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CENSUS OF INDIA 1971

SERIES 6

PART VIII-A

ADMINISTRATION REPORT ENUMERATION

HARYANA

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OF THE INDIAN ADMINISTRATIVE SERVICE
Director of Census Operations
Haryana

CENSUS OF INDIA, 1971

A -CENTRAL GOVERNMENT PUBLICATIONS

The publications relating to Haryana bear Series No. 6, and are bound separately as follows:

Part I-A	. General Report	Part V	.. Special Tables and Ethnographic Notes on Scheduled Castes and Scheduled Tribes
Part I-B	. General Report		
Part I-C	. Subsidiary Tables	Part VI-A	.. Town Directory
Part II-A	. General Population Tables	Part VI-B	. Special Survey Reports on selected towns
Part II-B	.. Economic Tables	Part VI-C	.. Survey Reports on selected villages
Part II-C(i)	.. Mother Tongue, Religion and Scheduled Castes and Scheduled Tribes Tables	Part VII	.. Special Report on Graduates and Technical Personnel
Part II-C(ii)	.. Social and Cultural Tables and Fertility Tables	Part VIII-A	. Administration Report. Enumeration- the present volume (*for official use only*)
Part III	. Establishments Report and Tables	Part VIII-B	.. Administration Report: Tabulation (*for official use only*)
Part IV	. Housing Report and Tables	Part IX	.. Cen

B -HARYANA GOVERNMENT PUBLICATIONS

Part X . District Census Handbook for each district in three parts:

Part A- Village and Town Directory

Part B- Village and Townwise Primary Census Abstracts

Part C -Analytical Report, Administrative Statistics and District Census Tables

(Parts A and B of the District Census Handbook for each District of Haryana State have been printed in one volume)

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SECTION -I

GENERAL INTRODUCTORY

Before taking over

It was in December, 1968, when I was working as Managing Director of the Haryana Warehousing Corporation that the question of my being posted as Superintendent of Census Operations, Haryana, matured. I was, of course, happy at my selection and once it was through I was keen to get started at once. During the Census of 1961 I had served as Deputy Commissioner, Rohtak and had, therefore, some idea of the nature and extent of field operations. The job promised many challenges and interests and it seemed most inviting after the rather calm and down-to-earth life in the Warehousing Corporation.

2 I had of course been sounded earlier by the State Government about this job and had given my consent without much hesitation. I had by then put in many, many years of service both in the field as well as in the Secretariat. I had also been Head of quite a few Departments with time out twice to serve in the Government of India. In fact I felt that I had had my fair share of changes in postings and that it was time I had a stable spell. I was nearing the end of my service and the chance of leaving a permanent contribution was an added attraction.

3. Haryana as a State had come into being only on the 1st November, 1966. I was, therefore, its first Superintendent of Census Operations and I began with a feeling of both pride and humility realizing that I was essaying upon a task which would not only bring out the manifold developments in the new State but also ultimately leave documents of historical value. Further the forthcoming Census of 1971 would mark a century of Census taking in our country and to participate in such a venture was surely a privilege for any civilian.

Actual taking over

4. The formal orders appointing me as Superintendent of Census Operations, Haryana, were finally received and I took over the charge with effect from the 27th of December, 1968 (Annexure-A, page 105).

5. On the recommendation of the Punjab Boundary Commission, the composite bilingual State of Punjab had been reorganised and Haryana came into existence on November 1, 1966. The office of the Superintendent of Census Operations of the composite Punjab was consequently redesignated as the office of the Superintendent of Census Operations, Punjab, Haryana and Union Territory of Chandigarh, *vide* Ministry of Home Affairs Circula No. 28/152/66-Pub-I, dated the 5th December, 1966. This situation continued till the 1st June, 1968, when the Ministry of Home Affairs through their Circular No. 28/98/68-Pub-I, dated the 23rd May, 1968 (Annexure-A, page 96) split up the combined Census office into three offices of Punjab, Haryana and Chandigarh (Union Territory). The staff of the joint office was also allocated to the three offices and the staff that came to form the Haryana Directorate is mentioned in Annexure-C, page 208. Alongwith the staff, the store and stationery articles were also divided. Shri J.L. Arora took over as Deputy Superintendent of Census Operations, Haryana on May 17, 1968 and was looking after the work when I joined the Department.

Shifting of office

6. The newly created Haryana Census office started functioning in a building in Sector-2 adjacent to the Punjab office. The files of the 1961-Census had not been divided and were still in the custody of the Punjab office. This made it necessary for the Punjab and Haryana offices

to be located near each other to begin with. But it was not a very happy arrangement as rarely did we get our files in time and on the contrary bickering between our respective staff members broke out every now and then. So, I thought it best to move out to another place. We came to occupy the present premises on the 1st April, 1969.

Setting up of the office

7. Although we did manage to get a fair share of experienced staff yet the delay in getting the old policy files made us more or less start from scratch. Setting up a new office invokes always a host of problems and teething troubles which consume a disproportionate amount of time and energy. Having settled these problems we were soon ready to attend to the preliminaries. Although the year 1971 seemed far off, I knew from the remarks of my predecessor that vast preparations would have to be made—and made in a fool-proof manner —to tackle this largest ever peace time operation of the Census in all its various time-bound phases. A sense of urgency, therefore, entered my mind from the very start. I knew that nothing could be left to routine. This attitude is the key to success in Census work and no Director can afford to be without it.

My introduction as Census Superintendent

8. Having worked with the State Government for such a long time and in various capacities, I had of course developed personal contacts with almost all the Executive Officers of the Haryana Government. I, therefore, required mere formal introduction in my new role of Census Superintendent. So I wrote my first letter to the State Government pointing out the special importance of the forthcoming Census for the new State of Haryana and seeking their co-operation (Annexure-B, pages 129-130) The State Government brought the contents of the letter to the notice of all the Administrative Secretaries to the State Government asking them to afford their unstinted co-operation. This set the ball rolling and from then on got me the requisite attention from various Departments and officers.

Change of Designation

9. The designation of Superintendent, however, had its own drawbacks. To the uninitiated it seemed a low kind of a job in sharp contrast to my earlier designations of Joint Secretary to Government or Director of Social Welfare or Director of Public Relations. Some friends even came to sympathise with me and to tell me not to mind and that it was all in the game! My predecessor, Shri R.L. Anand, after the 1961-Census had been constrained to mention some of his embarrassments in his Administration Report. There is no doubt that in the field this did cause inconvenience and embarrassment. Whereas the old officers knew my rank and status the new entrants and the rank and file did not, with the result that often we were ignored and had to put in some spade work to prove our *bonafides*. We, therefore, were keen to get this designation changed as quickly as possible. This matter was moved in the Conference of the Directors of Census Operations held in Delhi in May, 1969, and presided over by Shri Y.B. Chavan the then Union Minister of Home Affairs. The change was ultimately approved by the Government of India and we came to be known as Director and *ex-officio* Superintendent of Census Operations *vide* Ministry of Home Affairs Memo. No. 1/1/69-Ad-II, dated the 29th August, 1969 (Annexure-A, pages 109-110). The change of designation did make all the difference and had the desired effect.

Backlog

10. In the wake of the trifurcation of the combined office with effect from 1st June, 1968, the inevitable trifurcation of the 1961-Census tables also became a major task. Printing of some of the reports of 1961-Census namely, the General Report and District Census Handbooks of Kangra, Hoshiarpur, Gurdaspur and Lahaul & Spiti was still to be carried out. A number of Village Survey Reports and Ethnographic Notes on Scheduled Castes and Scheduled Tribes remained to be written. So the backlog of 1961-Census was quite heavy and tended to become a hindrance in the preparation for the ensuing Census. The work was finally divided

equally between the two offices and completed without much delay. If each Director could ensure completion of his various tasks the new Census could be tackled by the new Director with much more despatch.

11. It is, of course, not possible for a Director to remain in office permanently even during the inter-censal period. The Director as an Officer of the Indian Administrative Service puts in 4-5 years in this work and then naturally has to go back to his parent State. This invariably creates a gap during which Census work tends to trickle down to routine —the Organisation so to speak goes into hibernation, two-three years before the next Census rebirth takes place with the whole exercise of setting up a new office usually in the new building with new staff. It would make for greater efficiency if the State Directorates of Census Operations could be housed in their permanent buildings with a heart core of permanent staff headed by at least a Deputy Director even during the inter-censal period. The scope of the Census is expanding and more and more field studies and ventures are being launched, There is, therefore, a strong case for continuity in the public interest.

SECTION- II

INITIAL PREPARATORY MEASURES

Soon after I had taken over we received Circular No. 1 (reproduced at Annexure-A, pages 97 to 107 from the Registrar General India, which gave us a bird's-eye view of the various items to be tackled. With its receipt the count down for the 1971-Census was formally started. We, therefore, immediately got down to brass tacks and created different sections in the office to attend to different items of work. I kept a copy of this Circular before me to remind me constantly of the various items which required checking from time to time. This Circular, therefore, was a great help in keeping our work and plan within the bounds of requirements.

2. The first step in the taking of any Census is to draw up a series of Schedules to be canvassed. These questionnaires are drawn up keeping the needs of the data-users in view. They are then pre-tested in the field and the results studied. The objectives to be achieved at the pre-tests are:

(*i*) to judge the time that each Enumerator will take for enumerating (*a*) each person and (*b*) each household, so that the optimum workload can be decided upon.

(*ii*) to assess the urban and rural differentials in the time taken for canvassing schedules.

(*iii*) to assess the quality of enumeration by Enumerators of different levels of education and sex.

(*iv*) to see if the concepts adopted in the Census are easily understood by the Enumerator and are capable of being put across to the persons enumerated.

(*v*) to gauge the reaction of the people to the various questions.

(*vi*) to judge the suitability of the formats.

(*vii*) to see how far the Enumerators are able to post the various statements and abstracts correctly and if the forms are helpful in working out the totals quickly and accurately.

First Pre-test

3. The first draft schedules for the 1971-Census of India were pre-tested in four rural and two urban blocks in Haryana State during November-December 1967. The schedules pre-tested were:

1. (*a*) Houselist. (*b*) Manufacturing Establishment Schedule. 2. Individual Slip	For all areas other than sample areas
1. (*a*) Special Houselist (*b*) Manufacturing Establishment Schedule. 2. Household Schedule (comprising Part I Household Schedule, Part-II Population Record & Part-III Fertility Schedule) 3. Individual Slip	For sample areas

Since an attempt was made to introduce some new ideas, especially in evolving a Fertility Schedule it was thought proper by my predecessor to get the schedules canvassed through our own staff.

Second Pre-test

4. The experience gathered in the field during first pre-test was discussed at the Conference held in Delhi from the 23rd to 27th

January, 1968. The schedules were then discussed by the Registrar General, India at a Conference of the Census Data Users. Thereafter the discussions were continued with experts. As a result of these discussions and suggestions made at the Census Data Users' Conference, the schedules under-went some changes and revised schedules namely (1) Houselist (2) Establishment Schedule (3) Individual Slip of two sizes—one small sized printed on both sides and the other of large size printed on one side and (4) Household Form (comprising: Part-I Population Record, Part-II Housing Schedule, Part-III Fertility Schedule and Part-IV Family Planning Schedule) were circulated for the Second pre-test. A copy each of these schedules will be found at Annexure-F, pages 288 to 300.

5. In our State the Second pre-test was conducted in 13 blocks from the 15th of March to the 2nd April, 1969 with a revisional round of three days from the 3rd April to the 5th April, 1969. Since it was going to be the first field operation immediately after my taking over I decided to plan it on rather an elaborate scale so as to get to know the lay of the land. The Second pre-test, thus, became a sort of full dress rehearsal for the 1971-Census. At our instance, the Secretary to Government Haryana, Local Government Department, addressed a letter (Annexure-B, pages 126 to 128) to the Deputy Commissioners, Sub Divisional Officers, etc. impressing upon them the importance of the pre-test and asking them to take the various steps, *viz.*, ear-marking of staff, attending of training classes, etc., for the conduct thereof. The District Development & Panchayat Officers were designated as District Census Officers for the Second pre-test. The Enumerators were drawn from amongst those District functionaries who were actually to work in the 1971-Census. Supervisors were, however, generally drawn from amongst the senior staff in the District offices so as to involve in the pretest as many officers as possible. Five rural blocks falling one each in Hisar, Gurgaon, Ambala, Jind and Mahendragarh Districts and eight urban blocks falling 4 each in Rohtak and Karnal Towns were selected. In this way all the Districts of the State were covered.

6. The schedules for the Second pre-test were canvassed in Hindi. The Hindi version of the "Instructions to Enumerators" for filling up Houselists and Establishment Schedules in cyclostyled form were received from the Director of Census Operations, Madhya Pradesh. Similarly, Hindi Instruction Booklets for filling up the "Individual Slip" and the "Household Form" were received from the Director of Census Operations, Uttar Pradesh. The requisite number of the schedules in Hindi were printed at the Chandigarh Administration Press.

7. A training seminar of all the Enumerators, Supervisors and District Census Officers was convened at Chandigarh for the 28th February and the 1st March, 1969. This was inaugurated by Sh. Khurshid Ahmed, Hon'ble Minister for Health, Local Government, Panchayats and Development, Haryana. The Registrar General, India, was kind enough to preside over the function. He impressed upon the delegates the importance of such a seminar and wished us success in the conduct of the pre-test. A copy of the speech delivered by the Hon'ble Minister and also an abstract from the speech of the Registrar General, India, would be found at Annexure-D, pages 255 to 258.

8. After the inaugural conference, intensive training was imparted to the participants. The various concepts involved were discussed item by item and question by question. Nothing was left to chance. The technique of filling in the various schedules was drilled into the minds of the participants. After the training seminar the District Development & Panchayat Officers were asked to continue with the training so as to make the Enumerators and Supervisors perfect in the task. During the dates on which the District Development & Panchayat Officers (District Census Officers) conducted their classes the Directorate staff was also detailed to attend as observers and to lend help to the District Census Officers where necessary. The Director, Public Relations, Haryana, was requested to educate the people living in the selected blocks about the importance and the nature of the pre-test.

9. All these steps went a long way in involving as many officers of the State Government as possible and mentally preparing them for the stupendous task ahead. The presence of the State Health and Local Government Minister at the seminar made the State Government officers conscious about the importance of the Census and also of the magnitude of the task. This engendered all-round Census consciousness and served in good stead in eliciting co-operation from the field staff.

10. During the pre-test I personally visited the various blocks to see how the work was going on. The Registrar General, India and the Deputy Registrar General, India, were also kind enough to visit some of the blocks during the operation.

11. Soon after the pre-test I decided to hold a Conference and we, accordingly, met in Delhi on the 19th of April, 1969. The Deputy Commissioners of Rohtak and Karnal and the District Development & Panchayat Officers as the District Census Officers, participated in the discussions. Shri K.D. Ballal, Deputy Registrar General, India (Census) also participated in the deliberations for sometime.

12. The various observations/suggestions made at the Conference on the basis of the field operation were as under:

(*a*) An Enumerator working part-time for two hours daily on an average during the stipulated enumeration period of 19 days should be able to fill in 750-800 Individual Slips in rural areas and 550-600 Individual Slips in urban areas.

(*b*) In 10 per cent sampled blocks, besides the Individual Slip the Household Schedule was also to be canvassed. Consequently, the work load with Enumerators in such blocks was heavy. It was, therefore, suggested that in such blocks either whole-time or two part-time Enumerators should be appointed.

(*c*) The educational level of the Enumerators did affect the quality of work. In the case of Enumerators with low level of education, intensive training was necessary.

(*d*) The Hindi version of the instructions was heavy and it was recommended to make them simple and lucid.

(*e*) Space provided in columns 5, 6 and 7 of the Houselist printed in English was inadequate.

(*f*) Difficulty was experienced in giving the material of roof in column No. 7 of the Houselist. The material used for the outer-roof exposed to the weather and not the ceiling was to be given as per instructions. In many cases, the Enumerators recorded the material of the roof as 'mud' though mud was used only as an outer coating for screening the concrete or other material of roof from the sun. The instructions, therefore, required elaboration.

(*g*) Definition of 'Establishment' was not considered to be exhaustive enough. It in particular did not cover borderline cases of temples, godowns and *saraís* where no one was employed to render services. Amplification of the term was, therefore, recommended.

(*h*) In the appropriate heading of the Establishment Schedule, it was recommended that the types of fuel or power generally used may be added.

(*i*) The small-sized Individual Slip printed on both sides was not found suitable. The Individual Slip printed on one side only was, therefore, recommended for adoption.

(*j*) Regarding the question of the Individual Slip concerning 'birth place', difficulty was experienced in the case of persons born in Pakistan. They were actually born in India as Pakistan came into existence later.

(*k*) Difficulty was experienced in ascertaining the 'place of last residence' of elderly persons on account of their lapse of memory. So it was recommended that

movements during the last 20 years only should be recorded.

(*l*) As for the question regarding Household Industry in the Individual Slip, it was recommended that it be shifted and treated along with the other workers like cultivators, agricultural labourers, etc. instead of being treated as a separate sub-question.

(*m*) The major recommendations made at the Conference regarding administrative problems in the field were (*i*) to provide vehicles to the District Development & Panchayat Officers (Additional District Census Officers) so as to facilitate organising of Census operations; (*ii*) to provide them with separate telephones in offices and, if possible, at their residences too; (*iii*) to free them from judicial work ; and (*iv*) to issue instructions to freeze transfers of staff deployed on Census work. I am glad to record that the State Government co-operated with us in regard to these points in every way.

13. Our experience regarding the filling up of the Household Forms was none too happy, particularly in regard to Part-III (Fertility Schedule) and Part-IV (Family Planning Schedule) thereof. Since this form was ultimately dropped entirely excepting the Part-I (Population Record) there is no need to record here the various difficulties experienced by us during the second pre-test.

SECTION—III

FIRST CONFERENCE OF DIRECTORS OF CENSUS OPERATIONS—MAY, 1969

The first Conference of the State Directors of Census Operations was held at Vigyan Bhawan, New Delhi from the 16th to the 21st of May, 1969, to discuss the results of the Second pre-test to finalise the schedules and to formulate a 'Calendar' for the 1971-Census Operations. The agenda of the Conference is reproduced at Annexure-A, pages 111-112. A brief summary of the decisions arrived at in the light of the field experience and as a result of discussions at the Conference is as under:

(*a*) The format of the Establishment Schedule was revised and the columns realigned.

(*b*) The Houselist also underwent a slight change- -such items as age of the house and material of floor were dropped and space allotted to each column was rationalised.

(*c*) The Individual Slip printed on both sides was discarded as being too cumbersome and the one printed on one side was finally adopted. But its size was reduced to $5\frac{2}{3}'' \times 6\frac{3}{4}''$.

(*d*) Part-I of the Household Form—Population Record- underwent a slight change in the sense that Location Code, etc. were brought at the top of the form.

(*e*) Part-II and III of the Household Form, namely, Housing Schedule and Fertility Schedule also underwent some changes.

(*f*) Part-IV of the Household Form—Family Planning Schedule- -was dropped due to the difficulty experienced in its canvassing.

(*g*) For the sampled areas the appointment of an additional Enumerator was favoured.

(*h*) The definitions of various Census terms such as "Building", "Census House," "Establishment", etc., were not found to be very exhaustive and it was decided to make them more clear and lucid.

(*i*) The instructions for filling up the House-list and Establishment Schedules and Individual Slips both in Hindi and English were made simpler and more lucid.

(*j*) The Location Code was evolved and adopted on a uniform basis.

(*k*) The Village or Revenue *Mauza* was adopted as a unit for enumeration in rural areas.

(*l*) Directors of Census Operations were asked to finalise the list of urban areas keeping in view the criteria/empirical tests already fixed.

(*m*) Houselisting Operations were decided to be held between February and May, 1970.

(*n*) It was decided to draw up a Training Programme first before the houselisting operation and then again before the Census enumeration. Considerable emphasis was laid on the intensity and thoroughness of the training as on that would depend the success of the operations.

(*o*) The Census calendar as tentatively drawn out by the Registrar General of India was circulated for adoption by the Directors of Census Operations after carrying out the changes in dates of various operations keeping in view the local conditions.

(*p*) It was decided that the printing of the Census schedules and the instructions in all languages should be done centrally.

(*q*) The Registrar General, India, struck a note of caution about the canvassing of the language question

2. The schedules and also the concepts underwent further change as a result of discussion by the Registrar General, India with the Planning Commission soon after the First Census Conference. The schedules as finally adopted and canvassed universally became simple and they were:

(*i*) Houselist,

(*ii*) Establishment Schedule,

iii) Individual Slip, and

(*iv*) Population Record.

The scheme to do a ten per cent area sample was also given up. Sampling was to be confined to tabulation of data only—20 per cent urban and 10 per cent rural. The Primary Census Abstract was, however, to be prepared on 100 per cent count. As a result of these decisions much of the load of the 1971-Census was taken off and operationally the Census became more convenient. The vexed and somewhat difficult problem of sampling at enumeration stage and the recruitment and training of a separate set of Enumerators was obviated. The Registrar General, India's letter conveying the decision and embodying the various changes in the schedules is reproduced at Annexure-A, pages 113-114. The various Census schedules finally adopted and the instructions to fill them up both in English and Hindi are also reproduced at Annexure-F, pages 301 to 440.

SECTION—IV

CENSUS CALENDAR

Keeping in view the tentative Census Calendar circulated at the First Conference of Directors of Census Operations the following Census Calendar was devised for this State:—

June to August, 1969

(*i*) Preliminary discussions with the State Government regarding appointment of Census Officers.

(*ii*) Arrangements for preparation of up-to-date Town/Tahsil/Forest Ranges and Districts Maps.

(*iii*) Recognition of new Towns that qualify and declassification of existing ones if they did not satisfy the definition of a Town.

(*iv*) Preparation of General Village Register and Town Register.

(*v*) Collection of area figures from the Deputy Commissioners Director Land Records/Local Bodies in respect of Districts/Tahsils/Towns. Reconciliation of District totals—rural/urban areas.

(*vi*) Collection of administrative statistics from various agencies (non-Census data) for Part I of the Town and Village Directories. (This may be completed by October, 1969. The consolidation and compilation of the Directory will be completed by August, 1970).

(*vii*) Delineation of standard urban area in terms of rural and urban units.

(*viii*) Preparation of inventory of staff working in various District offices for appointment as Circle Supervisors and Enumerators.

September to October, 1969

(*i*) Notification of Census Questionnaires and instructions in the gazette as required by the Census Act.

(*ii*) Appointment of District Census Officers and Charge Officers.

(*iii*) Checking of Tahsil maps with village lists and assigning location code number to all units.

(*iv*) Constitution of Blocks and Supervisors Circles for the purpose of Housenumbering and Houselisting.

(*v*) Appointment of Block Enumerators and Circle Supervisors for Housenumbering and Houselisting operation—Despatch of appointment order forms.

(*vi*) Preparation of Charge Registers showing the Blocks and Circles for Houselisting.

November to December, 1969

(*i*) Issue of instructions explaining Houselisting Operations.

(*ii*) Training classes for District Officers and Charge Officers in Housenumbering, Houselisting and Establishment Schedules.

(*iii*) Despatch of Houselist, Establishment Schedules, Enumerator's Abstracts and 'Instructions Booklets' to District offices.

(*iv*) Drawing up of a training programme for Enumerators and Supervisors for Houselisting.

(*v*) Publicity for Houselisting.

January, 1970

(*i*) Training classes for the Enumerators and Supervisors for Housenumbering and Houselisting Operations including canvassing of Houselist and Establishment Schedules as a practical exercise through Training Schedules.

(*ii*) Publicity for Houselisting.

1st to 28th February, 1970

Houselisting and canvassing of Establishment Schedule.

March, 1970

1st to 3rd March, 1970

Preparation of Enumerators' Abstract.

3rd to 7th March, 1970

Arrival of the Houselists and Establishment Schedules at the District Headquarters.

8th to 15th March, 1970

Arrival of these schedules at the Headquarters of the Director of Census Operations (Recruitment and Training of Key Punch Operators and Supervisory staff to be done in February-March, 1970).

15th March to 15th April, 1970

Checking of the Houselists for completeness, sampling of Houselists, coding and punching of Houselists and Establishment Schedules to commence in the tabulation offices. (Separate programme to be drawn up for setting up of the Tabulation offices and completion of Tabulation Operations).

April to May, 1970

Preparation of Charge Register—delineation of blocks and Supervisors Circles for 1971-Enumeration on the basis of the 1970 Houselists.

June, July and August, 1970

(*i*) Selection and earmarking of Census Enumerators and Supervisors in each charge.

(*ii*) Compilation of part I (non-Census data) of the Village and Town Directories.

(*iii*) Preparation of data for A-series Tables for columns other than those which relate to 1971-Census data.

(*iv*) Training enumeration slips and instructions to reach every District office and Charge office.

September to October, 1970

(*i*) Detailed instructions to be issued formulating the Training Programme of Census Officers at all levels including Enumerators and Supervisors.

(*ii*) Training of District Officers and Charge Officers for filling up the Individual Slips and Population Record.

(*iii*) Publicity measures.

(*iv*) Despatch of Individual Slips and other forms to District Headquarters.

November, 1970 to January, 1970

(*i*) Reassessment of the blocks and circles constituted and finalisation of charge list by Charge Superintendents.

(*ii*) Issue of appointment letters to Enumerators and Supervisors.

(*iii*) Intensive training of Enumerators and Supervisors including practical exercise in enumeration on training schedules.

(*iv*) Copying of abstracts of the Houselist for each Enumerator's block.

(*v*) Issue of schedules, etc., by the Charge Officers to the Enumerators.

10th to 28th February, 1971

Census enumeration.

Night between the 28th February and 1st March, 1971

Enumeration of houseless population.

1st March to 3rd March, 1971

Revisional round.

3rd March to 5th March, 1971

Compilation and reporting of provisional totals.

2. The various items of work were attended to as scheduled and thus this drawing up of the Census Calendar before hand obviated much of the last minute rush and scramble. The houselisting oprations started in almost all the charges, as scheduled, from 1st February, 1970. In some charges, however, the start was delayed

a little because of violent agitation that was sparked off in the State consequent to the Government of India's decision about the future of Chandigarh. The field operation for Houselisting was, therefore, extended in these charges upto the 10th March, 1970. The various field operations for Houselisting were further subdivided and the dates for each one of these items of work were specified *vide* para-21 of our Circular Letter No. IV at Annexure-C, pages 166 to 173. Fixation of dates like this helped considerably in the successful completion of the operation.

3. Our time-table for the actual Census itself got upset by another unforeseen happening; the mid-term poll to the Lok Sabha in March, 1971. This necessitated deferment of the Census to March-April. The revised programme accordingly became—

(*i*)	Enumeration period.	10th—31st March, 1971.
(*ii*)	Counting of Houseless population.	Night between 31st March, 1971 and 1st April, 1971.
(*iii*)	Revisional round.	1st-3rd April, 1971.
(*iv*)	Census moment and Reference Date for 1971-Census.	Sunrise of 1st April, 1971.
(*v*)	Submission of record by the Enumerators to the Charge Officers through their respective Circle Supervisors.	4th April, 1971.
(*vi*)	Communication of provisional population totals:- -	
	(*a*) By Charge Officers to the District Census Officers and Director of Census Operations, Haryana, by the quickest means possible	Latest by 6th April, 1971.
	(*b*) By the District Census Officers to the Registrar General, India, and Director of Census Operations, Haryana, by express telegram to be followed by post copy	Latest by 7th April, 1971.
(*vii*)	Communication of further details of provisional population totals:—	
	(*a*) By the Charge Officers to the District Census Officers and Director of Census Operations, Haryana	Latest by 10th April, 1971.
	(*b*) By the District Census Officers, to the Registrar General, India, and Director of Census Operations, Haryana	Latest by 12th April, 1971.

SECTION—V

TRAINING SEMINARS FOR DIRECTORS OF CENSUS OPERATIONS, DEPUTY DIRECTORS OF CENSUS OPERATIONS AND TABULATION OFFICERS

A unique feature of the 1971-Census was the holding of training seminars for Directors of Census Operations, Deputy Directors and Tabulation Officers. Census being no longer a mere counting of heads but rather a sort of stock taking of the human wealth as it were, the data to be collected has now to cover wide fields of endeavour and resources. There is an ever increasing hunger for Census data by Socio-Economists, Scholars, Statesmen, Planners, Administrators and Commercial agencies. The accurate collection of data calls for special techniques and close involvement. This in turn requires elaborate training of the data-collectors themselves, who are generally officers or officials drawn up from the general administration with little or no knowledge of Census terms and concepts.

