepted for Transmission by Police Wireless (.) Necessary instructions have already been issued to all concerned by Inspector General of Police Nagaland

APPENDIX—VIII (a)

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSELIST AND ESTABLISHMENT SCHEDULE

INSTRUCTIONS—PART I

HOUSELIST

General

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

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

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

House-numbering and preparation of notional maps

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

5. Before the actual affixing of house numbers on doors an essential step to be taken is to prepare a rough notional map of the entire village and decide on whether the village should be sub-divided into blocks and if so, how? Normally a small village of less than 125 houses need not be sub-divided into blocks. But if a village has one or more hamlets, irrespective of the size, it is desirable to divide the area of the village into blocks so that each hamlet with the adjoining area is recognised as a separate house-numbering block of the village It is important that the dividing lines between one block and another should be clearly demarcated. Such dividing lines, besides following some natural boundaries wherever possible should also be indicated by the Survey number that fall on either side of the dividing line in cadastrally surveyed villages. In villages which are not cadastrally surveyed, the line can be indicated by the name of the owners of the fields on either side of the line or by the name of the field, if any. A notional map showing the general topographical details of a whole revenue village particularly if a survey map is already available with the village revenue officials, will greatly help. This notional map should indicate the prominent features and land marks such as the village site, roads, cart tracks, hills, rivers, *nallahs, etc.* Clear demarcation lines of blocks are important so that any to define at the foot of the map the boundaries of a particular block is covered by a specific block without giving scope for any doubt. It may be desirable to define at the foot of the map the boundaries of each block clearly.

6. Having thus prepared the village map, each block of the village as demarcated on the village map should be taken up for a detailed sketching of the 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, *etc.*, or loosely packed stone, burnt bricks, *etc.*, may be treated as *Kachha* houses.

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

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

so that it may be known that any house falling in any such areas may be reckoned along with a particular village.

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

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

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

11. But what is essential is that very detailed plans showing the location of every building and census house along every road and street in each ward, locality or *mohalla* of a town should be clearly prepared. In view of the very large number and close location of houses in urban areas it may be necessary to have a large number of sketches each covering a limited area. Each town would probably have already been divided into some permanent *mohallas* or localities or wards. A large map of the entire town indicating the boundaries of each of the sub-units into which the town has been divided should be prepared. On this map, the main roads and other topographical details and important public buildings, *etc.*, may be shown for clear identification of the boundaries of each *mohalla*/locality/ward, *etc.*, Next, a skeleton map of each locality/ward or block should be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building and

house should be located on this skeleton map. May be that even a locality/ward may be too large an area to indicate all houses on a single map. In such a case a ward map showing the segments and separate lay-out map for each one of the segments may be prepared and on these segments the buildings and houses should be clearly located and the house-numbers shown. It may be an advantage if the non-residential houses are distinguished from the residential houses as indicated in para 6 of these instructions. Here again the important permanent buildings may be indicated such as say, town-hall, large office building, court building, post office, hospital, school, church, market building, *etc.*

12. As stated earlier most towns may already be having a satisfactory house-numbering system. This need not be disturbed and may be adopted for the purpose of preparation of the house-numbering maps referred to above. The house-numbering can be brought up-to-date with the help of these lay-out maps. If there be no proper system of house-numbering in the town, then you will have to assign numbers to the houses in the lay-out sketch (es) of your 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 houselisting. The building is a readily distinguishable structure or group of structures which is taken as the unit for house-numbering. The entire building may be deemed one census house or sometimes parts of it, as will be explained. The objective is to ultimately number and list out all physical units of constructions which are used for different purposes, residential or otherwise.

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

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

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

17. The buildings should be numbered as follows :

(i) If the locality consists of a number of streets in a village, the buildings in the various streets in a village, should be numbered continuously. Streets should be taken in uniform order from North-east to South-west. It has been observed that the best way of numbering the buildings is to continue with one consecutive serial on one side of

the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial, stopping finally opposite to where the first number began.

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

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

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

(v) If a new building either *Pucca* or *Kachha* is found after the house-numbering has been completed or in the midst of buildings already numbered, it 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 house" is building or part of a building having a separate main entrance from the road or common court-yard or stair-case, *etc.*, used or recognised as a separate unit. It may be inhabited or vacant. It may be used for a residential or non-residential purpose or both.

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

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

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

22. The definition of census house may sometimes be difficult of application in its literal sense in the context of varying patterns of structures and their usage. For example, in cities and towns, one does come across a situation when a flat in the occupation of one household as residence may be made up of four rooms or so and all the rooms may have direct entrance from a common court-yard, or a stair-case. In terms of the definition of a census house each of these rooms having entrances from the common stair-case, *etc.*, may qualify to be treated as census houses. But it does not realistically reflect the situation of the number of houses. In such case, 'singleness' of use of

these rooms 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. In some parts of the country in the rural areas, the pattern of habitation is such that a single household occupies a group of huts within an enclosed fence which has one main entrance. Each of the apparently separate structures is an integral part of the housing unit as such. In such cases it may be more realistic to treat the group as one census house. Care should be taken to ascertain if only one household occupies such a unit or shared by more than one household. Thus the definition of a census house will have to be applied having due regard to the actual situation in such exceptional cases.

23. It is usual to find in municipal towns/cities that every site whether built upon or not is numbered by the municipal authorities on property basis. Such open 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 and numbered and listed.

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

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

HOUSELISTING

25. After the preparation of the notional house-numbering maps and the numbering of the 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 Schedules to be so canvassed is given at pages 110, 111 and 112 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 and 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 note that the town number is to be given in Roman figures to distinguish it from the village number which will be indicated by Arabic numerals.*

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

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 Number (Municipal or Local authority or Census Number)

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

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.

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

No. 10(1) would have been mentioned in Col. 3. Column 2 will remain blank against Census House No. 10(2) and 10(3).

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

Col. 4-5 : Predominant construction material of Census house

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

Col. 4 : Material of Wall

37. Under this column, the material out of which the major portion of the walls of the house are made, as for example, grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cement concrete, timber *etc.*, should be written. Where a house consists of separate structures each having walls made out of different materials, the material out of which the walls of the main portion of the house mostly used for living or sleeping are made, are to be recorded.

Col. 5 : Material of roof

38. The material out of which most of the outer roofs, exposed to the weather and *not the ceiling* is made *i.e.*, tiles, thatch, corrugated iron, zinc or asbestos cement sheets or concrete, slate, 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

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

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

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

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

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

(5) Hospital, dispensary, Health centre, Doctor's clinic, *etc.*

(6) School and other educational institution.

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

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

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

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

(11) Institution such as orphanage, rescue home, jail, reformatory, children's 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

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

Examples :

A factory or a workshop or workshop-*cum*-residence or a trading or other establishment, *i.e.*, where some kind of production, processing repair or servicing is undertaken or where goods or articles are made and sold, or some business is being carried on such as a grocery shop, a *pan* shop, restaurant, bank, hotel, or an office is

functioning such as Government office, commercial office, or an institution is being run such as school, college, hospital, dispensary, etc., and where one or more persons are working.

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

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

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

42. It is possible that some kind of production or processing is undertaken in the house by the members of the household for *purely domestic consumption.* For example, hand pounding of rice, preparation of spices like, *haldi* (turmeric), chillies, *etc.*, or say, knitting of woollen garments, embroidery work, 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

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

Col. 8 : Household Number

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

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

46. In the above cases of household 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 honses, 2, 4(1) or 4(2) as the case may be, once. There is no need to repeat Cols. 3 to 7 in each line for

which entries are made for more than one household against that census house in Cols. 8 to 16.

Col. 9 : Name of the Head of Household

47. The name of the Head of each household should be written. The Head of the household for census purposes is a person who is recognised as such in the household. He is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The Head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. You need not enter into any long argument about it but record the name of the person who is recognised by the household as its Head. In the case of institutions like boarding houses, messes, chummeries which should be regarded as households of un-related persons living together and which may be called institutional households, the manager or superintendent or the person who has administrative responsibility or who by common consent is regarded as the Head should be recorded as the Head of the household. In the case of an absentee *dejure* 'Head', the person on whom the responsibility of managing the affairs of the household falls at the time of enumeration, should be regarded as the Head.

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

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

for Scheduled Caste write "S.C." and record name of caste,
for Scheduled Tribe write "S.T." and record name of tribe,
for others write "X"

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

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

50. 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 : Number of living rooms in the occupation of Census Household

51. 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 purpose of this column.

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

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

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

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

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

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

Cols. 13 to 15 : Number of persons normally residing in census household on day of the visit of the enumerator

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

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

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

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

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

Col. 17 : Remarks

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

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

INSTRUCTIONS—PART II
ESTABLISHMENTS SCHEDULE

61. Instead of loading the main Houselist form itself with questions pertaining to Establishments, it has been decided to have a separate schedule in which particulars of each establishment are to be recorded. (See the Establishment Schedule given at page 112 of this book).

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

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

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

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

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

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

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

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

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

Col. 1 : Sl. No.

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

Col. 2 : Census House No.

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

68. A point to be noted here is that it is likely that a single factory or workshop may be spread over more than one Census House adjoining one another. Therefore, while in Col. 2 of this schedule a number of Census Houses may be noted in respect of that particular unit of production, processing or repairing, trade or business, *etc.*, the entries in Col. 3 onwards will be one only for that group of houses covered by a single unit of production or business, *etc.*, establishment. For example, if a single tea factory in Assam or business establishment in Calcutta should be spread over two or three adjacent buildings, each of the buildings should not be shown as a separate factory or establishment but the House Nos. of all these buildings shown in Col. 2 should be bracketted together and the particulars of the

single tea factory or establishment entered in the subsequent columns against 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.

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

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

Col. 6 : Is it (a) Household Industry (b) Registered Fctory (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 workshop 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 merely human energy such as carpet-making, pottery making, *etc.* Enter the description of fuel or power used for the production, processing, servicing, *etc.*, that is carried on in the establishment. There may be

instances where more than one fuel or power used, in such cases, only the fuel or power which is used in running the primary unit of the industry will be noted in this column.

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

91. Trading or business 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, pawn shops, *etc.*

Col. 9 : Description of goods bought/sold

92. If it is a trading establishment, you should ascertain what are the goods bought and/or sold and write the description in this column. If there are more than one type of goods bought/sold by the 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 column 9, whether they are sold/bought in wholesale or in retail and write as the case may be.

95. You may come across certain establishments 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.*, Govt. Office, School, Hospital, Railway Station, Barber's Saloon, Cinema, Theatre, Hotel, Tea shop, *etc.*

97. Two specific types of establishments have been covered in columns 6 to 10. Column 11 relates to the remaining types of establishments not covered by columns 6 to 10. You have to describe such establishments in this column, *e.g.,* Govt. Office, School, Hospital, Railway Station, Orphanage, Rescue House, 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.....

ENGLISH

INDIA 1971

LIST

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

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

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

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

CENSUS OF INDIA 1971 **ENGLISH**

ESTABLISHMENT SCHEDULE

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

Name of Taluk/Tehsil/Thana/Anchal/Island..... Code No..... Name or No. of Ward/Mohalla/Enumerator's Block..... 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	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	
1	2	3	4	5	6	7	8	9	10	11

Note—Please do not write in the spaces enclosed by dotted lines in cols. 4, 6, 7, 8, 9, 10 and 11. These are meant for use in the Tabulation Offices for coding.

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

APPENDIX—VIII (b)

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 Sub-Appendix I to this Appendix.

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

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

Reference date and enumeration period

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

Pad No. and Slip No.

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

* later changed to April ** later changed to March
To be followed in the cases where the above asterics are used

† later changed to 31st March †† later changed to 22 days

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

Location code and your jurisdiction

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

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

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

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

Persons to be Enumerated

11. While your appointment order may indicate all the houses that fall in your jurisdiction you will have to locate every household in

your area. **A household** is defined as 'the entire group of persons who commonly live together and take their meals from a common mess unless the exigencies of work prevent them from doing so'. A household can be either an 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 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 †28th February, 1971. You will also have to cover that night, persons living in boats, if any, in your jurisdiction.

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

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

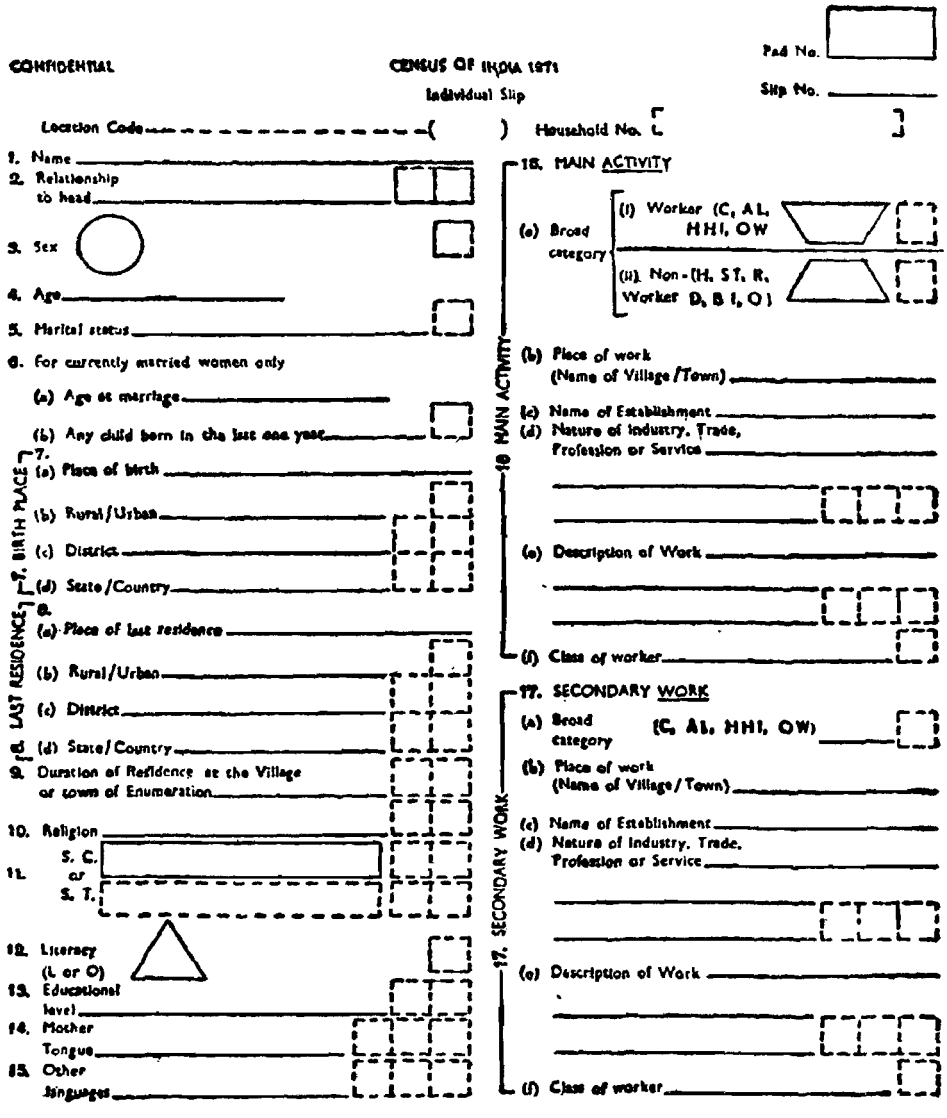
(i) All those who normally stay and are present in that household during the entire period of enumeration, *i.e.*, from 10th * February to †28th February ; (both days inclusive).

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

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

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

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


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 women 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-(H, ST, R, Worker 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

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

Census Schedule (Individual Slip)

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

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

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

Pad No. and Slip No.

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

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

Location Code

22. Though this has already been referred to generally earlier, it is worth elaborating. The location code is the method by which every village or town in a tehsil/taluk/police station/ anchal/Island in every district of a State is identified by a combination of numbers. For this purpose, every district, tehsil, taluk, police station, anchal or Island, village or town in your State would have been allotted code numbers. Your Charge Officer would have indicated to you the district, tehsil, taluk, police station, anchal or Island and the village or town numbers as also the ward number of the town pertaining to your jurisdiction. By a combination of these numbers one can exactly locate your village or town. Thus, a code number running as 10/3/46 would mean village No. 46 in Tehsil No. 3 of District No. 10 of a State,

or a code number running as 6/II/5 would mean ward No. 5 in Town No. II of District No. 6. Note that the town No. is given in roman figure to distinguish it from rural code No. At the end of the location code you should add within round brackets the enumeration block number that has been allotted to you by your Charge Officer thus 10/3/46(60) or 6/II/5(4). You will be identified by enumerator's block number and this has to be entered in your Daily Posting Statement. (The 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 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 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 and thereafter locate the households and allot numbers in the prescribed manner. The household number will be the same as the house number if only one household is living in a house. If there were more than one household then alphabetical sub-numbers within brackets as 19(a), 19(b), *etc.*, will have to be added to the house number to distinguish each household. It may also happen that the number given at the time of houselisting has been obliterated. You should allot the correct number having regard to the preceding and succeeding buildings.

26. For the purpose of conveniently understanding the house-numbering system, the instructions governing the numbering of buildings, census houses and households are given in Sub-Appendix II to this Appendix.

27. *If the housenold 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.

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

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

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

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

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

36. If on the check of revisional round between 1st and 3rd *March, 1971 the Head of the household as recorded previously is found to have died, the person in the household who succeeds him by common consent as head should

be recorded as Head and the relationships in all other slips will have to be suitably corrected. The slip of the deceased Head of the household will, of course, be cancelled.

Question 3 : Sex

37. For males write 'M' and for females write 'F' within the circle indicated against this question. Even for eunuchs and hermaphrodites, write 'M' only. Verify with reference to the name and relationship to Head against questions 1 and 2 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 cannot 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.

6(a) Age at marriage

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

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

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

46. It is common experience that the birth of the child may not be reported readily if the child is not actually surviving at the time of enumeration. Infant deaths are still high in the country. There is a chance of a number of such cases being missed unless specifically questioned about them. It is necessary to record all live births even if the child had died soon thereafter or had not survived to the day of 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 occured to the currently married woman in the last one year is netted whether the child is surviving till the date of enumeration or not. Similarly, probe to eliminate still births may be necessary. For example, when the answer is 'yes' under question 6(b) the enumerator might ask if the child is here in this house. If the answer is 'yes', no further question is needed. If 'no', the enumerator might ask where he has gone. The answer may be 'dead' or he has gone elsewhere. If 'dead' then the enumerator might ask when did the child die and this will bring out the fact whether or not it was a still birth.

47. Write 'Yes', if the currently married woman had given birth to a live child from the prescribed festival day last year to the date of enumeration or 'No' if she had not. In case of

twin or multiple births, write 2, 3, *etc.*, as the case may be within round brackets after the entry 'Yes'.

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

Question 7 : Birth Place

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

7(a) Place of Birth

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

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

7(b) Rural/Urban

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

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

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

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

7(c) District

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

7(d) State/Country

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

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

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

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

Question 8 : Last Residence

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

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

8(a) Place of last residence

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

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

8(b) Rural/Urban

58. For a person who had previously resided outside the place of enumeration ascertain if the place of last previous residence was rural or urban and record the answer. For a person whose last previous residence was a village write 'R'. For a person whose last previous residence was a town/city, write 'U'. For a person who last resided in a foreign country write 'X'. For a person whose last previous residence cannot be classified, write 'Not known'.

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

For helping the person to determine whether a place was rural or urban, you may

mention important urban characteristics as indicated in the instructions against item 7(b) in para 50.

8(c) District

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

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

8(d) State/Country

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

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

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

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

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

Question 10 : Religion

62. In answering this question use the following abbreviations :

H : Hinduism
I : Islam
C : Christianity
S : Sikhism
B : Buddhism
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 the 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 necssary 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 adquate 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 aquainted, 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 the 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.

Questions 14 : Mother-tongue

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

75. Record mother-tongue in full whatever be the name of the language as returned and avoid use of abbreviations. You are not expected to determine if the language returned by a person is the dialect of another major language and so on. You should not try to establish any relationship between religion and mother-tongue. *You are bound to record the language as returned by the person as his mother-tongue and you should not enter into any argument with him and try to record anything other than what is returned.* If you have reason to suspect that in any area due to any organised

movement, mother-tongue was not being truthfully returned, you should record the mother-tongue as actually returned by the respondent and make a report to your superior Census Officers for verification. You are not authorised to make any correction on your own.

Question 15 : Other languages

76. After recording the mother-tonge 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-tonge put 'X' against this question.

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

Question 16 : Main Activity

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

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

80. *Reference periods*: The reference period is one week prior to the date of enumeration in the case of regular work in trade, profession, service or business. If a person had participated in any such regular work on any one of the days during this reference period and this has been returned as his main activity, the person will be categorised accordingly. A person who normally works but had been absent from work during this reference period on account of illness or travel, holiday, temporary 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, live-stock 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 poperly 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 coolie. He should be categorised for his main activity as agricultural labourer only as returned by him as he engages himself mostly in that work and the other work should be treated as his subsidiary work.

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

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

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

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

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

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

C : CULTIVATOR

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

87. *Definition of Cultivator* : For purposes of the census a person is working as Cultivator if he or she is engaged in cultivation by oneself or by supervision or direction in one's capacity as the owner or lessee of land held from 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 has given out land to another person or persons for cultivation for money, kind or share of crop and who does not even supervise or direct cultivation of land, will not be treated as working as cultivator. Similarly, a person working in another person's land for wages in cash, kind or share (Agricultural labourer) will not be treated as cultivator in this question.

AL : AGRICULTURAL LABOURER

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

91. *Definition of an Agricultural Labourer* : A person who works in another person's land for wages in money, kind or share should be regarded as an agricultural labourer. He has no risk in

the cultivation but he merely works in another person's land for wages. The labourer could have no right of lease or contract on land on which he works.

H.H.I. : HOUSEHOLD INDUSTRY

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

93. *Definition of a household Industry*

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

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

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

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.

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 against 16 (a) (i).

ST : STUDENT

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

R : RETIRED PERSON OR A RENTIER

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

D : DEPENDENT

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

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

B : BEGGARS, ETC.

104. This will cover beggars, vagrants or such cases as independent women without indication of source of income and those of unspecified sources of subsistence and who are not engaged in any econmically 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-section (b) to (f) will not apply and a 'X' may be put right across all these questions.

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

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

Q. 16(c) : Name of Establishment

111. This question and the subsequent subsections 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 working. The sector of economy in which a person works may relate to (i) Plantation, Forestry, Fishing, Livestock, *etc.*, (ii) Mining and/or Quarrying (iii) Manufacturing (iv) Construction (v) Electricity, Gas or Water Supply (vi) Transport and Communications (vii) Trade and Commerce (viii) Professions and Services. Full details of the type of industry, trade, profession or service in which the person is engaged will have to be recorded here. To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, substantial description of various economic activities are furnished in Sub-Appendix IV, categorised under certain broad classifications. The list in Sub-Appendix IV is not exhaustive. You shall have to describe the nature of Industry, Profession, Trade or Service whatever it is, in as precise a detail as possible.

Q. 16(e) Description of work

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

Sub-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 (Sub-Appendix VI) at the end of this Appendix the Industrial and Occupational lists in Sub-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 16(e) put an 'X' in this question also.

EXPLANATION :

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

120. An Employee is a person who usually works under some other person for salary or

wages in cash or kind. There may be persons who are employed as managers, superintendents, agents, *etc.*, and in that capacity employ or control other workers on behalf of their own employers. Such persons are only employees, as explained above, and should not be regarded as employers.

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

122. A family Worker is a member who works without receiving wages in cash or kind, in an industry, business, trade or service. For example, the working members in a family of *Dhobies* where they all participate and each does not receive wages separately will be family workers. There may be family workers in industry, trade or professions as well. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. The family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or Head of the Household or other relative.

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

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

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

Q. 17 : Secondary Work

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

126. Ask of each person if, besides what he had already returned as his/her main activity

against questions 16(a) (i) or 16(a) (ii), he/she participated in any secondary work. A number of unpaid family workers participating in the household enterprises, who might have returned themselves mainly as 'H' or 'ST' or 'R' under question 16 (a) (ii) for their main activity will be netted here for their economic activity which is subsidiary. Mere rendering of service for one's own home or production of goods for purely domestic consumption are not to be treated as economic activity. For example, a servant who works as a cook in his or her employer's home for wages will be considered economically active but, a housewife, even if she may work much more than a paid servant, in having to cook for the family or looking after the household will not be treated as economically active for the purpose of this classification. Similarly, women who may produce cloth on a loin loom at home for domestic consumption will not be treated as economically active unless the products are sold and the household derives an income. Participation in work that goes to augment the income of the household will only be treated as economic activity. A boy whose main activity is shown as a student under 16(a) (ii), can have the secondary work of say, cultivation if he helped the head of the household in the family cultivation during some parts of the season. But if a girl student, whose main activity is shown as 'ST' under 16(a) (ii), also helped in weaving cloth purely for domestic consumption on a loin loom at home, or helped in attending to household chores, she will not be treated as having any secondary work. Secondary work will be reckoned only if the person is engaged in some economic activity even if marginal in addition to whatever is the main activity under question 16. A person whose main activity is shown as, say, a clerk in a Government Office or a teacher under question 16, also attends to some cultivation by his direct supervision or undertakes some tuition, this will be shown as secondary work under question 17. A person's main activity may be cultivation in question 16 and his subsidiary activity money lending in question 17. Again main activity may be agricultural labourer and subsidiary work sugar factory labourer and so on and so forth.

127. The instructions for the usage fo abbreviations in categorising workers under 16(a) (i) and filling in the details under 16(b) to (f) will apply *mutatis mutandis* to question 17(a) to (f), except that while question 16(a) (i) will cover the main work, question 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 Sub-Appendix VII and some illustrations for recording answers against Q. 16 are given in Sub-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 Sub-Appendix X. If you feel that the filling of the Population Record in the field is likely to take considerable time there is no objection to the details being posted by you later at home at the end of the day. However, soon after you complete the enumeration of all the persons in a household you must note down the Location Code No. and the Household No. on the Population Record and also copy out in Col. 2

all the names of the persons enumerated in the household. This will help you to check with the members of the household and verify if all the persons qualified to be enumerated in the household have been fully enumerated.

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

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

You will be required to furnish information in the Enumerator's Abstract on the total number of occupied residential houses, the census households, the institutional households and houseless households in your block with reference to the entries made in this Population Record. So please make sure that you have entered the Household No. correctly as this will guide you in posting the required particulars in 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, column 9 of the Population Record may require some explanation. For those who have returned themselves as workers for their main activity against Question 16(a) (i) of the Individual Slip, while you may note 'C', 'AL' as the case may be, as recorded in the box against Question 16(a) (i), in respect of those other than cultivators and agricultural labourers, you may please indicate briefly the description of work as recorded in Question 16(e) of the Individual Slip. For those who have returned themselves as non-workers for their main activity you may note the same abbreviation as recorded against Question 16(a) (ii).

Enumeration of Houseless Population

130. You must complete the enumeration of all the persons in all the households in your jurisdiction between 10th **February and †28th February, 1971. During this period you should also take note of the possible places where homeless population is likely to live such as on the road side, pavements or in open temple mandaps and the like. On the night of †28th February, 1971 you will have to quickly cover all such houseless population and enumerate them. If there is likely to be a very large number of houseless persons in your jurisdiction whom you may not be able to enumerate single handed in one night you should report to your supervisor so that one or more extra enumerators may be deputed to assist you

In the one night enumeration of such houseless persons. You should keep particular watch on the large settlements of nomadic population who are likely to camp on the outskirts of villages. These people will have to be covered on the †28th February. You should of course make sure that they have not been enumerated elsewhere. As par instructions in para 28 you should record 'O' in bold letters for houseless persons in the space provided for household number.

REVISIONAL ROUND

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

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

If such a deceased person was recorded as 'Head of the Household' then you will have to find out who is recognised as 'Head' in that household after the deceased person. Accordingly, you will have to put 'Head' Q. 2 in the individual slip of the person who is now recognised as 'Head' and correct the relationship of all members of the household in their respective individual slips, with reference to their relationship with 'Head' now recognised.

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

Enumerators Daily Posting Statement

132. Each day you will have to carefully post the information on certain items of eaeh 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 'females' in Females Posting Statement (Form F).

134. You are advised to make entries in a sequence starting with lowest Pad No. used by you starting with Slip No. 1 in each Pad so as to avoid duplication or missing of any entries. Both the statements are similar except that one is meant for Males and the other for Females. You should not fill up Col. 1 (Final Serial No.) at the first instance. This col. will be filled after the revisional round i.e. after you have brought the count up-to-date with reference to sunrise of 1st *March 1971 (see para 131) and also after you have struck the grand total of cols. 4 to 13. In cols. 2,3 and 4 you have to copy Pad No., Slip No. and record as sex de 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 entries in one form and strike the grand totals after the Revisional Round. Now proceed to fill up col. 1 in a continuous manner starting with the first entry in the posting statement, while assigning serial number in col. 1, you should ignore scored-out lines. Thus the grand total of column. 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 and 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 result of the census. In the past census the enumerator's 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 this 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.

SUB-APPENDIX I TO APPENDIX VIII(b)
PROVISIONS OF THE INDIAN CENSUS ACT RELATING TO THE ENUMERATORS

(See para 2)

Asking of questions and obligation to answer

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

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

Occupier or manager to fill up schedule

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

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof 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 there under or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

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

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

× × ×

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."