2. The first training seminar was organised at Bangalore from the 15th July to 1st August, 1969. It was attended by my Deputy Director, Shri J.L. Arora. His reaction was, however, none too happy as far as Statistics and Demography are concerned. Clearly it was all above his head!

3. The second training seminar was organised for the Directors at Darjeeling from the 17th to 25th September, 1969. We went through a heavy schedule under the supervision of technically qualified hands. The Darjeeling seminar gave us a good grounding into the methodology of training. Each Director was required to explain the various terms and concepts with the aid of roll-up charts and a black board. He also had to answer a volley of questions and the ensuing discussions greatly widened his knowledge. We also received lectures on Statistics, Sampling and Demography and with this training we felt that we were really "in" and no longer mere administrators watching the show. Later, I adopted the same methods for training the State Officers with the same good results.

4. I also had the advantage of participating in two group discussions, one at Dehradun (20th to 22nd June, 1969) and the other at Bhopal (3rd to 6th September, 1969) in which the Directors of the Hindi-speaking States along with the Deputy Registrar General, India, went through the instructions for filling up the Houselist and the Individual Slip and translated them into Hindi. This again was a good exercise which laid down a uniform standard in Hindi.

5. The Third Training Seminar was organised for Tabulation Officers of various States from the 13th to 24th November, 1969. The venue was Chandigarh and the Haryana Directorate had occasion to host the seminar. The Tabulation Officers bear the brunt of the tabulation work and the quality of their work depends much upon the extent of training that they have received. The seminar was addressed by a team of officers from the office of the Registrar General, India, namely, Shri S. Raghvachari, Assistant Registrar General, India (Demography & Training), Shri K.K. Chakravorty, Central Tabulation Officer, Shri H. Majumdar, Assistant Director Census Operations (T) and Shri G.K. Mehrotra, Senior Programmer. Registrar General, India, also joined us for a day during the seminar. The seminar provided an opportunity to the technical staff for understanding the technical problems in all their complexity and did much to prepare them for the arduous work ahead.

6. There can be no two opinions about the usefulness of these seminars and I have no doubt that they will be continued and even expanded in the forthcoming Censuses.

SECTION—VI

BUILDING UP OF THE STRENGTH OF OFFICERS AND STAFF IN THE STATE CENSUS OFFICE—CLERICAL ASSISTANCE TO DISTRICTS

When I took over as Superintendent of Census Operations, Haryana, in December, 1968, the staff in my office was as follows:

Name of the post	*Incumbent*
Office Superintendent	Shri S.S. Sharma
Upper Division Clerk	Shri R.C. Pahooja
Junior Scale Stenographer	Shri Lachman Das
Daftri	Shri Gobind Singh
Peon	1. Shri Negi Ram
	2. Shri Budhi Singh
	3. Shri Bhagwati Prashad
Chowkidars	1. Shri Bali Ram
	2. Shri Khandu Ram
Tabulation Officers	1. Shri J. R. Vashistha
	2. Shri G.D. Singla
Economic Investigator	Shri K.B. Lakhanpal
Statistical Assistants	1. Shri J.N. Suri
	2. Shri Daulat Ram
Computor	Shri A.L. Kakkar
Proof Reader	Shri H.C. Kapur
Draftsman	Shri Balwant Singh
Assistant Compilers	1. Shri O.P. Malik
	2. Shri Jaswant Lal
	3. Shri Hari Krishan
	4. Shri Ganga Ram
	5. Shri Sadhu Ram
	6. Shri K.K. Parashar
	7. Shri R.K. Jain

This remained the position for the first few months and then gradually we began to add on more staff to cope with the increased work. It is a peculiarity of this Organisation that it carries out an extensive operation with field staff deployed from the State, District and Tahsil cadres. This field staff is, of course, part-time and is engaged most of the time in its own normal functions. But the training of this huge army is the sole and prime responsibility of the Census Directorate. We had to carry out two series of training—one in 1969-70 for the Houselisting Operation and the other in 1970-71 for the Population count itself. Along with the training programmes we had also to draw up and send out a host of instructions. All this involved this Directorate in much drafting, cyclostyling, printing and distribution. The training programme had also to be organised at different levels at different places. We also had to send out a series of circulars and all this of course meant much clerical work.

2. To cope with this ever-increasing work our staff had to be expanded from time to time. The increase in each year is indicated by the statement at Annexure-C, page 209.

3. We began with only one Deputy Director and by the time field enumeration was taken up we had a total strength of three Deputy Directors. As mentioned earlier Shri J.L. Arora joined this Organisation on the 17th May, 1968. On the 22nd October, 1969 Shri S.L. Dhani, H.C.S. joined as a second Deputy Director. After inducting him into the work I posted him to Rohtak where we planned to have a Regional Tabulation Office. Along with him we sent Shri J.R. Vashistha as Tabulation Officer. This unit saw to the work in general in the five Districts of Hisar, Jind, Rohtak, Gurgaon, and Mahendragarh. The geographical shape of Haryana is such that these Districts cannot easily be approached or controlled from the Headquarters at Chandigarh and so from the start I decided to have a Regional Tabulation Office in the more centrally situated Headquarters at Rohtak to look after these areas. The Districts of Karnal and Ambala could more conveniently be handled

from Chandigarh. This in general was our plan of operation from the start and it worked well. I would recommend that the same division be maintained in future also. We could not, however, keep Shri S.L. Dhani, Deputy Director, with us very long because the Registrar General, India, needed him for the post of Administrative Officer in Delhi and so we surrendered him on the 4th of May, 1970. In his place we managed to get Shri N.K. Tandon, H.C.S., and he began work at Rohtak from the 26th of May, 1970. From the 4th August, 1970 we posted the third Deputy Director, namely Shri L.K. Gupta, H.C.S., at Chandigarh. He was ultimately to take over a second Regional Tabulation Office, which was to come up at Chandigarh. I obtained the services of all the Deputy Directors through personal requests to the Chief Secretary to the Government of Haryana. We got the fullest co-operation from the State Government and I had the officers of my choice. I might here mention the difficulty of getting officers from the State Civil Services. The Haryana Government gives to an Under Secretary a special pay of Rs. 200. He also gets a Government House at subsidised rent or house rent allowance. In the Districts an H.C.S. Officer of about 8-10 years seniority is generally a Sub Divisional Officer or an Administrator of a local body or in some other key post, which carries with it certain privileges and amenities. In our Directorate, a Deputy Director gets a special pay of only Rs. 150 and no house rent allowance if the salary exceeds Rs. 665 p.m., which is usually the case. In these circumstances, most of the H. C. S. officers are reluctant to come into this side-line of Census. It was, therefore, with some difficulty that we were able to find volunteers who possessed the requisite aptitude. It goes to the credit of these officers that they responded to my personal appeal and came to work with us.

4. In July, 1970, Shri J.L. Arora, expressed a desire to go back to the State Government where he hoped to be posted as Under Secretary. Since no amount of appealing had any effect I allowed him to go back. This was rather awkward for us because this officer had received training and acquired experience in the field. He was replaced by Shri J.S. Dhamija, an officer of the Haryana Civil Service, who right from the very start threw himself into the work with great vigour and zeal.

5. Shri L.K. Gupta, was put incharge of the Regional Tabulation Office at Chandigarh. But he also soon tired of the work and I had to send him back before his time. Our basic plan was to have one Deputy Director incharge of each Regional Tabulation Office and the third one at Headquarters to assist the Director in the Census work in general. Shri J.S. Dhamija held this latter assignment with credit. It is most important for the Director to have under-study an officer who could carry on for some time after the main Census is over. In this way continuity of office and the work remains. After the departure of Shri L.K. Gupta (12.9.71), Shri J.S. Dhamija held the additional charge of the Regional Tabulation Office also till its closure in October, 1971. This Tabulation Office did the tabulation work relating to the 65 urban local bodies in the State and rural Slips of the Districts of Ambala and Karnal. The Rohtak Tabulation Office, saw to the rural Slips of the remaining five Districts.

6. The set up in each District for the enumeration period and the period preceding it was quite simple. The Deputy Commissioner, was designated as the District Census Officer and the District Development & Panchayat Officer, as Additional District Census Officer. Each Tahsildar/Administrator/Secretary of a local body was the Charge Officer. In each tahsil charge one full-time Census Clerk was sanctioned. At District level there was a full-time Census Assistant, a Clerk and a Peon. No staff was given to the local bodies except in the case of Rohtak Municipality where one Assistant was sanctioned. All this staff was sanctioned from 1.11.1969 to 31.5.1971 except in the case of Municipal Committee, Rohtak for which a post of Assistant was sanctioned from 17.7.1970 to 31.5.1971 only. This staff proved invaluable as it was possible to allocate

the Census work to known individuals and to ensure continuity of performance. In fact there was a tendency for these officials to be over-burdened and to be over-utilised. Census work being technical, other officials in the Deputy Commissioners' offices were unable to tackle it. The salaries of these officials were debited to the Central Head of Account "39-Misc. Social Services Organisation—B-Enumeration". The Deputy Commissioners were authorised to operate this Head of Account.

7. Our instructions to the Deputy Commissioners were to post experienced and senior staff for Census work and to replace them with newly recruited men. Generally this principle was not followed and often temporary hands were placed incharge of Census work with not very good results in the beginning. Some difficulty also arose on account of the six months' basis of recruitment. After six months a clerk so recruited had to be retrenched and he could not be re-employed. This meant vacancies continuing for some time or new hands coming in every now and then. We then moved the Secretary to Government Haryana, Labour Department, to waive off this condition of six months' basis. The Government agreed and we were able to tide over this difficulty to some extent.

SECTION -VII

TOURING

A field operation of the magnitude of a Census cannot be conducted without a considerable amount of movement in the Districts. Touring is not only inescapable but a vital necessity. Not only has the Director to get to know the government officials in the Districts and tahsils but he has also to acquaint himself with the country itself, the location of the towns, the state of communications and the general layout of the territory in his charge. Then only can he be in a position to deploy his staff in the most effective manner. He has further to get to know the Deputy Commissioners, Sub Divisional Officers, Tahsildars and others incharge of local bodies. Every officer in charge of every territory is a vital link in the chain. Thanks to my long service and the fact that since 1964 when I became Special Secretary to the Chief Minister of the erstwhile Punjab, I have been on one job or the other which entailed a considerable amount of touring. I was thus fairly well known in the field and could appeal personally to officers.

2. Details of the tours carried out by me are given in Annexure-C, pages 210 to 216. After my introductory tours I began a systematic coverage of certain areas to enforce the Permanent House-numbering Scheme. Generally in a District no scheme can succeed unless the Deputy Commissioner takes a personal interest and the Deputy Commissioner in turn takes a personal interest usually when he in turn is pressed or driven. Tied down as he is with a multiplicity of commitments he is likely to lose the thread of a scheme unless constantly reminded or requested. A sense of urgency must, therefore, be maintained at District level. This is best done through visits and meetings at regular intervals. Then there are many points which can be best resolved by the Director himself at the spot, thereby saving much time and correspondence and obviating possibilities of wrong interpretation. Personal contact is, therefore, an absolute necessity. The Director has to carry the field staff with him. Personal acquaintance is more than half the battle.

3. Well before the operations themselves training programmes at different levels have to be planned and executed. I usually began with a Training Conference at State level presided over by the Governor of the State or the Minister in-charge and then moved down to the Districts, Sub-Divisions and towns and tahsil Headquarters. Here again it is necessary for the Director to cover as many training programmes as possible. Many wrong notions are best corrected at the start as later on they tend to snowball. Besides when it is known that the Director himself is to attend a class or preside at a meeting the local officers are forced to do their home work and to take a lively interest in the proceedings! Such tours to supervise the training programmes need to be repeated specially in weak areas. In fact it has a very good effect to tell a training group that its work not being upto the mark the Director would have to come again on such and such a date. Generally the group works hard to escape censure at the next visit.

4. Then comes the touring in connection with the Enumeration itself. Although it is good to do a certain amount of checking in the field it is best to so organise it that the Enumerators and Supervisors are not called off their work or unduly disturbed. A certain amount of inspection-touring along with the Deputy Commissioner and the District Census Officer if he is not the Deputy Commissioner also pays dividends. I did this in Hisar, Rohtak

and Gurgaon and found it most effective. Here again, weak spots must be revisited and ineffective officials pulled up. There is no better way for the Director to get to know the state of affairs in the field than to inspect the spot along with the local officers.

5. Generally speaking my touring was in connection with the following broad categories of work:

(*a*) for purposes of introduction;
(*b*) for the Permanent Housenumbering Scheme;
(*c*) special jobs and meetings;
(*d*) field training;
(*e*) enumeration;
(*f*) post-enumeration check;
(*g*) tabulation work;
(*h*) special projects, etc. ; and
(*i*) visits to Delhi to the office of the Registrar General, India.

This will probably be the pattern in all the States.

6. The provision of an Ambassador car proved a boon. Thanks to the excellent state and network of roads in Haryana, I was able to practically reach all points by car and in all weathers too. Because of the greater mileage given by the car it also proved more economical than a jeep besides being infinitely more comfortable. It also made for status, an important consideration in a State where all Heads of Departments as well as the Deputy Commissioners have staff cars, jeeps being used only by the lower levels of Sub Divisional Officers and Block Development Officers.

7. Haryana being a small State the need for air-travel within it did not arise. Of course for meetings and conferences outside the State I did on occasions resort to air-travel. Being in the selection grade of the I.A.S., my pay entitled me to air-travel without special sanction. I usually toured the State alone. On a few occasions I did take my personal staff, specially when records of meetings had to be kept and letters issued or data collected at the spot. A peon is specially useful in carrying letters in camp and in contacting various officers. He can also help the driver in case of break downs or other difficulties. We did not generally require transport from the State Departments but whenever we did we got it without difficulty. This was a particular help to my Deputy Directors and Tabulation Officers when they moved out on their own. We used no Air Force sorties.

8. The State Government did write to the District Authorities to provide transport to the Additional District Census Officers during the enumeration but due to one reason or the other the transport could not be arranged in all the cases. Wherever the transport was made available the results were decidedly much better.

SECTION—VIII

REQUIREMENTS OF CENSUS SCHEDULES—TRANSLATION, PRINTING AND DISTRIBUTION OF SCHEDULES AND INSTRUCTIONS

Unlike the 1961-Census the following schedules/booklets used at the 1971-Census were printed centrally by the office of the Registrar General, India:

1. Individual Slips
2. Houselist Forms
3. Establishment Schedules
4. Instruction-booklets for filling up:
   (*a*) Individual Slips
   (*b*) Houselist/Establishment Schedules
5. Enumerator's Daily Posting Statements for Males and Females
6. Enumerator's Abstracts
7. Population Records
8. Degree Holders and Technical Personnel Cards
9. Abridged Houselists.

The requirements of the above mentioned schedules/booklets for our State both for training and Census purposes were estimated centrally on the basis of set formulae. In the case of Individual Slips the requirements were based on the projected population for 1971-Census plus another 10 per cent to cover wastage and emergency requirements.

2. For the Houselist Forms the total estimated population was divided by 5 (average size of a household) to get the estimated number of households. The 1961-Census houses used as non-dwelling or lying vacant were inflated by 25 per cent and the number added to the estimated number of households to give the total number of entries for houselisting. The total number of entries were then divided by 40 (number of lines in each form) to get the estimated number of forms. This was further inflated by 10 per cent to cover wastage, etc. This total was again enhanced by the number of Enumerators to safeguard against blank entries. Since the Houselist Forms had to be filled in duplicate the estimates worked out were doubled. In the case of the Establishment Schedule the estimated requirements were calculated on the basis of 4 forms per Enumerator as these schedules were also required to be prepared in duplicate.

3. Instruction booklets for filling up Individual Slips were based on the total number of Enumerators and Supervisors. The number of Enumerators was arrived at by dividing the estimated rural population by 750 and the estimated urban population by 500. For every 5 Enumerators we took one Supervisor. The number of Enumerators and Supervisors thus estimated was enhanced by 25 per cent to cover stand-by personnel.

4. The number of instruction booklets for filling up the Houselist Forms were also based on the total estimated number of Enumerators and Supervisors. The number of entries of houselisting arrived at while working out requirements of Houselist Forms was divided by 200 to get the approximate number of Enumerators. The number of Supervisors was worked out by taking one Supervisor for every 5 Enumerators. The total number of Enumerators and Supervisors was inflated by 25 per cent to cover other Census Officers.

5. To arrive at the number of Enumerator's Daily Posting Statements required, the estimated male and female population was divided by 40 (number of lines). This was further inflated by 10 per cent to cover wastage, etc.

6. The number of Enumerator's Abstracts was the same as that of instruction booklets.

7. Besides the above we also used a certain number of forms for training. Each Enumerator was given 25 Individual Slips, ten Forms of Population Record, one Form of Enumerator's Daily Posting Statement each for males and females, one Form of Enumerator's Abstract, one Houselist Form and one Establishment Schedule.

8. Our forms were all in Hindi except for 15 per cent which were in English. The Hindi translations were done centrally by a Committee presided over by Shri K.D. Ballal, Deputy Registrar General, India, and comprising the Directors of Bihar, Uttar Pradesh, Madhya Pradesh, Rajasthan and Haryana. This committee held two sessions- -one at Dehradun and the other at Bhopal. The Hindi-speaking States, therefore, had common schedules and instructions. Translation did not present much difficulty.

9. Out of the various schedules, the Individual Slips and the Population Records were printed at Aligarh and the rest at Delhi or Calcutta. The Government of India Press at Aligarh did a very poor job and we had to return most of the Individual Slips for reprinting. Since the Individual Slip is the most important Census schedule and it is printed in very large numbers, I would suggest that its printing need not be concentrated at one place. Central printing not only gives rise to transportation difficulties but also adversely affects the quality of printing and binding. In future our requirement of Individual Slips and also that of Himachal Pradesh could be better printed at the Government of India Press at Simla or Nilokheri.

10. We distributed all these items charge-wise and experienced no difficulty. We kept reserves mostly at Charge level and some at District level and others at the level of Circle Supervisors. A small reserve was also kept at the Directorate Headquarters and our Regional Tabulation Office at Rohtak to meet any unforeseen demands. The Charge Officers were also given clear guidelines for distribution of the forms and schedules amongst Circle Supervisors and Enumerators in our Circular No. IV reproduced at Annexure-C, pages 166 to 173.

11. On the whole the estimates were accurate but we ran short of Population Record Forms due to miscalculation about our actual requirements and the high percentage of wastage as the forms were made available in pads not smaller than 25 each. We were, therefore, forced to resort to local printing. 8,000 pads of 25 forms each were printed in the Union Territory Administration Press at Chandigarh. In the case of Instruction Booklets for Individual Slips we had to send for a few more because in some cases the Enumerators and the Supervisors had walked off with the booklets and also the number of blocks had somewhat increased. The Individual Slips also fell slightly short because of defective printing and loose binding. On the whole the printing and distribution of all these items went off smoothly and presented no major problem at any stage.

12. In addition to the above we also had to get the following items printed locally:

1. The Census Act, 1948
2. Charge Registers for Rural and Urban Charges- -both for Houselisting and Enumeration
3. Attendance Registers
4. Forms Registers
5. Appointment Letters for Circle Supervisors and Enumerators both for Houselisting and Enumeration
6. Lists of Scheduled Castes in Haryana
7. Houselist Abstracts for Enumerators
8. Houselist Abstracts for Charge Officers
9. Lists of typical industries for the use of Enumerators
10. Guidelines for Supervisors for checking filled in schedules of Houselist and Establishment (Hindi)
11. Flying covers for filled in Houselists and Establishment Schedules

12. Identity Cards for Circle Supervisors and Enumerators
13. Abbreviation Cards.
14. Abridged Houselist Forms (Hindi)
15. Individual Slip Wall Charts
16. *Population Record Wall Charts*
17. Enumerator's Daily Posting Statement Wall Charts
18. Enumerator's Abstract Wall Charts
19. Population Record Forms
20. Manual of Instructions on Permanent Housenumbering (Hindi version).

Annexure-C, pages 217 to 221 gives the list of the supplies and utilisation of each type of Schedules, Forms and Instruction Booklets. A copy each of the Form, Schedule, Register Booklet printed centrally or locally by us has been preserved in the office for future reference.

SECTION—IX

PROCUREMENT OF MAPS

The objective of the Census is to see that every individual in the entire country is covered without any omission or duplication. This is possible only if accurate maps of the Administrative units are available and every Administrative unit, no matter how small, is properly located. The maps should also ensure that there is no over-lapping of boundaries between one State and the States falling in its neighbourhood or between one District and another or between rural and urban areas in a tahsil. We have to ensure that every Census Officer responsible for a unit is clear about his jurisdiction and that no area is left uncovered.

2. Instructions received from the Registrar General, India about the preparation of the District, Tahsil and Town Maps are reproduced at Annexure-A, pages 93 to 94. Before I took over, my predecessor had moved the State Government to issue instructions to the District authorities to attend to this work. Detailed instructions on the points were also issued by this office for procuring the following jurisdictional maps:

1. *Maps for the District*:—Scale 1″=4 miles showing (*i*) Roads, (*ii*) Railways, (*iii*) Rivers, (*iv*) Canals and (*v*) Tahsil boundaries.
2. *Maps for each Tahsil*:—Scale 1″=1 mile showing (*i*) Roads, (*ii*) Railways, (*iii*) Rivers, (*iv*) Canals, (*v*) Rest Houses and (*vi*) village boundaries with the name of villages and their *hadbast* numbers.
3. *Maps for each Town*:—Scale 4″=1 mile or any bigger scale if it is not possible to locate all the details on 4″=1 mile scale showing (*i*) limits of the town and also *hadbast* numbers of the villages falling all around but immediately outside the limits of the town, (*ii*) Electoral ward boundaries in case the town is distributed into wards, (*iii*) name of *Mohallas*/ localities, (*iv*) Roads, streets, lanes, by-lanes and blind lanes with names, (*v*) Railways, (*vi*) bridges and(*vii*) important public places.

The District authorities were required to prepare the maps in duplicate on tracing paper of good quality. The jurisdictional maps and the District and Tahsil maps procured at the time of 1961-Census and prepared on the scales as mentioned above were also sent to the District authorities for facilitating their work.

3. As already mentioned earlier, the Haryana State came into being as a result of the reorganisation of the composite State of Punjab with effect from the 1st November, 1966. Consequent to reorganisation, Jind and Narwana Tahsils of Sangrur District came over to Haryana. Ambala District lost Nalagarh and Ropar Tahsils as well as part of Kharar Tahsil. Four villages of Dadri Tahsil of Mahendragarh District went over to Bhiwani Tahsil of Hisar District. One Revenue Estate of Bhiwani Tahsil was bifurcated into 11 independent Revenue Estates. Similarly, one Revenue Estate of Fatehabad Tahsil was divided into two Revenue Estates. By riveraine action of the Jumna, Karnal Tahsil gained 4 villages and Panipat 3 villages from Uttar Pradesh. But no regular notification for the coming over of these villages from Uttar Pradesh was issued. After the coming into existence of the Haryana State the Tahsils of Kalka, Guhla, Dabwali, Loharu and Safidon were notified by the State Government. The new Towns of Naraingarh, Jagadhri Workshop Railway Colony, Ganaur and Tosham were also notified by the State Government. Some of the existing towns also under-

went a change in their area during the decade. It was ensured that the maps being procured and finalised by us did account for all these changes.

4. The base map of Haryana State was received from the Registrar General, India. It showed District boundaries and tahsil boundaries in respect of 27 tahsils only. Since 5 more tahsils had been constituted we brought the relevant State Government notifications to the notice of the Director, North-West Zone, Survey of India, Chandigarh and got the tahsil boundaries of the new tahsils marked from them on the base map of the State. The District maps as received from the Deputy Commissioners were not found to be very useful. Most of the maps were not on the scale prescribed. In some of the maps even the tahsil boundaries were wrongly marked. We, therefore, constructed District maps with the help of topo-sheets available with the Survey of India. The details shown in such maps were got certified from the Surveyor General. These maps were then passed on to the State Director of Land Records for certification. Similarly, the tahsil maps as received from the District authorities were not on the scale prescribed. The same were brought on the scale prescribed in this office and were finally got approved from the State Director of Land Records.

5. Town maps to the scale of 4″=1 mile could not be procured from all the urban local bodies for obvious reasons. Only some of them were to this scale while the majority were on bigger scales. We, therefore, adopted the maps as received.

Notional and Lay-out Maps

6. Side by side with the procurement of jurisdictional maps for Districts, Tahsils and Towns, notional and lay-out maps of villages and towns were also prepared. While implementing the Scheme on Permanent Housenumbering six copies each of notional and lay-out maps were prepared by the Village Patwaris in the case of rural areas and the local bodies in the case of urban areas. The maps came handy for checking the filled-in House-lists. These maps came upto the mark in most cases but for want of good quality paper these were not fit for long preservation. Not only was the quality of paper used poor but also the size was not uniform. In some of the cases the maps were cartographically poor. This was noticed particularly in the case of lay-out maps of the villages. In view of this we thought best to supply paper of uniform size to the rural authorities to draw up lay-out maps of all the villages, neatly and accurately so that they could be bound up in volumes for future use. These maps have been received in this office and are available for reference.

7. The Enumerators were also required to prepare lay-out maps for the blocks allotted to them. These maps have also been received and preserved in this office but their quality is rather poor since the Enumerators concerned were not well-versed in cartographic techniques. However, these maps proved useful for checking that no area was left out at the time of enumeration.

8. Our Mapping Unit began with only one Draftsman. Later on it was strengthened by the appointment of five Cartographers in the scale of Rs. 210-425. They are all M.A.'s in Geography and so this unit is adequately qualified. It has further been provided with the following equipment :

1. T-Square (42″)—2 Nos.
2. T-Square (32″)—2 Nos.
3. Parallel Brass Ruler—One
4. Magnifying Glass—3 Nos.
5. Diagonal Scale—4 Nos.
6. Box Pencil Coloured—4 Nos.
7. Instrument Box (Germany)—One
8. Drawing Brushes No. 1,2,3,4 & 5—5 Nos.
9. U.N.O. Pen Nibs No. 0,1 & 2—13 Nos.
10. Steel Scale—One
11. Drawing Boards Big Size—6 Nos.
12. Lining Pen—4 Nos.
13. Circular Protector (6″)—2 Nos.

14. French Curves Set No. 24- -One set
15. Planograph Set No. 9- -One full set
16. Adjustable Set Square -2 sets
17. Stencil Slates- -2 Nos.
18. Tracing Table—2 Nos.
19. Stool- Two
20. OCE Machine for ferro-prints -One.

Steps for the purchase of more equipment for this section as suggested by the Map Officer in the Registrar General's Officer have been taken. The present strength and equipment when purchased should meet our requirements. This unit had to be set up from scratch since all the cartographic equipment purchased at the time of 1961-Census along with the cartographic staff had gone over to Punjab Census Directorate.

Area Figures for State/District/Tahsil/Town, Villages

9. In order to co-relate the population with the area in which it falls we collect, after every decade, authentic area figures for various administrative units from two independent sources, namely, the Surveyor General of India and the State Director of Land Records. The Surveyor General supplies us not only the area figures for the State as a whole but also gives us District-wise break up. Area figures for the administrative unit lowerer than the District, namely, tahsil and village (revenue estate) are, however, the concern of the State Director of Land Records.

10. The State/District-wise area figures provided by the Surveyor General have this time been termed as "Geographical Area Figures". The Geographical Area Figures are worked out on the basis of District boundary surveys as per the ground and subsequently authenticated after survey by the State Revenue authorities. The areas are calculated and balanced with the theoretical area of the surface of the earth, working on the principle of "whole to the part."

11. The tahsil area figures as provided by the Director of Land Records have this time been designated as "Reporting Area Figures for Land Utilisation". These figures represent the totals arrived at by adding the area figures of individual villages and different land utilisation plots. The area figures for various tahsils falling in a particular District when totalled for the District would normally not tally with the "Geographical area figures", for the said District as given by the Surveyor General. The difference between the two sets of figures is due to different techniques adopted for the computation of area figures by the Surveyor General and the Director of Land Records.

12. Further, while computing tahsil-wise area figures the Director of Land Records takes into account hills, forests, rivers, etc. and not merely the total area figures of individual villages. In view of this the sum total of area figures of individual villages falling in a tahsil may not necessarily tally with the tahsil area figures as supplied by the Director of Land Records.