SUB-APPENDIX II TO APPENDIX VIII(b)
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. 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 particularly independent of one another and likely to have been built at different times and owned by different persons. In such cases though the whole structure with all the adjoining units apparently appears to be one building, each portion should be treated as separate building and given separate numbers.

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

4. The buildings should be numbered as follows :

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

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

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

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

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

number of the adjacent building number, *e.g.*, 10/1.....

Note : These should not be numbered as 10 (1) or 10 (2), *etc*,, as such numbering would apply to census houses within the same building. On the other hand 10/1 would mean a separate building that has come up after 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 persons. A cook or a servant living in the house of his employers and taking his food there is to be considered as a member of the master's household. A hotel where a number of unrelated persons live together is an institutional household. So is a jail.

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

SUB-APPENDIX III TO APPENDIX VIII(b)
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 sweetmeats and bakery products, production of butter, ghee, *etc.*, slaughtering and preservation of meat and fish, fish curing, *etc.*, oil pressing ghani.

Beverages

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

Tobacco Products

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

Textile Cotton

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

Textile Jute, Wool or Silk

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

Textile Miscellaneous

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

Manufacture of Wood and Wood Products

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

Paper and Paper Products

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

Printing and Publishing

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

Leather and Leather Products

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

Rubber, Petroleum and Coal Products

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

Chemicals and Chemical Products

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

Non-metallic Mineral Products other than Petroleum and Coal

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

Basic Metals and their Products except Machinery and Transport Equipment

Manufacture of iron arms and weapons and their service and repair, iron and steel furniture, brass, bell-metal utensils, aluminium utensils, tin utensils, copper utensils, *etc.*, nickeling and electroplating, blacksmithy, manufacture and repair of agricultural implements such as ploughshare, *etc.*, making and repairing of locks and 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.

SUB-APPENDIX IV TO APPENDIX VIII(b)
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, betal nuts, *etc.*

Livestock Production

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

Agricultural Services

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

Hunting

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

Forestry and Logging

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

Fishing

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

MINING AND QUARRYING

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

MANUFACTURING AND REPAIR

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

Manufacture of Food Products

Slaughtering, preparation and preservation of meat; dairy products; canning and preservation of fruits and vegetable ; fish, grain mill products ; 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 textiles mills ; printing, dyeing and bleaching of cotton textiles ; cotton spinning other than in mills (charkha) ; khadi production ; weaving, *etc.*, in handlooms and powerlooms; *etc.*

Manufacture of Wool, Silk and Synthetic Fibre Textiles

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

Manufacture of Jute, Hemp and Mesta Textiles

Spinning and pressing and baling of Jute and Mesta ; dyeing, printing and bleaching of 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, crates, drums, barrels, *etc.*, beams, posts, doors and windows ; wooden industrial goods like blocks, handles, *etc.* ; cork products ; wooden, bamboo and cane furniture and fixture, *etc.*

Paper and Paper Products and Printing, Publishing and allied Industries

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

Leather and 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.* ; explosive and ammunition and fireworks, *etc.*

Non-metallic Mineral Products

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

Basic Metal and Alloys Industries

Iron and Steel Industries ; casting foundries ; ferro-alloys ; copper, brass, zinc and brass manufacturing, *etc.*

Metal Products and Parts except Machinery and Transport Equipment

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

Machinery, Machine tools and parts except Electrical Machinery

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

Electrical Machinery, Apparatus, Appliances and Supplies and parts

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

Transport equipments and parts

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

Other Manufacturing Industries

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

ELECTRICITY, GAS AND WATER

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

CONSTRUCTION

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

WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

Food, Textiles, Live Animals, Beverages and Intoxicants

Indicate clearly that the wholesale trade is done in cereals, pulses, foodstuff, textiles and textile products, *e.g.*, garments, shirtings, *etc.* ; beverages, intoxicants like wines, opium. ganja, 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, dairy products, pan, bidi, aerated water, *etc.*

Retail Trade in Textiles

Do not merely say engaged in retail trade in textile, but indicate clearly what the retail

trade is concerned with Dealers in textiles (non-ready made), ready-made garments, are some examples.

Retail Trade in Others

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

Restaurants and Hotels

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

TRANSPORT, STORAGE AND COMMUNICATION

(Do not merely say engaged in land, water, air transport but give further particulars.) Indicate what kind of transport such as packing, crating, travel agencies, *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 ife ; 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.*

SUB-APPENDIX V TO APPENDIX VIII(b)
CLASSIFIED LIST OF OCCUPATIONS *i.e.* DESCRIPTION OF WORK
[Q. 16(e) *and* 17(e)—*See Paras* 113-114]

Professional, Technical and Related Workers

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

Administrative, Executive and Managerial Workers

(Do not merely say Govt. Officer, an officer in a private firm or concern but give further particulars.) They may be in Government service or under a local body or in a business firm, manufacturing establishment or a catering establishment or a transport company and so on. Their full description should be recorded such as for example, Secretary to the Government of India, District Collector, Municipal Commissioner, Executive Officer of a Panchayat, Director of a firm, Manager of a business concern, proprietor and Manager of a hotel, elected and legislative officials, 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, travellers, hawkers and street vendors, money lenders, pawn brokers, *etc.*, will also be covered.

Service Workers

(There are all types of service workers such as those engaged as domestic servants or in personal services or in police service or watch and war,d *etc.* Give precise particulars.) Hotel and restaurant keepers, house-keepers, matrons, and stewards (domestic and institutional), cooks, waiters, bartenders and related workers (domestic and institutional), maids and related house-keeping service workers, building caretakers, sweepers, cleaners and related workers, launderers, dry cleaners and pressers, hair dressers, beauticians and related workers, protection service workers, such as watchmen, chowkidars, gatekeepers, *etc.*, other service workers.

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

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

Production and other Related Workers, Transport Equipment Operators and Labourers

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

SUB-APPENDIX VI TO APPENDIX VIII(b)

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

Q. 16(a) (i) Broad Category	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

(Continued)

SUB-APPENDIX VI TO APPENDIX VIII(b)—*Contd.*

Some illustrations for filing the economic characteristices falling under Q. 16 or Q. 17 are given below :

Q. 16(a) (i) Broad Category	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
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
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 ready-made garments and hosiery	Salesman	FW

(*Continued*)

SUB-APPENDIX VI TO APPENDIX VIII(b)—*Contd.*

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

Q. 16(a) (i) Broad Category	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
36. OW	X	PL	Kaka Agrico	Dealing in Hardware	Sales Manager	EE
37. OW	X	PL	Indian Iron and Steel Company, Burnpur	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	Asoka Hotel, New Delhi	Residential Hotel	Cook	EE
51. OW	X	Bangalore	XYZ Club	Recreation Club	Bearer	EE
52. OW	X	PL	No particular name	Retail trade in grocery	Working proprietor	SW
53. OW	X	PL	Bhilai Steel Plant	Steel Production	Chartered Accountant	EE
54. OW	X	Howrah	Howrah Jute Mill	Jute Mill	Accountant	EE
55. OW	X	PL	ABC Film Studios	Production of feature films	Cinema Actor	SW

(*Continued*).

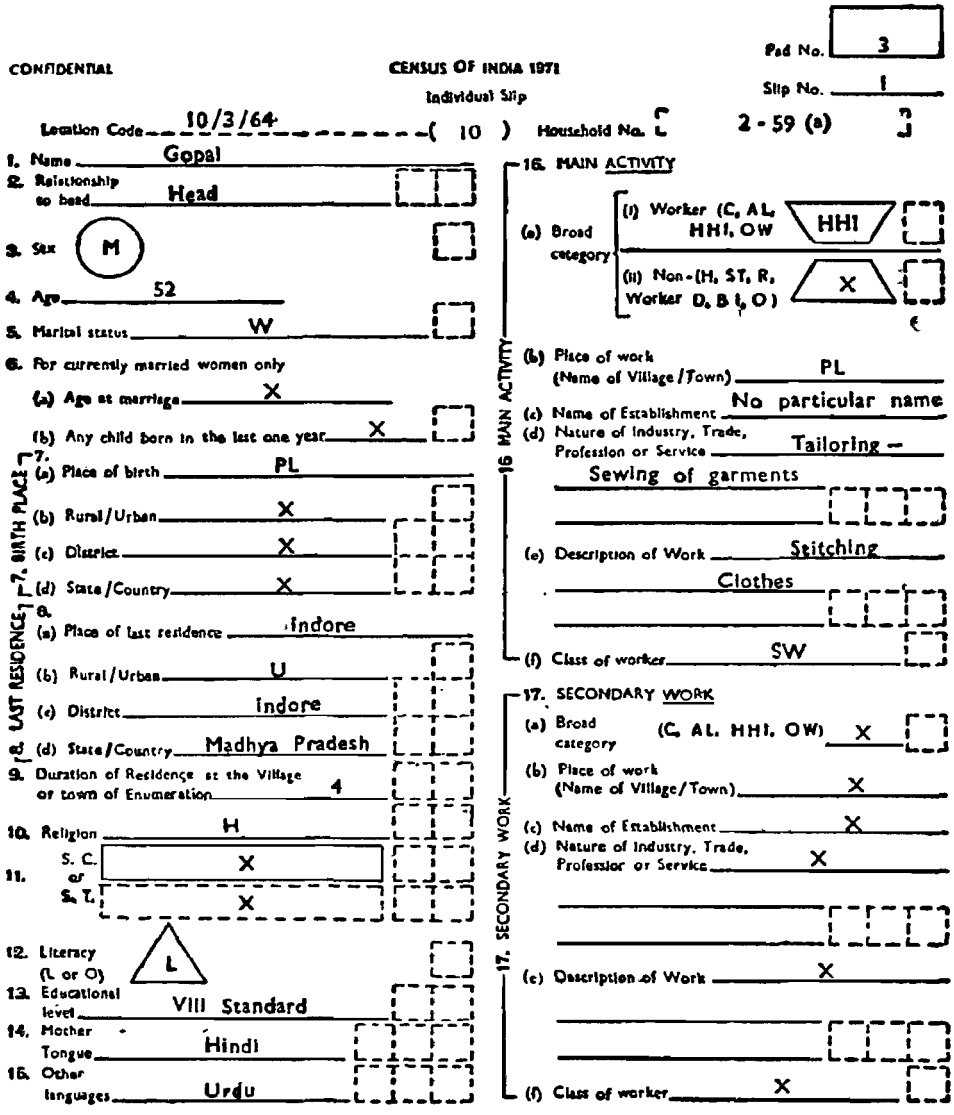
SUB-APPENDIX VI TO APPENDIX VIII(b)—*Concld.*

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

Q. 16(a) (i) Broad Category	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
56. OW	X	PL	Ruparekha Company	Commercial Sign painting	Sign painter	EE
57. OW	X	PL	Portland Cement Co.	Cement manufacturing	Canvas bag maker	EE
58. OW	X	PL	ABC Stock Exchange	Share broker	Share broker in tea and jute	SW
59. OW	X	PL	ABC Business House Ltd.	Discounting of bills of business firms	Managing Director	ER
60. OW	X	PL	Ramachandra Engineering Co.	General Engineering Works	Die Caster	EE
61. OW	X	PL	ABC Paint Factory	Manufacture of paints	Ochre Grinder	EE
62. OW	X	PL	Solan Breweries	Brewery Factory	Distillation Plant Operator	EE
63. OW	X	PL	ABC Chemical Factory	Manufacture of Hydrochloric Acid	Grinder	EE
64. OW	X	PL	ABC Rerolling Mills	Steel Rerolling Works	Cleaner	EE
65. OW	X	PL	ABC Cinema	Cinema House	Gate keeper	EE
66. OW	X	PL	ABC Engineering Works	Iron and Steel Foundry	Moulder	EE
67. OW	X	PL	ABC Oil Mill	Manufacture of mustard oil	Foreman, Packing Department	EE
68. OW	X	PL	ABC Company	Motor body building Factory	Foreman, Saw Mill	EE
69. OW	X	Shahdara	ABC Aluminium Company	Aluminium Factory	Foundry Caster	EE
70. OW	X	Tata Nagar	ABC Iron Factory	Iron Foundry Works	Furnaceman Boiler shop	EE
71. OW	X	New Delhi	Govt. Printing Press	Printing Works	Mono Operator	EE
72. OW	X	PL	ABC Small Tool Company	Small Tools Production	Brass Turner	EE
73. OW	X	PL	State Social Welfare Board	Social Welfare Organisation	Honorary Social Worker	SW
74. OW	X	New Delhi	Parliament, Delhi	Parliamentary Work	Member of Parliament	SW
75. OW	X	PL	No particular journal	Writing for newspapers and periodicals	Freelance journalist	SW
76. OW	X	PL	ABC Party	Promotion of party's Political Work	Political Worker	SW

(*Concluded*)

SUB-APPENDIX VII TO APPENDIX VIII(b)



SUB-APPENDIX VII TO APPENDIX VIII(b)—*contd.*

CONFIDENTIAL — CENSUS OF INDIA 1971 — Individual Slip

Pad No. 3

Slip No. 2

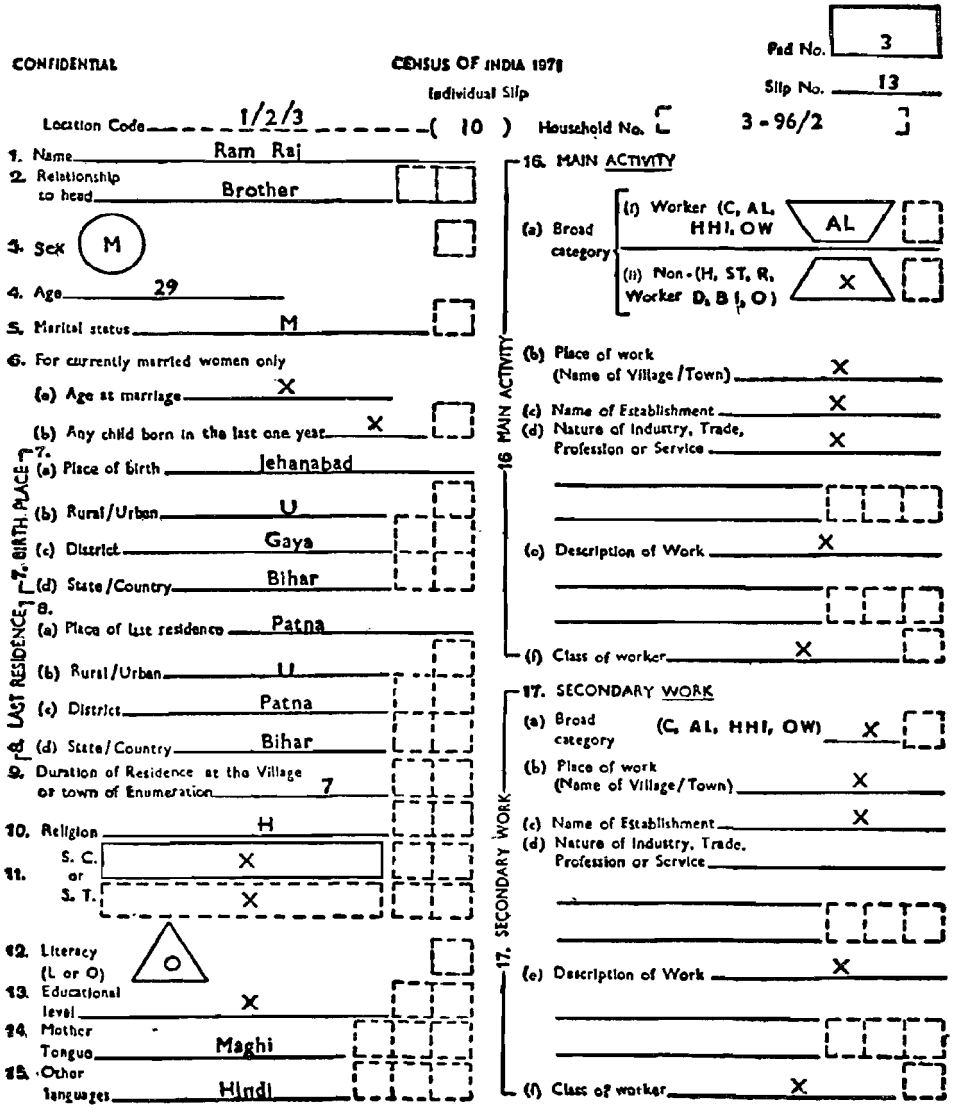
Location Code 10/3/64 (10) Household No. 2 - 59 (a)

1. Name: Anand
2. Relationship to head: Son
3. Sex: M
4. Age: 28
5. Marital status: M
6. For currently married 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: B. A., B. Ed.
14. Mother Tongue: Hindi
15. Other languages: English, Urdu

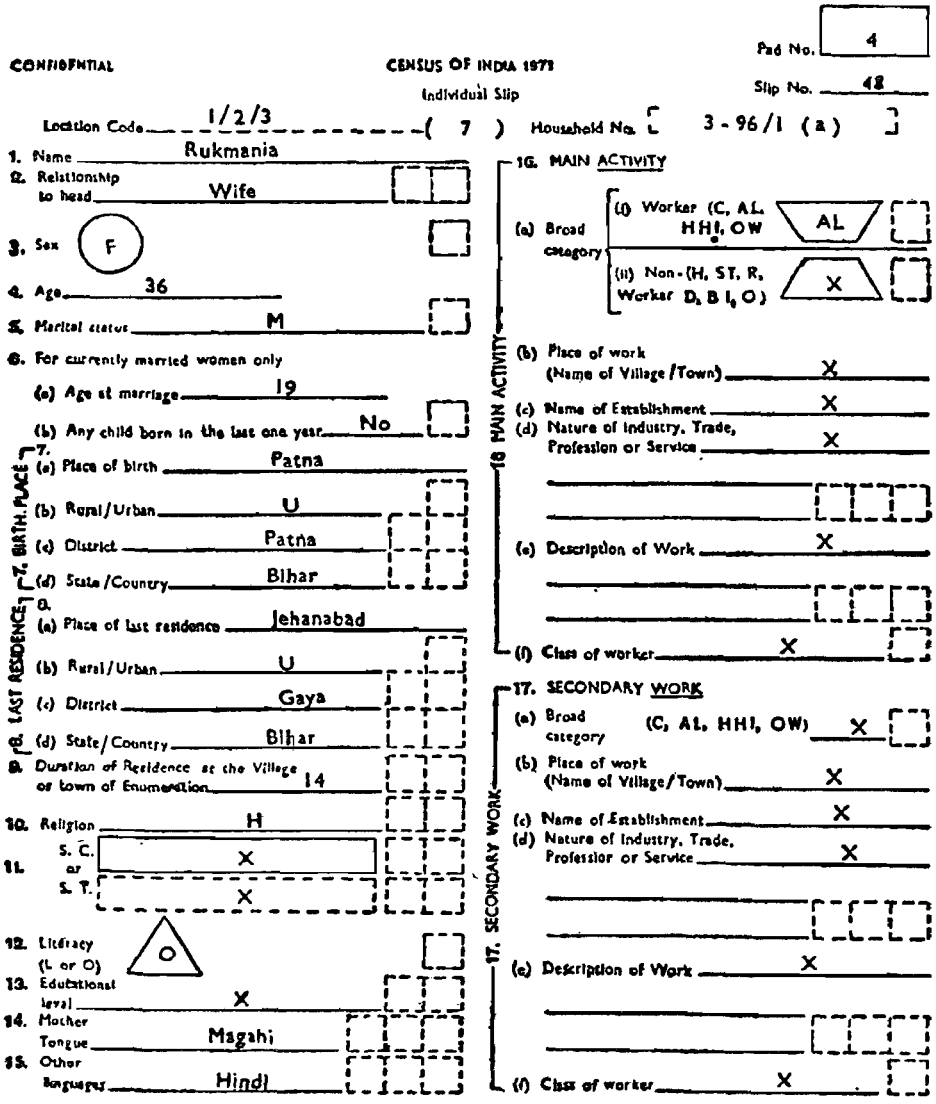
16. MAIN ACTIVITY
   (a) Broad category
      (i) Worker (C, AL, HHI, OW): OW
      (ii) Non-(H, ST, R, Worker D, B I, O): X
   (b) Place of work (Name of Village/Town): PL
   (c) Name of Establishment: Rampur High School
   (d) Nature of Industry, Trade, Profession or Service: Madhya Pradesh Educational Service
   (e) Description of Work: Teacher of Secondary School
   (f) Class of worker: EE

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

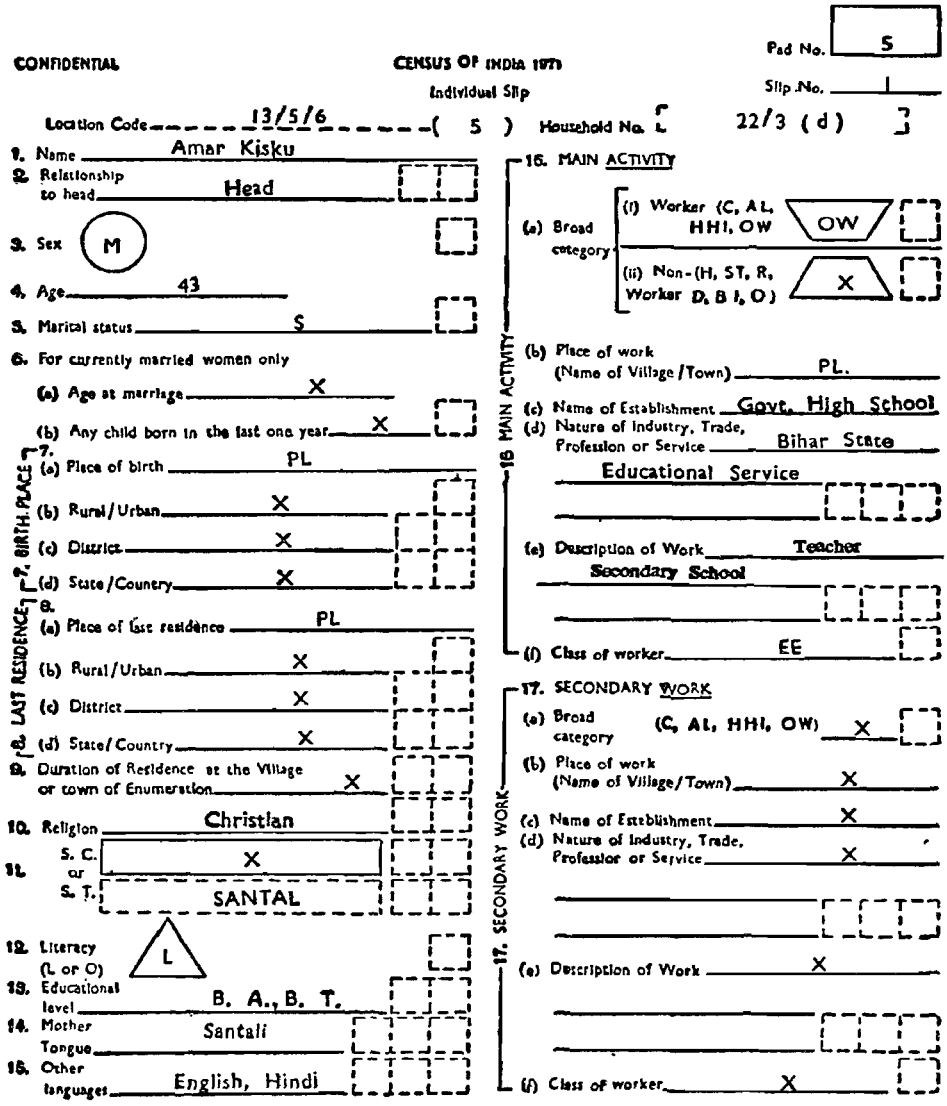
SUB-APPENDIX VII TO APPENDIX VIII(b)—*contd.*



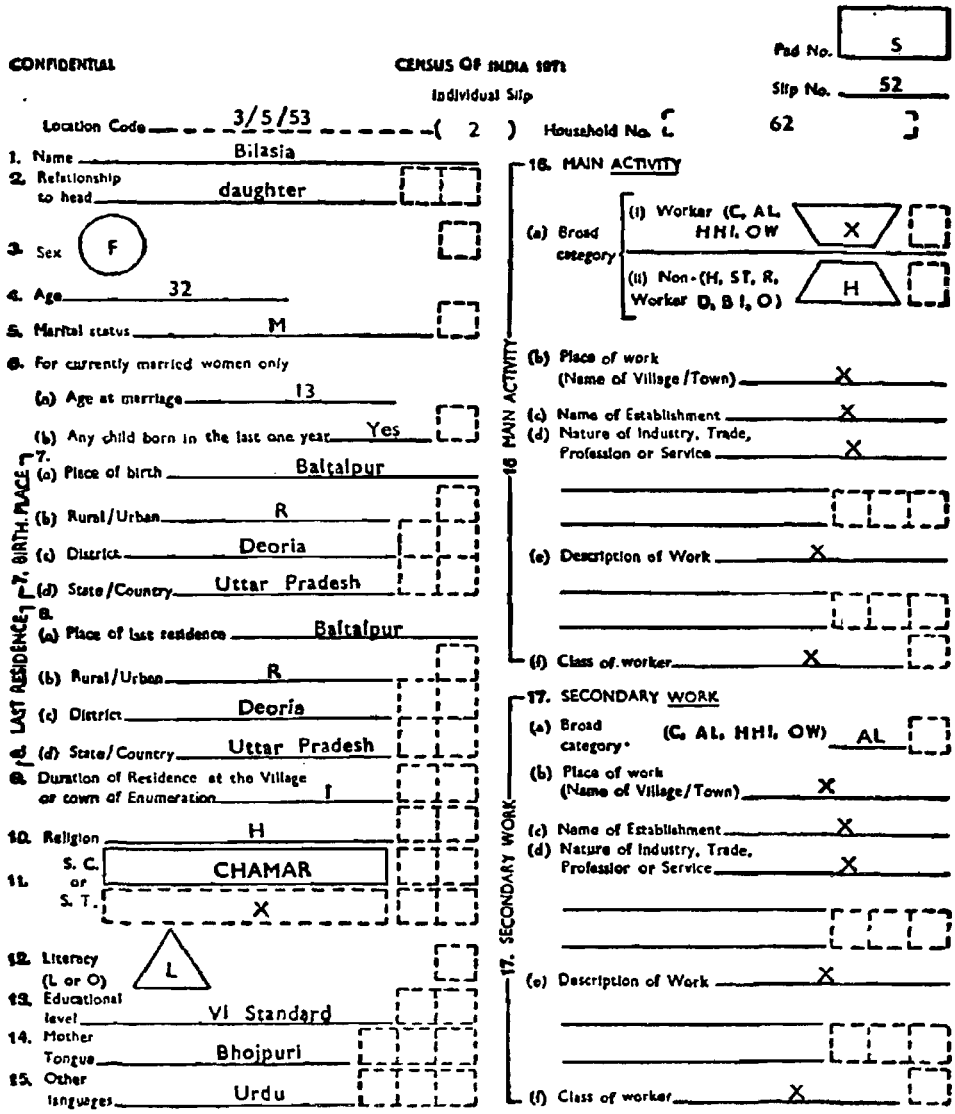
SUB-APPENDIX VII TO APPENDIX VIII(b)—*contd.*



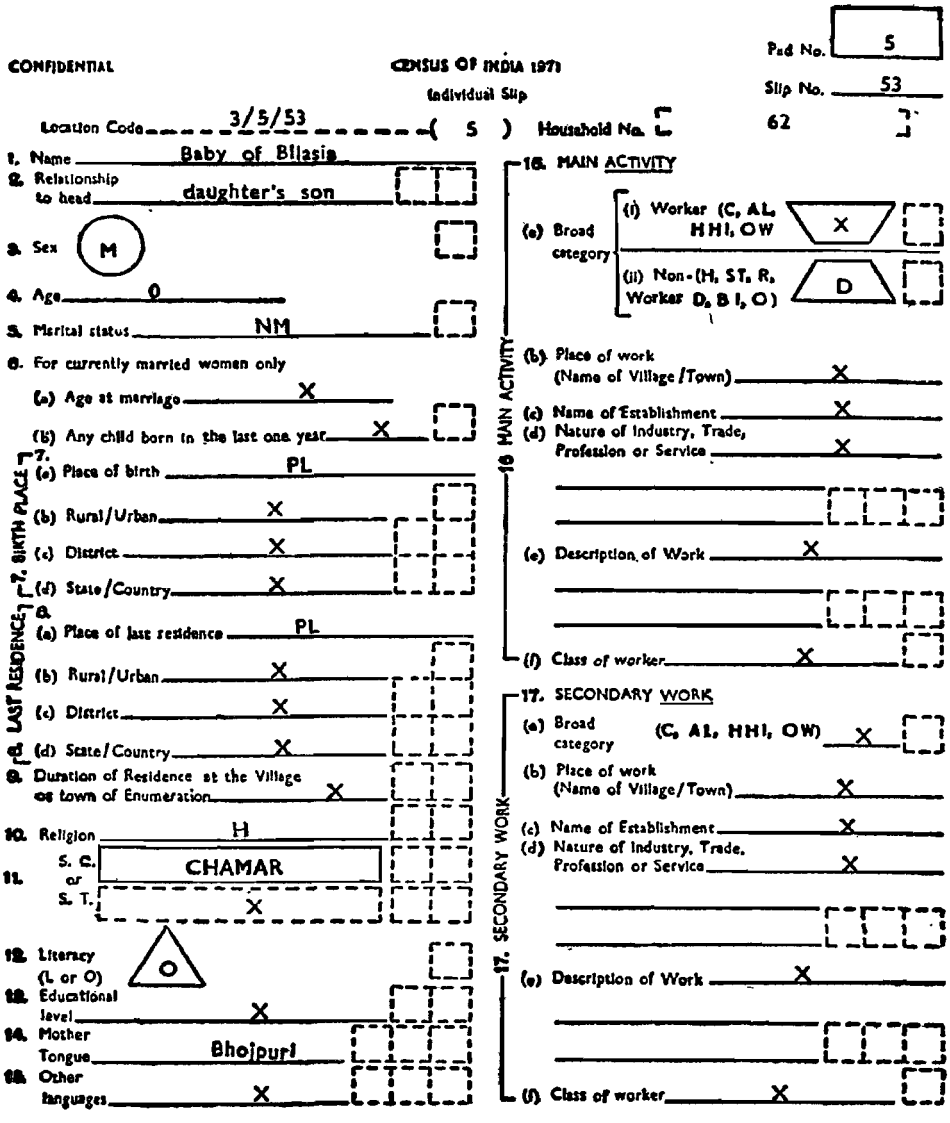
SUB-APPENDIX VII TO APPENDIX VIII(b)—*contd.*



SUB-APPENDIX VII TO APPENDIX VIII(b)—*contd.*



SUB-APPENDIX VII TO APPENDIX VIII(b)—*contd.*



SUB-APPENDIX VII TO APPENDIX VIII(b)—*contd.*

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. 7

Slip No. 32

Location Code 5/IV/3 (11) 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

7. BIRTH PLACE

(a) Place of birth Kathmandu

(b) Rural/Urban X

(c) District X

(d) State/Country Nepal

8. 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. S. C. X / S. T.