13. The reasons for discrepancies between "Geographical Area Figures" and "Reporting Area Figures for Land Utilisation" on the one hand and between the "Area Figures for the Land Utilisation" in respect of tahsil and the sum total of Village Area Figures of the villages falling in the tahsil on the other hand have been explained by appropriate foot-notes.

14. At the past Censuses, the Surveyor General used to provide us with the State/District Area Figures for publication in the Census Reports. This time, however, the Central Statistical Organisation took over the responsibility for standardising the "Geographical Area Figures" in consultation with the Surveyor General and the respective State Governments. The provisional "Geographical Area Figures" as on 1st July, 1971 in respect of Haryana State and all the seven Districts comprising thereof as computed by Surveyor General were accordingly conveyed to us for use in our 1971-Census Publications.

15. For obtaining area figures in respect of tahsils and villages we moved the State

Director of Land Records in the middle of June 1969. Later on the Registrar General, India's office also moved the State Director of Land Records to provide us the area figures. It was only after much chasing up that we could procure the required information. The information received was, however, not free from errors and omissions and had to be rectified in consultation with *Lal-kitabs* maintained in tahsil offices. The Director of Land Records who is supposed to keep this information ready at all times could not perhaps keep his record up-to-date due to the formation of the State only some years ago.

16. Village-wise area figures were also obtained direct from the Village Patwari through the District Revenue Authorities in connection with the publication of Village Directory. The village area figures given by the Patwari also showed break up of the area by land uses. These village-wise area figures were found to be more authentic and have, therefore, been adopted for Village Directory and also Village-wise Primary Census Abstract.

17. A unique feature of the Haryana State is that all villages established as per settlement would continue to be shown as such notwithstanding whether whole or part of any of them has come under municipal limits. Thus Director of Land Records does not maintain area figures for urban area. The town-wise area figures were, therefore, obtained direct from the Urban Local Bodies in the State. Here again our experience is none too happy. Discrepancies, if any, in area figures reported by them were removed in consultation with local bodies concerned failing which with the help of 1961 Census Reports.

18. For presenting the area figure for the State as a whole the "Geographical Area Figures" supplied by the Surveyor General have been taken into account. Urban Area Figure for the State was computed by adding up the area figures obtained from various Urban Local Bodies in the State. The rural area figure for the State was derived by substracting the urban area from the total "Geographical Area " of the State. By adopting the same process the rural and urban components of the Districts were derived. In the case of tahsils the urban component comprised the total area figures of local bodies falling in the tahsil and the rural component was derived by substracting the urban area from the tahsil area as supplied by the Director of Land Records.

19. Due to difference in area figures obtained from two different sources it is necessary to base the density of population figures for the District and State on the Surveyor General's "Geographical Area" figures and for lower levels on the Director of Land Records or the Local Bodies Area Figures.

SECTION—X

ADMINISTRATIVE UNITS FOR ENUMERATION AND PRESENTATION OF CENSUS DATA- RECOGNITION OF TOWNS—LOCATION CODE

In the Censuses prior to 1951 it had been the practice to create artificial divisions in a District for Census purposes. This was done away with in the 1951-Census and the usual administrative divisions namely District, Tahsil, etc. were adopted. This method was followed in the 1961-Census as well.

2. Before the 1971-Census the question of adopting certain administrative divisions for the presentation of Census data was again considered. My predecessor had hinted that instead of tahsil the National Extension Service Blocks may be adopted The idea did not seem practicable as the tahsil still continued to be recognised as an administrative unit in Haryana. Secondly, switching over to the National Extension Service Block would have affected comparability of data. Thus presentation of data by tahsils was continued during 1971-Census.

3. Another question which engaged our attention centred round the smallest rural administrative unit to be considered for the presentation of Primary Census Data. There were several suggestions before us. In some States, Census Officers had thought of recognising hamlets of villages as units of enumeration for Primary Census Data. Another suggestion was to furnish Primary Census Data per Enumerator block in large villages. A further suggestion was to treat a *Panchayat* as a separate entity for purposes of presentation of Primary Census Data. All these were considered carefully but dropped as impracticable. Since in Haryana a village generally has a compact *abadi-deh* with no hamlets scattered about, the question of recognising a hamlet as the smallest unit became redundant. The other two suggestions were also dropped since to adopt them would have made comparability of data difficult. We thought that our purpose would best be served if we chose a viable and stable unit with definite fixed boundaries which was comparable with the unit chosen in earlier Censuses. The answer seemed to lie in selecting the Revenue village with definite survey boundaries as a unit satisfying all our requirements. We, therefore, decided to continue treating a Revenue village as the smallest administrative unit for the presentation of Primary Census Data.

4. In this State we came across only one unsurveyed area namely the Reserve Forest Area of Morni Hills in NaraingarhTahsil. We had constituted it as a Special Charge during the houselisting operations. After houselisting we noticed that no permanent population resided in this area. We, therefore, did not consider it a problem in the matter of utilising a Revenue Estate as our smallest unit.

Urban Area

5. Two broad divisions of areas, namely, rural and urban, have always been recognised at the Censuses. It is, therefore, necessary to demarcate these areas carefully, well before the Census itself. The definition of Urban unit adopted in the 1961-Census was as follows:

(*a*) All places with a Corporation, Municipality, Cantonment Board or Notified Area Committee

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

(*i*) A Minimum population of 5,000,

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

(*iii*) A density of population of at

least 1,000 per square mile (386 per square km.).

This definition had, by and large, worked well and brought about some uniformity of concept throughout the country. It was, therefore, decided to continue the same definition at the 1971-Census. In order to find out the places which should be treated as towns in the 1971-Census we scrutinised the 1961 list of towns. At the same time we got the views of the State Government as well as those of the Deputy Commissioners. We also gave a list of villages qualifying for treatment as urban areas to the Deputy Commissioners for their comments The State Government agreed to continue all the municipalities, cantonments and notified areas as towns. In general the Deputy Commissioners did not favour the idea of including in the list of towns the villages which satisfied the livelihood test. In view of this it was decided to treat places containing local bodies, such as municipalities, cantonments, notified area committees as towns for the purpose of 1971-Census.

.6. None of the towns included in the list of 1961 Census towns was denotified. However, during the intervening decade we found that 4 new places had been added to the list of towns namely, Naraingarh Notified Area Committee (Ambala), Jagadhri Workshop Railway Colony Notified Area Committee (Ambala), Ganaur Notified Area Committee (Rohtak), and Tosham Notified Area Committee (Hisar). Tosham Town was included in the list after the house-listing operations were over as it was notified as such much later. In all there were 65 towns for the 1971-Census including 2 cities with a population of more than 1 lakh. These were Rohtak and Ambala Cantonment. A list of urban areas for 1971-Census may be seen at Annexure C, pages 222-23.

Urban Agglomeration

7. It is a common phenomenon to find around a core city or statutory town, fairly large well-recognised Railway Colonies, University Campuses. Military Camps, etc. springing up and even though these are outside the statutory limits of a city or town, they fall within the revenue boundary of the place by which the town itself is known. It may not be altogether realistic to treat such areas lying outside the statutory limits of a town as rural units. At the same time each such individual area by itself may not satisfy the minimum population limit to qualify it for treatment as an independent urban unit. Such areas, therefore, deserved to be reckoned along with the main town and the continuous spread including such urban out-growth is fit for treatment as an integrated urban area. At the last Census, in several States, such urban spreads made of central towns and all immediate adjoining units had been treated as urban areas for the purpose of Census tabulation. If such areas were to be taken away from the main town and merged with rural areas for 1971-Census purposes an anomalous picture of an apparent fall in population of certain class towns would have occurred. It was, therefore, decided by the Registrar General, India, to continue treating such areas as part of the core town by showing their data separately. The core town along with the urban spread has for the purposes of 1971-Census been named as "urban agglomeration".

8. For locating "urban agglomeration" in our State we invited the comments of Deputy Commissioners. Some proposals were received. But none of the out-growths recommended to be treated as part of the towns were found to be large enough to deserve special treatment. However, the Railway Colony Jind near Jind Town was an out-growth which could be considered as a separate unit. As its population was too small and as it was treated as part of Jind Town in 1961-Census we continued to treat it as such during 1971-Census without giving it the name of an "urban agglomeration." Thus no urban areas were recognised as "urban agglomeration" in our State during 1971-Census.

Standard Urban Areas

9. At the 1961-Census the concept of town groups was evolved. If two or more adjacent

towns formed a compact unit the entire area was labelled as one town group. The term was coined with a view to bringing out such areas as were so close to one another that in practical life they behaved as one unit though they were served by separate local administrations. The concept of "Town Group" however, had become a target for criticism. It was felt that the data for such town groups would become incomparable from Census to Census, particularly because it did not account for rural areas falling in between the two or more urban units of the town groups. In view of this the presentation of data by town groups was done away with in the 1971-Census. Instead, a new concept of Standard Urban Areas was introduced. The ingredients of the Standard Urban Area are:

(*i*) that there should be a core town with a minimum population size of 50,000;

(*ii*) that the contiguous area made up of other urban as well as rural administrative units should have close mutual socio-economic links with the core-town;

(*iii*) in all probabilities the contiguous area in question would get fully urbanised in the next 2-3 decades.

Such standard urban areas would make it possible for us to present comparable data for 3-4 consecutive Censuses thereby bringing out a meaningful picture of the growth of the towns. Smaller towns were not considered while locating Standard Urban Areas as it was felt that they would not make much significant impact beyond their boundaries during the coming decades. The Standard Urban Areas comprised a core town with a population of 50,000 and above and non-municipal areas of the villages falling on the periphery of the town holding out promise of getting urbanised with the passage of time. As far as Haryana State is concerned it was decided in consultation with the State and Central Town and Country Planning Departments to delimit Standard Urban Areas for the following towns:—

1. Ambala
2. Bahadurgarh
3. Bhiwani
4. Faridabad-Ballabgarh complex
5. Hisar
6. Karnal
7. Panipat
8. Rohtak
9. Gurgaon
10. Sonepat
11. Yamunanagar-Jagadhri

Although Bahadurgarh did not have a population of 50,000 it was delimited as Standard Urban Area considering its importance as a developing industrial town lying in close proximity to the national capital of Delhi.

Freezing of boundaries of Administrative units

10. Having decided upon the biggest and the smallest administrative units for which the Census data was to be presented we sub-divided the big villages and towns into small Enumerators' blocks. The process of determining the blocks starts much in advance of the actual Census and then they are marked on the Census maps to avoid over-lapping or omission of areas. For the efficient conduct of the Census operations, it is, therefore, necessary to ensure that the boundaries of administrative units, namely, Districts/Tahsils/Villages and Towns are not disturbed after the blocks have been determined and until the Census enumeration and tabulation of data are completed. To guard against the changes in the boundaries of various administrative units before and during the Census enumeration the Ministry of Home Affairs, Government of India, addressed a letter to the Chief Secretaries of the State Governments impressing upon them the need for freezing the boundaries thereof. They were advised that all the proposals for reconstituting or making adjustments in the jurisdiction of Districts/Tahsils/Revenue Villages and Municipalities which might be pending or which might be proposed to be taken up in the near future should be finalised and given effect to before the 1st July, 1969 under intimation to the State Census Director concerned. In any case the State Governments were asked to ensure that no changes whatsoever were made

in the boundaries of the administrative units during the period from 1-1-1970 to 30-6-1971. A copy of the aforesaid letter is reproduced at page 95 of Annexure-A.

11. The Haryana Government by and large followed the advice of the Ministry of Home Affairs and no changes were effected in the District, Tahsil, Village boundaries. However, the State Government did approach us to allow them to redelimitate ward boundaries in the case of 10 towns. We did not agree to this. Some changes did occur in the case of a couple of towns. In the case of Panipat Town redelimitation of ward boundaries was affected. A new town of Tosham was constituted after the houselisting operations were over. This, however, did not affect our enumeration programme much. In the case of Bawal Town the boundaries were changed with the result that a portion of the town which was previously within the municipal limits fell outside them. The houselist for the part of the town that had been taken out was transferred to the Tahsildar concerned for taking up enumeration of the said portion. On the whole no serious problem arose.

Location Code

12. After deciding on the biggest and smallest administrative units for which data was to be presented and after clearly locating them on the jurisdictional maps, the next step was to give them Location Code Numbers in a pre-conceived and intelligible order. By location code is meant a system for identifying each enumeration block and in each enumeration block each Census house/household by means of numerical figures. Code numbers when exhibited on a map also ensure that every administrative unit has been covered and no area left out. This provides a convenient way for referring to every administrative unit covered at a Census and obviates the need for repeatedly recording on every Census schedule the long names of the District, Tahsil, Village or Town.

Method for evolving code numbers

13. The location code number series for smaller units constituting large units in our State began as far as possible from the north-west and after allotting the succeeding numbers to adjoining units in a serpentine manner ended ultimately towards the south-east. In cases where this order could not be followed the location code number series started at a convenient point and ran in a clock-wise direction.

14. Keeping in view the broad guide lines mentioned above we evolved a system of code numbers for our State under which each District bore a fixed number and within each District every tahsil bore a distinct number and within each tahsil every village followed suit. The towns were allotted numbers in one series for each District and were distinguished by a number in Roman figures while the villages were denoted by Arabic numerals. The location code numbers thus allotted to seven Districts, 32 tahsils and 65 towns falling in Haryana State were as follows :

Location Code Numbers for Districts and Tahsils

Name of District	Code No.	Name of Tahsil	Code No.	Combined Code No. for District and Tahsil
AMBALA	1	KALKA	1	1 1
		NARAINGARH	2	1/2
		AMBALA	3	1/3
		JAGADHRI	4	1/4
KARNAL	2	GUHLA	1	2/1
		KAITHAL	2	2/2
		THANESAR	3	2/3
		KARNAL	4	2/4
		PANIPAT	5	2/5

Location Code Numbers for Districts and Tahsils—*Concld.*

Name of District	Code No.	Name of Tahsil	Code No.	Combined Code No. for Districts and Tahsils
ROHTAK	3	GOHANA	1	3/1
		SONEPAT	2	3/2
		ROHTAK	3	3/3
		JHAJJAR	4	3/4
GURGAON	4	REWARI	1	4/1
		GURGAON	2	4/2
		BALLABGARH	3	4/3
		PALWAL	4	4/4
		NUH	5	4/5
		FEROZEPUR JHIRKA	6	4/6
MAHENDRAGARH	5	DADRI	1	5/1
		MAHENDRAGARH	2	5/2
		NARNAUL	3	5/3
HISAR	6	DABWALI	1	6/1
		SIRSA	2	6/2
		FATEHABAD	3	6/3
		HISAR	4	6/4
		HANSI	5	6/5
		BHIWANI	6	6/6
		LOHARU	7	6/7
JIND	7	NARWANA	1	7/1
		JIND	2	7/2
		SAFIDON	3	7/3

Location Code Numbers for Districts and Towns

Name of District	Code No.	Name of Town	Code No.	Combined Code No. for District and Town
AMBALA	1	KALKA (M.C.)	I	1/I
		NARAINGARH (N.A.C.)	II	1/II
		SADAURA (M.C.)	III	1/III
		AMBALA (M.C.)	IV	1/IV
		AMBALA CANTT. (C.B.)	V	1/V
		CHHACHHRAULI (M.C.)	VI	1/VI
		BURIA (M.C.)	VII	1/VII
		JAGADHRI (M.C.)	VIII	1/VIII
		YAMUNANAGAR (M.C.)	IX	1/IX
		JAGADHRI WORKSHOP RAILWAY COLONY (N.A.C.)	X	1/X
KARNAL	2	PEHOWA (M.C.)	I	2/I
		KAITHAL (M.C.)	II	2/II
		PUNDRI (M.C.)	III	2/III
		SHAHBAD (M.C.)	*IV*	2/IV
		THANESAR (M.C.)	V	2/V
		LADWA (M.C.)	VI	2/VI

Location Code Numbers for Districts and Towns—*Concld.*

Name of District	Code No.	Name of Town	Code No.	Combined Code No. for District and Town
KARNAL (Concld.)		RADAUR (M.C.)	VII	2/VII
		NILOKHERI (N.A.C.)	VIII	2/VIII
		KARNAL (M.C.)	IX	2/IX
		GHARAUNDA (M.C.)	X	2/X
		PANIPAT (M.C.)	XI	2/XI
ROHTAK	3	MAHAM (M.C.)	I	3/I
		GOHANA (M.C.)	II	3/II
		GANAUR (N.A.C.)	III	3/III
		SONEPAT (M.C)	IV	3/IV
		ROHTAK (M.C.)	V	3/V
		BERI (M.C.)	VI	3/VI
		BAHADURGARH (M.C.)	VII	3/VII
		JHAJJAR (M.C.)	VIII	3/VIII
GURGAON	4	BAWAL (M.C.)	I	4/I
		REWARI (M.C.)	II	4/II
		PATAUDI (M.C.)	III	4/III
		HAILEYMANDI (M.C.)	IV	4/IV
		FARRUKH NAGAR (M.C.)	V	4/V
		GURGAON (M.C.)	VI	4/VI
		SOHNA (M.C)	VII	4/VII
		FARIDABAD TOWNSHIP (M.C.)	VIII	4/VIII
		FARIDABAD (M.C.)	IX	4/IX
		BALLABGARH (M.C.)	X	4/X
		PALWAL (M.C.)	XI	4/XI
		HODAL (M.C)	XII	4/XII
		NUH (M.C.)	XIII	4/XIII
		FEROZEPUR JHIRKA (M.C.)	XIV	4/XIV
MAHENDRAGARH	5	CHARKHI DADRI (M.C.)	I	5/I
		KANINA (M.C.)	II	5/II
		MAHENDRAGARH (M.C.)	III	5/III
		ATELI (M.C.)	IV	5/IV
		NARNAUL (M.C.)	V	5/V
HISAR	6	MANDI DABWALI (M.C.)	I	6/I
		KALANWALI (M.C.)	II	6/II
		SIRSA (M.C.)	III	6/III
		FATEHABAD (M.C.)	IV	6/IV
		JAKHALMANDI (M.C.)	V	6/V
		TOHANA (M.C.)	VI	6/VI
		UKLANAMANDI (M.C.)	VII	6/VII
		HISAR (M.C.)	VIII	6/VIII
		HANSI (M.C.)	IX	6/IX
		BHIWANI (M.C.)	X	6/X
		LOHARU (M.C.)	XI	6/XI
		TOSHAM (N.A.C.)	XII	6/XII
JIND	7	NARWANA (M.C.)	I	7/I
		UCHANA (M.C.)	II	7/II
		JIND (M.C.)	III	7/III
		JULANA (M.C.)	IV	7/IV
		SAFIDON (M.C.)	V	7/V

15. The location code numbers allotted to village are given in the District Census Handbook of the District concerned.

Enumerators' Block Number

16. After giving the location code numbers, the big villages and electoral wards of towns were divided into Enumerators' blocks. Small villages were, however, not sub-divided but were taken as independent Enumerators' blocks. All the enumeration blocks carved out for villages falling in a tahsil were numbered off in one series. In the case of urban areas the Enumerators' block numbers were given in one sequence for each town separately.

17. In an Enumerator's block all 'buildings' and 'Census houses' were also given numbers in a systematic manner.

Combination of code numbers

18. The Enumerators' blocks were represented by combined code numbers comprising 4 elements separated by oblique strokes. Out of the 4 elements of the combined code for rural areas the first represented the district number, the second the tahsil number, the third the village number and the fourth the Enumerator's block number which was shown in brackets. For example, in the combined code number of '2/4/76(88)' the figure '2 stood for district, '4' for tahsil, '76' for village and '(88)' for the Enumerator's block. The combined location code number for urban areas also had 4 elements representing district number/town number/ward number/Enumerator's block number. For example if the combined code number of an urban block was written as '4/VI/6(8)', the '4' represented the district number, 'VI' the town number, '6' the ward and the '(8)' the Enumerator's block.

19. Although the allotment of code numbers for tahsils/towns/villages could have been left to the District authorities, it was considered better to do this work at the Headquarters with the help of the village lists and the jurisdictional maps.

20. Village lists showing the names of the villages, their *hadbast* numbers and location code numbers as allotted by us were sent to the Tahsildars in duplicate and they were asked to return one copy of the village lists after certifying thereon that all the villages falling in their tahsil had been included in the list and also that the names and *hadbast* numbers of the villages had been shown correctly. The other copy was to be retained by them for the formation of Enumerators' blocks.

Charge Registers

21. We devised a form for the Charge Register to be prepared by each Charge Officer in triplicate. These registers were prepared twice, once before the houselisting and then before the actual enumeration. In the Charge Register were given complete descriptions of the Enumerators' blocks and also the necessary particulars of Enumerators/Supervisors, who were earmarked for work in the various blocks. One copy of the Charge Register was kept by the Charge Officer and the other by the District Census Officer and the third was meant for this Directorate. On the receipt of the Charge Registers in my office, these were scrutinised carefully in order to ensure that all areas had been fully covered.

22. The preparation of Charge Registers is the culmination of the preparatory measures for the taking of a Census. The scrutiny of the Charge Register is, therefore, a very important task. It has to be ensured that mistakes, if any, in the Charge Registers are removed expeditiously in consultation with the Charge Officers. In case some changes occur later on those are also to be properly accounted for.

SECTION- -XI

ENUMERATION AGENCY

In deciding upon the agency to be used for enumeration there was really not much choice. Such large numbers were required that we perforce had to turn to the two good old traditional sources of the Revenue and the Education Departments. The bulk was drawn from the school teacher class and the next big lot from amongst Patwaris and Kanungos. In urban areas local bodies staff was also deployed. For obvious reasons we used mostly Government staff. In some cases we also used staff of Quasi-Government Organisations such as Municipalities and the State Electricity Board. In general we found the Government servants to be the most disciplined, easiest to reach and easiest to pull up!

2. On the whole not much pulling up was required. Here and there, of course, we came across shirkers who tried to dodge this work but a little firmness soon settled this problem. Unfortunately, the school teachers in Haryana resorted to wide-scale agitations and strikes in January-February, 1970 when the Houselisting was being done. Our appeals to them for their co-operation in this national task, however, bore fruit and we got a very good response and completed the work in time. A number of teachers who were highly educated were not quite happy at working in what they considered to be the rather low position of Enumerators and being thus equated with patwaris. But this hurdle too was cleared when their patriotism was appealed to. Due to large scale transfer of teachers also certain problems kept arising. In spite of our requests to the State Government not to transfer staff which had been trained transfers here and there continued and we were much put out and had to hold special training for new hands. I am afraid this problem will recur for when a Minister or an officer is annoyed with a field official he is apt to transfer him. Census work then becomes a matter of low priority!

3. The Enumerators and Supervisors selected by us proved to be a good choice. The bulk did an excellent job in spite of numerous handicaps such as local duties, mid-term elections and so on. Generally the performance was quite satisfactory. Haryana having switched on to Hindi from January, 1969, some of the older age group of Enumerators in the field who had learnt and worked in Urdu before, felt some difficulty. For a few we issued instruction booklets in Urdu. This was the case mostly in Gurgaon District where Urdu-knowing Muslims reside in the Mewat area. For others we gave extra training. Some used forms in English.

4. The threat of coercive action usually was enough and we did not have to resort to formal disciplinary action. The Deputy Commissioners, who were also the District Census Officers, realized the importance of discipline and shirkers and evaders were soon set right. The staff in general, whatever their grievances against the Government had no thoughts against the Census and realizing it to be a task of national importance readily put their shoulders to the wheel. In some cases excellent work was turned out both at the Housenumbering as well as the Houselisting stages. The same can be said for the Enumeration itself. Notional maps in many cases were prepared by Enumerators at their own expense.

5. Generally speaking Enumerators were quite happy except in cases where they had to travel some distance to their work. This became inescapable in cases where teachers had been transferred for administrative reasons to

places away from the villages or towns where they had been living and working for many years. Even on transfer some did not shift their places of residence and preferred to cycle or bus it daily to places of their new postings. These people naturally got Census areas close to their places of work and this often tired them out. In places where work was poor it was not so much due to lack of interest as to lack of training and supervision. On the whole, I can truthfully say that it was a good team and a good job of work was done by all concerned.

6. Generally we used the same agencies for all the three operations of Housenumbering, Houselisting and Enumeration. The Patwaris and the Revenue agency in general proved to be the most disciplined and easy to handle. One reason for this is that the Deputy Commissioners, Sub Divisional Officers and Tahsildars directly control these officials. The school teachers come under the direct control of the District Education Officers and so the latter have also to be inducted into and associated with the work. The Patwari also exercises greater authority and influence in the rural areas and this leads to better response to questions. He is also able to make better notional maps from his field maps and is more familiar with his *Ilaqa* and the buildings, institutions and people in it. Further, Patwaris attend regular meetings in tahsil headquarters where the Kanungos and Tahsildars who are also their Supervisors and Charge Officers, are able to assess the training, worth and work of the Enumerators in routine. For Enumerators drawn from other agencies special meetings have to be convened for this purpose.

7. It must, however, be remembered that no matter how willing or able a group of Enumerators may be it cannot function effectively unless Supervisors and Charge Officers take a personal and close interest in their work and problems. Personal problems arising out of health, private affairs or transfers or extra duties, etc. all require sympathetic understanding and help. In these days of rising prices an Enumerator should not be expected to be out of pocket in regard to Census work. This sets his back up and he becomes a reluctant worker. Sympathy and encouragement are needed here. This is where the tact and understanding of his supervisory officers come into play.

8. Another point to bear in mind is that while selecting Enumerators care should be exercised to ensure that technical and essential personnel of specialised departments are not used. The law gives the power to take over anyone but if a Charge Officer inducts persons engaged in certain essential services such as engine drivers or technical linesmen of the Electricity Department, he is only asking for trouble as break-downs are likely to occur without such highly specialised persons in public services.

9. A statement showing the distribution of Enumerators and Supervisors by broad categories is given in Annexure-C, pages 229 to 232.

SECTION—XII

(*a*) HOUSENUMBERING AND HOUSELISTING

Before the actual count of human beings it is necessary to locate them in their residences and places of work, etc. To this end an exercise known as the "Houselisting Operations" is carried out. It is in fact a sort of Census of houses. All houses, residences, institutions or establishments, etc. are first numbered and mapped. This ensures that all houses and all persons living therein are covered without leaving out any part of the country or without counting the same persons twice over.

2. In the past Censuses Housenumbering and Houselisting Operations used to be undertaken simultaneously. House numbers were written with cheap materials like chalk, *geru*, etc. These numbers naturally got obliterated in the course of time and so the hiatus between the houselisting and actual count had necessarily to be reduced to the minimum.

3. Before the 1961-Census my predecessor had moved the State Government for numbering the houses in urban areas according to the road-street system instead of the electoral wards and also for fixation of permanent housenumber plates which could be used for all purposes. To put this idea into practice was going to take some time so my predecessor made his own arrangement for temporary housenumbering leaving the question of permanent housenumbering to the State Government. The State Government placed the matter before the Local Bodies Conference held in September, 1962, which agreed to the fixing of permanent housenumber plates according to road-street system instead of wardwise.

4. In April, 1967, the Additional Registrar General, India, wrote to the Chief Secretaries of the various State Governments stressing the need for implementing a Scheme on Permanent Housenumbering on uniform and country-wide basis. A manual of instructions evolved for the purpose was also sent to the State Governments. The scheme aimed at providing permanent house numbers in a systematic manner to all houses falling in the jurisdiction of urban as well as rural local bodies. This could be then utilised for purposes of post and telephone services, health and family planning programmes, socio-economic surveys, preparation of electoral rolls, housing and population Censuses and so on. These permanent house numbers were also to obviate duplicity or multiplicity of house numbers as was generally the case where different agencies painted different house numbers on houses to suit their needs.

5. The manual of instructions was also a step towards achieving the maximum amount of standardization in the system of housenumbering. If there was a satisfactory system of housenumbering already in existence in some urban units that was not to be completely upset but was, as far as possible, to be brought in line with the instructions contained in the manual. The manual was exhaustive enough to provide technical know-how for the implementation of the scheme. The first step provided under the manual was to set up State and District Co-ordination Committees to watch and co-ordinate the efforts in this behalf. The second step was to draw up notional and lay-out maps for all the urban areas and revenue villages. Side by side with the preparation of notional and lay-out maps a simple houselist was also to be prepared. The third step was to give numbers in a specified order to all the houses shown on the lay-out maps. Then the metallic number plates of a specified size were to be affixed on the houses conforming to the numbers shown on the lay-out maps. Lastly, the manual

provided for the maintenance and periodic check of the permanent house numbers.