12. Literacy (L or O) 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

(ii) Non-(H, ST, R, Worker D, S 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 woolen Sweaters for sale

(e) Description of Work Knitting Sweaters

(f) Class of worker F W

SUB-APPENDIX VII TO APPENDIX VIII(b)—*contd.*

CONFIDENTIAL — CENSUS OF INDIA 1971 — Individual Slip

Pad No. 15 — Slip No. 100

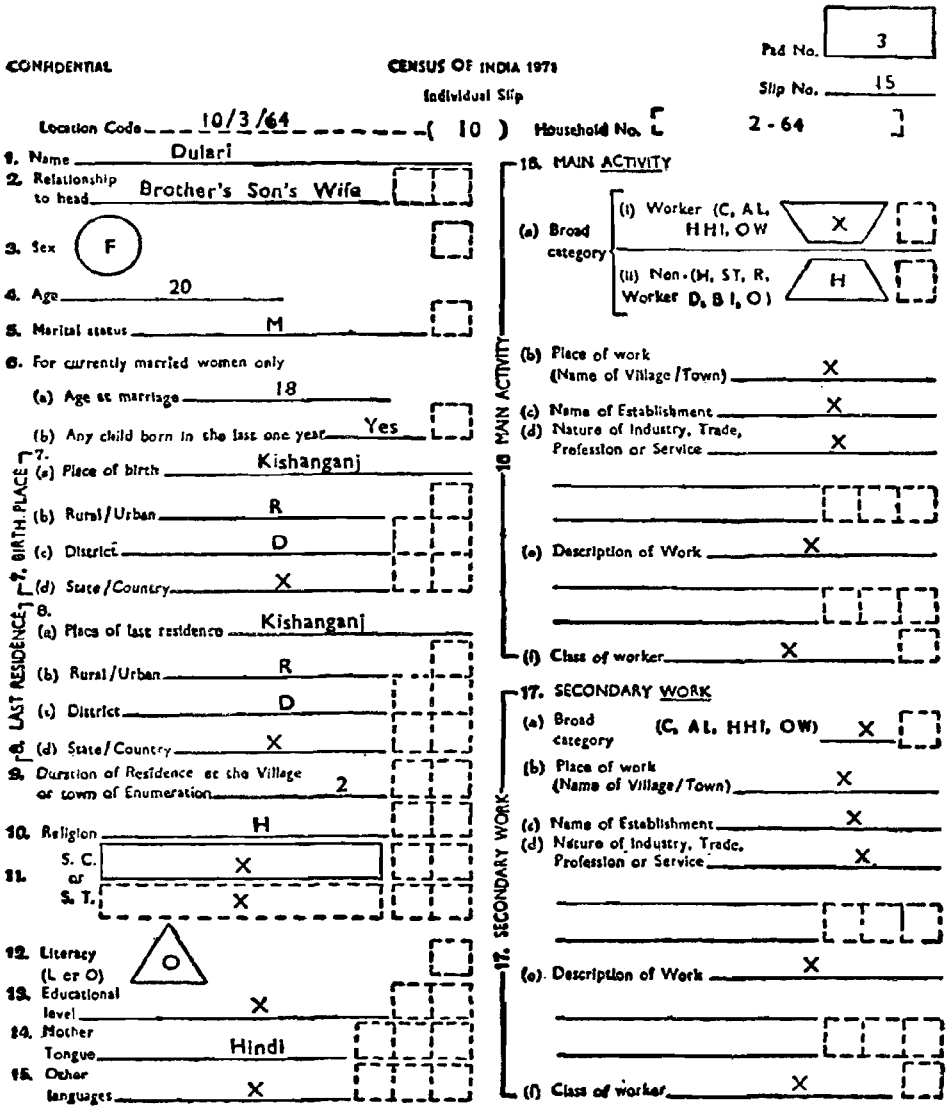
Location Code 15/II/2 (20) Household No. 10-2-43 (b)

1. Name: Hussain
2. Relationship to head: Head
3. Sex: M
4. Age: 45
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. BIRTH PLACE
   (a) Place of birth: Hyderabad
   (b) Rural/Urban: U
   (c) District: Hyderabad
   (d) State/Country: Andhra Pradesh
8. LAST RESIDENCE
   (a) Place of last residence: Nagpur
   (b) Rural/Urban: U
   (c) District: Nagpur
   (d) State/Country: Maharashtra
9. Duration of Residence at the Village or town of Enumeration: 2
10. Religion: I
11. S. C. or S. T.: X / X
12. Literacy (L or O): L
13. Educational level: B. Sc. (Leather Tech.)
14. Mother Tongue: Urdu
15. Other languages: Telugu, English

16. MAIN ACTIVITY
   (a) Broad category: (i) Worker (C, AL, HHI, OW): OW; (ii) Non-(H, ST, R, Worker D, B I, O): X
   (b) Place of work (Name of Village/Town): PL
   (c) Name of Establishment: Hussain & Co.
   (d) Nature of Industry, Trade, Profession or Service: Currying and Tanning of hides & skin
   (e) Description of Work: Working proprietor
   (f) Class of worker: ER

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

SUB-APPENDIX VII TO APPENDIX VIII(b)—*concld.*



SUB-APPENDIX VIII TO APPENDIX VIII(b)

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	House hold Industry	Other worker	Non-Worktrs
			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_____

SUB-APPENDIX VIII TO APPENDIX VIII(b)—*concld.*

ENUMERATORS DAILY POSTING STATEMENT

(Form F)

Location Code 10/3/64(10) 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 ——————————

Verified 100% with Schedules and found correct.

Date——————

Signature of the Supervisor ——————————

Date——————

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

SUB-APPENDIX—IX TO APPENDIX VIII(b)

ENUMERATOR'S ABSTRACT

(Form T)

Location Code 10/3/64(10) Enumerator's Block No. 10

Name of Village Pandori Name of Enumerator.....Prithipal

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 households correctly. See paras 24—29 of the instruction for filling up the Individual Slip.

The number of households can be same as/or more than the census houses, but normally there will not be more houses than the households. The information for columns 12 & 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.

SUB-APPENDIX—X TO APPENDIX VIII(b)

POPULATION RECORD

CONFIDENTIAL (To be compiled from Individual Slips) Census 1971

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

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

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

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

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

APPENDIX—IX(a)

(Vide Chapter V Para last)

STATEMENT SHOWING THE RECEIPT OF SCHEDULES, FORMS AND INSTRUCTION BOOKLETS FOR HOUSELISTING AND HOUSENUMBERING

Sl. No.	Name of Schedule	Language	Source of receipt	No. of copies	Remarks
1	2	3	4	5	6
			TRAINING		
1.	Instruction Booklet	English	Registrar General, India, New Delhi.	22	
2.	Explanatory note for Houselists	English	Registrar General, India, New Delhi.	800	
3.	Filled in Houselist	English	Registrar General, India, New Delhi.	780	
4.	Filled in Establishment Schedule	English	Registrar General, India, New Delhi.	786	
5.	Houselist	English	Registrar General, India, New Delhi.	800	
6.	Establishment Schedule	English	Registrar General, India, New Delhi.	800	
			FOR HOUSELISTING AND HOUSENUMBERING		
1.	Instruction Booklet	English	Registrar General, India, New Delhi.	1,300	500 copies were received from D. C. O. West Bengal as directed by Registrar General of India.
2.	Houselist	English	(1) Registrar General, India, New Delhi.	4,936	
			(2) D. C. O. West Bengal	8,200	Received from D. C. O. West Bengal as directed by Registrar General of India.
			(3) Govt. Press, Nagaland	5,000	Printed locally.
3.	Establishment Schedule	English	(1) Registrar General, India, New Delhi.	2,050	Printed locally.
			(2) D. C. O. West Bengal	4,000	Received from D. C. O. West Bengal as directed by Registarar General of India.
			(3) Govt. Press, Nagaland	1,500	Printed locally.
4.	Houselist Abstract for Charges	English	Govt. Press, Nagaland	700	Printed locally.
5.	Houselist Abstract	English	Govt. Press, Nagaland	4,500	Printed locally.
6.	Census Block & Personnel Register	English	Govt. Press, Nagaland	800	Printed locally.

STATEMENT SHOWING THE RECEIPT OF SCHEDULES, FORMS AND INSTRUCTION BOOKLETS FOR ACTUAL ENUMERATION

Sl. No.	Name of Schedule	Language	Source of receipt	No. of Copies	Remarks
1	2	3	4	5	6
			TRAINING		
1.	Instruction Booklet	English	Registrer General, India, New Delhi.	25	
2.	Individual slip (25 slips pad)	English	Registrar General, India, New Delhi	2,040	Received through D.C.O. West Bengal
3.	E. D. P. S. (M)	English	(1) Registrar General, India, New Delhi,	1,500	Received through D.C.O. Keral
			(2) Registrar General, India, New Delhi,	2,000	Received through D.C.O. Assam
4.	E. D. P. S. (F)	English	(1) Registrar General, India, New Delhi.	2,000	
			(2) Registrar General, India, New Delhi.	2,000	Received through D.C.O. Kerala
5.	Enumerator's Abstract	English	(1) Registrar General, India, New Delhi.	750	
			(2) Registrar General, India, New Delhi.	1,000	Received through D.C.O. Assam
6.	Population Record	English	Registrar General, India. New Delhi.	10,000	
			FOR ACTUAL ENUMERATION		
1.	Instruction Booklet	English	Registrar General, India, New Delhi.	1,900	1,400 copies received through D.C.O. Assam.
2.	Individual slip				
	(1) 25 slips pad	English	Registrar General, India, New Delhi.	2,180	Received through D C.O. West Bengal
	(2) 100 slips pad	English	Registrar General, India, New Delhi.	7,455	
3.	Enumerator's Abstract	English	Registrar General, India, New Delhi.	1,600	
4.	E. D. P. S. (M)	English	Registrar General, India, New Delhi.	20,000	Received through D. C. O. Assam.
5.	E. D. P. S. (F).	English	Registrar General, India, New Delhi.	13,000	

(Contd.)

STATEMENT SHOWING THE RECEIPT OF SCHEDULES, FORMS AND INSTRUCTION BOOKLETS FOR ACTUAL ENUMERATION

Sl. No.	Name of Schedule	Language	Source of receipt	No. of copies	Remarks
1	2	3	4	5	6
			FOR ACTUAL ENUMERATION—*Contd.*		
6.	D. H. & T. P. Card	English	Registrar General, India, New Delhi.	7,000	
7.	Population Record				
	(1) 50 slips pad	English	Registrar General, India, New Delhi.	1,845	
	(2) 25 slips pad	English	Registrar General, India, New Delhi.	1,110	
	(3) 25 slips pad	English	Govt. Press, Nagaland	2,000	Printed locally.
8.	Charge Abstract	English	Govt. Press, Nagaland	500	Both for training & Actual Enumeration.
9.	Village Directory with Instructions	English	Govt. Press, Nagaland	5,000	—do—
10.	Abridged Houselist	English	Govt. Press, Nagaland	6,000	—do—
11.	Posters	English	Registrar General, India, New Delhi.	2,000	
12.	Strikers	English	Registrar General, India, New Delhi.	2,000	

(*Concld.*)

APPENDIX—IX(b)

(Vide Chapter V para last)

DISTRIBUTION OF VARIOUS FORMS IN HOUSELIST OPERATION

District/Circle/Town	Houselist Forms	Establishment Schedules	Houselist Abstract	Houselist Abstract for Charges	Instruction Booklet	Census Block & Personnel Register
1	2	3	4	5	6	7
KOHIMA DISTRICT	6,695	2,595	945	134	479	58
Tseminyu	350	130	60	6	31	3
Pughoboto	300	100	50	8	21	3
Chiephobozou	550	120	70	8	24	3
Jakhama	400	120	50	8	32	3
Zubza	250	80	30	8	18	3
Phek Sadar	300	120	60	8	31	3
Pfutsero	340	70	30	4	15	3
Chizami	250	70	35	4	16	3
Chazouba	350	100	60	6	28	3
Meluri	180	80	40	6	10	3
Phokhungri	50	40	20	4	4	3
Dimapur	700	200	80	12	50	3
Pherima	600	325	100	15	64	3
Jaluke	175	100	40	8	22	4
Tenning	200	100	50	8	25	3
Pedi	300	140	60	8	31	3
Kohima Town	800	300	50	5	35	5
Dimapur Town	600	300	60	8	22	4
MOKOKCHUNG DISTRICT	6,040	2,543	793	133	449	80
Ongpangkong	700	150	60	10	34	4
Chuchuyimlang	300	100	40	6	21	3
Tuli	180	50	16	3	8	3
Alongkima	400	150	35	6	17	3
Kobulong	420	300	30	6	17	3
Longchem	150	70	50	4	16	3
Mangkolemba	20	8	2	4	3	3
Changtongya	150	40	16	4	8	3
Zunheboto	400	400	40	6	22	6
Aghunato	175	100	45	6	24	3
Satakha	300	120	50	6	29	3
Suruhoto	200	60	26	4	15	3
Akuluto	250	80	36	6	20	3

(Contd.)