6. The State Directors/Deputy Directors of Census Operations were asked to provide the requisite leadership and enthusiasm to ensure the implementation of the scheme.

7. On the persuation of this Directorate the Haryana Government on the 1st of June, 1968, constituted its State Co-ordination Committee for the implementation of the Scheme on Permanent Housenumbering with the following as members:

1. Secretary to Government Haryana, Local Government Department	Chairman
2. Director of Local Bodies	Member
3. Director of Panchayats	Member
4. Chief Electoral Officer	Member
5. Director Postal Services, Punjab Circle. Ambala Cantt.	Member
6. Assistant Excise & Taxation Officer (Hqr.)	Member
7. Under Secretary, Administration, Civil Supplies Department	Member
8. Superintendent of Census Operations, Haryana	Convener

Later on the following members were also nominated to the State Co-ordination Committee:

1. Deputy Secretary, Revenue Department
2. Director, Civil Defence
3. Deputy Director of Military Lands and Cantonments, Western Command
4. Economic & Statistical Adviser.

8. The first meeting of the Committee was held on the 12th July, 1968. It decided to provide one number to each house which should be depicted by a permanent house number plate. As to the cost involved no commitment was made on behalf of the State Government.

9. Before convening the second meeting enquiries were made by us from the urban local bodies in the State as to the system of permanent housenumbering prevailing in them. It was revealed that out of 62 urban local bodies in existence at that time 34 had a ready provided permanent house number plates, 5 were going to provide them shortly, 19 had only a temporary system and 4 had yet to decide. Different housenumbering systems were in vogue. In some it was ward-wise, in others street-wise, in a few serial-wise or block-wise or type-wise. In a large number of cases the cost of the metallic number plates had been borne by the municipal committees. In a few cases the cost was wholly or partly borne by the house owners. The cost of the metallic plates as affixed in the various towns ranged between 6 paise to 75 paise per plate. Some of the municipal committees that had not provided permanent number plates expressed willingness to bear the cost. It also came to light that the State Government had already declared expenditure on the preparation of maps, housenumbering and houselisting as a fit charge on the municipal funds.

10. The second meeting of the State Co-ordination Committee was convened on the 19th November, 1968. The major decisions taken at the second meeting were:

(*a*) the urban local bodies should continue to bear the cost on permanent housenumbering from out of their own funds;

(*b*) where the permanent house numbers had already been provided by the urban local bodies those should as far as possible be brought in line with the manual of instructions. The remaining urban local bodies should follow the manual of instructions;

(*c*) the urban local bodies should prepare the notional and lay-out maps on drawing paper of 30" × 28 as laid down in the instructions and distribute them as under:

(*i*) Municipal office—3 copies

(*ii*) Sub-Division office—1 copy

(*iii*) Deputy Commissioner's office—1 copy

(*iv*) State Census office- 1 copy

(*v*) Secretary to Government Haryana, Local Government- -1 copy;

(*d*) the amount of Rs. 6.00 lakhs as worked out on the basis of 35 paise per house number plate to be provided in rural areas should be apportioned equally among the State/Central Departments who would be benefited by the provision of house number plates. The Departments that were asked to pay were:

(1) Elections, (2) Panchayats, (3) Food & Supplies, (4) Planning, (5) P.W.D. Electricity, (6) P.W D. Public Health. (7) Excise & Taxation, (8) Health, and (9) Census Directorate;

(*e*) in rural areas the drawing of notional and lay-out maps would be the responsibility of village Patwaris but the responsibility for the implementation of the scheme would rest on the village panchayats;

(*f*) the Municipal Act should be amended so as to make it incumbent upon the urban local bodies to provide and maintain the permanent house number plates;

(*g*) the District Co-ordination Committees to see to the implementation of the scheme should be constituted as follows:

1. Deputy Commissioner- -Chairman
2. Sub Divisional Officers (Civil)- - Members
3. Tahsildars- -Members
4. District Food & Supplies Officer- Member
5. District Development & Panchayat Officer— Member
6. Secretaries/Executive Officers, Administrators of Municipal Committees—Members
7. Excise & Taxation Officer—Member
8. Chief Medical Officer- -Member
9. Representative of Electricity Department—Member
10. Representative of Posts & Telegraphs Department- Member
11. Secretaries of Zila Parishads- Members;

(*h*) the Scheme on Permanent Housenumbering both in rural and urban areas should be implemented by the 31st December, 1969, at the latest;

(*i*) the Census Directorate was made not only a co-ordinating but also executing agency.

After the minutes of the second meeting of the State Co-ordination Committee were circulated, the Secretary, Local Government Department issued a comprehensive letter asking the Deputy Commissioners to get going with the scheme. (see copy at Annexure-B, pages 119 to 125).

11. The District Co-ordination Committees were set up in all the Districts. I along with my Deputies and Tabulation Officers addressed these Committees and explained the salient features of the scheme. Copies of the Manual of Instructions on Permanent Housenumbering translated in my office in Hindi, were also supplied. Some practical hints for the use of field officers both in Hindi and English were also circulated.

12. Despite the clear instructions issued by the State Government and despite our personal chasing up we were bogged down by two major impediments, namely, paper for the preparation of notional and lay-out maps and funds for the purchase of permanent house number plates in the rural areas. The Revenue Department had written to the Deputy Commissioners to direct the village Patwaris to draw out the notional and lay-out maps. In some cases the paper required for the purpose was made available by the Deputy Commissioners but by and large, the paper was purchased by the Patwaris at their own cost. Since the paper was purchased by the Patwaris from their own pockets they got the cheapest stuff available in the market. Uniformity of size was also not adhered to. All this gave rise to maps on paper of various sizes and qualities. In order to ensure uniformity and quality we later on issued

paper of uniform size from our own stock. Some of the maps came out to be of good quality. Specimens of two such maps are reproduced at pages 439-440 of Annexure- F. Incidentaly it may be mentioned that these maps were also included by the Registrar General, India, in his publication entitled "Paper No. 1 of 1971 -Supplement" containing Provisional Population Totals.

13. The State Co-ordination Committee had no doubt decided that the cost on the purchase of permanent house number plates for the rural areas, which worked out to Rs. 6.00 lakhs should be equally apportioned amongst the nine beneficiary departments as mentioned above but most of them refused to contribute their share. I was also not quite sure whether the Central Government would agree to our own share. We, therefore, were left with no option but to press the village panchayats to bear the cost. We took up the matter with the Panchayat Department and asked them to declare the expenditure on the purchase of permanent house number plates as a fit charge on the panchayat funds. The requisite sanction was ultimately obtained and this helped us to tide over the financial difficulty. (Annexure-B, page 130).

14. We also invited quotations from the various firms dealing with the supply of permanent house number plates in order to centralise the purchase. However, the rates quoted by the firms were found to be a little on the high side. We, therefore, dropped the idea of centralising the supply of number plates and left it to the option of the District authorities to call for the quotations directly and to purchase the number plates from the lowest tenderer. This system worked well.

15. The National Building Organisation, Ministry of Health, Family Planning, Works, Housing and Urban Development, Government of India, placed at the disposal of the Registrar General, India, a small amount for the implementation of the Permanent Housenumbering Scheme. The Registrar General, India, decided to distribute the amount by way of token subsidy among the local bodies which had actually fixed the number plates on the houses in their jurisdiction. A sum of Rs. 20,000 was accordingly placed at the disposal of the Chief Secretary to Government Haryana. We were then asked to work out the share of each urban local body subject to the condition that the amount of subsidy in any of the urban local bodies would not exceed 25 per cent of the cost of number plates actually fixed on the houses. The share of the subsidy for each urban local body was intimated to the Secretary to Government Haryana, Local Government Department, well in time but unfortunately they could not issue proper sanction before the close of the financial year with the result that none of the urban local bodies could draw the amount and the total subsidy placed at the disposal of the Government of Haryana, lapsed.

16. It was expected that the public would show some enthusiasm in the implementation of the scheme. While admitting that housenumbering would be useful, they however, did not take much interest in the work. Here and there a Panchayat or a *Mohalla* would show enthusiasm but by and large the people left it to the authorities to complete this work. The fixation of permanent house numbers well before the houselisting operations obviated the need for providing temporary numbers for Census purposes as had been the practice at the previous Censuses. It simplified to a considerable extent our work at the time of houselisting.

17. The Scheme on Permanent Housenumbering as evolved by the Registrar General, India, however, suffered from a few drawbacks. It was provided in the manual of instructions that for big villages and urban electoral wards, blocks may be carved out comprising 125 houses each and houses falling in each block may be given separate numbers in one series. These blocks were different in concept to the blocks to be formed later for houselisting and enumeration. In case the former were carved out permanently confusion would arise when the latter came into existence. So we dropped the idea of carving out permanent housenumbering

blocks and the local bodies which had already done so were asked to reconstitute them into the houselisting and enumeration blocks at the appropriate time.

(*b*) HOUSELISTING

Formation of blocks

Houselisting operation for 1971-Census was confined to the rural and urban areas of the State and also to six Special Charges, namely:

(*i*) Hindustan Machine Tools, Pinjore
(*ii*) Bhupindra Cement Works, Surajpur
(*iii*) Medical College, Rohtak
(*iv*) Railway Colony, Jind
(*v*) Reserved Forest Areas, Kalesar and
(*vi*) Reserved Forest Areas of Morni Hills.

However, houselisting operations were not carried out in 'Strictly Military Areas' as well as 'Operational Areas'.

18. After implementing the Scheme on Permanent Housenumbering, the next step was to form viable houselisting blocks which could be entrusted to Enumerators. Enumerators' blocks for actual enumeration were formed on the basis of population. Since the houselisting operations are concerned more with the houses than the persons living therein, it was decided that the basis for carving out houselisting blocks should be houses rather than the population. Houselisting being a simpler operation lasting for a longer period as compared to actual enumeration, it was found feasible for an Enumerator to handle a houselisting block bigger than the enumeration block. Keeping all these factors in view the Enumerator's houselisting block was broadly fixed at 250-300 houses. In exceptional circumstances we allowed formation of blocks containing 350 houses at the most. A Supervisor's circle was normally to comprise four to five Enumerator's blocks as constituted for houselisting.

19. In rural areas the optimum size of the Enumerator's block as fixed above could not of course be adhered to. Since the houselist was to be prepared village-wise and since there were many small villages in the State, it was decided to treat every village, howsoever small, as a separate block. In big villages, however, the blocks were formed according to the houses located therein. Similarly, in urban areas the blocks were formed ward-wise keeping in view the number of houses in a ward. Blocks thus formed were also to respect street alignments or *Mohalla* boundaries. They were then to be clearly differentiated by geographical boundaries or important land-marks.

Responsibility of carving out Enumerators' blocks/Supervisors' circles

20. The responsibility for carving out the Enumerators' blocks and the Supervisors' circles rested with the Charge Officers both for rural and urban areas. The lay-out maps prepared under the Permanent Housenumbering Scheme were there to help them in this regard. A tally of all the blocks/circles was maintained in the Charge Registers issued to the Charge Officers. In all 9,071 rural and 1,520 urban blocks were carved out in the State (*vide* pages 227-228 of Annexure- C). The number of Supervisors' circles came to 1,282 in rural areas and 313 in urban areas.

A few draw-backs in numbering the blocks

21. Despite clear instructions to the effect that all the Enumerators' blocks in rural areas of a tahsil should be numbered off in one series, some of the Charge Officers depicted block numbers of independent villages with letters of the alphabet such as "A", "B", etc. Similarly, two or more independent blocks in a village were given block numbers with alphabets. Such cases were of course few and far between. But the alphabet letters indicating block numbers could not be punched in the cards by the Mechanical Tabulation Unit in the office of the Registrar General, India, where our houselists were sent for mechanical tabulation. In tahsils where one or two block numbers with alphabets occurred fresh block numbers falling at the end of block number series for the tahsil had to be given. In another case the block numbers in Special Charges were not given in the block number series for the tahsil

in which they fell. Here, too, these blocks were brought in line by allotting numbers in the block number series of the respective tahsils. This no doubt tided over the difficulty but it did break the sequence of the block numbers. However, in cases where the blocks with alphabets were too many fresh block numbering had to be done for the entire tahsil.

Houselisting agency

22. In the District, the Census hierarchy set up for houselisting operations was the District Census Officer (the Deputy Commissioner) overall incharge of Census Operations, who was assisted by an Additional District Census Officer (the District Development & Panchayat Officer). The Charge Officers for urban areas were the Chief Executive Officers of the urban local bodies and in the rural areas the tahsildars. In the special charges the Chief Executive Officers or their nominees were appointed as the Charge Officers. Below the Charge Officers were the Supervisors incharge of the circles comprising 4-5 Enumerator's blocks. At the lowest rung were the Enumerators actually responsible for houselisting a block carved out in the manner noted above. In the case of small villages, where every village was treated as a separate block, separate Enumerators were not appointed. To give an optimum work load to an Enumerator more than one block (village) was entrusted to him where necessary. In such cases the Enumerators were issued strict instructions to keep the records of each block (village) separately and to fill up the necessary documents blockwise.

Inventory of staff

23. Well before the houselisting operations each Deputy Commissioner was asked to prepare an inventory of the staff employed in State/Central Government offices and in Local Bodies offices in his district. While preparing the inventory the Deputy Commissioners were asked to note particularly the place of residence of the officials as they were to be appointed for Census duty as near to their place of residence as possible. Most of the staff deployed for Census duty is generally drawn from the Education, Revenue and Panchayat Departments of the State Government and also from the staff employed in the urban local bodies. In view of this the Departments concerned of the State Government were addressed to issue directions to the staff under their control to (*i*) give maximum co-operation, (*ii*) treat the staff while taking training and while attending to Census work as on duty, and (*iii*) allow them to draw T.A. from their respective Departments in case they were required to undertake journeys for attending training classes or for going to their respective blocks for filling up the various schedules. The concerned State Government Departments issued the requisite instructions. The Secretary to Government Haryana, Local Government Department also issued effective instructions to the various Departments of the State Government to make available the requisite staff (see pages 131-133 of Annexure-B). In this way no difficulty was experienced and the requisite inventory of staff was prepared well before the houselisting operations. The transfers of the staff despite our requests to the contrary and promises made by the State Government, however, somewhat affected the inventory of the staff prepared by the Deputy Commissioners.

Issue of appointment letters

24. All appointments for the Census purposes are made under the Census Act, 1948. The State Government delegated powers to the Director of Census Operations, Haryana, the Deputy Commissioners, District Development & Panchayat Officers and the Sub Divisional Officers (Civil) in the State to make appointments of Census functionaries to take or aid-in or supervise the taking of the Census within specified local areas. The District Officers were supplied with printed copies of letters of appointment to be issued in favour of Government/Local Bodies officials appointed as Enumerators/Circle Supervisors. The copies of the appointment letters issued at the time of houselisting operations may be seen at Annexure-C, pages 224 to 226.

25. At the houselisting operations the number of Enumerators appointed including those who were kept in reserve was 10,846 (10,657 males and 189 females) and the number

of circle Supervisors including reserve was 3,158 (3,106 males and 52 females). Forty per cent of the Enumerators and hundred per cent of the circle Supervisors as actually required were kept in reserve. However, the Enumerators and circle Supervisors who actually worked were 7,830 and 1,595 respectively. Among the Enumerators and circle Supervisors the teachers formed the largest group (70 per cent). The village Patwaris were also associated in good numbers. Female participation in the operation was negligible.

Training

26. Before the actual start of houselisting operations intensive training of Census personnel at the various levels from the District staff down to the actual Enumerator was taken up. We phased out the training programme. The joint training of District Census Officers and Additional District Census Officers formed the first phase. As a second phase the training of Charge Officers at the District Headquarters was organised by the District Census Officers Additional District Census Officers. Lastly, the Charge Officers held three training classes besides an additional practical training class for Enumerators and circle Supervisors. We associated ourselves intimately with all the three phases of the training classes, so as to ensure that the training was held on the proper lines and nothing was left to chance.

First phase

27. From the very start, I was keen to involve in the training programme as many State Government Departments as possible. Before holding a joint training camp the Additional District Census Officers were called to Chandigarh to a meeting on the 9th and 10th October, 1969, whereat besides reviewing the progress made on various items of Census work, specialised instructions in filling up Houselist and Establishment Schedule, etc. were imparted with the help of printed charts. All the participants were invited to take the floor and explain the various concepts and the methodology of filling up the schedules column by column. This exercise proved useful. The participants were then asked to chalk out a programme of holding training classes in their Districts and to fix suitable places for the classes and to list out Enumerators and Supervisors for training.

28. A three-day training camp was then held at Ambala from the 4th to 6th November, 1969, which was attended by the Commissioner, Ambala Division, Sub Area Commander, Ambala, all the Deputy Commissioners except the Deputy Commissioner, Rohtak, all the I.A.S./H.C.S. Administrators of Urban Local Bodies, all the Charge Officers/Special Charge Officers of the Ambala District and Commandant, Haryana Armed Police. The training camp was very kindly inaugurated by the Governor of Haryana. The inaugural speech of the Governor of Haryana may be seen at Annexure-D, pages 259 to 261. Shri K. D. Ballal, Deputy Registrar General, India, also very kindly attended the Training Camp. A copy of his speech delivered at the Training Camp may be seen at Annexure-D, pages 262 to 264.

29. After the inaugural session, the Houselist and Establishment Schedules were taken up and explained in detail. Here again the Deputy Registrar General was kind enough to conduct the class. The trainees were also asked to take the floor in turn. This gave us an opportunity to impress upon the District Officers concerned with the conduct of Census Operations, the magnitude of the work involved and also to drill into their minds the various concepts. On the 7th of November, 1969 the venue of the training camp was shifted to the Mechanical Tabulation Unit of Registrar General's office in R.K. Puram, New Delhi. Here they were given an idea about the coding and punching operations and electronic computing.

Second phase

30. Before closing of the training camp we asked the District Officers to conduct similar training classes for the Charge Officers. Of course both I and my Deputies and other staff members gave practical help to the District Census Officers to conduct these classes. This

stage of the Training Programme also went off very satisfactorily.

Third phase

31. The Charge Officers organised three training classes of the Enumerators/Circle Supervisors according to a pre-planned programme. The District Census Officers and the Additional District Census Officers supervised these training classes. We on our part also attended as many training classes as possible. I was given additional charge of the post of Director of Census Operations, Himachal Pradesh, in the end of December, 1969. This made my area quite extensive and necessitated much touring in hills and mountains. In view of this it was not physically possible for me to reach the farthest nooks of my State. However, my Deputies and other staff went out to help the Charge Officers as and when need arose. By and large the training classes of Enumerators/Supervisors were conducted by the Charge Officers themselves. On the whole their performance was satisfactory. Experience gained at the Houselisting Operations made us wiser in organising such classes at the time of actual enumeration.

32. At the end of three training classes a practical training class was held in which Enumerators/Circle Supervisors were asked to fill up schedules in some notional blocks. On the basis of filled in schedules the Enumerators/Circle Supervisors found below the mark were weeded out and replaced by reserves.

Duties of Circle Supervisors

33. In order to spell out clearly as to what was actually to be done by the Circle Supervisors and Enumerators we issued a list of duties that devolved upon them in our Circular No. IV which may be seen at Annexure-C, pages 166 to 173. Furthermore, guidelines for the Circle Supervisors for checking of filled in Houselists, Establishment Schedules, etc. were also issued. See Annexure- F, pages 339 to 346. The list of duties and the guidelines for the Supervisors helped us in good measure to avoid mistakes in the filled-in schedules.

Enumerator's satchel

34. The Enumerator's satchel consisted of the following:

(*i*) Instruction booklet for filling up the Houselist and Establishment Schedules—1

(*ii*) Houselist forms--18

(*iii*) Establishment Schedules--4

(*iv*) Houselist Abstracts- 1 per block

(*v*) List of Scheduled Castes—1

(*vi*) List of typical industries—1

(*vii*) Extract of Section-11 of Census Act, 1948- 1.

(*viii*) Pot containing *geru* with brush—1 (to be used for temporary house numbering if permanent house number plates were not fixed).

Circle Supervisor's satchel

35. Extra copies of the various forms were kept in reserve with the Circle Supervisors so that they should not have to run to their Charge Officers for meeting the extra demand of the Enumerators working under them. They were provided with the following forms:

(*i*) Houselist forms—20

(*ii*) Establishment Schedules--10

(*iii*) Houselist Abstract for Enumerators- 2

(*iv*) List of Scheduled Castes- 1

(*v*) List of typical industries— 1

(*vi*) Extract of Section-11 of Census Act, 1948- 1

(*vii*) Instruction Booklet for filling up Houselist and Establishment Schedules- 1 (for personal use).

Programme for field operations

36. The field operations for filling up of the Houselist Forms and Establishment Schedules were to start from February 1, 1970. In order, however, to elaborate the various phases of the

field operations we fixed the following programme :

Operation	*Date*
(*i*) Completion of training programme of Enumerators/Circle Supervisors	20th January or latest by the 25th January, 1970
(*ii*) Distribution of Houselist Forms, Establishment Schedules, etc. to the Supervisors and Enumerators	Between 20th and 25th January, 1970
(*iii*) Special meeting of Circle Supervisors by the Charge Officers to impart last minute instructions and to ensure that required number of forms, Schedules were available with each Enumerator	Between 27th and 30th January, 1970
(*iv*) Survey of blocks, marking of their boundaries, bringing up-to-date the house numbers and preparation of lay-out maps by the Enumerators according to the Instructions booklet	1st to 3rd February, 1970
(*v*) Report by the Supervisors to the Charge Officers that each Enumerator had completed the work at item No. (iv) above	4th February, 1970 at the latest
(*vi*) Canvassing of schedules by the Enumerators	4th to 25th February, 1970
(*vii*) Preparation of duplicate copies of Houselist and Establishment Schedules by the Enumerators	26th to 28th February, 1970
(*viii*) Preparation of Houselist Abstracts by the Enumerators and passing on the record to the Charge Officers through their Supervisors	1st to 3rd March, 1970
(*ix*) (*a*) Preparation of Houselist Abstract by the Charge Officers	3rd to 7th March, 1970
(*b*) Transmission of the following to the District Headquarters.	
(*i*) Houselist Abstracts prepared by the Enumerators as well as the Charge Officers;	
(*ii*) One copy of the filled-in Houselist for each block ; and	
(*iii*) Both the copies of filled-in Establishment Schedules for each block.	

The duplicate copies of the filled-in Houselists and the lay-out maps as prepared by the Enumerators for each block were retained by the Charge Officers for use in carving out Enumerators' blocks for actual enumeration.

37. Consequent on the declaration of the award on Chandigarh as announced by the Government of India there was some agitation in the State and the law and order situation deteriorated in the first fortnight of February 1970. It was apprehended that some Enumerators might not have started their work on the due dates. Since delay in the starting of the operation in such cases was not directly due to the negligence of the individuals concerned but rather to circumstances beyond their control it was decided to allow the Enumerators to continue their work upto the 10th march, 1970. However such cases were not very many and in most of the charges the work was conducted according to the programme.

Houselisting—Experiences of actual houselisting

38. Canvassing of the Houselist and the Establishment Schedules did not present any difficulty in so far as the response of the public was concerned. However, there was some delay here and there in starting the operation because of the uncertain conditions prevailing in the State during February, 1970, as already mentioned above.

39. Despite three training classes and one additional practical class, difficulty was experienced by Enumerators in forming clear concepts in regard to terms such as "Census House," "Vacant House" "Institutional Household", "Type of Establishment" 'Type of fuel used" etc. Although the Circle Supervisors and Charge Officers tried their best to remove these conceptual difficulties during the actual operation, the mistakes persisted right down to the records which finally reached us. The common

mistakes found in the Houselist and Establishment Schedules were:

Houselist

1. A structure without a roof was not to be given a building number or listed. But in a few cases numbers were given to such structures and they were recorded in the Houselists.

2. If there were more than one "Census House" in a building, in column 2 of the Houselist, the building number was to be recorded only against the first Census House and for the remaining Census house(s) the column 2 was to be left blank. But some Enumerators repeated the building numbers even against the second or third Census House as well.

3. In the case of Census Houses, where more than one household resided, entries in columns 3 to 7 against the first household were not to be repeated while recording particulars of the remaining households. But in some cases these entries were made.

4. In columns 4 and 5 material of walls and roof shown was only "*kacha*" and "*pacca*".

5. In column 5 the material out of which most of the outer roof exposed to weather was made, was to be recorded. Some of the Enumerators recorded the material as "mud" which was actually plastered over the brick or stone fabric of the roof to save it from the weather

6. In some cases Enumerators could not decide whether a "Census House" was being used as an Establishment or not.

7. Classification of the "Establishments" into three categories *viz.*, (*a*) Manufacturing, (*b*) Trading, and (*c*) Others also presented difficulty.

8. Some "Workshops" were shown as "Factories" as the Enumerators could not distinguish between the two.

9. If a "Census House" was found vacant at the time of the visit of the Enumerator reasons for vacancy were to be recorded in the remarks column of the Houselist. This was not always done.

10. In some cases vacant shops were also shown as Establishments.

11. In the case of a "Census House" used exclusively as "Establishment" no entries were to appear in columns 8 to 16. Such entries were, however, found in a few cases.

12. In column No. 10 the name of the particular Scheduled Caste to which the head of the Household belonged was to be given. Some Enumerators merely put the letters "S.C." in the aforesaid column.

Establishment Schedule

1. There was some confusion about the words "Services" and "Servicing" and some of the services like "Water supply", "Electric supply", etc. were classified under "Manufacturing".

2. Some Enumerators could not make a distinction between "Power" and "Fuel".

3. Columns 6, 7, 8, 9, 10 and 11 were mutually exclusive. But there were stray cases in which entries were also made in columns other than actually concerned.

Enumerator's Houselist Abstract (*vide* page 349 of Annexure-'F')

1. Figures of partly residential houses *i.e.*, houses used as residence and shop or residence and workshop, etc., were to be recorded in column 2 of the Enumerator's Abstract. Some of the Enumerators could not understand the term

"Partly Residential Houses" and posted the figures wrongly.

2. The word "Institution" was required to be recorded in column 9 of the Houselist in the case of an Institutional Household. This was to facilitate the totalling of such households in column 9 of the Enumerator's Abstract. There were, however, some omissions in recording the word "Institution" in the Houselist which resulted in suppression of some of the Institutional Households.

Arrangement for the receipt of Houselisting record

40. Chandigarh, the State capital lies on the north-west fringe of Haryana and is not easily approachable from all the Districts. On the other hand, Rohtak lies right in the heart of the State. Our Directorate was not allotted a Coding and Punching Cell and so the processing of the schedules had to be done in the Mechanical Tabulation Unit of the Registrar General's office. It was, therefore, decided that instead of shifting all the filled in schedules to Chandigarh they should in part be taken to our Regional Tabulation Office, Rohtak and in part to Chandigarh. The areas for which the filled in schedules were received from the District Census Officers at Chandigarh and Rohtak were as follows:

Chandigarh

All the urban charges in the Haryana State and rural charges of Ambala and Karnal Districts.

Rohtak

All the rural charges of Rohtak, Gurgaon, Mahendragarh, Jind and Hisar Districts.

The filled-in Houselist Schedules as received from the Districts as mentioned above were edited and passed on to the Mechanical Tabulation Unit of the Registrar General's Office for tabulation.

District-wise crude population totals on the basis of Houselist

41. The following statement shows the District-wise crude totals of Haryana State on the basis of the Houselists. These figures revealed that the over-all coverage was very good. Where there was any abnormal variation in population growth we studied the causes and found some solid and plausible reasons. This exercise was useful in the sense that we could ensure that there was no under-reporting :

State/District	1961-Census population	Population according to 1970-Houselist	Percentage variation in nine years (1961-70)	Percentage variation during years 1951-61
1	2	3	4	5
Haryana	**7,590,543**	**9,938,443**	**+30.93**	**33.79**
Ambala	885,785	1,080,444	+21.98	+30.61
Karnal	1,490,430	1,926,474	29.26	+ 38.34
Rohtak	1,420,391	1,835,316	+29.21	26.59
Gurgaon	1,240,706	1,700,605	+37.07	-28.22
Hisar	1,544,910	2,078,552	+ 34.54	+47.21
Jind	464,873	628,484	+35 19	+36.88
Mahendragarh	543,448	688,568	+26.70	+23.72

SECTION—XIII

SECOND CONFERENCE OF THE DIRECTORS OF CENSUS OPERATIONS

The Second Conference of the Directors of Census Operations was held at Courtallum and Kanya Kumari from June 18 to 22, 1970. Shri K.S. Ramaswamy, Deputy Home Minister, inaugurated the Conference. The Registrar General of India started the proceedings. The time chosen for the Conference was ideal. By then the Houselisting Operations were over and we were in the midst of preliminaries for the actual enumeration. At the Conference not only were the experiences of the Directors in organising the Houselisting Operations pooled but also the steps to be taken for actual enumeration were clearly spelled out. The Conference also provided a forum for listing out the impediments in the way of actual enumeration which required tackling at all India level. Besides all this the work to be done in the post-enumeration period was also considered in detail. The value of such Conferences is beyond doubt. Directors from different States meet and discuss freely. It is heartening to note that in general the major problems are the same and the fact that they are being tackled successfully elsewhere gives one immense encouragement and confidence.

2. The main subjects discussed at the Conference were (1) Review of the Housenumbering and Houselisting Operations, (2) Publication Programme, (3) Relay and Publication of Provisional Population Totals, (4) Census emblem, (5) Cover page design of Census Publications, (6) Tabulation Plan, (7) Post-enumeration Check, (8) Administration Report on Enumeration, (9) Instructions to Enumerators for filling up the Individual Slip, (10) Abridged Houselist, (11) Village and Town Directories and Special Studies, (12) Preparation of District and Tahsil Maps, (13) Editing and Coding Processes, (14) Incentive Bonus to staff of Coding and Punching Cells, (15) Progress in setting up of Coding and Punching Cells, (16) Location Code, (17) Area Figures, (18) Printing of Individual Slips, (19) Publicity Campaign, (20) Stages of Manual Sorting, (21) Setting up of Regional Tabulation Offices, and (22) Honorarium to Enumeration Agency.

3. The exercise of going through all these items proved very useful. It helped us indeed in organising ourselves for the Census enumeration. Unlike Houselisting Operations, the Census enumeration was a time-bound operation which required meticulous care and efficiency. The Registrar General, India, at all stages allowed freedom of speech and discussion. We all realised that the forthcoming population count would be no easy affair. We had to ensure total coverage and at the same time accuracy and completion in time.

4. Each Director mentioned his own difficulties. Constant transfers of Census staff in the field was a common problem. True, directives had been issued by both the Central Government as well as the State Governments, yet here and there transfers continued to be made for "Administrative reasons". This interfered both with training as well as with function. Strikes by teachers in some States was another headache. Special drives by the State Government also threatened to interfere with our work. It was obvious that success in the operations depended very much on the efforts and capabilities of the Directors themselves and how they managed to carry the State Governments with them. It was all a matter of setting up personal relations and equations with the State Government Departments concerned.

5. The importance of bringing out the various publications in time was also stressed. The Registrar General, India, wanted the pro-

visional population totals to be circulated promptly among other Directors. The general complaint till now had been that Census Publications usually came out years later when interest had been lost in them. A special problem which bothered Punjab and Haryana was in regard to the language question. We both apprehended trouble as political parties were bound to put pressure specially in the border areas. The Registrar General, India, made it clear that no third party would be allowed to be present at the time of the canvassing of the Individual Slip. This clarification armed all the Directors with firm authority and we were able to go through the Census without mishap.

6. The Deputy Registrar General (Social Studies), also broached the subject of social ancillary studies. Such studies were being taken up not only because they had become a tradition but because there was a need for them as well as an ever-increasing demand from data users. With the growing complexity of social life and continuous change in the nature of information required for planning, administrative and other purposes the design of presentation of Census data was becoming more and more a matter of acute controversy. While data users were guided by segmental views and vested interests the Census Organisation presented macro data which could only be made more meaningful by further micro-studies. The social studies wing is meant for just this purpose. In addition to the re-study of three or four villages per State an intensive study of some 200 towns and ethnographic studies of selected communities would also be carried out along with the 1971-Census. The village and town Directories were also discussed. The Registrar General, India, however, cautioned us to give first priority to the main Census and only thereafter to delve into these studies.

SECTION—XIV

CENSUS HIERARCHY –FORMATION OF ENUMERATION BLOCKS

Formation of blocks- -Size of Enumerator's block

Since the actual enumeration was a time-bound operation, the Enumerator's block had of necessity to be of such a size as to enable an Enumerator to finish the work during the stipulated period. It was, therefore, decided that an Enumerator's block should approximately contain 750 persons in rural areas and 600 in urban areas. Marginal adjustments were, however, allowed to be made keeping in view the local conditions. It was also to be ensured that the blocks so formed were compact and their geographical boundaries were well defined.

Enumerator's block in rural areas

(*a*) *Small villages.*—The smallest unit for the presentation of Census data for rural areas was to be a revenue village and as such the population criteria, fixed for carving out rural blocks was not adhered to. Every small village with population less than 750 persons or so was, therefore, treated as an independent block. Even *be-chirag* villages were given a separate block number. All the Census forms and schedules for small villages were filled and kept separately even if two or more such villages were given to a single Enumerator in order to bring the work load to an optimum level.

(*b*) *Big villages.*- The villages with population more than 750 persons were split up into convenient and compact blocks having well defined geographical boundaries. In any case the blocks so formed were not to cut across the boundaries of a revenue village.

Urban areas

The smallest unit for presentation of Census data for an urban area was an electoral ward. So the Enumerator's block for an urban area was not to cut across an electoral ward. In the case of small towns if an electoral ward contained a population of about 600 persons, the entire electoral ward was treated as an Enumerator's block. There were some newly constituted towns such as Naraingarh, Ganaur, Jagadhri Workshop and Tosham where demarcation of electoral wards was yet to be done. In such cases the entire town was treated as one unit and then divided into enumeration blocks. Some of the big towns had been divided into sectors in the Scheme on Permanent House-numbering. In such cases too the enumeration blocks were carved out ward-wise and not sector-wise.

Responsibility for carving out blocks

2. The Charge Officers of both rural and urban areas were solely responsible for the carving out of blocks. While doing this they were to consult the Houselist, the Houselist Abstracts for Charge Officers, the Charge Register for Houselisting and the lay-out maps. After carving out blocks they were to keep an account of them in the Charge Register specially devised for the purpose (see specimen at page 351, Annexure-F). Side by side with this the blocks were marked on the lay-out maps of villages/wards. Instructions for filling up Charge Registers are contained in our Circular No. VI, reproduced at pages 176 to 184, Annexure-C.

Training of the Charge Officers for the formation of blocks

3. The carving out blocks is not just a mechanical process. It involves a lot of care and patient labour. We did not rest content with the mere issue of exhaustive instructions on the point. We detailed our staff members to visit the various District Headquarters in order to impart training to the Charge Officers in the mechanism of block formation. I also

addressed meetings at Hisar, Rohtak, Jind and Mahendragarh.

Checking of the enumeration blocks

4. In order to ensure that the blocks had been formed according to the instructions noted above and no areas had been left out, the records of all the rural charges and urban charges with population more than 50,000 were sent for and checked in our office at Chandigarh, according to a fixed programme. The record of the remaining urban charges with population less than 50,000 was checked by our staff members by paying a personal visit. This proved to be a very useful exercise and I would recommend it to my successor.

Some defects found in the enumeration blocks

5. When the blocks formed by Charge Officers were checked the following defects were noticed·

(*a*) Population as recorded in the Houselist was not kept in view while forming blocks;

(*b*) Some houses were not covered in any of the blocks;

(*c*) Some houses were included in more than one block; and

(*d*) Blocks were carved out without consulting the lay-out maps with the result they lacked compactness.

All these defects were subsequently removed.

Supervisors' Circles

6. Four to five contiguous Enumerator's blocks carved out in the manner indicated above constituted a Supervisor's Circle.

Abridged Houselist

7. The Houselisting was done during February-March, 1970, and the actual enumeration during March-April, 1971. Hence there was hiatus of more than a year between the two operations. During this period some new houses might have sprung up or some houses might have gone out of existence. Hence the necessity for having an up-to-date houselist. The Registrar General, India, devised an Abridged Houselist consisting of four sections: Section: 1—giving identification particulars, Section: 2—giving the population of the enumeration block according to the 1971-Census, Section: 3—giving extracts from the original Houselist and Section: 4—showing additional Census Houses/Households found by the Enumerators during enumeration. The Abridged Houselist was devised mainly with a view to providing (*i*) a check on the day-to-day coverage of houses and households by the Enumerator, (*ii*) record of changes subsequent to houselisting operation done nearly a year ago, (*iii*) up-to-date frame for the post-enumeration check and (*iv*) frame for future socio-economic and demographic surveys. A copy of the abridged houselist form used for the purpose will be seen at pages 352-353, Annexure-F. The required number of printed forms for the preparation of abridged houselist were, on our behalf, printed by the Director of Census Operations, Uttar Pradesh.

8. After the blocks had been carved necessary instructions were sent to the Charge Officers for filling up the abridged houselist, One copy each of the abridged houselist was prepared by the Charge Officers with the help of the census staff provided to them. A second copy was prepared by the Enumerator concerned in consultation with the first copy prepared by the Charge Officers. The Enumerators appointed for actual enumeration were also explained the various columns of the abridged houselist during the training classes.

Enumeration Agency

9. As already mentioned above the Census hierarchy created in our State for Census enumeration was as follows:

(*i*) District Census Officers	—All the Deputy Commissioners in the State
(*ii*) Additional District Census Officers	—All the District Development & Panchayat Officers in the State
(*iii*) Sub-Divisional Census Officers	—All the Sub-Divisional Officers (Civil) in the State.

All these appointments were notified in the Haryana Government Gazette,

10. The State Government delegated powers to the above mentioned officers to appoint other Census functionaries in the Districts. All the Tahsildars in the State were declared Rural Charge Officers and all the Chief Executive Officers of Urban Local Bodies as Urban Charge Officers. The representatives of three Special Charges, namely, Bhupindra Cement Works, Surajpur, Hindustan Machine Tools, Pinjore and Railway Colony, Jind, were also appointed as Special Charge Officers for their respective Charges. Thus the Census hierarchy created in the State for the actual enumeration remained the same as created at the time of the Houselisting Operation. In order to provide relief to the Rural Charge Officers, who were supposed to cover a large area, the Naib Tahsildars (*Mahal*) were declared Assistant Charge Officers. In the strictly military areas Military Census Officers were appointed on the recommendation of the military authorities.

11. Below the Charge Officers were the Circle Supervisors and Enumerators drawn from the various State/Central or Local Body Offices in the Districts. The District authorities were asked to prepare an inventory of the staff posted in the Districts on the lines it was prepared by them at the time of Houselisting Operation.

12. It was seen at the time of Houselisting Operation that the State Government made certain transfers with the result some of the trained staff was not available at the appropriate time. We, therefore, made an endeavour to build up a sufficient reserve to account for the last minute changes.

13. As the blocks carved out for the actual enumeration were smaller than the Houselisting blocks and, therefore, more in number, the number of Enumerators and Circle Supervisors was increased considerably. The reserve of Enumerators and Circle Supervisors could, therefore, be built up to a limited extent only. Secondly, the strength of the reserve staff had to be reduced to the bare minimum in order to keep the size of the training classes upto a reasonable level. The reserve for Supervisors and Enumerators was, therefore, fixed at 25 and 10 per cent, respectively.

14. The appointment letters of the Circle Supervisors/Enumerators were prepared in duplicate. One copy was issued to the official concerned and the other retained as an office copy. Since all these appointments were statutory appointments we retained a complete record of all of them. A specimen copy each of the appointment letters for Circle Supervisors and Enumerators may be seen at pages 233 to 237 of Annexure-C.

15. For our 32 tahsils and 65 towns (including two cities) and three special areas we created 100 charges, 3,349 circles and 17,237 blocks. Besides, there were some special charges created for strictly military areas. The number of Circle Supervisors deployed during actual enumeration came to 4,319 (3,349 actual and 970 reserve). The total strength of the Enumerators including reserve was 17,892 (16,001 actual and 1,891 reserve). The school teachers' participation among the Circle Supervisors and Enumerators came to almost 75 per cent of the actual staff deployed for the work. The village officers (Patwaris, Kanungos, etc.) as a class also participated in the operation in a good number. Female participation was, however, almost negligible. A statement showing the Census Divisions and the Census Officers appointed during the actual enumeration will be found at page 238 of Annexure-C.

Postponement of examinations

16. As per the original programme the Census Enumeration was to have commenced on 10-2-1971 and ended on 28-2-1971 with a revisional round from 1-3-1971 to 3-3-1971. As a large number of teachers were deployed for Census work we had an apprehension that they would not be able to give their full attention to the Census work on account of the Middle Standard and Matriculation/Higher Secondary Examinations that were to commence in early March, 1971. We, therefore, moved the Commissioner for Education and the Secretary, Board of School Education, Haryana, for the postponement of these

examinations. On our request the examinations were postponed till after 15-3-1971 (*vide* page 137, Annexure-B).

Freezing of transfers and concession to enumeration staff

17. On our request, the Chief Secretary to Government, Haryana, issued instructions (*vide* pages 135-136 & 139 of Annexure-B) to the State Government Departments that no transfers should be made upto 15-4-1971 so that the Census Calendar may not be affected. The State Government also agreed (*vide* pages 140-141 of Annexure-B) to our request that the staff deployed for Census duty may be allowed to attend office late by two hours in the morning or leave the office earlier by two hours in the evening. This co-operation was an additional help and allowed the Census functionaries more time in which to adjust their work and private affairs.

SECTION—XV

INTENSIVE TRAINING OF CENSUS ENUMERATION PERSONNEL

Next we had the major problem of training 22,211 Enumerators/Circle Supervisors both actual and reserve plus a few hundred others higher up. We had, of course, the experience of training operatives for the pre-test and house-listing operations. Judging by the quality of work in some cases as revealed by the House-lists, it was evident that some of the operatives had not grasped the concepts and techniques. The Houselist was a much simpler affair than the Individual Slip. So we had to devise some realistic methodology for training.

2. We began with the training of District and Additional District Census Officers at State level. State Level Training Conferences are just meant for setting the pace. Many doubts and difficulties are resolved in free discussion and the Senior District Officers go back with a clear idea of what is required to be done in the field. Proper training is the only way to a correct Census and only after such training at State level are District Officers in a position to train the Charge Officers in their respective Districts.

3. Training of officers and functionaries at different levels is no simple matter. A rapport has to be established between trainer and trainee. This is only possible if the trainer is absolutely clear in his own mind about the various concepts and procedures. He then has to communicate freely with his class which in turn has to impart and understand all the meanings and objectives. The trainees are drafted from different departments and their educational qualifications and experience vary greatly. This heterogeneous mass has to be moulded into a homogeneous group with common ideas, beliefs, and objectives. It is no easy task. Many factors came into play such as basic intelligence, interest, the will to work, degree of pre-occupation, health, ethics and emotional involvements. The top level trainers are all administrators unfamiliar with teaching techniques and better versed in English than in the local dialects. It takes a little time and practice under these circumstances to deliver the goods. True legal powers are there to compel Census officials to discharge their obligations but this does not make for understanding and application. The only way is to win the interest and the sympathy of the trainees.

4. It is important that every single trainer and trainee should have a common and clear idea of every single Census concept. This makes a detailed study of the instructions inescapable. This homework must be done and done thoroughly. In the class the trainees must be encouraged to ask questions freely. No doubt should be left in their minds. The Enumerator is the ultimate functionary on whom the entire Census depends. All training and explanations must be directed to make him effectively functional. He is the person who in the field will ask the various questions, explain them to the respondents and evoke proper response. This calls for attitude training. Clarity and objectivity are to be brought to bear in order to elicit co-operation.

5. In order to create a cadre of front rank trainers we began with our own Deputy Directors, Tabulation Officers, Statistical Assistants, Economic Investigators and some Computers and District Statistical Officers—in all a team of some twenty two hands. This team was drilled thoroughly at Chandigarh under my personal supervision. Each Instructor was made to come to the black board and with the help of wall charts to explain every question and concept. It was this team which was to train the second line of instructors at district

level and so it was essential that it be word perfect in everyway. Charge Officers needed to be trained equally well for they in turn would be training the actual functionaries in the field *viz.*, the Supervisors and Enumerators. So there was really no level at which the training could be relegated to routine. It had to be thorough and effective throughout, beginning at the top.

Phasing out of training programme

6. We phased out our training programme as follows :

(*i*) State level Training Conference

(*ii*) District Level Training Meetings

(*iii*) Charge Level Training Classes

The State Level Training Conference was held at Chandigarh on the 24th September, 1970. It was very kindly inaugurated by the Union Deputy Home Minister Shri K.S. Ramaswamy, and addressed *inter-alia* by Shri Khurshid Ahmed, Minister for Health and Local Government, Haryana, and Shri A Chandra Sekhar, Registrar General, India A copy each of the speeches delivered by the Union Deputy Home Minister and the Minister for Health and Local Government, Haryana may be seen at pages 265 to 269 of Annexure-D. The Conference was attended by the Chief Secretary, Secretary Local Government and other State Government Officers concerned with Census as well as the Deputy Commissioners (District Census Officers), the District Development & Panchayat Officers (Additional District Census Officers), the District Statistical Officers and the Military Census Officers. After the inaugural session the real training was taken up. A State lunch was also given by the State Government in honour of the Union Deputy Home Minister. The aim of the Conference was limited to the involvement of the State Government in the Census Programme just on the eve of the impending Census enumeration and the aim was well achieved.

7. The State Level Training Conference was followed by the District Level Training Meetings held at District Headquarters on various dates during October, 1970. The meetings were attended by the District Census Officers, Additional District Census Officers, Sub Divisional Census Officers, Charge Officers, Assistant Charge Officers, District Statistical Officers, Block Development & Panchayat Officers and Special Charge Officers The meetings were conducted by me with the help of a Deputy Director or Tabulation Officer. Here again the various concepts involved and the technique for filling up the questions contained in the Individual Slip and other Schedules ancillary thereto were explained We took all the pains to hammer into their minds the various concepts. It was ensured that no ambiguity was left in their mind They were also provided with hand-outs entitled "Some advice for the guidance of Charge Officers and "Some advice to Training Officers" (see pages 239 to 243 of Annexure-C).

8. The last and final phase of training concerned the Circle Supervisors and Enumerators. It was naturally of immense importance. The successful completion of the Census depended mainly on this phase of the training programme. So we took extra care in drawing it up and conducting it to the finish.

9. Unlike training classes held at the time of the Houselisting Operations we this time, aimed at reaching the lowest functionaries. But too much centralisation of the training programme was neither physically possible nor desirable. So we decided to associate ourselves with the training programme in a limited but effective manner. Secondly, the Houselisting training classes for Enumerators and Circle Supervisors were by and large left to the Charge Officers. Our role was just to observe and guide wherever necessary. Here we aimed at drawing out a date-bound, time-bound and place-bound programme. We succeeded in drawing out exactly such a programme The programme was thoroughly discussed in our office before it was sent to the District Census Officers for their comments on certain points *viz.*, (*i*) as to whether number of trainees and classes proposed for each Centre were all right, (*ii*) whether the venue of training at each Centre

would suit the convenience of the trainers and (*iii*) whether the dates fixed for the training at all the rounds needed any change. In the light of their comments received it was then finalised and circulated. The Charge Officers were asked to form batches of the trainees for the training classes fixed for each Centre and to inform the trainees about the date, time and venue thereof. While forming batches the Charge Officers had to ensure that the trainees were sent to the training centres nearest to their place of posting. To devise such a training programme was of course, a matter of careful planning. The main features of the training programme were :

(*i*) Four rounds of training classes were fixed as under:

1st Round- -5th November to 22nd November, 1970

2nd Round- -25th November to 13th December, 1970

3rd Round- -21st December to 7th January, 1971

4th Round--20th January to 6th February, 1971

(*ii*) While the Charge Officers remained fully responsible for conducting the classes, first and fourth rounds thereof were conducted by the Headquarters Trainers. The presence of the Charge Officers at these classes was insisted upon. The remaining two rounds of training *viz.*, second and third were left to be conducted solely by the Charge Officers. During the period these classes were being conducted the officers of this Directorate and the officers in the Districts carried out random checking to ensure that the training programme was being adhered to.

(*iii*) The practical exercise for every trainee was fixed at the end of his class in the second round so that we could weed out Enumerators/Circle Supervisors who were below average well-in-time and replace them with those kept in reserve.

(*iv*) In order to establish a healthy rapport between the trainer and the trainees the size of each training class had to be of a reasonable size. Too large a class is difficult to control or to get the message through to. Too small a class means holding a larger number of classes and putting an undue strain on the trainer. Keeping all these factors in view the size of the class was limited to 50 trainees each.

(*v*) Maximum time for a training class was fixed at 3 hours on the basis of experience gained at the time of training of the trainers. So two training classes were fixed for each trainer, one in the morning from 9.00 a.m. to 12.00 noon and the second from 2.00 p.m. to 5.00 p.m. Two hours break in between the two training classes gave some respite to the trainer

(*vi*) Each Charge Officer was supplied with an Attendance and Forms Register for taking down the attendance of the trainees and to keep account of the schedules supplied to each one of them.

(*vii*) The training classes had to be held at places easy to approach and where a building and furniture to seat 50 trainees at a time could be available. Had a training class been fixed at a remote place it would have wasted much of the trainees' time in computing to that place. So the balance of advantage lay in selecting all the urban areas in the State as centres for the training classes. The venue for the classes was the Town Hall or some school building.

(*viii*) While forming batches, division between the trainees of urban and rural charges was maintained.

(*ix*) At a time there was to be one class of trainees of a particular charge so that the Charge Officer could be present at

each and every class pertaining to his charge.

A copy of the training programme as devised by me is available in the relevant office file.

10. Apart from arranging a suitable room and furniture for holding the classes, the Charge Officers were asked to arrange black boards, a few pieces of chalk, a duster and a dozen or so drawing pins for displaying printed charts (size 26" 40") of (*i*) Individual Slip, (*ii*) Population Record, (*iii*) Enumerator's Daily Posting Statement and (*iv*) Enumerator's Abstract which were supplied by us.

11. With a view to ensuring that the Charge Officers attended all the training classes and the absent trainees did not go scot free the Headquarters Trainers or the Charge Officers were required to submit a report about each class centre-wise and date-wise indicating clearly the names and addresses of absentee trainees. The Charge Officers were further asked to initiate disciplinary proceedings against the defaulters under intimation to us. This report not only kept all the Charge Officers on their toes but also served as a good deterrent against absent trainees.

12. The first round of the training classes which was conducted by the Headquarters Trainers went off according to schedule except for a few changes in dates here and there necessitated by unavoidable circumstances. In many places the training imparted was excellent and attendance good. But in a few other places attendance was poor due to one of the following reasons:

(*a*) Service of appointment letters upon the persons concerned was not made well in time.

(*b*) General transfers in spite of Government instructions to the contrary (*vide* pages 135-136 & 139 of Annexure-B).

(*c*) Some trainees were sent on tour by their Departments on the date they were required to attend a training class.

(*d*) Some sent proxies.

(*e*) Notice issued for training classes were vague not mentioning the date or time of class or even the venue properly.

(*f*) Indifference of Charge Officers.

There were a few instances of lack of punctuality on the part of the trainees or the trainees having been sent for training at a place far off from their place of posting In one case the training class could not start at the proper time as the Headmaster of the school did not co-operate. At another place the teachers actually obstructed the class necessitating intervention by the Sub Divisional Magistrate. The District Statistical Officer, Rohtak, who was to work as Headquarters Trainer proceeded on leave due to a bereavement in his family. He had to be replaced by a Headquarters Trainer kept in reserve.

13. On the eve of the Second Round of the training classes all the defects mentioned above were brought to the notice of the State Government and the District authorities to ensure that they were removed. The Charge Officers were specifically asked to evince requisite interest in the work so that the training programme should not suffer in any way. They were also asked to take the classes themselves and not merely to preside, letting the actual training be given by either the Census Clerk or some other official. The Additional District Census Officers and Sub Divisional Census Officers were asked to realize their responsibility in this behalf which increased all the more during the Second and Third rounds of the training classes as those were left solely to be conducted by Charge Officers. Progress of the Second and Third rounds of the training classes was kept under close watch and appropriate instructions were issued whenever the need therefor arose.

14. As already mentioned above every trainee at the end of his class in the Second Round had to undertake a practical exercise. For this purpose he was provided with the following training schedules printed in red ink:

(1) A pad of 25 Individual Slips;

(2) Ten forms of Population Record;

(3) One form of Enumerator's Daily Posting Statement each for Males and Females; and

(4) One form of Enumerator's Abstract.

The Enumerators and Supervisors went out into the nearby areas to canvass these schedules. As each Enumerator had a pad of 25 Individual Slips it was suggested that he should canvass 3-4 slips each in about eight households so as to cover a cross section of the people representing the various types of economic activities as indicated in question No. 16(a)(i) and (ii). The Charge Officers were required to scrutinise 10 to 20 per cent of the total filled in slips on sample basis and forward us along with the filled in schedules a note enlisting the various types of mistakes detected. On checking the filled in schedules in our office and on the basis of the notes forwarded by the Charge Officers the necessary instructions clarifications were issued well before the last round of the training classes so that Charge Officers Headquarters Trainers might bring them specifically to the notice of the trainees. A copy of the instructions/clarifications issued in this behalf will be seen at pages 196 to 201 of Annexure-C.

15. The Fourth round of the Training scheduled for the period between the 20th January and 6th February, 1971, was to be conducted by the Headquarters Trainers in the presence of the Charge Officers. But like the Second and Third Round it was left to the Charge Officers themselves as the enumeration was postponed to 10th to 31st March, 1971, instead of the 10th to 28th February, 1971, in order to avoid clash with the mid-term Lok Sabha Elections. This necessitated another round of training as near to the start of actual enumeration as possible. For the mid-term elections to the Lok Sabha the same agency as deployed by us was used and this naturally increased the pressure on it. This was, of course, unavoidable. The attention of the public was also diverted as the elections this time assumed special importance. The Census was, therefore, relegated to the second place.

16. The fifth and final round of the training classes was held between the 15th and 27th February, 1971. These classes were conducted by the Headquarters Trainers. At these classes the emphasis was laid on explaining the doubts and the mistakes committed by the Enumerators during the practical exercise. The Census material was also distributed at the classes held during this round. Hence the special importance of this round. The Charge Officers were asked to be present during all these classes and to ensure cent per cent attendance of the Enumerators'Circle Supervisors. No serious complaints were received during the conduct of these classes. We thus completed our training programme, so meticulously and elaborately drawn up, in a satisfactory manner.

17 The training programme as mentioned above did not, however, cover the Strictly Military Charges. Their training was mostly conducted by us directly with the help of the Headquarters staff.

SECTION- -XVI

THE CENSUS ENUMERATION

The reference moment for Census taking was fixed as the sunrise of the 1st March, 1971. Obviously it was not possible to enumerate everyone at the exact reference moment in spite of a fairly large number of trained Census Enumerators and Supervisors. It was, therefore, decided, as in the past Censuses, to hold a dejure enumeration of population spread over a period of time immediately before the reference moment. The enumeration period was thus fixed from 10th February, 1971 to 28th February, 1971, with a revisional round from 1st March to 3rd March, 1971. Since the population was to be presented as at the sunrise of 1st March, 1971, it was necessary to take into account any birth or death that might have occurred in a household after it was enumerated but prior to the sunrise of 1st March, 1971 or to enumerate any visitor to the household during the said period in case such a visitor was not enumerated elsewhere. The Enumerators, were, therefore, required to make a revisional round from 1st March to 3rd March, 1971, of all the households in his block and to bring the enumeration up-to-date with reference to the sunrise of 1st March, 1971.

2. The programme fixed for the enumeration to commence on 10th February, 1971, could, however, not, as already mentioned, be followed. The mid-term General Elections in the country made it necessary for us to postpone the enumeration by a month. Actually it was first proposed to prepone the enumeration so as to get it completed well before the elections, but in view of the position that both the respondents (the public) and the official machinery engaged for Census enumeration would be busy with the election work much before the actual dates of polling, it was finally decided to conduct the enumeration after the polling was over throughout the country. The enumeration, therefore, commenced on 10th March, 1971 and ended on 31st March, 1971, with the reference moment as the sunrise of 1st April, 1971. All the members usually residing in a household during the enumeration period were enumerated by the Enumerator in a phased programme by visiting the households within his jurisdiction. The houseless persons were enumerated on the night between 31st March and 1st April, 1971. The revisional round was thus undertaken from 1st April to 3rd April, 1971, to bring the data up-to-date as at the reference point of time *i.e.*, the sunrise of 1st April, 1971.