DISTRIBUTION OF VARIOUS FORMS IN HOUSELIST OPERATION

District/Circle/Town	Houselist Forms	Establishment Schedules	Houselist Abstract	Houselist Abstract for Charges	Instruction Booklet	Census Block & Persannel Registe
1	2	3	4	5	6	7
MOKOKCHUNG DISTRICT—*Contd.*						
Atoizu	200	100	40	6	22	3
Satoi	100	40	20	4	9	3
Hoshepu	40	20	10	4	7	3
Achikuchu	125	100	40	6	22	3
Wokha	700	200	70	10	57	5
Sanis	140	50	25	6	13	3
Bhandari	250	150	60	10	38	3
Lotsu	140	50	26	4	16	3
Aitepyong	100	15	8	4	9	3
Sungro	200	40	28	4	9	3
Mokokchung Town	400	150	20	4	13	5
TUENSANG DISTRICT	5,345	1,550	738	103	379	75
Tuensang Sadar	400	135	70	10	32	10
Longkhim	140	50	20	3	10	3
Noksen	140	50	25	3	12	3
Chare	140	50	25	3	11	3
Tamlu	75	25	12	3	7	3
Longleng	500	100	70	6	31	3
Tobu	300	70	35	6	22	3
Shamatorr	180	60	25	3	12	3
Chessore	140	40	16	3	9	3
Noklak	460	120	60	6	28	3
Thonoknyu	200	60	25	3	15	3
Mon	400	140	50	8	32	5
Tizit	250	80	40	8	19	3
Phomching	370	60	30	4	14	3
Chen	200	50	25	4	16	3
Champang	600	120	60	8	32	3
Naginimara	250	60	30	4	16	3
Kiphire	250	80	40	6	22	6
Pungro	200	100	40	6	20	3
Sitimi	50	50	20	3	9	3
Seyochung	100	50	20	3	10	3

(*Concld.*)

APPENDIX—IX(b)

DISTRIBUTION OF VARIOUS FORMS FOR ACTUAL ENUMERATION

To whom distributed	Individual slip		E. D. P. S.		Population Record		Enumerators Abstract	Charge Abstract	Village Directory	Instruction Booklet
	100 slips pad	25 slips pad	M	F	50 slips pad	25 slips pad				
1	2	3	4	5	6	7	8	9	10	11
NAGALAND	**6,062**	**1,981**	**8,480**	**7,612**	**1,845**	**2,742**	**1,375**	**335**	**2,152**	**1,596**
B. R. T. F. (Nagaland)	128	11	279	149	..	86	9	23	..	20
S. I. B. (Nagaland)	5	6	9	6	..	6	3	3	..	9
Assam Rifles (Nagaland)	214	83	274	125	10	123	92	17	..	91
Kohima District	*2,092*	*651*	*3,136*	*2,751*	*1,097*	*452*	*465*	*121*	*785*	*529*
Mokokchung District	1,795	685	2,334	2,249	120	1,544	403	99	717	512
Tuensang District	1,828	545	2,448	2,332	618	531	403	72	650	435

DISTRIBUTION OF VARIOUS FORMS FOR ACTUAL ENUMERATION

District/Circle/Town	Individual slip		E. D. P. S.		Population Record		Enumerators Abstract	Charge Abstract	Village Directory	Instruction Booklet
	100 slips pad	25 slips pad	M	F	50 slips pad	25 slips pad				
1	2	3	4	5	6	7	8	9	10	11
KOHIMA DISTRICT	2,092	651	3,136	2,751	1,097	452	465	121	785	529
Tseminyu	101	42	141	148	39	15	23	7	50	34
Pughoboto	102	19	130	129	58	13	22	7	45	25
Chiephobozou	173	32	236	205	99	44	34	7	42	26
Jakhama	148	24	204	207	81	50	36	7	28	35
Zubza	59	24	122	122	37	29	19	7	22	21
Phek Sadar	78	34	115	111	49	12	26	7	50	34
Pfutsero	111	20	147	141	65	10	12	7	28	18
Chizami	78	16	103	98	46	7	13	7	28	19
Chazouba	194	28	202	213	89	39	21	7	42	31
Meluri	40	36	80	78	30	35	18	7	40	12
Phokhungri	10	16	23	22	8	4	9	7	22	4
Dimapur	226	84	348	291	99	33	43	6	95	53
Pherima	154	108	317	237	78	46	90	6	140	68
Jaluke	33	32	75	64	25	30	19	6	45	24
Tenning	63	31	87	86	25	12	22	6	48	28
Pedi	91	37	140	116	39	14	27	6	60	34
Kohima Town	212	42	331	270	106	28	13	7	..	38
Dimapur Town	219	26	335	213	124	31	18	7	..	25
MOKOKCHUNG DISTRICT	1,795	685	2,334	2,249	120	1,544	403	99	512	717
Ongpangkong	122	37	169	173	..	139	20	4	37	36
Chuchuyimlang	102	34	137	134	..	92	20	4	24	26
Tuli	72	13	104	95	..	69	10	4	11	15
Alongkima	126	18	156	162	..	123	18	4	20	30
Kobulong	105	17	124	124	..	98	17	4	20	18
Longchem	63	28	97	102	..	57	15	4	19	52
Mangkolemba	12	1	18	16	..	16	2	4	3	2
Changtongya	59	22	87	83	..	54	10	4	11	12
Zunheboto	106	59	141	115	20	43	23	5	25	36
Aghunato	60	55	80	80	10	34	24	4	27	45
Satakha	96	64	121	122	10	65	28	4	32	52
Suruhoto	63	33	81	85	8	59	16	4	18	36
Akututo	65	37	93	89	8	66	21	4	23	40
Atoizu	80	36	96	97	5	65	23	4	25	44

DISTRIBUTION OF VARIOUS FORMS FOR ACTUAL ENUMERATION

District/Circle/Town	Individual slip		E. D. P. S.		Population Record		Enumerators Abstract	Charge Abstract	Village Directory	Instruction Booklet
	100 slips pad	25 slips pad	M	F	50 slips pad	25 slips pad				
1	2	3	4	5	6	7	8	9	10	11
MOKOKCHUNG DISTRICT—Contd.										
Satoi	26	20	32	38	3	19	12	4	12	20
Hoshepu	11	8	18	21	2	10	5	4	7	12
Achikuchu	53	19	60	60	3	40	23	4	25	44
Wokha	195	38	229	222	..	220	34	5	60	60
Sanis	45	30	54	53	..	46	12	4	16	25
Bhandari	60	51	86	83	..	75	32	4	41	70
Lotsu	32	14	46	35	..	36	13	4	19	30
Aitepyang	52	10	59	58	..	45	4	4	11	..
Sungro	50	21	62	61	..	48	9	4	11	12
Mokokchung Town	140	20	184	141	51	25	12	5	15	..
TUENSANG DISTRICT	1,828	545	2,448	2,332	618	531	403	72	650	435
Tuensang Sadar	135	35	163	139	33	55	33	6	50	35
Longkhim	69	21	82	78	28	50	17	3	20	12
Noksen	58	23	74	72	11	26	16	3	30	15
Chare	56	15	67	65	10	25	15	3	25	14
Tamlu	38	5	47	45	2	28	9	3	15	8
Longleng	170	35	208	196	55	56	21	3	40	34
Tobu	151	37	165	167	49	28	20	3	35	25
Shamatorr	56	21	70	61	16	25	14	3	25	14
Chessore	38	9	50	50	16	7	11	3	20	10
Noklak	129	42	156	146	52	32	28	3	40	31
Thonoknyu	48	26	70	66	24	10	16	3	25	18
Mon	182	44	240	236	58	30	28	6	45	35
Tizit	69	33	124	113	25	25	22	3	40	22
Phomching	96	28	149	142	29	21	17	3	25	17
Chen	87	17	134	139	30	19	15	3	20	19
Champang	135	40	197	191	53	30	31	3	30	35
Naginimara	97	25	155	139	37	22	16	3	30	19
Kiphire	80	30	96	96	34	16	21	6	40	25
Pungro	70	34	92	92	29	16	23	3	45	23
Sitimi	20	16	41	39	9	6	14	3	25	11
Seyochung	44	9	68	60	18	4	16	3	25	13

APPENDIX—X

AMOUNT OF HONORARIUM PAID DISTRICT WISE DURING THE HOUSELISTING AND HOUSENUMBERING OPERATIONS TO THE ENUMERATORS AND SUPERVISORS IN NAGALAND

Name of State/District	Category of Census personnel	No. of Census personnel	Rate	Total amount paid
1	2	3	4	5
NAGALAND	Enumerator	1,148	Rs. 15.00	17,220:00
	Supervisor	224	,, 15.00	3,360.00
Kohima	Enumerator	412	,, 15.00	6,180.00
	Supervisor	94	,, 15.00	1,410.00
Mokokchung	Enumerator	398	,, 15.00	5,970.00
	Supervisor	85	,, 15.00	1,275.00
Tuensang	Enumerator	338	,, 15.00	5,070.00
	Supervisor	45	,, 15.00	675.00

AMOUNT OF HONORARIUM PAID DISTRICTWISE DURING ACTUAL ENUMERATION

Name of District	No. of Census personnel		Rate	Amount
1	2		3	4
Kohima District	Enumerators	412	Rs. 25.00	Rs. 10,300.00
	Supervisors	94	,, 25.00	,, 2,350.00
	Charge Superintendents	18	,, 125.00	,, 1,937.50
	Sub-divisional Census Officers	4	,, 250.00	,, 1,000.00
	District Census Officer	1	,, 300.00	,, 300.00
Mokokchung District	Enumerators	430	,, 25.00	,, 10,750.00
	Supervisors	56	,, 25.00	,, 1,400.00
	Charge Superintendents	24	,, 125.00	,, 2,875.00
	Sub-divisional Census Officers	3	,, 250.00	,, 750.00
	District Census Officer	1	,, 300.00	,, 300.00
Tuensang District	Enumerators	336	,, 25.00	,, 8,400.00
	Supervisors	72	,, 25.00	,, 1,800.00
	Charge Superintendents	21	,, 125.00	,, 2,500.00
	Sub-divisional Census Officers	3	,, 250.00	,, 750.00
	District Census Officer	1	,, 300.00	,, 300.00
			Total	Rs. 45,712.50

APPENDIX XI

STATEMENT SHOWING THE BUDGETARY ESTIMATE AND EXPENDITURE FOR THE YEAR 1968-69, 1969-70, 1970-71 AND 1971-72

Head of Accounts	1968-69		1969-70		1970-71		1971-72	
	Estimated	Actual Expenditure	Estimated	Actual Expenditure	Estimated	Actual Expenditure	Estimated	Actual Expenditure
1	2	3	4	5	6	7	8	9
A : Superintendent								
Pay of Officers	6,600.00	1,800.00	23,400.00	13,340.00	25,600.00	26,274.42	23,900.00	23,872.25
Pay of Establishment	19,700.00	19,767.20	23,000.00	37,605.75	30,400.00	33,118.36	35,300.00	35,072.85
Allowance, honorarium, etc.								
Dearness Allowance	15,600.00		20,500.00	22,127.65	25,500.00	23,915.19	26,000.00	26,035.50
Travelling Allowance	5,000.00	24,297.97	3,000.00	4,770.15	6,300.00	9,439.23	12,000.00	9,080.87
Other Allowances	9,400.00		8,700.00	14,728.28	16,000.00	16,079.04	20,200.00	16,207.87
Other Charges	14,600.00	10,933.28	20,600.00	20,589.95	12,300.00	25,201.73	30,000.00	35,941.23
Total	70,900.00	56,798.45	99,200 00	113,161.78	116,100.00	134,027.97	147,400.00	146,210.57
Interim Relief	..	..	..	..	..	4,832.85	5,300.00	6,690.10
Total	70,900.00	56,798.45	99,200.00	113,161.78	116,100.00	138,860.82	152,700.00	152,900.67
B : Enumeration								
Salary of Establishment	..	..	40,000.00	..	39,200.00	39,200.00	21,000.00	7,100.00
Dearness Allowance	..	..	2,500.00	..	13,100.00	13,100.00	5,500.00	2,500.00
Other Allowances	..	..	8,000.00	..	16,600.00	16,600.00	3,400.00	2,300.00
Total Establishment Charges	..	..	50,500.00	..	68,900.00	68,900.00	29,900.00	11,900.00
Travelling Allowance	..	..	11,100.00	..	4,200.00	4,200.00	2,300.00	..
Honorarium to Enumerators	1,500.00	300.00	..	..	5,100.00	..	4,700.00	34,865.00
Other Charges	..	..	..	..	3,700.00	..	8,000.00	..
Total	1,500.00	300.00	61,600.00	..	81,900.00	73,100.00	44,900.00	46,765.00
C : Abstraction & Compilation								
Salary of Officers	..	..	..	..	..	8,479.75	8,600.00	10,477.55
Salary of Establishment	..	..	..	..	..	840.00	59,600.00	55,601.30
Dearness Allowance	..	..	..	..	..	1,812.00	10,700.00	10,311.80
Other Allowances	..	..	..	..	..	2,004.28	8,850.00	7,845.90
Travelling Allowance	..	..	..	..	..	777.38	5,000.00	2,390.58
Interim Relief	..	..	..	..	..	180.00	1,600.00	2,230.44
Other Charges	..	..	..	..	300.00	..	..	..
Total	..	..	..	..	300.00	14,093.41	94,350.00	88,857.57

(Contd.)