3. As already mentioned in Section-XV each Enumerator was thoroughly trained for the job, before he was to commence the canvassing of Census schedules in his block on 10th March, 1971. At the final round of training which generally fell in the last week of February or 1st week of March, he was supplied with all the material required by him for enumeration. The Census packet of the Enumerator consisted of the following:

1. Abridged Houselist of his block
2. Lay-out Map
3. Individual Slips in pads of 100 and 25
4. Population Record in pads of 50 and 25
5. Enumerator's Daily Posting Statements for Males
6. Enumerator's Daily Posting Statements for Females
7. Enumerator's Abstract
8. Degree Holders and Technical Personnel Cards
9. List of Scheduled Castes
10. Abbreviation Card
11. Identity Card

4. It would be relevant to mention here that the postponement of the enumeration period by one month *i.e.*, from 10th-28th February, 1971 to 10th-31st March, 1971, created some difficulties which had to be tackled immediately in order to ensure completion of the enumeration work well in time. In fact, the time for enumeration fixed earlier *i.e.*, 10th February to 28th February, 1971, was ideal as the people in the rura areas are comparatively free and there are lesser migrations during this period of the year. The examinations to be held during that period had already been postponed. The problems that arose due to postponement of enumeration are mentioned below.

5. The *Girdawari* for the *Rabi* crop of 1971 was to start on 1st March, 1971, and it was represented that it would be very difficult for the revenue staff to conduct both Census and *Girdawari* work together. A large number of Patwaris and Kanungos had been deployed as Enumerators/Supervisors and they had already been trained in Census work and, therefore, it was not possible to replace them with new incumbents. The matter was considered and it was impressed upon the revenue authorities that the Census work was to be done by the Enumerators/Supervisors before and after office hours and it should not, thus interfere with the normal work of Patwaris/Kanungos and that they should not make the *Girdawari* as an excuse for avoiding Census work.

6. It was represented by the teachers who were deployed on Census duty that they would have a spring break from 1st April, 1971 to 7th April, 1971, and it would clash with their Census work. The State Government was, therefore, requested to shift the dates of the spring break till after the 4th April, 1971. The spring break was accordingly postponed by the State Government to 19th-25th April, 1971.

7. It was reported by some of the Charge Officers that a number of teachers deployed for Census duty who had already been trained would not be in position till the completion of the enumeration on 4th April, 1971, as they were working on six-month's basis. On our request the State Government allowed such six month basis teachers to be retained in service till the Census was over.

8. Some of the teachers deployed for Census work were to appear for Degree and other University Examinations and would have proceeded on one month's compulsory leave prior to the Examinations as required under the Rules. This would have adversely affected the enumeration programme. The State Government, therefore, decided that such teachers would not be allowed to proceed on leave till the Census work was over (*vide* page 138 of Annexure-B).

9. Some cases of transfers of employees deputed on Census duty were also brought to our notice. The State Government on our request freezed all transfers till the 15th April, 1971.

10. On the eve of the Census enumeration the President and the Prime Minister issued the following messages to the nation :

Message by the 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 individuals 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 comple-

tion 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.

V.V. GIRI
President of India

Message by the 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. I appeal to every one to extend the fullest co-operation to the Census Enumerator.

New Delhi: INDIRA GANDHI
March 3, 1971. Prime Minister of India

11. Though the Enumerators were armed with legal authority to ask Census questions from the respondents in their jurisdiction, there was no occasion for any of them to complain about the wilful suppression of true answers by the respondents. In fact, the response from the public throughout the State was quite spontaneous and it showed that the people were quite aware of the importance of the Census.

12 It will be of interest to mention here that one could very easily get the required information from the people by introducing oneself as a Census-functionary Incidentally even some State Government Departments collected information from the public by posing as Census-men when they found some difficulty in getting data for their own requirements.

13. In a mass operation like the population count, which is conducted with the assistance of large number of Enumerators of varying quality, and which requires the maximum co-operation and understanding of the public, one cannot possibly claim cent per cent accuracy or completeness. On our part we could but take all the necessary precautions to ensure that the enumeration came as close to perfection as possible. I think we can claim success in this.

14. During the enumeration period, the supervisory officers at all levels made intensive checks to ensure accuracy and complete coverage. There were no reports about any difficulty being experienced by the enumeration staff regarding the concepts or otherwise. Any complaints or representations about the recording of mother tongue or religion or the cases of omission were promptly attended to and investigated. There were practically no complaints regarding omission of areas or individuals which required verification. There were, however, the following complaint/representations regarding recording of mother tongue and religion :

(*i*) Complaint from an individual regarding the non-recording of his correct religion as "Hindu Radha Soami"

(*ii*) Representation from the Secretary, All India Jain Janganana Samittee, New Delhi, alleging that "Jainism" was not being recorded as a religion

(*iii*) Representations from the Haryana Akali Dal and Shromani Committee, Amritsar, to the effect that the answer to question regarding mother tongue was not being recorded correctly by the Enumerators and that in Ratia block in Hisar District entries with regard

to this question had been made wrongly and without actually ascertaining the mother tongue from the informants.

15. The complaint at (*i*) above was sent to the Deputy Commissioner for necessary action. In reply to the representation at (*ii*) above the Secretary, All India Jain Janganana Samittee was informed that the instructions to Enumerators for recording answers to Q. 10 (Religion) were quite clear. He was, however, asked to intimate us any specific instances of wrong entries so that the matter could be looked into. No reply was thereafter received from the said Samittee.

16. The complaint received from the Shromani Committee, Amritsar, relating to the alleged wrong recording of mother tongue in Ratia block was unspecific. The other complaint by the Haryana Akali Dal was still more vague and general in nature. As such nothing evidently could be done by us in the matter. In the absence of any specific cases it was not possible to hold any enquiry either. These complaints were actually in the nature of "*Pesh Bandis*".

17. In order to avoid any controversy about the recording of mother tongue in the Individual Slip I had already issued clear and strict instructions. The Enumerators were neither to prompt the respondents nor to use their discretion while recording mother tongue. They were to record the mother tongue strictly as returned. Furthermore to safeguard against any mischief the Enumerators were asked to allow the Head of the household or any other member of the household who answers the Census questions on behalf of the members of the household to inspect the Individual Slip and sign at its back in token of having made such inspection. These instructions were specifically brought to the notice of Enumerators/Supervisors at the time of training.

18. During the actual enumeration I also undertook an extensive tour of almost all the districts in the State. The Registrar General, India, also visited some sensitive areas in the State and personally checked the schedules filled in at those places.

Houseless population

19. As mentioned earlier, the houseless population was enumerated on the night of 31st March, 1971. The Enumerators were advised to take note of all the possible places where houseless population in their respective blocks was living, such as on the roadside, pavements, or in open temple *mandaps* and the like, so that they might quickly cover all such houseless population on the fixed day.

20. A houseless population comprises all those persons who have no fixed place of residence and no regular house to live in and includes such persons as beggars, *sadhus*, nomads, vagrants, vagabonds, tramps, etc.

21. There was no problem of enumerating the boat dwellers, etc. in the State as there is no such population. Nor are there any areas which are not easily accessible during any period of the year. As such, the enumeration was conducted throughout the State during the aforesaid enumeration period with the sunrise of 1st April, 1971, as the reference moment.

Enumeration of defence personnel

22. For the enumeration of defence personnel, the Census Enumerators, Supervisors and Charge Officers were appointed from amongst the units concerned and enumeration conducted as in other areas.

Provisional Population Totals

23. The Registrar General, India, had emphasized on all the Directors of Census Operations well in advance that the provisional population totals should be announced as early as possible after the completion of Census enumeration. The compilation of data from the schedules filled in for each individual at the time of enumeration normally takes a very long time and the actual population as on the reference moment gets to be known, only after many months. But to inform the public at large about the first results of the Census *i.e.*,

the crude population figures, called "Provisional Population Totals" immediately on the completion of Census taking a well planned programme was chalked out for the calculation and transmission of provisional population totals by the Enumerators through their respective Supervisors and Charge Officers to the District Census Officer and to this office.

24. According to the original plan, the provisional population totals were to be released in one lot giving a series of figures for each unit *i.e.* State/District/Towns. It was later felt that even though each Enumerator would be furnishing his abstract promptly the posting and consolidation of all the particulars by sex and totalling of each characteristic for the charge as a whole and later at the district level was bound to be time consuming and the release of provisional totals could get delayed. Moreover, there was scope for errors creeping in if too many figures were reported telegraphically or on the phone. It was, therefore, decided that to start with, only the minimum basic information relating to total population figures and literates should be consolidated and released as Paper I of 1971 at a press conference by the 15th April at Delhi for all India and by the 20th April at the State Headquarters for each State. The other detailed provisional figures relating to towns, workers/non-workers, etc. were then to be released later as a Supplement to Paper I of 1971 in May, 1971.

25. On the receipt of the provisional population totals (Enumerators Abstracts) from the Enumerators through their Supervisors on the 4th April, 1971, *i.e.* a day after the completion of revisional round, the Charge Officers were required to post immediately the requisite figures in a prescribed form. After striking the totals, the Charge Officers were to communicate the figures of their Charges to their respective District Census Officers and also to the Director of Census Operations by the quickest means possible latest by the 6th April, 1971. The District Census Officers in turn were required to compile the totals for their Districts and communicate the same to the Director of Census Operations and the Registrar General, India, in the manner given in this office communication at pages 202 to 207 of Annexure-C.

26. As many as five out of seven District Census Officers in Haryana State actually communicated the provisional totals to the Director of Census Operations and the Registrar General, India, on 6th April and the remaining two on 7th April, 1971. We also finally communicated the provisional totals for the State and Districts to the Registrar General, India, by the 7th April, 1971 evening.

27. The Provisional Population Totals for Haryana State (Paper I of 1971) were released within ten days of the receipt of information from the District Census Officers in a Press Conference held by the Director of Census Operations in his office on the 16th April, 1971. This paper contained the following information:

(*i*) A statement showing the comparative picture of population, growth rate, sex ratio and density of population of States/Union Territories of India.

(*ii*) Four tables giving information regarding (*a*) distribution of population, sex ratio, growth rate and density of population, (*b*) decadal variation in population since 1901, (*c*) population of cities, and (*d*) literacy by districts.

In addition a chart showing comparative population size of the districts and two maps showing the decennial population growth rate (1961-71) and density of population (1971) were also presented.

28. The Supplement to Paper I of 1971 which was released after one and a half month *i.e.*, on the 3rd June, 1971, contained information about other characteristics of the population of the State as follows:

(*i*) Rural and urban composition of population

(*ii*) Population of towns arranged according to their size of population

(*iii*) Distribution of population by workers and non-workers

(*iv*) Distribution of working population by agricultural and other workers

(*v*) Population of tahsils and towns.

According to the plan for this Supplement provided by the Registrar General, India, population figures for towns with population less than 20,000 and for tahsils was not to be released. In order to enhance the utility of the supplement and meet the pressing demands of various agencies the population for all the tahsils and towns was released after obtaining the permission of the Registrar General, India.

29. The following statement gives the total population figures for each district as reported provisionally, the dates when they reached the office of the Director of Census Operations and the final figures as revealed on compilation after sorting of Individual Slips in the Regional Tabulation Offices

District	Total population (provisional)	Date and time when population figures reached the office of the Director of Census Operations, Haryana	Actual population compiled after sorting of Individual Slips	Percentage variation in provisional population ( ) increase (—) decrease
1	2	3	4	5
Ambala . . .	1,086,594	7.4.71	1,098,405	+1.09
Karnal	1,975,383	6.4.71	1,981,303	+0 30
Rohtak . .	1,772,169	6.4.71	1,785 534	+0.75
Gurgaon	1,699,470	6 4.71	1,707,369	+0.46
Mahendragarh	681,626	6.4.71	691,639	+1.47
Hisar	2,117,519	7.4.71	2,132.948	-0.73
Jind	638,404	6.4.71	639,610	+0.19
Haryana . . .	**9,971,165**	. .	**10,036,808**	**0.66**

30. Column 5 of the above statement shows the percentage variation in provisional population as compared with the final population. The variation for all the districts was positive, *i.e.*, there was increase in the figures as announced provisionally and the increase ranged between 0.19 to 1.47 per cent among the districts. The overall variation for the State was -0.66 per cent.

SECTION—XVII

THE CENSUS ACT

The Census in India is taken under an Act of Parliament, namely the Census Act of 1948 (Act No. XXXVII of 1948). The salient features of the Act are that before taking a Census the Central Government is required to declare its intention by a notification of taking a Census in the whole or any part of country (S.3 *ibid*). The appointment of a Census Commissioner and of the State Superintendents of Census Operations is governed by Section 4(1) *ibid*. The State Government are empowered to appoint persons as 'Census Officers' to take or aid in or supervise the taking of the Census within any specified local area *vide* S.4(2) *ibid*. The Census Commissioner, all Superintendents of Census Operations and all Census Officers as appointed under the Act are deemed to be public servants within the meaning of Indian Penal Code (S.5 *ibid*). Every person is legally bound to answer the questions as a 'Census Officer' has been directed to ask (S. 8 *ibid*). The Census officers can have access to house, enclosure, etc. and can paint or affix thereto a number necessary for the purposes of the Census (S.9 *ibid*). Violation of the provisions of the Act is punishable with fine which may extend to one thousand rupees and in cases of violation of secrecy also to imprisonment for six months (S.11 *ibid*). All information collected at the Census is kept secret and records of Census are neither open to inspection nor admissible in evidence (S. 15 *ibid*). The Census Act is reproduced at pages 273 to 277 Annexure-E.

2. The Census Act also provides for the taking of the Census. The word 'Census' as per dictionary meaning connotes 'an official enumeration of inhabitants with statistics relating to them.' Affixing of numbers to houses, enclosures, etc. as may be necessary for the purposes of the Census has also been specifically provided under the Act *vide* (S.9 *ibid*). Thus the actual enumeration and housenumbering only fall within the ambit of the Census Act and strictly speaking the canvassing of a Houselist and Establishment Schedule is not covered by it. The filling up of these schedules is done purely as an administrative measure. To our advantage, the Haryana Government had published the items of these schedules in their gazette notifications which apparently gave semblence of legal basis for canvassing these two schedules.

3. The Houselisting Operations in our State were further clothed with legality by our invoking the provisions of a State Government Act entitled "The East Punjab Enumeration of Dwellings Act, 1948". However, this Act too had a limited scope. It covered the enumeration of the dwellings alone and non-dwellings did not fall within its ambit. By a notification the State Government appointed the Superintendent of Census Operations, Haryana as Enumeration Commissioner under the aforesaid Act. This arrangement could also not be said to be perfect.

4. In any case the fact remains that the Census Act is defective in the sense that it does not cover Houselisting Operations. No doubt in actual practice no legal problems are confronted. But it would be better if we could remove this lacuna in the Census Act to avoid even the remotest chance of any legal problem. The Census Act can be suitably amended to provide for houselisting operations as a preliminary to actual enumeration. It may perhaps be still better if we could make a provision in the Census Act making it obligatory for the urban local bodies as well as village *panchayats* to keep permanent records of all the houses falling in their jurisdiction.

In a way urban local bodies are already keeping such lists for the purpose of levy of House Tax. In villages too, a rough sort of list is being maintained by the *panchayats* for the levy of *chula* tax. Maintenance of a simple Houselist was also envisaged in the Permanent Housenumbering Scheme as circulated by the Registrar General. We can devise suitable columns for the proposed permanent Houselist. Since both the rural and urban local bodies are already maintaining so to say a crude Houselist we can make it obligatory on them under the law to keep a specified Houselist. Such a Houselist could be used as a legal document to prove title to a house as well as an authentic list to serve our purpose The maintenance of such a Houselist is all the more necessary in the present context of our socio-economic development when the Government is thinking of fixing a ceiling on the urban as well as rural property. Side by side with the maintenance of the Houselist, lay-out maps should also be prepared so as to indicate clearly the location of the houses. To prepare such a Houselist as well as lay-out maps is not a preposterous idea. When a village Patwari is already keeping an account of all the patches of land falling in a revenue estate why cannot the *panchayats* and urban local bodies keep such Houselists and lay-out maps The Houselists and lay-out maps could be revised periodically so as to bring them up-to-date. If the Houselist is maintained in perpetuity it would obviate the need for going through a houselisting operation before the taking of Census. This would also save a lot of expenditure.

5. Prior to the 1961-Census the Census Organisation rose sphinx like only to go into hibernation again when the Census was over Since the 1961-Census, however, the organisation has been continuing on an almost permanent footing. During the inter-censal period the Organisation remains busy with the printing of the statistical data collected at the last Census, writing of reports, attending to ancillary studies, Sample Census and undertaking preliminaries for the next Census. One of the duties during the inter-censal period should also be to check the Permanent Houselists to be maintained as proposed above and also the lay-out maps. This checking should be backed by some legal provision. This would give this Directorate a direct control over the State Government agencies in the field which are ultimately to be yoked in for the actual Census. Our control over the field agencies and the control of the State Government would thus be dovetailed. The direct control by us would assure for us complete co-operation from the field agencies which we now elicit by getting appeals issued from the State Government.

6. till another benefit that could be derived from the Permanent Houselist would be to have crude population totals every year. The population of the country can thus be kept under constant watch. If some areas are showing abnormal growth rate Government could at once take remedial or other measures instead of waiting to gear them into action after a decade.

7. The legal provisions contained in the Census Act, 1948 as it is, however, are sufficient for Census taking. The public at large unmindful of legal provisions, generally, responds to the taking of a Census in the normal course. It considers the Census as a regular feature. Since the public response at the last Census was spontaneous no occasion arose for taking recourse to the penal provisions of the Census Act. The enumeration agency having been drafted from State/Central Government Departments was generally well disciplined and could not afford to contravene any of the provisions of the Census Act. So no occasion arose for taking action against any of the Census functionaries as well.

Notifications issued under the Census Act, 1948

8. The following notifications were issued by the Central and State Governments under the Census Act, 1948:

Subject of notification	Section under which issued	Issued by Central/ State Government	No. and date of notification
1	2	3	4
1. Declaration to take Census and fixation of reference date	3	Central	No. F 28/101/69-Pub. I, dated the 3rd July, 1969
2. Change in the reference date	3	Central	No. 9/30/69-CTU, dated the 14th January, 1971
3. Appointment of Superintendent of Census Operations, Haryana	4(1)	Central	No. 3/1/69-RG, dated the 8th January, 1969
4. Re-designation of Superintendent of Census Operations Haryana, as Director of Census Operations and *ex-officio* Superintendent of Census Operations, Haryana	—	Central	No. 1/1/69-Ad. II, dated the 29th August, 1969
5. Appointment of District Census Officers, Additional District Census Officers and Sub-Divisional Census Officers	4(2)	Haryana State	No. 8630-2CI-69/25371, dated the 25th September, 1969
6. Delegation of powers to the Director, Census Operations, Haryana, Deputy Commissioners, District Development & Panchayat Officers and Sub Divisional Officers (Civil) to sign appointment orders of Census Officers	4(3)	Haryana State	No. 8630-2CI-69/25369, dated the 25th September, 1969
7. Delegation of powers to the Director, Census Operations, Haryana, Deputy Commissioners, District Development & Panchayat Officers and Sub Divisional Officers (Civil) to appoint Census Officers	4(4)	Haryana State	No. 8630-2CI-69/25367, dated the 25th September, 1969
8. Authorising the Census Officers to ask questions contained in the Houselist Form, Establishment Schedule and Individual Slip	8(1)	Haryana State	No. 8920-2CI-69/28661, dated the 20th November, 1969
9. Delegation of Powers to the Deputy Commissioners to accord sanction for prosecution under the Census Act	12	Haryana State	No. 8630-2CI-69/25365, dated the 25th September, 1969

9. The following notifications were also issued by the State Government under the East Punjab Enumeration of Dwellings Act, 1948:

Subject of notification	Section under which issued	No. and date of notification
1. Appointment of Superintendent of Census Operations as Enumeration Commissioner	3(1)	No. 4178-2CI-69/12437, dated the 19th May, 1969
2. Delegation of powers to the Enumeration Commissioner to appoint Enumeration Officers	3(3)	No. 4178-2CI-69/12442, dated the 19th May, 1969
3. Delegation of powers to the Deputy Commissioners to accord sanction for prosecution under the East Punjab Dwellings Act, 1948	8	No. 4178-2CI-69/12434, dated the 19th May, 1969

All these notifications are reproduced in Annexure-E, pages 278 to 285.

SECTION—XVIII

ISSUE OF DIRECTIVES BY CENTRAL GOVERNMENT, STATE GOVERNMENT ETC., TO FACILITATE CENSUS OPERATIONS

Channel of Communication

The Secretary to Government Haryana, Local Government Department is the co-ordinating Secretary for Census work. We, therefore, generally corresponded with him and he issued instructions to various Heads of Departments for compliance. In some urgent and important cases we addressed the Chief Secretary, Revenue Secretary, Education Secretary, etc., direct. Important decisions of the State Government were also brought specifically to the notice of the officers concerned with the Census work in the field.

Instructions issued by the State Government

2. Some of the important instructions issued by the State Government are listed below:

Sr. No.	Letter No. and date	Subject
1.	Local Government Department, Letter No. 8206-ICII-68/29402, dated 12-12-68	Scheme on Permanent Housenumbering—Implementation of
2.	Local Government Department, letter No. 1537-2CI-69/3690,dated 3-2-69	Preparation for 1971-Census- -Second Pre-test of Census Questionnaire
3.	Local Government Department, U. O. No. 3853-2CI-69, dated, 16-5-69	Introducing the Superintendent of Census Operations, Haryana and asking the various Departments to afford unstinted co-operation for the successful conduct of 1971-Census
4.	Planning & Panchayat Department, letter No. G.2-69/10874-80, dated 27-6-69	Declaration of expenditure on affixation of Permanent Housenumber Plates as fit charge on Panchayat Funds
5.	Local Government Department, letter No. 7292-2CI-69/24121, dated 30-9-69	Requesting the various Heads of Department to : (a) make available their staff for Census duty · (*b*) treat the staff on duty while attending to Census work; and (*c*) allow the staff put on Census duty to charge T.A. to their departments
6.	Chief Secretary Haryana, letter No. 1218-3S-70/5789, dated 18-3-70	1. Directing the Deputy Commissioners to make mention about the quality of Census work done by S.D.O(C)/D.D.&P.O./Tahsildars while writing their Confidential Reports for the years 1969-70 and 1970-71 2. Authorising the Director of Census Operations, Haryana to express his opinion on the work of Deputy Commissioners done during Census Operations
7	Local Government Department, Memo. No. 42-GOI-2CI-70/25780, dated 15/18-9-70	Drafting of staff for enumeration work

Sl. No.	Letter No. and date	Subject
8.	Education Department, Memo. No. 7756-Edu. II (IE)-70/ 29179, dated 26-10-70	Postponement of Middle Standard Examination till 15-3-71 and Higher Secondary/Matriculation Examination till 17-3-71
9.	Education Department, Memo. No. 93-Co-13/ 134-70-Co, dated 12-2-71	(*i*) Teachers put on Census duty not to be given leave for preparation for appearing in University Examinations (*ii*) Teachers appointed on six months' basis and put on Census duty to be retained in service till the Census is over
10.	Chief Secretary Haryana, Letter No. 838-3GS-1-I/71/5407, dated 4-3-71	Freezing of transfers of all officers/officials put on Census duty till 15-4-71
11.	Local Government Department, Memo. No. 1833-2CI-71 8024, dated 19-3-71	Concession in working hours to teachers and other staff deployed as Enumerators and Supervisors

3. I hasten to mention here that we found no hesitation or reluctance on the part of the State Government to issue instructions on various matters concerning Census. The instructions issued by them always produced the desired result. I record my grateful thanks for the unstinted co-operation extended to us by the various Departments of the State Government.

4. At the instance of the Registrar General, India, the various Ministries and Departments of the Central Government issued instructions to their attached and subordinate offices located in the State to extend us full co-operation. As a result of this we received fullest co-operation from Posts & Telegraphs Department. Railway Department also co-operated with us when the letter issued by the Railway Board was shown to them. The letters issued by the various Ministries/Departments are listed below. These letters are available in office file No. XIII(66).

Sr.No.	Name of Ministry/Department	Letter No. & date
1.	Ministry of Petroleum & Chemicals and Mines & Metals (Department of Mines & Metals), New Delhi	No. 4 (54)/70-G, dated the 7th April, 1970
2.	Ministry of Education & Youth Services (Co-ordination Section), New Delhi	No. F.2-15/70-CDN, dated the 13th April, 1970
3.	Ministry of Shipping & Transport (Transport Wing), New Delhi	No. 15-C(54)/70, dated the 21st April, 1970
4.	Ministry of Sanchar Vibhag, New Delhi	No. F. 25011/1/70-C & P, dated the 14th April, 1970
5.	Ministry of Finance, Department of Economic Affairs, New Delhi	No. 15(1)-Admn.1/70, dated the 16th April, 1970
6.	Ministry of Home Affairs, New Delhi	No. 23012/1/70-Ad.I(A), dated the 17th April, 1970
7.	Ministry of Petroleum & Chemicals and Mines & Metals (Department of Petroleum & Chemicals), New Delhi	No. 1-25011/45/70-Gen., dated the 17th April, 1970
8.	Ministry of Defence, Directorate General, Ordnance Factories, Calcutta-1	No. 237/A/A, dated the 23rd April, 1970
9.	Ministry of Defence, D(Coord)	U.O. No. 32(23)69/D(Coord), dated the 27th April 1970.
10.	Ministry of Railways, Railway Board, New Delhi	No. E(G)69CE2/1, dated the 29th April, 1970
11.	Ministry of Labour, Employment & Rehabilitation (Department of Labour & Employment), New Delhi	No. 7/45/70-Genl., dated the 29th April, 1970

No.	Name of Ministry/Department	Letter No. and date
12.	Comptroller and Auditor General of India, New Delhi	No. 743 NGE II/108-70, dated the 5th May, 1970
13.	Oil and Natural Gas Commission, (Directorate of Administration), Tel Bhavan, Dehradun	No. 21(16)/70-GA, dated the 6th May, 1970
14.	Archaeological Survey of India, New Delhi	No. F.59 (15)/70-Admn. I, dated the 8th May, 1970
15.	Ministry of Steel & Heavy Engineering, New Delhi	No. F 14(23)/70-Admn. I, dated the 12th May, 1970
16.	Ministry of Tourism & Civil Aviation, New Delhi	No. 17-P&C(36)/70, dated the 11th May, 1970
17.	Cabinet Secretariate (Department of Cabinet Affairs), New Delhi	O. M. No. A42011/7/70-Admn., dated the 11th May, 1970
18.	Ministry of Home Affairs, Central Bureau of Investigation, New Delhi	No. 40/43/70-AD-III, dated the 23rd May, 1970
19.	Ministry of Finance, Department of Expenditure (Defence Division), New Delhi	No. 14/26/70-5311-Estt., dated the 26th May, 1970
20.	Deputy Controller General of Defence Accounts, New Delhi	No. 58016(4)/69/AN A, dated the 3rd June, 1970
21.	Ministry of Health, Family Planning, Works, Housing & Urban Development, New Delhi-11	No. A 343019/70-ESTT., P, dated the 26th May, 1970
22.	Commissioner of Railway Safety, Ministry of Tourism & Civil Aviation, (Commission of Railway Safety), Lucknow-7	No. RS-15-N(26)/70, dated the 25th May, 1970
23.	Joint Controller of Patents and Designs, Calcutta	No. 115/1/70-Admn., dated the 25th May, 1970
24.	Chief Controller of Printing & Stationery, New Delhi-11	No. 14/1/70-Estt./AII, dated the 3rd July, 1970

5. In particular, I may mention that instructions issued by the postal authorities for the expeditious clearance of letters, packages and telegrams when superscribed with the words 'CENSUS URGENT'/'CENSUS' and by the Railway Board to move expeditiously Census forms when booked by rail proved of immense help. A copy each of these letters have been reproduced at pages 115-116, Annexure A.