APPENDIX XI—*Contd.*

STATEMENT SHOWING THE BUDGETARY ESTIMATE AND EXPENDITURE FOR THE YEAR 1968-69, 1969-70, 1970-71 AND 1971-72

Head of Accounts	1968-69		1969-70		1970-71		1971-72	
	Estimated	Actual Expenditure	Estimated	Actual Expenditure	Estimated	Actual Expenditure	Estimated	Actual Expenditure
1	2	3	4	5	6	7	8	9
D : Printing & Stationery	15,000.00	..	10,000.00	..	..	..	12,200.00	12,200.00
L : Registration, Promotion, etc.								
Salary of Establishment	..	..	..	..	..	2,259.15	10,000.00	7,157.25
Dearness Allowance	..	..	..	..	..	1,820.30	7,400.00	5,738.70
Other Allowances	..	..	..	..	..	1,273.90	5,400.00	3.615.54
Travelling Allowance	..	..	..	..	..	..	700.00	1,186.64
Interim Relief	..	..	..	..	..	426.75	1,500.00	1,416.90
Total	..	..	..	..	..	5,780.10	25,000.00	19,115.03

(*Concld.*)

APPENDIX—XII

LIST OF STATIONERY ARTICLES RECEIVED FROM THE STATIONERY OFFICE, CALCUTTA

Serial No.	Name of articles	Quantity purchased	Amount
1	2	3	4
1.	Envelopes SE—4	600 Nos.	Rs. 10.80
2.	Tracing cloth	1 Roll	,, 144.25
3.	Blotting paper	75 sheets	,, 7.55
4.	T. W. Paper	51 Reams	,, 209.90
5.	T. W. Carbon	4 reams 250 sheets	,, 118.80
6.	Paper wraping	1,540 sheets	,, 241.87
7.	Ink for Rubber stamp	6 Nos.	,, 2.37
8.	Ink powder	36 pkts.	,, 11.45
9.	Ink bottles empty	6 Nos.	,, 1.20
10.	Pencil lead	48 Nos.	,, 5.80
11.	Pencil copying	48 Nos.	,, 8.60
12.	T. W. Ribon	6 Nos.	,, 10.68
13.	Pin Cushion	2 Nos.	,, 00.48
14.	Paper clip	36 pkts.	,, 20.40
15.	Alpin	12 dozen	,, 31.80
16.	Bod kin	3 Nos.	,, 1.65
17.	Gum Arabic	100 Grams	,, 00.70
18.	Gum brush with empty bottles	8 Nos.	,, 4.75
19.	T. W. Brush	3 Nos.	,, 1.45
20.	Twin white	16 Nos.	,, 26.19
21.	Thread cotton red	6 Rolls	,, 1.30
22.	Twin jute	10 Rolls	,, 12.45
23.	Paper White Cartridge	1 Ream	,, 48.10
24.	Gum Liquid	6 Nos.	,, 4.83
25.	Note book	5 Nos.	,, 4.25
26.	Pencil Drawing HB	18 Nos.	,, 3.30
27.	Pencil Drawing H	6 Nos.	,, 1.15
28.	Pencil Drawing 6 H	2 Nos.	,, 0.25
29.	Pencil Reporter	26 Nos.	,, 6.40
30.	Paper A/Laid	1 Ream 380 sheets	,, 87.91
31.	Calling Bell	2 Nos.	,, 8.20
32.	Rulers Raid wooden	10 Nos.	,, 15.00
33.	Pencil Drawing B	6 Nos.	,, 1.30
34.	Ink stand wooden	6 Nos.	,, 8.70
35.	Tracing Paper	1 Roll	,, 73.00
36.	Drawing paper	1 Dozen	,, 15.00
37.	Artist Brush	2 Nos.	,, 3.00
38.	Combination template	1 Set	,, 78.00
		Total	Rs. 1,232.83

LIST OF STATIONERY ARTICALES PURCHASED BY THE DISTRICT/SUB-DIVISIONAL CENSUS OFFICERS IN CONNECTION WITH 1971 CENSUS

Sl. No.	Name of Articles	Rate	Quantity Purchased	Amount
1	2	3	4	5
		KOHIMA DISTRICT		
Sub-divisional Census Officer, Dimapur.				
1.	Stencial paper	Rs. 21.00	7 Qrs.	Rs. 147.00
2.	Duplicating Paper	Rs. 8.50	15 reams	Rs. 127.00
3.	Carbon paper	Rs. 7.50	4 boxes	Rs. 30.00
4.	Typing paper	Rs. 7.50	5 reams	Rs. 37.00
5.	Foolscap paper	Rs. 12.50	7 reams	Rs. 87.00
6.	Correcting Fluid	Rs. 3.50	6 Nos.	Rs. 20.00
7.	Dudlicating Ink	Rs. 7.50	7 tubes	Rs. 52.00
			Total	**Rs. 500.00**
		MOKOKCHUNG DISTRICT		
District Census Officer, Mokokchung & Sub-divisional Census Officer, Zunheboto.				
1.	Foolscape paper	Rs. 11.35	7 reams	Rs. 79.10
2.	Foolscape paper	,, 11.50	4 reams	,, 46.00
3.	Typing paper	,, 6.75	4 reams	,, 27.00
4.	Typing paper	,, 7.75	4 reams	,, 31.00
5.	Duplicatiug paper	,, 7.75	3 reams	,, 23.35
6.	Duplicating paper	,, 8.50	3 reams	,, 25.50
7.	Gum bottle	,, 4.00	1 No.	,, 4.00
8.	Gum bottle	,, 3.50	2 Nos.	,, 7.00
9.	Pen stand (Superior)	,, 30.00	2 Nos.	,, 60.00
10.	Pen holder	,, 5.00	3 Nos.	,, 15.00
11.	Pen holder	,, 4.50	4 Nos.	,, 18.00
12.	Stamp pad	,, 3.50	1 No.	,, 3.50
13.	Alpin	,, 1.50	4 Boxes	,, 6.00
14.	Pencil (dozen)	,, 3.50	1 dozen	,, 3.50
15.	File cover	,, 1.25	6 Nos.	,, 7.50
16.	File cover	,, 60.00	30 Nos.	,, 18.00
17.	Register No. 4	,, 1.40	6 Nos.	,, 8.40
18.	Peon Book	,, 2.40	3 Nos.	,, 7.20
19.	Paper Weight	,, 1.50	4 Nos.	,, 6.00
20.	Envelope big size	,, 2.50 (Pkt)	4 Pkts.	,, 10.00
21.	Envelope Med.	,, 2,00 (Pkt)	4 Pkts.	,, 8.00

(Contd.)

LIST OF STATIONERY ARTICALES PURCHASED BY THE DISTRICT/SUB-DIVISIONAL CENSUS OFFICERS IN CONNECTION WITH 1971 CENSUS—*Contd.*

Sl. No.	Name of Articles	Rate	Quantity Purchased	Amount
1	2	3	4	5
		MOKOKCHUNG DISTRICT—*Contd.*		
	District Census Officer, Mokokchung & Sub-divisional Census Officer, Zunheboto.—Contd.			
22.	Envelope small	Rs. 1.90 (Pkt)	9 Pkts.	Rs. 17.10
23.	Rope (thread)	,, 00.50	2 Rolls	,, 1.00
24.	Pin Cushion (Plastic)	,, 14.00 (Doz)	4 Nos.	,, 4.70
25.	Carbon Paper	,, 8.00	1 Box	,, 8.00
26.	Carbon Paper	,, 5.50	3 Pkts.	,, 16.50
27.	Note sheets	,, 11.50	1 Ream	,, 11.50
28.	Sulekha Ink	,, 2.00	2 Bottles	,, 4.00
29.	Ink Bottle	,, 4.00	1 No.	,, 4.00
30.	Ink Bottle	,, 3.50	2 Bottles	,, 7.00
31.	Chalk Pencil	,, 1.80	3 Pkts.	,, 5.50
32.	Erasser	,, 3.00	1 Dozen	,, 3.00
33.	Rubber stamp (O. I. G. S.)	,, 2.50	1 No.	,, 2.50
34.	Duster	,, 2.50	2 Nos.	,, 5.00
35.	Stencil paper	,, 24.00	1 Pkt.	,, 24.00
36.	Stencil paper	,, 19.50	2 Boxes	,, 39.00
37.	Table glass 18"×24"	,, 30.00	2 Nos	,, 60·00
38.	Bloting paper (per each)	,, 1.00	1 Doz.	,, 12.00
39.	Roller	,, 4.00	2 Nos.	,, 8.00
	Sub-divisional Census Officer, Wokha.			
40.	Duplicating paper	Rs. 9.30	12 Reams	Rs. 111.60
41.	Duplicating paper	,, 10.12	3 Reams	,, 30.56
42.	Duplicating Ink	,, 8.35	4 Phile	,, 33.00
43.	Duplicating Ink	,, 8.95	1 Phile	,, 8.95
44.	Stencil paper	,, 21.30	2 Pkts.	,, 42.60
45.	Stencil paper	,, 21.88	1 Pkt.	,, 21.88
46.	Carbon	,, 6.30	4 Pkts.	,, 25.20
47.	Nayyars Lock	,, 5.75	1 No.	,, 5.75
48.	T. W. Paper	,, 8.95	3 Reams	,, 26.86
49.	T. W. Paper	,, 6.60	8 Reams	,, 52.80
50.	F/Paper	,, 12.20	7 Reams	,, 85.46
51.	File cover	,, 00.82	20 Nos.	,, 16.00
52.	Sulekha Ink	,, 1.50	2 Nos.	,, 3.00

(*Contd.*)

LIST OF STATIONERY ARTICLES PURCHASED BY THE DISTRICT/SUB-DIVISIONAL CENSUS OFFICERS IN CONNECTION WITH 1971 CENSUS—*Concld.*

Sl. No.	Name of Articles	Rate	Quantity Purchased	Amount
1		3	4	5
	MOKOKCHUNG DISTRICT—*Contd.*			
	Sub-divisional Census Officer, Wokha—*Contd.*			
53.	Envelope	Rs. 00.50	1 No.	Rs. 00.50
54.	Thread ball	,, 1.30	4 Rolls	,, 5.20
55.	Knife	,, 00.50	1 No.	,, 00.50
56.	Alpin	,, 1.35	2 Pkts.	,, 2.70
57.	Quink Ink	,, 1.75	3 Bottles	,, 5.25
58.	Tag	,, 1.25	2 Boundles	,, 2.50
59.	Seissors	,, 3.58	1 No.	,, 3.58
60.	Gum	,, 3.42	8 Bottle	,, 3.42
61.	Sale tax @5%			,, 17.24
			Total	**Rs. 1,162.86**
	TUENSANG DISTRICT			
	District Census Officer, Tuensang Sadar.			
62.	Foolscape paper	Rs. 13.50	12 Reams	Rs. 162.00
63.	Stencil paper	,, 24.00	2 Boxes	,, 48.00
64.	Carbon paper	,, 6.50	4 Pkts.	,, 26.00
65.	Bound register	,, 2.50	7 Nos.	,, 17.50
66.	Sulekha Ink	,, 1.50	6 Bottles	,, 9.00
67.	File cover with board	,, 1.50	20 Nos.	,, 30.00
68.	Paper pin	,, 1.50	2 Pkts.	,, 3.00
69.	Paper pin	,, 1.75	2 Pkts.	,, 3.50
70	Pin Cushion	,, 1.75	3 Nos.	,, 5.25
71.	Paper weight	,, 2.75	4 Nos.	,, 11.00
72.	Knife (small)	,, 3.00	2 Nos.	,, 6.00
73.	Table pen set (Super)	,, 30.00	1 No.	,, 30.00
74.	Table pen set (Ordy.)	,, 14.00	2 sets	,, 8.50
75.	Stapple machine	,, 8.50	1 No.	,, 8.50
76.	Duplicating paper	,, 9.50	5 Reams	,, 47.50
77.	Lock and key (nayars)	,, 3.00	3 Nos.	,, 9.00
78.	Table Glass	,, 30.00	2 Nos.	,, 60.00
79.	Table Cloth (Woolen)	,, 50.00	2 Nos.	,, 100.00
	Sub-divisional Census Officer, Kiphire.			
80.	Bound Register No. 8	,, 4.50	60 Nos.	,, 270.00
81.	F/S Paper	,, 7.50	3 Reams	,, 22.50
82.	Carbon paper	,, 8.00	1 Pkt.	,, 8.00
	Sub-divisional Census Officer. Mon.			
83.	Red & Blue pencil	,, 00.55	12 Nos.	,, 6.60
84.	Drawing pencil	,, 00.55	6 Nos.	,, 3.30
85.	Twine white	,, 00.75	9 Rolls	,, 6.75
			Total	**Rs. 923.40**

LIST OF STATIONERY ARTICLES IN RESPECT OF LOCAL PURCHASES MADE BY THIS OFFICE IN THE CURRENT YEAR, 1971-72.

Sl. No.	Name of Articles	Quantity Purchased	Rate	Amount
1	2	3	4	5
1.	Stencil paper (Kores)	3 Qr.	Rs. 18.00	Rs. 54.00
2.	Gum bottle	13 bottles	,, 3.51	,, 44.75
3.	Rubber band	6 Pkts.	,, 2.00	,, 12.00
4.	Spong open type	40 Nos.	,, 1.28	,, 51.20
5.	File cover with board	150 Nos.	,, 00.55	,, 82.50
6.	Wooden penholders	10 Nos.	,, 00.25	,, 2.50
7.	T. W. Ribbon	7 Nos.	,, 3.57	,, 25.00
8.	Refiller Red	24 Nos.	,, 3.00	,, 6.00
9.	Refiller Blue	12 Dozen	,, 4.29	,, 51.56
10.	Ink pots with lid	12 Nos.	,, 00.25	,, 3.00
11.	Pencil Erasser	18 Nos.	,, 00.25	,, 4.50
12.	Paper weight glass	2 Nos.	,, 00.80	,, 1.60
13.	Ammonia paper	5 Rolls	,, 8.75	,, 43.75
14.	Amonia gas in liquid	5 bottles	,, 2.75	,, 13.75
15.	Calling bell	1 No.	,, 2.75	,, 2.75
16.	Fountain pen nib	4 Nos.	,, 1.50	,, 4.50
17.	Candle stick big size	2 Pkts.	,, 1.00	,, 2.00
18.	Duplicating paper	25 Reams	,, 14.08	,, 352.00
19.	File Cover	50 Nos.	,, 00.20	,, 10.50
20.	Godrej lock & keys	1 No.	,, 5.00	,, 5.00
21.	Paper cutter with wooden handle	2 No.	,, 00.75	,, 1.50
22.	Seissors 15 cm.	1 No.	,, 6.00	,, 6.00
23.	Envelope SE-4	200 No.	,, 00.02	,, 4.00
24.	Envelope SE-6	200 No.	,, 3.35	,, 6.70
25.	Twine white No. 25	20 Rolls	,, 00.55	,, 11.00
26.	Engagement Pad	10 No.	,, 2.75	,, 27.50
27.	Sale Tax @5%			,, 39.91
				Total Rs. 876.81