SECTION--XIX

CENSUS CIRCULARS

Circulars issued by the Registrar General, India

1. The Registrar General, India issued as many as 27 Circulars. All the Circulars helped us a lot indeed in drafting and issue of our Circulars. The Circular No. I of the Registrar General, India has been reproduced in Annexure-A of this volume. The other Circulars of the Registrar General India are available in the relevant files of this office.

Circulars issued by us

2. We issued as many as eleven Circulars. In Circular No. I, 'General Features of 1971 Census and out-lines of the plan of operations' were dealt with in detail so as to give a clear idea to the field agency about the magnitude of the work ahead. After the issue of the first Circular, the following Circulars were issued each dealing with a specific subject :

Circular No. II	—Formation of Special Charges
Circular No. III	Allotment of code numbers and formation of blocks and circles for houselisting
Circular No. IV	—Instructions for houselisting
Circular No. V	-Collection and arrangement of the filled in houselist and establishment schedules
Circular No. VI	-Delineation of blocks and Supervisors' Circles for 1971-enumeration on the basis of 1970-houselists
Circular No. VII	--Preparation of abridged houselist
Circular No. VIII	--Award of Census Medals—recommendations for
Circular No. IX	-Instructions regarding distribution of various Census Schedules and of material used during actual Census
Circular No. X	-Mistakes committed by the Enumerators while filling up various schedules at practical exercise as brought to the notice of field agency
Circular No. XI	-Instructions regarding relay of Provisional Population Totals

All these Circulars were issued at the appropriate time so that the field agency did not miss any point and they remained on their toes. As each Circular dealt with a specified subject there was no chance for confusion. The field agency did not have to seek much of clarifications about the instructions contained in these Circulars as those were clear, concise and to the point. The Registrar General, India was happy to receive our Circular No. II regarding formation of Special Charges. All these Circulars are reproduced at pages 145 to 207, Annexure-C.

3. We required only about 200 copies each of these Circulars. So we did not get them printed. We cyclostyled them in our office and circulated amongst all Deputy Commissioners, Sub Divisional Officers (Civil), District Development & Panchayat Officers, Tahsildars, Urban Local Bodies, and Special Charges.

SECTION- -XX

PUBLICITY MEASURES

The taking of a Census involves two parties : an Enumerator who is well trained in his job and knows exactly what information is to be collected and the public which is educated in advance about the information that is required to be elicited. So apart from the careful training of the Enumerators it is important that the citizens are also fully informed about the objectives, utility and contents of the Census. The importance of launching an effective publicity programme through newspapers, radio talks, posters, stickers, cinema slides, news reels, dramas, etc., at the appropriate stages of the Census taking cannot, therefore, be over emphasized.

2. During the 1971-Census publicity was mostly arranged centrally through the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, and separate publicity by the State Directors of Census Operations was not contemplated.

3. At the time of the Houselisting Operation the publicity was done on a modest scale. Only one advertisement entitled "HOW MANY ARE WE ?" -was inserted direct by the Director of Advertising and Visual Publicity in the various Hindi, Urdu and English daily newspapers having inter-State or District level circulation. Two insertions were planned in various newspapers- -one a little before the start of the Houselisting Operation and the other during the currency of the operation. The advertisement was simple but elegant. It carried the message through. The advertisement appeared in the Daily Tribune (English), the Hindustan (Hindi), the Vir Pratap (Hindi) and the Hindi Milap all having inter-State circulation. Apart from this the advertisements appeared in a few local papers namely, the Karnal Times (Hindi), the Gyanodya (Hindi), Tahqiquat (Urdu), the Haryana Tilak (Urdu) and the Roshini (Urdu). The operation was completed without much fan-fare. However, the insertion of advertisements in the local papers by the Directorate of Advertising and Visual Publicity on their own could not be said to be of much use as the papers chosen had a very limited circulation. Not only that but the arrangement did not succeed even with regard to the timing and the frequency of the publication.

4. During the actual enumeration, publicity was arranged on an elaborate scale. Practically all the mass communication media were pressed into service. Decentralisation of advertisements at the time of the population count in favour of the Directors of Census Operations through the local newspapers was made as per decision taken at the conference of the State Directors held at Courtallam. However, the remaining media of publicity were generally left to be tapped by the Director of Advertising and Visual Publicity.

Publicity through Press

5. We were authorised to release advertisements to the local newspapers as approved by the Director of Advertising and Visual Publicity within the expenditure ceiling of Rs. 5,000. We released an advertisement as devised by us to the following newspapers on the dates shown against them:

Newspaper	*No. of insertions*	*Date of insertion*
The Tribune (English)	Three	9-3-71
		14-3-71
		25-3-71
The Indian Express (English)	Two	16-3-71
		23-3-71
The Hindustan (Hindi)	Two	21-3 71
		29-3-71
The Milap (Urdu)	Two	11-3-71
		29-3-71

A copy of the advertisement as released by us may be seen at pages 445-446 of Annexure-G. The advertisement covered the entire operation. Insertions were well spersed. But it would have been still better if we had issued another version of the advertisement at the time of the revisional round. I would recommend that my successor may note this for future guidance.

Publicity through posters, pamphlets, stickers,etc.

6. We received from the Director of Advertising and Visual Publicity the following material:

	English	*Hindi*
1. Wall Posters--India completes 100 years of Census. ..	5,000	26,000
2. Pamphlets--Population Census—Why should we have one? ...	25,000	1,30,000
3. Stickers—Next Census April, 1971. ..	5,000	26,000

All this material was received in advance, except the Hindi version of stickers which were received as late as the 16th March, 1971, *i.e.* one week after the Census had started. Since the Census was postponed from February-March, 1971 to March-April, 1971, the old dates shown in the material had to be corrected. The Census was to start on the heels of the mid-term polls to the Lok Sabha. It was, therefore, but natural that the war of posters between the contending political parties was then going on in the State. Had our posters, pamphlets, etc., been issued during the election days, those would have just been ignored by the people. So we withheld them and asked the District authorities not to issue them till the 6th March, 1971, as by then the dust of electioneering would have settled down. The publicity material was distributed through the Charge Officers and the District Public Relations Officers. The material allotted for each District was as under:

District	Wall posters -India completes 100 years of Census		Population Census—Why should we have one?		Stickers—Next Census—March, 1971	
	English version	Hindi version	English version	Hindi version	English version	Hindi version
1. Ambala	775	2,500	2,400	15,000	775	..
2. Karnal	775	5,000	4,800	25,000	775	..
3. Rohtak ..	775	4,600	4,500	23,000	775	4,600
4. Gurgaon . ..	875	4,400	4,300	22,000	875	.
5 Mahendragarh	375	2,000	1,900	9,500	375	2,000
6. Hisar ..	875	5 500	5,300	27,000	875	..
7. Jind	450	1,700	1.600	8,000	450	..
**TOTAL ..	**4,900**	**25,700**	**24,800**	**1,29,500**	**4,900**	**6,600**

It would be seen that all the stickers in Hindi could not be distributed as those were received very late. The posters, stickers and pamphlets went a long way to educate the intelligentsia and to make the desired impact upon them.

Slogan Post-marks

7. Arrangements were made for the franking of postal articles with the following slogan mark:

"1971-जनगणना 10 मार्च- 3 अप्रैल
अपने और अपने परिवार की गणना कराईये, अपने मित्रों को भी ऐसा करने को कहिए।"

"1971-Census 10 March--3 April
Get yourself and all the family counted. Ask your friends to do the same."

In Haryana provision for the slogan post-mark was made at all the Head Post Offices located at Ambala Cantt., Ambala City, Gurgaon

Hisar, Narnaul, Mahendragarh, Karnal and Rohtak.

Commemoration stamp

8. The Posts and Telegraphs Department released on the 10th March, 1971, a twenty paise Census Centenary Commemoration Stamp. As many as thirty lakh stamps were issued. This proved not only a land mark in the Census history but also an effective medium of publicity. A copy of the handout issued by the Posts and Telegraphs Department with first day cover may be seen at pages 443-444 of Annexure-G.

Cinema slides

9. Thirty cinema slides- five each in English and Urdu and twenty in Hindi were received from the Director of Advertising and Visual Publicity for distribution amongst the cinema houses in the State. We sent them on to the District Public Relations Officers for arranging free display in the cinema houses from about 20th February, 1971 upto the 3rd April, 1971. The cinema slides were distributed as under:

District	*English*	*Hindi*	*Urdu*	*Total*
1. Ambala	1	3	1	5
2. Karnal	1	3	1	5
3. Rohtak	1	3	1	5
4. Gurgaon	1	3	1	5
5. Mahendragarh	—	2		2
6 Hisar	1	3	1	5
7. Jind	—	3	—	3

It was ensured that cinema slides were displayed in all the cinema halls in the State during this period

Documentary -"Operation Census"

10. The Films Division Ministry of Information and Broadcasting, Government of India, produced a documentary film entitled "Operation Census". Nine prints of the documentary (16mm) in Hindi were allotted to our State for display through the State Director of Public Relations. Besides, a few copies of the above film were also supplied to the Regional Offices and Field Unit of the Directorate of Field Publicity, Government of India. The documentary was displayed intensively from January to March, 1971, both in rural and urban areas of the State by the District Public Relations Officer. The documentary was well produced and helped indeed to create Census awareness in the masses particularly amongst the illiterate people living in remote areas.

Drama- -"Giarvin Ginti"

11. A drama entitled "Giarvin Ginti" was written by Shri Tara Dutt Vilakshen, Drama Inspector of State Public Relations Department with our collaboration. The drama was written in Haryanvi and highlighted aims and objects of the Census and imports of various questions. The drama was staged by the District Publicity Units at different places and produced a tremendous impact. The message could be carried home easily and effectively as the drama was written in the language of the masses. The dialogues were crisp and pithy. The setting was purely rustic and homely. Characters were representative of rural life. Everything was stamped by spontaneity. There was nothing strained or unnatural. Throughout there was an under current of humour which went for making a relaxed atmosphere. By the time the last-drop was reached all the Census questions had been answered. The staging of this drama before and during the operation went a long way in simplifying the job of the Enumerators. The drama was also found suitable for being put on the air but it could not be broadcast as it was lost in transit in the office of the All India Radio.

Radio Spot

12. As a part of the national multi-media campaign, fifteen-second radio spots from all stations of the Commercial Broadcasting Services for the period from the 25th February to the 1st April, 1971, were put out. There were two insertions per day –one in the morning and one in the evening. The objective was to reach the largest possible audience. The radio spot was devised with a view to stressing the need for giving correct information to the Census Enumerator. The radio spot in Hindi alone was put out from the Delhi Station of

All India Radio. The spot from Chandigarh-Jullundur station was in Hindi in the morning and Punjabi in the evening. The Chandigarh Station, however, at first put out only Punjabi spots for some days. On our taking up the matter with the All India Radio the mistake was rectified. The radio spots also proved effective in creating Census consciousness.

Radio Talks

13. Two radio talks were given by us. In the case of one talk entitled "जनगणना का राष्ट्रीय महत्व" which was to have been delivered by me on the 28th December, 1970, only the script was released to be read on my behalf as I was then taken ill and admitted in the Medical College Hospital, Rohtak. The second radio talk was given by one of my Deputies.

14. Besides, the radio talks given by us, the All India Radio, as per decision taken with the Registrar General, India, made Census publicity through their general programme, rural programme, women's programme, programme for children, listeners forum and programme for University.

Census Emblem

15. A little before the start of the actual court the Registrar General, India, circulated a Census emblem for use while printing the instruction booklets, Census circulars etc., to be issued by the various Directorates. The emblem was so to be a symbol of the Census. We made out a rubber seal of the emblem for use on the envelops containing our official letters. Like the red triangle which symbolises family planning, the Census emblem also caught the eyes of the various Departments to whom the letters were addressed. This proved to be an effective way of making Census publicity A facsimile of the emblem may be seen at the left hand bottom of our advertisement appearing at pages 445-46 of Annexure-G.

Messages

16. On the eve of actual count the President and the Prime Minister of India were graciously pleased to issue messages as reproduced in Section-XVI. The Prime Minister's message also appears at page 447 of Annexure-G. The message was broadcast on the All India Radio at 8.30 P.M. on Tuesday, the 9th March, 1971.

17. All the measures mentioned above proved effective in generating all-round Census consciousness and helped simplifying Census work. Publicity as wide as possible is a must where the Census is concerned. It brings about the required public response without which no Enumerator, be he ever so carefully trained, can achieve success within the limited time at his disposal.

SECTION—XXI

HONORARIUM TO CENSUS ENUMERATION STAFF AND AWARD OF CENSUS MEDALS

A—Honorarium to Census enumeration staff

1. The Census in the past has always been an honorary undertaking—on an established arrangement between the Central and State Governments whereby the latter ensured honorary enumeration by lending staff of all categories. In the 1951-Census a small remuneration was paid by the Central Government by way of scriptory charges to the staff which prepared the National Registers of Citizens. Since independence tremendous changes have taken place in the social and economic thinking of the people indicating that Census should be a paid enterprise. In view of the huge expenditure involved no large scale payments could, however, be contemplated or a clear departure made from the principle that the Census was ever an honorary undertaking. At the same time it was thought that payment of small honorarium by way of meeting the out-of-pocket expenses in recognition of the work done could go a long way to secure more correct and reliable data. The following rates of honorarium were, therefore, sanctioned for the first time at the 1961-Census:

(*i*) Honorarium for housenumbering, houselisting including cost of housenumbering material and carriage, cost of paints, pots and brushes	Rs. Five per block
(*ii*) Honorarium for enumeration including the Enumerators' expenses for attending to training classes and for stationery, pen, ink, etc.	Rs. Fifteen per block
(*iii*) Honorarium to the Supervisors	Rs Four per block

A block generally contained some 750 persons in 150 households in rural areas and some 600 persons in 120 households in urban areas. Apart from Enumerators and Circle Supervisors the Additional District Census Officers were also paid honorarium @ Rs. 75 p.m. for the period from 1-8-1960 to 31-3-1961.

2. The matter regarding payment of suitable honorarium at the time of 1971-Census was discussed at the First Conference of the Directors of Census Operations held in May 1969 at New Delhi. Some of the States experienced difficulty in conducting the Second Pre-test as the rates of honorarium sanctioned therefor were considered inadequate. Upward revision of rate of honorarium was, therefore, recommended. The following rates were finally decided by the Registrar General, India, for payment by way of honorarium:

1. Enumerators	
(*i*) Honorarium for housenumbering, houselisting and filling up of the establishment schedule (including Rs. 5 the cost of the house-*numbering material*) for an Enumerator's block (An average block in rural areas consisted of about 150 houses and an average block in urban areas of about 120 houses)	Rs. 15 (Rupees Fifteen only)
(*ii*) Actual Census enumeration of an Enumerator's block (An average block in rural areas covered about 750 persons or 150 households and in urban areas it covered about 600 persons or 120 households)	Rs. 25 (Rupees Twenty-five only)
2. Supervision charges	
(*i*) Housenumbering and houselisting and filling-up of establishment schedule for a Supervisor's Circle consisting of 4 to 5 Enumerator's blocks	Rs. 15 (Rupees Fifteen only)
(*ii*) Actual Census enumeration for a Supervisor's Circle consisting of 4 to 5 Enumerator's blocks	Rs. 25 (Rupees Twenty-five only)
3. Charge Superintendent	Lump-sum honorarium of Rs. 150 (Rupees one hundred and fifty only) for the entire operation, *i.e.* housenumbering, houselisting and actual Census enumeration)

4. District Census Officers	Lump sum honorarium of Rs 300 (Rupees three hundred only) for the entire operation, (*i.e.* housenumbering, houselisting and actual Census enumeration)

3. The honorarium proposed for the District Census Officers and Charge Officers was meant to be paid to the officers who actually bore the responsibility and performed the duties of the District Census Officers and Charge Officers. Although the Deputy Commissioners were designated as the District Census Officers, yet the main brunt of the Census work was borne by the Additional District Census Officers (District Development & Panchayat Officers). The honorarium meant for the District Census Officers was, therefore, paid to the Additional District Census Officers.

4. Under the rates of honorarium mentioned above the Charge Officers were to be uniformly paid Rs. 150 each. This was not considered to be equitable as an Urban Charge Officer of a small town was equated with the rural Charge Officer of a tahsil. This anomaly was brought to the notice of the Registrar General, India, who agreed to the payment of honorarium to the Charge Officers at the following rates:

	Lumpsum honorarium for both the operations
(*i*) Rural Charge Officers ..	Rs. 150
(*ii*) Urban Charge Officers of municipal areas having population of 50,000 or more .	Rs. 150
(*iii*) Charge officers for municipal areas having population upto 49,999 ..	Rs. 75

The Registrar General India, further sanctioned honorarium to the following Census functionaries :

A. (1) Deputy District Census Officers (2) Divisional Census Officers (3) Sub-Divisional Census Officers	Lumpsum honorarium of Rs. 250 (Rupees two hundred and fifty only) for the entire operation, *viz.* housenumbering, houselisting and actual enumeration
B. (1) Additional Charge Superintendents (2) Deputy Charge Superintendents (3) Assistant Charge Officers/Superintendents	Lump sum honorarium of Rs. 125 (Rupees one hundred and twenty five only) for the entire operation, *viz.*, house numbering, houselisting and actual enumeration

We did appoint Sub Divisional Census Officers. As their contribution was not very much upto the mark no honorarium was paid to them. During the actual enumeration Naib Tahsildars (*Mahal*) were appointed as Assistant Charge Officers to assist the Rural Charge Officers (Tahsildars). They were, accordingly, allowed honorarium @ Rs. 62.50 each.

5. The Military Census Officers were also sanctioned a sum of Rs. 150 each by way of honorarium for having performed Census duties as Charge Officers in military areas. In this way the entire Census hierarchy was paid honorarium for attending to Census duties. Still the rates cannot be said to be adequate keeping in view the work involved. But we cannot afford to pay more. Even at these rates the expenditure totals upto a staggering figure.

6. The total honorarium (*vide* statement at page 244, Annexure-C) for both the operations was as follows:

Houselisting & Housenumbering	Rs. 2,44,175.38
Actual Enumeration	Rs. 4,46,244.65
TOTAL	**Rs. 6,90,420.03**

The expenditure of Census per head works out to 6.9 paise in our State as against 3.4 paise per head during the last Census. The increase in Census expenditure is due to increase in rates of honorarium and also due to payment of honorarium to the Charge Officers and Military Census Officers.

7. From the experience of 1961-Census it was found that the procedure for the drawal and disbursement of the honorarium evolved at that time was most time-consuming as it was centralised at the State Directorates and it took quite sometime to finalise the accounts. This time the work was decentralised with the approval of the Accountant General, Central Revenues. We called for the claims of honorarium both after the Housenumbering and Houselisting Operations and actual Enumeration. On the basis of scales prescribed above we worked out the actual amount of honorarium admissible in each case, and intimated the Deputy Commissioners accordingly. On the

advice of the Accountant General, Haryana, the Deputy Commissioners had to prepare the bills on pay bill forms and then draw the amount. The bills were prepared chargewise and after getting these passed from the respective treasuries, the amounts were passed on to the Charge Officers for disbursement. The Charge Officers after making the disbursement returned the acquittance rolls to the Deputy Commissioners for record. By following this procedure much of the work load was off from our office, as the amounts had been drawn by the Deputy Commissioners direct and they were responsible for their actual disbursement. The honorarium in respect of Military Census functionaries was, however, drawn and disbursed by us direct.

8. By adopting this procedure we received no serious complaint and the payment had been made quite smoothly. This procedure may be continued at the next Census as well.

B—Census Medals

9. The service rendered by the Census functionaries was recognised in the following manner:

(*i*) by grant of Census Medals;

(*ii*) by issuing certificates signed by the Secretary to Government Haryana, Local Government Department; and

(*iii*) by recording entries in the character rolls of the employees.

The award of Census medals was the highest recognition. These medals were of two types —silver and bronze. These medals were accompanied by "Certificates of Merit" in the name of the President of India and bore the facsimile signatures of the Registrar General of India. There were separate certificates of merit for silver and bronze medals. The medals were of prize type and no ribbon was provided along with them. The medals allotted for the Haryana State were 103 silver and 206 bronze. This allotment was made by the Registrar General on the basis of 1971-population as revealed through projected population. The distribution of medals among the districts *inter-se* in the State on the principle of one silver and two bronze medals for every one lakh persons was made by us on the basis of 1971-Census provisional population totals as under:

	District	*Provisional population (in lacs)*	*Distribution of medals* *Silver*	*Bronze*
1.	Ambala	10.87	9	20
2	Karnal	19.75	17	37
3	Rohtak	17.72	16	35
4.	Gurgaon	16.99	15	33
5.	Mahendragarh	6.82	6	13
6.	Hisar	21.18	18	40
7	Jind	6.38	6	12
	TOTAL	99.71	87	190

The remaining medals were distributed among the staff working in the Deputy Commissioners' offices, Municipal offices, Census Directorate, etc. The medals were open to all Census functionaries both officials and non-officials.

10. In addition to the medals noted above we received three silver and eight bronze medals from the Registrar General, India, for distribution exclusively amongst the officials working in our Regional Tabulation Offices at Chandigarh and Rohtak. The additional medals were allotted in pursuance of the decision taken at the Pahalgam Conference to recognize the services of Regional Tabulation staff as well. These medals were distributed amongst the two Regional Tabulation Offices as under:

	Medals allotted *Silver*	*Bronze*
Regional Tabulation Office, Rohtak	2	5
Regional Tabulation Office, Chandigarh	1	3

Thus we had in all 106 silver and 214 bronze medals.

11. The main criteria for the award of medals was that recipient should have shown outstanding zeal and quality of Census work and the selection of the recipients was made exclusively on this ground. The superior quality of medals were not limited to any one category of Census functionaries. However, fifty per cent of the silver (52) and seventy-five

per cent of the bronze medals (155) were reserved for the Census Enumerators. A list showing distribution of Census medals amongst the various Census functionaries in each District may be seen at page 245 of Annexure-C.

12. Any Census functionary who was found to be responsible or was believed to have displayed partisanship in recording answers to various Census questions was excluded from the list of awardees.

13. Since the award of Census medals was to be the highest recognition on behalf of the Government we had to be very choosy. In order to ensure equitable distribution and impartial judgement units of competition were fixed as under:

Census Functionary	*Unit of competition*
1 Enumerators ...	District
2. Circle Supervisors ..	District
3. Charge Officers/Additional Charge Officers/District Statistical Officers ..	District
4. District Census Officers/Additional District Census Officers/Sub-Divisional Census Officers	State
5. Technical staff in Regional Tabulation Offices	Regional Tabulation Office
6. Other staff in Head office/ Census staff in Deputy Commissioners' offices/Charge offices .	State

14. The mechanism of selection of recipients of the two types of medals from amongst the various categories of Census functionaries was as follows:

Enumerators

15. The Charge Officers were to recommend to the Deputy Commissioners the names of the Enumerators who had shown outstanding zeal and quality of Census work. The Charge Officers were to recommend only those Enumerators who:

(*i*) attended the training classes carefully, regularly and punctually and fully grasped the various concepts and definitions;

(*ii*) surveyed their block(s) before the commencement of enumeration to bring their block map(s) and abridged houselists up-to-date;

(*iii*) did not commit any mistake in recording the answers to the questions in the Individual Slip;

(*iv*) correctly filled in the Population Record, Enumerators' Daily Posting Statement (M'F) and the Enumerators Abstract;

(*v*) enumerated the houseless population in toto, covered within the period prescribed their block(s) completely without any omissions or duplications and went to every household again during revisional round; and

(*vi*) filled in their schedules neatly and elicited response tactfully from the respondents; and

(*vii*) collected all the Degree Holders and Technical Personnel Cards in their blocks and submitted their record neatly packed in time to the Circle Supervisors.

Circle Supervisors

16. The names of Circle Supervisors were also to be recommended by the Charge Officers. While making recommendations they were asked to keep in view that the Circle Supervisor selected:

(*i*) did not absent himself from any training class and was attentive;

(*ii*) surveyed all the blocks in his circle prior to enumeration and assisted his Enumerators in preparing the block maps and abridged houselist;

(*iii*) continuously supervised the work of his Enumerators and gave them guidance wherever necessary;

(*iv*) frequently checked the entries made by Enumerators by visiting the spot himself;

(*v*) scrutinised a large percentage of filled in slips and co-operated with the Charge Officer in checking the progress of Census work; and

(*vi*) promptly transmitted the provisional population totals to the Charge Officer and the totals were found to be correct on scrutiny.

On the basis of the recommendations made by the Charge Officers the Deputy Commissioners were to draw out two final lists of recommendees —one for Enumerators and the other for Supervisors and then pass them on to this Directorate with a copy to the Regional Tabulation Offices. The names of the recommendees as included in the final list were at least to be one and a half times the number of medals both silver and bronze ear-marked for Enumerators and Supervisors of each district. The Deputy Commissioners were to ensure that the persons listed at number one of the final lists should have definitely a superior claim over the persons listed at number two in the final lists and so on.

17. The Deputy Directors of the Regional Tabulation Offices were to check the schedules filled in by the Enumerators recommended for the award of Census medals by the Deputy Commissioners. Similarly, to assess the work of Supervisors the Deputy Directors were to check the Individual Slips and other schedules filled in by the Enumerators under the concerned Circle Supervisors.

On the basis of the scrutiny by the Deputy Directors of Regional Tabulation Offices, they made me the final recommendations.

Charge Officers Assistant Charge Officers, District Statistical Officers

18. The Deputy Commissioners were invited to recommend the names of Charge Officers, Assistant Charge Officers and District Statistical Officers who had shown outstanding zeal and quality of Census work. While making recommendations they were to bear in mind that only those officers were included in the list of recommendees who:

(*i*) punctually submitted reports and returns;

(*ii*) took keen interest in the completion of various stages of Census work;

(*iii*) themselves conducted the Census training classes; and

(*iv*) reported the provisional population totals well in time.

District Census Officers, Additional District Census Officers Sub Divisional Census Officers

19. We ourselves formulated the proposals in regard to the District Census Officers, Additional District Census Officers and Sub Divisional Census Officers on the basis of reports and returns received from them and impression about their work gathered during field inspections.

Staff in the Head Office Census staff in Deputy Commissioners' Offices and Charge Offices, Staff in Regional Tabulation Offices

20. The award of medals to the staff in the Census Directorate and Regional Tabulation Offices was finalised in consultation with the Deputy Directors. The names of recommendees in respect of the Census staff deployed in the districts and tahsil municipal offices were invited from the Deputy Commissioners and were finalised in this office in consultation with the Deputy Directors.

21. The recommendations finalised in the manner indicated above were passed on to the Registrar General of India as per decision taken at the Pahalgam Conference for his final approval before the medals were passed on to the awardees. It was proposed in the beginning to award the medals at the Independence Day Celebrations on the 15th of August, 1971. But unfortunately the recommendations were received from most of the Deputy Commissioners very late and some time was consumed in finalising them. So we had to rest content with simply passing on the medals to the recipients direct by post or through the Deputy Commissioners.

Census Certificates

22. The Census functionaries who happened to do good work but had of course not shown outstanding zeal and quality of work were awarded certificates as follows:

"यह प्रमाणपत्र श्रीमान/श्रीमती/कुमारी———— — ————

को 1971 की जनगणना में किए गए उत्तम कार्य के लिए प्रदान किया जाता है "

The certificates were signed by the Secretary to Government Haryana, Local Government Department The names of officers, officials who deserved to be awarded certificates were sent for from the Charge Officers through the Deputy Commissioners. After necessary scrutiny in this Directorate the names of suitable officials 'officers who deserved to be issued certificates were recommended to the State Government.

Recording of entries in the Character Roll

23. On our request, the Chief Secretary to Government Haryana issued necessary instructions to all the Deputy Commissioners in the State to express their opinion about the performance of the Sub Divisional Officers (Civil), District Development & Panchayat Officers and Tahsildars so far as their performance about the Census work was concerned (Annexure-B, page 134). Similarly, the Commissioner, Ambala Division was requested to keep in view the assessment of the Director of Census Operations, Haryana, about the Census work done by the Deputy Commissioners while writing their confidential reports. In this way, this Directorate was consulted while writing the confidential reports for the years 1969-70 and 1970-71 of the top level Census hierarchy in the districts.

24. We also ensured that the names of the awardees of Census medals and Census certificates were brought to the notice of the concerned reporting authorities so that they could make mention of the award in the confidential reports of the officials concerned.