LOCAL PURCHASE MADE FOR THIS OFFICE DURING 1970 TO 1971

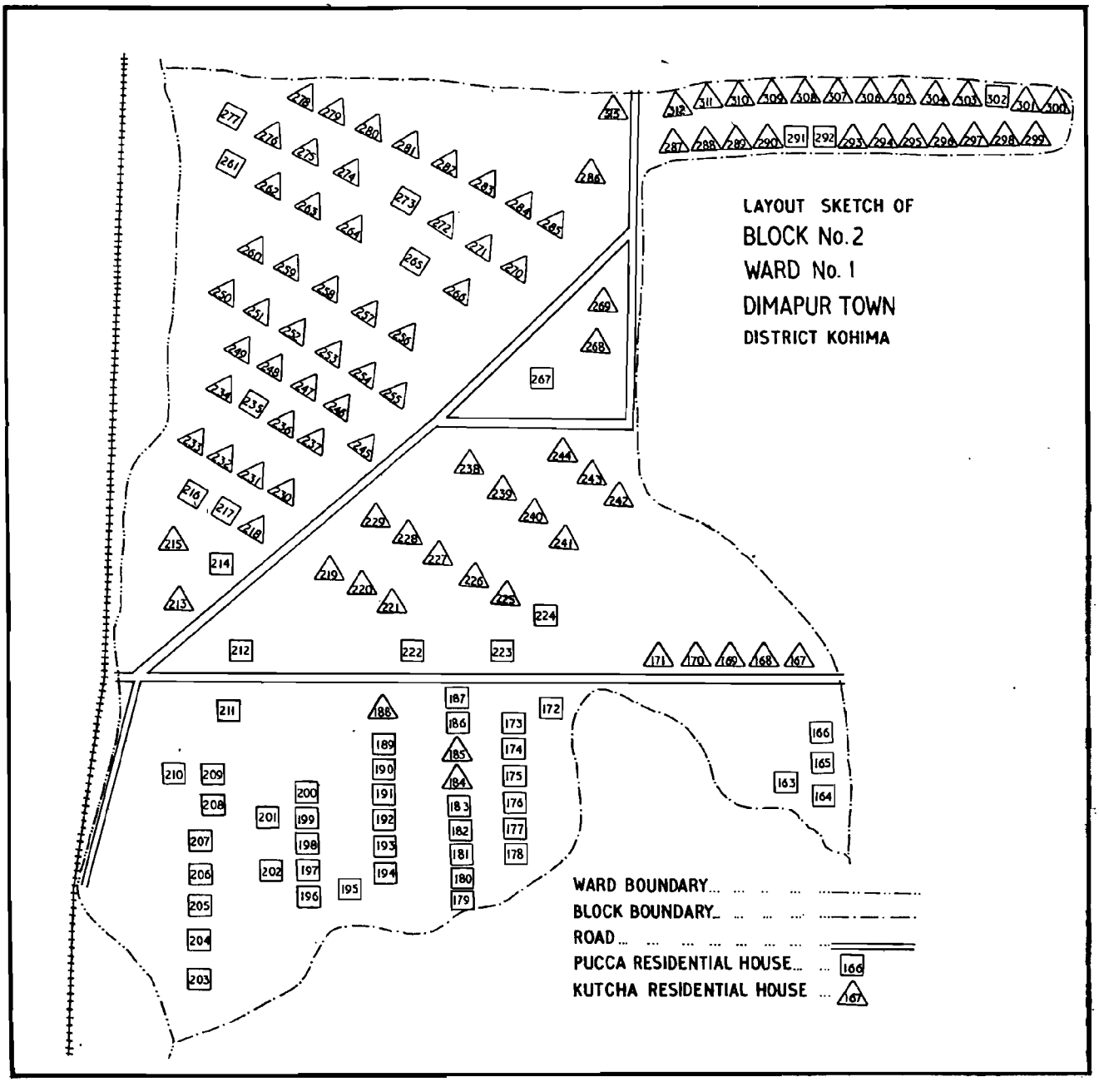
From 1st April to 30th June '70			
File boards	22 Nos.	7.70	169.10
Fountain pen Ink	2 Bottles	4.50	
Showine Duplicate Ink	8 Tubes	108.90	
Stencil paper	2 Qr.	48.00	
30th June to 30th Sept '70			
File board	100 Nos.	35.00	216.75
File cover	100 Nos.	25.00	
Pin	6 Pkts.	9.00	
F/C Paper	1 Qr.	12.00	
Fountain pen Ink	4 Bottles	6.00	
Erasser	6 Nos.	00.60	
Stencil paper	1 Qr.	24.00	
Bound register	1 No.	2.00	
Red Ink	1 Bottle	4.00	
Stapple machine	1 No.	7.50	
Stapples	12 Pkts.	15.00	
Tracing paper	1 Roll	76.65	
30th Sept '70 to 31st Dec. '70			
Pin	10 Pkts.	15.00	81.75
Shorthand pencil	3 Nos.	1.50	
Ink for F/Pen	3 Bottles	4.00	
File board	20 Nos.	5.00	
File cover	20 Nos.	7.50	
Stencil paper	2 Qr.	48.00	
Candle stick	1 Pkts.	00.75	
1st January to 31st March '71			
Stencil paper	2 Qr.	60.00	219.13
Engagement pad	10 Nos.	30.00	
Drawing Ink reeves black water proof	1 Dozen	12.60	
Pen stand with pen	1 Set	63.63	
Pin cushion	1 No.	00.60	
File board	50 Nos.	9.50	
File cover	50 Nos.	12.80	
Pin	6 Pkts.	10.50	
Gum Bottle	1 Bottle	4.00	
F/pen Ink	1 Bottle	1.50	

(*Contd.*)

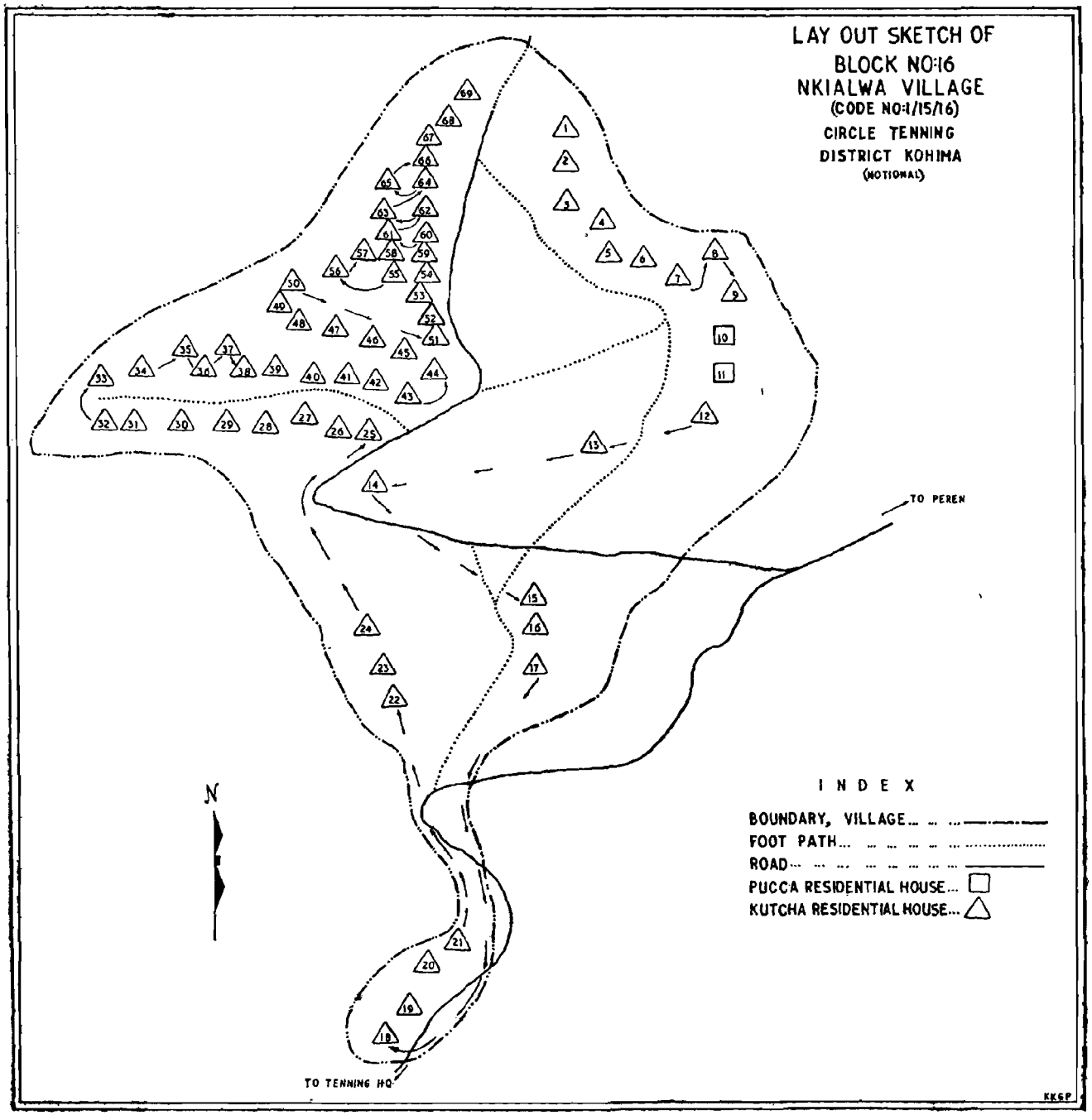
LOCAL PURCHASE MADE FOR THIS OFFICE DURING 1970 TO 1971—*Concld.*

1s April to 31st June '71			
File cover	25 Nos.	6.25	
File board	25 Nos.	8.75	
Glass tumbers	6 Nos.	5.10	
Stencil paper	1 Qr.	24.00	
English Dictionery	1 No.	17.00	
Chalk	8 Boxes	8.00	
Stapple machine	1 No.	7.50	116.80
Stapple wire	2 Pkts.	2.50	
Pen holder	5 Nos.	3.00	
Ink for F/pen	4 Bottles	7.75	
Red Ink	2 Bottles	8.00	
Erasser	18 Nos.	2.70	
Dot pencils	5 Nos.	16.25	
1st July to 30th Sept '71			
Pen stand with pen	1 No.	35.00	
File board	20 Nos.	7.00	
File cover	25 Nos.	5.00	
Stencil paper	3½ Qrs.	66.50	
Dot pen	43 Nos.	153.50	
Register No. 12	4 Nos.	28.80	
Register No. 8	4 Nos.	19.20	
Register No. 6	6 Nos.	21.60	392.44
Fountain pen Ink	6 Bottles	10.42	
Battery for torch	6 Nos.	7.80	
Refiller	24 Nos.	19.20	
Pad lock	2 Nos.	9.50	
Note Book	1 No.	4.50	
Nagaland Sale Tax @ 5%		4.42	

APPENDIX—XIII



APPENDIX—XIII



APPENDIX—XIV

LIST OF TOWNS WITH POPULATION

Sl. No.	Name of the town	Persons	Males	Females
1	2	3	4	5
1.	Kohima	21,545	14,202	7,343
2.	Dimapur	12,426	8,413	4,013
3.	Mokokchung	17,423	12,298	5,125

APPENDIX—XV

DATE AND TIME OF RECEIPT OF THE CONSOLIDATED PROVISIONAL POPULATION TOTALS

Sl. No.	Name of District Census Officers	District	Date	Time
1	2	3	4	5
1.	Shri Z. Obed, I. A. S.	Kohima	5.4.71	3.30 p.m.
2.	Shri T. Aliba Imti, I. F. A. S.	Mokokchung	6.4.71	1.30 p.m.
3.	Shri N. I. Jamir, I. A. S.	Tuensang	6.4.71	10.12 a.m.

State Provisional Totals conveyed to the Registrar General, India.

- By Express Telegram on 7.4.71
- By Inter-State Police Wireless on 8.4.71

APPENDIX—XVI

REVISED CENSUS CALENDAR FOR NAGALAND FOR THE 1971 CENSUS

(i) Training of District/Sub-divisional Census Officers in housenumbering and houselisting.

(ii) Appointment of Charge Superintendents for housenumbering and houselisting.

(iii) Appointment of Enumerators and Supervisors for housenumbering, houselisting and canvassing of Establishment Schedule.

(iv) Despatch of Houselist, Establishment Schedule, Houselist Abstract, Houselist Abstract for Charges and Instruction Booklet for training of Charge Superintendents.

(v) Despatch of Houselist, Establishment Schedule, Houselist Abstract and Instruction Booklet for training of Enumerators and Supervisors.

(vi) Preparation of Notional maps and layout sketches by the Enumerators and the numbers alloted to them.

(vii) Despatch of Houselist Abstract for Charges, etc., etc., to the District/Sub-divisional Census Officers for actual houselisting operations.

(viii) Housenumbering, Houselisting and canvassing of Establishment Schedule and filling up of Houselist Abstract and Houselist Abstract for Charges.

15th June to 15th Sept' 70

(i) Arrival of Houselist and Establishment Schedule, etc., etc., at the Headquarter of Director of Census Operations, Nagaland, Kohima from the District Census Officers.

(ii) Checking and Editing of the Houselist and Establishment Schedule for completeness (Coding and punching will be done in Shillong).

(iii) Despatch of Editted Houselist and Establishment Schedule for Coding and Punching.

16th Sept. to 30th Sept' 70

(i) Preparation of Census Enumerators Block on the basis of 1970 Houselists.

(ii) Preparation of Supervisors Circle on the basis of 1970 Houselists.

October, 1970

(i) Training of District/Sub-divisional Census Officers for filling up Individual Slips and Population Records, etc.

(ii) Despatch of Individual Slips and Population Record and Instriction Booklets for training of Charge Superintendents.

(iii) Training of Charge Superimtendents by the District/Sub-divisional Census Officers for filling up Individual slips and Population Record.

(iv) Despatch of Individual Slips and Population Record and Instruction Booklets for training of Enumeaators and Supervisors.

(v) Training of Enumerators and Supervisors by the District/Sub-divisional Census Officers/Charge Superintendents for filling up Individual slips and Population Record, etc.

(vi) Effective publicity measures to be taken through news papers, radio talks, posters, film strips, etc., etc.

November 1970

(i) Training of District/Sub-divisional Census Officers for filling up Individual slips and Population Record.

(ii) Training of Charge Superintendents by the District/Sub-divisional Census Officers for filling up Individual slips and Population Record.

December, 1970

Intensive training of Enumerators and Supervisors including practical exercise in Enumeration on training schedules.

January, 1971

(i) Despatch of Individual slips and Population Record, etc., to the District/ Sub-divisional Census Officers for actual enumerations.

(ii) Despatch of Individual slips and Population Record, etc.,by the District/ Sub-divisional Census Officers to the Charge Superintendendents for actual enumerations.

(iii) Training of Enumerators and Supervisors for filling up Individual slips and Population Record.

(iv) Issue of Individual slips and Population Record, etc., to the Enumerators by the Charge Superintendents.

10th to 28th February' 71

Census Enumeration.

Night of 28th February, 71

Enumeration of Houseless population.

1st to 3rd March' 71

Revisional Round.

4th to 5th March, 71

(i) Collection of filled up Schedules from the Charge Superintendents by the District/Sub-divisional Census Officers.

6th March' 71

Communication of Provisional Total to the Registrar General, India by the Director of Census Operations, Nagaland.

7th to 15th March, 71

Despatch of Census records and other papers by the District/Sub-divisional Census Officers to the Director of Census Operations, Nagaland with escort.

Due to mid-term Parliamentary Election in the country the taking of the Census had to be postponed by a month revised calendar for this period i.e., 10th February, 1971 to 15th March, 1971 is given below.

10th February, 71 to 9th March' 71

Supervision for taking of the Census counting by the District/Sub-divisional Census Officers.

10th March, 71 to 31st March, 71

Census Enumeration.

Night of 31st March, 1971

Count of Houseless Population.

1st April' 71 to 3rd April' 71

Revisional Round.

4th to 5th April' 71

Compilation and reporting of Provisional Total to the Director of Census Operations, Nagaland, Kohima by the District/Sub-divisional Census Officers.

6th April '71

Communications of Provisional Total to the Registrar General, India by the Director of Census Operations, Nagaland.

7th to 15th April '71

Despatch of Census records and other papers by the District Sub-divisional Census Officers to the Director of Census Operations, Nagaland with escort.