25. In addition to this, the Deputy Commissioners were asked to move *suo-moto* the authorities concerned to record suitable entries in the confidential records of the State Government employees who did satisfactory work during the Census Operations.

26. It is indeed quite encouraging that officials who show outstanding zeal and quality of work are awarded Census medals. It would still be better if the awardees of Census medals were also given some cash awards in the form of advance increments or otherwise.

SECTION—XXII

GENERAL ADMINISTRATION, ACCOUNTS, STORES AND STATIONERY

Confirmation of the staff

1. Prior to 1961, the Census office used to be wound up. At the time of 1961 Census, however, the need for making Census office a continuous affair was badly felt. Although, most of the staff was retrenched after the tabulation work of 1961-Census was over, a nucleus staff was kept to be carried on till the next Census. I have already mentioned the staff that was in position when I took over at the end of December, 1968. The old staff has been declared quasi-permanent after going through the process prescribed. Since the organization has acquired permanent status, the Registrar General, India has converted some of the temporary posts into permanent ones. The permanent posts sanctioned for this office so far are:

Designation	*No. of Posts*
Head Assistant	1
Daftri	1
Peon	1
Chowkidar	1
Statistical Assistant	1
Proof Reader	1
Assistant Compiler	1

We have yet to confirm officials against these permanent posts as the Service Rules in respect of this organization are in the process of finalization. As soon as the rules are finalised, steps will be taken to confirm the staff.

Need for taking staff on deputation

2. Since the organization is not going in the state of hibernation now and some technical as well as administration staff will always be there to man the office, the need for taking officers/officials on deputation will be obviated to a great extent. However, undertaking of Census depends entirely on the borrowed machinery of the State Government. It would, therefore, be always better to have on deputation one or two Deputy Directors belonging to the State Civil Service as they keep a natural rapport with the field officers. On the technical side, however, we need not take anybody on deputation. We should try to build up our own cadre. With the sanction of post of Assistant Director (Technical) for this office the need for having some one on deputation has been completely obliterated.

Census staff in the districts

3. As the tempo of the Census work built up the district staff was finding it hard to cope with the work. Clerical assistance was, therefore, provided in the district, tahsil and municipal offices on the following scale for the period from the 1st November, 1969 to the 31st May, 1971:-

District office

Assistant	1	
Clerk	1	
Peon	1	

Tahsil office

Clerk	1	

Rohtak municipality

Assistant	1	(For the period from the 17th July, 1970 to the 31st May, 1971).

On the whole the staff was adequate but it would have been better had the posts sanctioned for the District Offices been allowed to continue up to the end of July, 1971 so as to complete the winding up operation systematically.

Accounts

4. A statement showing the budgetary estimates and actual expenditure for the years 1968-69 to 1971-72 is given at pages 246-47 of Annexure-C.

5. The maintenance of accounts is quite a tough job requiring the services of an honest and dedicated official. The Accountant in the joint office went over to the Punjab Directorate and we were left with none to man the seat. Only a few days after my taking over, I managed to get a Clerk on deputation from the Haryana Civil Secretariat to work as Accountant in this office. Despite the work being heavy and the deputation holding no lure for him in terms of money we were fortunate enough to find in him a dedicated and honest worker. This seat has been well managed by him with the active guidance of the Office Superintendent.

6. The accounts of this office were maintained according to the provisions of the Central Government Compilation of the General Financial Rules and the Treasury Rules. The matter relating to the conditions and travelling allowances were governed by the Fundamental Rules and Supplementary Rules. The Delegation of the Financial Powers Rules, 1958 and the circulars and instructions received from the Government of India on financial matters were also followed. Administration of the office being run strictly on the basis of rules and regulations, there has hardly been any occasion for the staff to file complaints or to agitate on service matters.

Census expenditure in the districts

7. The following were the major items on which the expenditure was incurred in the district offices:

(1) Pay and allowances of the staff appointed for Census purposes in the District, tahsils and municipal offices

(2) Packing and transportation charges, and

(3) Honorarium to the enumeration agency.

The District Census Officers were declared as drawing and disbursing officers in respect of the allotment placed at their disposal under the sub-head B-Enumeration to meet the Pay and Allowances of the clerical staff sanctioned at district and charge levels. Payment of honorarium directly by the Deputy Commissioners saved us from much of botheration. The procedure worked nicely. There were, however, stray cases in which the district authorities drew some amount on State Government forms instead of Central Government forms with the result that we were hard put to track down the expenditure in the books of Accountant General, Haryana.

Delegation of Financial Powers

8. The work of the Director of Census Operations was greatly facilitated by the delegation of powers conferred on him by the Government of India. According to the Delegation of Financial Powers, the Director of Census Operations is delegated with the following powers:

(1) Powers to create temporary posts in Class III and Class IV for a period not exceeding 2 years subject to the conditions laid down in Rule 9 of the Delegation of Financial Powers Rules, 1958.

(2) Powers to create temporary posts subject to the condition that the pay of the appointments to such posts does not exceed Rs. 200 per month and to fix the pay of the posts. These powers were operative during the period from the 1st January, 1970 to the 31st December, 1973 and were applicable in cases where the posts carried fixed pay or scales of pay which had not been approved by the Ministry of Finance.

(3) Powers to incur contingent expenditure up to Rs. 1,000 per annum in each case for recurring expenditure and Rs. 5,000 in each case for non-recurring expenditure subject to the conditions specified in the Annexure to Schedule V of the Delegation of Financial Powers Rules, 1958 and Rule 10(5) thereof.

(4) Powers to purchase for use of his office books, newspapers and other publications subject to the conditions mentioned in the Delegation of Financial Powers Rules, 1958.

(5) Powers to incur expenditure on entertainment (light refreshment) up to

Rs. 200 per annum subject to the general instructions issued by the Ministry of Finance.

(6) Powers to sanction the grant of recurring and non-recurring honoraria up to a limit of Rs. 100 in each case, to Government Officials other than those in his own office and to non-officials for work done in connection with the Census operations.

(7) Head of Office in respect of the Census Office establishment for Haryana in connection with 1971-Census.

(8) Controlling Officer for his own and his establishment's travelling allowance.

(9) Powers to sanction local purchase of stationery articles not exceeding Rs. 500 per annum subject to the conditions prescribed for the purpose.

(10) Powers to incur expenditure on local purchase of rubber stamps and office seals to the extent of Rs. 100 per annum subject to a limit of Rs. 20 at a time.

(11) Powers to incur expenditure of Rs. 200 per annum on emergent local printing and binding.

(12) Power to draw during the period from the 1st August, 1969 to the 31st March, 1972, a number of advances in a month through abstract bills to meet contingent expenditure subject to the condition that the amount of each drawal of advance did not exceed Rs. 1,500 and that no fresh advance was drawn unless the accounts for the earlier one were rendered and that a certificate to that effect was recorded in each bill.

(13) Power to dispose of furniture and other equipments rendered surplus consequent on the winding up of the Regional Tabulation Offices set up in connection with 1971-Census.

(14) Power to grant leave to Assistant Director or Deputy Director or any other gazetted officer under his administrative control.

Delegation of powers to Deputy Directors of Census Operations in-charge of Regional Tabulation Offices and Coding and Punching Cell

9. The following powers were also delegated to the Deputy Directors in-charge of the Coding and Punching Cell and the Regional Tabulation Offices:

(*i*) To incur contingent expenditure not exceeding Rs. 500 per annum in each case in respect of recurring expenditure, and Rs. 500 in each case in respect of non-recurring contingent expenditure subject to the conditions prescribed in column 4 of the Annexure to Schedule V of the Delegation of Financial Powers Rules, 1958 and Rule 10(5) thereof.

(*ii*) To countersign the T.A. bills in respect of establishments under their control.

10. The Deputy Directors in-charge of Regional Tabulation Offices have also been declared as Heads of Offices in respect of Regional Tabulation Offices. Delegation of the above powers to the Deputy Directors enabled them to run their offices smoothly.

Permanent Advance

11. A permanent advance of Rs. 100 only has been sanctioned for this office. The amount is so small that we can hardly purchase anything in these days of mounting prices. The difficulty experienced on this account was, however, tackled by drawal of advance not exceeding Rs. 1,500 on an abstract bill on each occasion. The delegation for drawal of advance not exceeding Rs. 1,500 on abstract bill was in force only up to 31st March, 1972. In order to facilitate day to day functioning of the office it is recommended that the amount of permanent advance may be increased at least to Rs. 500.

Travelling Allowances

12. Before and during the Census Operations, not only the gazetted staff, but also the Tabulation Officers, Statistical Assistants, Computors, etc. are required to go about in the field

to tackle problems on the spot. Even after the Census is over we undertake several surveys where a lot of movement of staff is involved. Due to the general rise in prices the employees apply for T.A. advance which cannot be met out of permanent advance. It is, therefore, recommended that the Director may be specially empowered to draw some lump sum T.A. advance to dole out to the staff whenever required to proceed on tour at short notice.

Indents for Stores and Stationery

13. We draw our stationery free of cost from the Regional Depot at Delhi. Our experience has been that the stationery articles were either supplied much short of our requirement or were supplied in driblets. This caused much of inconvenience. We had to resort to local purchase to meet our immediate requirements of stationery.

14. According to the delegation of powers I can purchase articles of stationery locally up to a limit of Rs. 500 per annum. This limit is obviously too low. We cannot help resorting to the local purchase of stationery as ours is a time bound operation and it cannot be allowed to suffer for want of stationery articles. I, therefore, recommend that the monetary limit of Rs. 500 may at least be raised to Rs. 2,000.

15. Articles required for the Regional Tabulation Offices were obtained from the Union Territory Administration Press Chandigarh. The Chief Commissioner, Union Territory, Chandigarh has specially authorised us to draw our requirements on cash payment from the Union Territory Administration Press *vide* their sanction at page 142 of Annexure-B. The stationery articles received from the Stationery Depot at Delhi, the Union Territory Administration Press, Chandigarh and those purchased locally are listed in the statements at pages 248 to 251 of Annexure-C.

Printing Procedure and Printer's Bills

16. We have been getting our printing done from the Union Territory Administration Press Chandigarh. The payment is made to the Union Territory Administration Press through book adjustment. This is quite a convenient system. However, some times we do not get prompt service from the press particularly when the press is busy with the printing of the budget of the State Governments or any other date-bound printing of the Vidhan Sabhas. The system works nicely only if we exert our personal influence. We did not resort to any private printing. Now for the printing of 1971 publications I have been delegated powers to invite quotations and get the name of the lowest tenderer approved from the Chief Controller of Printing and Stationery. The Registrar General, India's Office has on our behalf invited tenders and got the name of one press at Delhi approved for private printing. We have yet to enter into contract with the printing press and farm out our job to them.

SECTION- XXIII

POST-ENUMERATION CHECK

Notwithstanding the fact that intensive training had been imparted to the Enumerators/ Supervisors deputed for actual enumeration, some amount of errors was unavoidable. The post-enumeration check is an attempt to ascertain the quantity of errors and to know the overall effect of these errors so that the data users may be in a position to appreciate the limitations of the Census while using this data. This check should reveal how accurately the individuals have been counted and how precisely their particulars have been recorded.

2. Attempts were made at earlier Censuses to quantify the extent of the errors of the first type but the errors of second type have for the first time been covered during the 1971-Census. The first type of errors are called coverage errors while the second type is known as response or content error. Again the former type was divided into two categories. As the Census is done in two phases *viz.*, (*i*) houselisting and (*ii*) enumeration, these errors could arise at both these occasions. During the first phase if any house was left uncovered, it resulted in omission of the individuals residing therein. On the other hand duplicate listing of one house would result in counting the individuals twice. The omission or duplication of individuals during the second phase could also occur. The coverage errors were, therefore, divided into the following two categories:

Coverage error Type-I

Omission or duplication of individuals residing in missed or duplicated houses.

Coverage error Type-II

Omission or duplication of individuals residing in censused houses.

The content or response errors arise from the recording of wrong replies either by the respondent or by the Enumerator due to confusion in concepts or otherwise.

3. The check was undertaken in Haryana in 200 effective enumeration blocks in the three strata namely, rural, non-city urban and city. Effective enumeration blocks were formed by clubbing the uninhabited blocks or those having very small population with the adjoining blocks so as to ensure equitable workload to the Enumerators. The strata-wise break up of these blocks is as under:

Strata	*No. of effective enumeration blocks*
Rural	.. 100
Non-city Urban	.. 90
City	10

The staff for the purpose of this check was drawn from the newly recruited staff of the Regional Tabulation Offices. 71 rural blocks falling in the Districts of Rohtak, Gurgaon, Mahendragarh, Hisar and Jind were looked after by the Regional Tabulation Office, Rohtak, while the remaining 29 rural blocks in Ambala and Karnal Districts and all the blocks falling in the remaining two strata were dealt with by the Regional Tabulation Office, Chandigarh.

Training of personnel

4. The object of post-enumeration check being to assess the quantity of error in actual enumeration it is very essential that the staff to be put on this job should be thoroughly trained with regard to concepts as also in filling up the various formats used. A training class was held at Delhi on the 22nd and 23rd January, 1971, in the room of Shri S. Raghvachari, Assistant Registrar General, Demography & Training. This was attended by Shri L.K. Gupta and Shri N.K. Tandon, Deputy Directors who were to be incharge of the field operations

and Shri G. D. Singla, Tabulation Officer. The various formats to be canvassed during this operation were explained by the representative of the office of the Registrar General, India. This training proved very useful subsequently. The enumeration staff drawn from the Regional Tabulation Offices was given training by the respective Deputy Directors assisted by the Tabulation Officers.

Formats

5. These formats PECI I, PECII I and PECIII I were canvassed in the blocks selected through the procedure indicated hereafter. These formats were required to cover the following types of errors:

PEC I I- coverage error Type-I.

PEC II I -coverage error Type-II.

PEC III I -content or response error.

Arrangements for the printing of these forms were made by the Directorate.

Selection of blocks

6. The selection of the blocks was to be done by a two stage sample through circular systematic selection. At the first stage, sampling was done on random basis from out of effective enumeration blocks listed separately for rural, non-city urban and city strata. During the second stage, the residential or partly residential houses in those blocks were renumbered and a sample of 15 residential or partly residential houses was selected from each sample effective enumeration block. Form PECI I was filled in for all the 200 effective enumeration blocks while PEC II I was canvassed in the households occupying 15 selected residential or partly residential houses in those blocks.

7. For canvassing the third proforma meant for content error a sub sample of 50 blocks was drawn out of 200 selected blocks and the form was canvassed in households residing in 15 selected residential or partly residential houses in those blocks. The number of such blocks selected was as under:

Strata	*No. of blocks selected*
Rural	20
Non-city Urban	20
City	10

Stages in the post-enumeration check

8. The work was divided into three stages namely -(*i*) Enumeration, (*ii*) Desk Matching and (*iii*) Field Reconciliation. In the first stage, the Enumerators were to go to the field and fill in the information in respect of the houses and individuals eligible for enumeration. Thereafter these formats were brought back in the Regional Tabulation Offices and Desk Matching was done by the staff other than that deputed for actual enumeration. This was done with the records prepared at the time of Census. During the third stage, all cases of "no match" or "doubtful match" were re-referred to the field for reconciliation and thereafter the results with regard to the omission duplication or possible omission/duplication were built up.

Time schedule

9. To ensure accurate results it is necessary that the time lag between the actual enumeration and post-enumeration check should be very little and keeping this in view the following time schedule was adopted in Haryana.

(*i*) Enumeration 13th-17th April, 1971

(*ii*) Desk Matching- 19th-21st April, 1971

(*iii*) Field Reconciliation- -23rd-25th April, 1971

The programme was adhered to meticulously in the State and the results despatched to the office of the Registrar General, India. The final results, would, however, be published separately.

SECTION—XXIV

ANCILLARY STUDIES

1. Modern Census does not limit its scope to mere counting of heads! It aims to present a complete picture of man in his social, cultural and economic environments. Mere data would be unintelligible to the man in the street if he wanted a flesh and blood picture of the society he lived in. From the time of the 1961-Census it has been felt that empirical studies in terms of sociology were necessary. More and more have been introduced since then. Surveys of about 500 villages in different parts of the country were carried out by the various Census Directorates but with the increasing tempo of economic and industrial development of the country during the last decade it is obvious that large scale urbanisation is on its way. Keeping this in view the Census Organisation thought fit to undertake urban studies in order to get a deeper insight into the growth of smaller towns which are likely to play an important role in the life and economy of people in the near future. While a separate town directory pertaining to each town would be compiled, giving certain basic data, this would be supplemented by fairly detailed accounts of about 200 towns selected for study all over the country to understand the intensity and direction of the socio-economic forces generated by urbanisation. A committee comprising Town Planners, Anthropologists, Sociologists, Geographers, Demographers, etc., laid down the criteria for selection of the towns for special studies.

Selection of towns for special study

2. For the purposes of selecting towns for special studies the size, demographic features such as growth rate, and density of population, functional characteristics namely: (*a*) service, (*b*) mining or plantation, (*c*) craft (traditional), (*d*) manufacturing, (*e*) trade & commerce and (*f*) transport, etc., were kept in view.

3. A set of the following schedules were evolved for canvassing:

(*i*) *Town Schedule*:—This schedule has been evolved to cover general particulars relating to demographic data, communication facilities, basic civic amenities and services, particulars of Trade and Commerce, Government and Private Institutions, etc.

(*ii*) *Household Schedule*:—200 to 225 schedules to be canvassed for the households residing in different localities of the town.

(*iii*) *Institutions Schedule*:—The schedule has been split up into three parts *viz.*, A, B & C. Part-A being common, to be filled up whereas part-B relates to Educational Institutions and Part-C to Hospitals, Dispensaries and other para-medical institutions. Ten schedules are to be filled up in case of parts (B) and (C), respectively.

(*iv*) *Commercial and Industrial Establishment Schedule*:—This schedule is further divided into four parts. Part-A is general to all subsequent parts, Part-B covers commercial shops, Part-C covers restaurants, tea stalls, hotels and sweet-meat shops and Part-D covers manufacturing establishments. Ten schedules are to be canvassed in each type of Establishment.

(*v*) *Neighbourhood & Community Life:*—At-least 40 to 50 schedules are to be canvassed in different localities to know about the neighbourhood and community life relationships.

(*vi*) *Temples, Mosques and other Religious Places of Worship*:—A maximum of 10 schedules are to be canvassed to cover the places of worship in a town.

(*vii*) *Bank Schedule* :—A maximum of 10 schedules are to be canvassed among the Banking Establishments in a town.

(*viii*) *Village Schedule*:—This schedule is to be canvassed in respect of 12 villages, situated

at a distance of three miles, six miles, nine miles and twelve miles on each transport route going out of the referrent town.

Town surveys

4. After considering the criteria laid down by the Advisory Committee for the selection of towns, office of the Director of Census Operations, Haryana, was allocated the following seven towns to be covered as an ancillary to 1971-Census:

1. Yamunanagar
2. Gurgaon
3. Kalka
4. Thanesar
5. Fatehabad
6. Maham
7. Ballabgarh

After the schedules have been canvassed those are to be tabulated as per the tabulation plan provided for each type of schedule and circulated among interested ministries, institutions, scholars, etc. The interpretative write-up including not more than 15-20 tables, as well as a few good illustrations would be brought out afterwards.

Village study—re-study

5. An ancillary to 1971-Census 10 per cent of the villages taken up earlier for study are proposed for restudy. The Planning Commission suggested that it would be useful if in each State three or four villages are selected in such a way that one falls in a dry area, the second in Intensive Agricultural Development Programme Area, the third in area having small irrigation facilities and rural electrification and the fourth where facilities of industrial financing for agricultural operations have progressed well are included. The study/restudy in each village might cover new means of development such as availability of employment during last decade 1961-71, enhancement of educational facilities, development of small and large scale industries, impact of urbanisation on the local inhabitants, etc., has taken place in the referrent villages. In this connection this Directorate has to restudy the villages of Bhadas (District Gurgaon) and Jatwar (District Ambala) as an ancillary to 1971-Census. A new village Thehbari (District Karnal) has also been selected for study afresh to give us an insight into the facilities provided under I.A.D.P. The revised schedules along with tabulation plans have been formulated by Deputy Registrar General, India (Social Studies) for canvassing the same in selected villages. These reports would be published separately.

Special study (Ethnomusicology)

6. We were also given a special assignment for the first time in our country in regard to Tribal Music of India. This subject of Ethnomusicology deals with the ritual and functional music of different ethnic groups. Music is studied as a social trait, a pattern of group behaviour and not as music '*perse*'. We began with the tribal music of District Kinnaur—a remote mountainous area of Himachal Pradesh. We collected samples of their beliefs, songs, dances and related social phenomena. There were many difficulties in our way such as the hazards of travels, non-availability of familiar food, different languages, operating at great heights, ill-health, lack of accommodation, travel facilities and so on. But we did manage to collect some valuable data and I was able to not only give three radio talks on Kinnaur music but also managed to complete Paper-I on the subject.

7. The music or art of a people gives a very accurate idea of their society, religious beliefs, and way of life. Changes in the social pattern are also reflected. Ethnomusicological studies need to be pursued in the future as well now that a promising start has been made but it requires a rather deep knowledge and experience of music and musicology. The present Director is fortunate to possess this. I am sure others will also be forthcoming in the future. A good tape recorder, camera and a musically qualified investigator are necessary as also funds for purchasing musical instruments, masks, costumes and other ritual objects as also music aids.

SECTION -XXV

CONCLUSION AND ACKNOWLEDGEMENTS

In giving an account of the Census and the manifold activities in connection with it in the preceding Sections, I have attempted to highlight not only the essential features of Census but also some of the problems and difficulties confronting the officers and people connected with the Census. The practice so far has been to leave actual taking of the Census in the experienced hands of Administrators, generally drawn from the States where they are to function. This has made the Indian Census Organisation an effective machine and has given us an edge over many a country. It is a practice in several countries to use paid private Enumerators. We used our Government machinery and experience has shown that this is an effective method. How long this practice continues depends upon the future political and social changes.

2. In each State the onus for taking the Census rests squarely upon shoulders of the Directors. Being an officer of the Indian Administrative Service he has by this time developed a knack for handling people. Each Director, then, is the key-man and as our Registrar General said in one of the Directors Conferences "he is hand picked". But even he has to be thoroughly trained and brought into the picture. He naturally, in turn, will try to find out what his predecessor has done up-to-date and what problems and difficulties he encountered. The object of this Administration Report is to provide just this information and guidance. I do not for the moment presume that this Report is the last word where Census taking is concerned. This is a record of my personal experiences and observations and if it serves to help my successor in carrying the ball forward I will rest content. Society is dynamic. Change is the order of the day. No system lasts for ever. So there can be no final word in any matter. However, it is both natural and useful for a person to know what his predecessor has done and felt. It is, therefore, the duty of every Director to leave faithfully the record of his work and difficulties.

3. No Census Director can function without the full co-operation of the State Government at each level of the administration. We in Haryana were fortunate in having at the top two experienced seasoned and dynamic personalities namely Shri B.N. Chakravarty, Governor of Haryana and Shri Bansi Lal, Chief Minister. The Government at State level gave us every sort of co-operation which we could require or desire. The Governor was gracious enough to inaugurate and preside over the training conference just before the start of the Houselisting operation. This encouraged us tremendously. Similarly, the Chief Minister made his Government to take day-to-day interest in our work and difficulties. Shr Khurshid Ahmed, Minister for Education and Local Government also presided over one of our Training Conferences. We were also fortunate enough to have the then Union Deputy Minister for Home Affairs, Shri K.S. Ramaswamy, preside over our final State Level Training Conference just before the enumeration itself. Thus at the highest political and Government level we had the full support and the co-operation of the Haryana State Government. I would like to express my deep appreciation and gratitude to the State Government for this.

4. Shri Saroop Krishen, I.C.S., Chief Secretary to Government Haryana, gave us the fullest co-operation and encouragement right from the start. He even took the trouble to attend our first Training Conference and thereafter whenever we were in any difficulty he was always ready to help us out. I would like to

express my grateful appreciation of his help, guidance and co-operation.

5 Shri B.L. Ahuja, I.A.S., Commissioner for Health, Education and Local Government also gave us the fullest co-operation and there was no occasion on which he turned a deaf ear to our request or made any inordinate delay in responding to our needs. We had earlier decided to use the Local Government Department in the State Government for liaison with Census work rather than the Home Department. Our reasons were that the Commissioner for Health, Education & Local Government controlled the teachers and local bodies such as municipalities, etc. from which the vast bulk of the field staff was drawn. This proved a wise choice and I am glad to say that in spite of agitation by school teachers against their Government the work of the Census was not neglected. I am, therefore, deeply grateful to Shri B.L. Ahuja, I.A.S., for his personal interest in this work.

6. The real crux of the problem lies in the District. The central figure of the District Administration is the Deputy Commissioner himself. He is usually a very busy man—not easily available for Census work. I can vouch for this personally for the 1961-Census when I was a Deputy Commissioner myself. A District is never free of some problem or the other and I think it is upto the Director of Census Operations to keep in touch with the Deputy Commissioners and chase up matters with them. We decided earlier in our work to designate the Deputy Commissioners as the District Census Officers and the District Development & Panchayat Officers as Additional District Census Officers and, therefore, the right-hand men of the Deputy Commissioners. I did not like the idea of using General Assistants to the Deputy Commissioners for this purpose because firstly a General Assistant is a non-touring officer and secondly he is tied up whole the time with work in the absence of the Deputy Commissioner himself. I can earnestly say that this arrangement worked very well indeed. I must express my gratitude to all the Deputy Commissioners and the Additional District Census Officers who went out of their way to make the Census a success in the State. Out of the Deputy Commissioners outstanding work was done by Shri Harphul Singh, I.A.S., Deputy Commissioner, Hisar and Shri V.S. Ailawadi, I.A.S., Deputy Commissioner, Gurgaon, both of whom were given silver medals. The other Deputy Commissioners also worked well but they kept changing frequently, a fact which added to our problems of training and Operations. The Sub Divisional Census Officers generally drawn both from the I.A.S. and H.C.S. also took keen interest in the work but they also were liable to frequent transfers. It is very necessary to involve the Sub Divisional Officers in Census work and not just leave it to the Charge Officers or Tahsildars. The Haryana State is a dynamic State bent upon achieving progressive targets. So every officer and official in the field is already fully deployed in general administration and developmental activities. For them to take the Census means a real effort indeed! I must express my appreciation of the interest and zeal displayed by the Sub Divisional Officers and Tahsildars in the Census work allotted to them. Also to the army of Supervisors and Enumerators who did the actual collection of data. As many as 12 Charge Officers won silver medals and another 12 were given bronze medals for outstanding work.

7. Our success in the field would not have been possible without the constant guidance and inspiration provided by Shri A. Chandra Sekhar, Registrar General, and Census Commissioner, India. Not only is he activated by a keen and intelligent mind but he also possesses that rare knack of being able to bring out the best in the officers serving under him. Not once did he pull up or take to task any of the officers when we had made mistakes. On the other hand he made us feel that each mistake was a normal feature and that with it we would achieve better results. He is a born leader and under his guidance it is not possible for any organisation or individual to fail. I had certain personal problems which might have discouraged me had it not been for the kind

interest and encouragement afforded by Shri A. Chandra Sekhar in moments of difficulties. I can truthfully say that this period in which I have served under the Registrar General has been the most memorable, rewarding and happiest period of my service. I am due to retire by the end of this assignment and can say that for me this is probably the last venture in the field. It is with a feeling of great satisfaction that I am now in a position to complete this exciting task.

8. The other officers in the office of the Registrar General were also always ready to help us out whenever need arose. The first compliment must go to Shri K.D. Ballal, Deputy Registrar General (C). He was always helpful and ready to move out in the field to check our work and guide us whenever we asked him to do so. Haryana is so situated geographically that Delhi becomes more or less the central point and the Director of Census Operations, Haryana, must perforce pass through Delhi whenever he visits the districts of Gurgaon and Mahendragarh. He is thus in a position to contact the Deputy Registrar General frequently. With an officer like Shri K.D. Ballal, each contact was not only rewarding but also a pleasure in itself. I must also express my deep appreciation of the help and co-operation given by Shri K.K. Chakravorty, Central Tabulation Officer. He is a man of vast experience and there was no occasion on which he was not ready to share it with us. He even took the trouble to lecture one of our training classes.

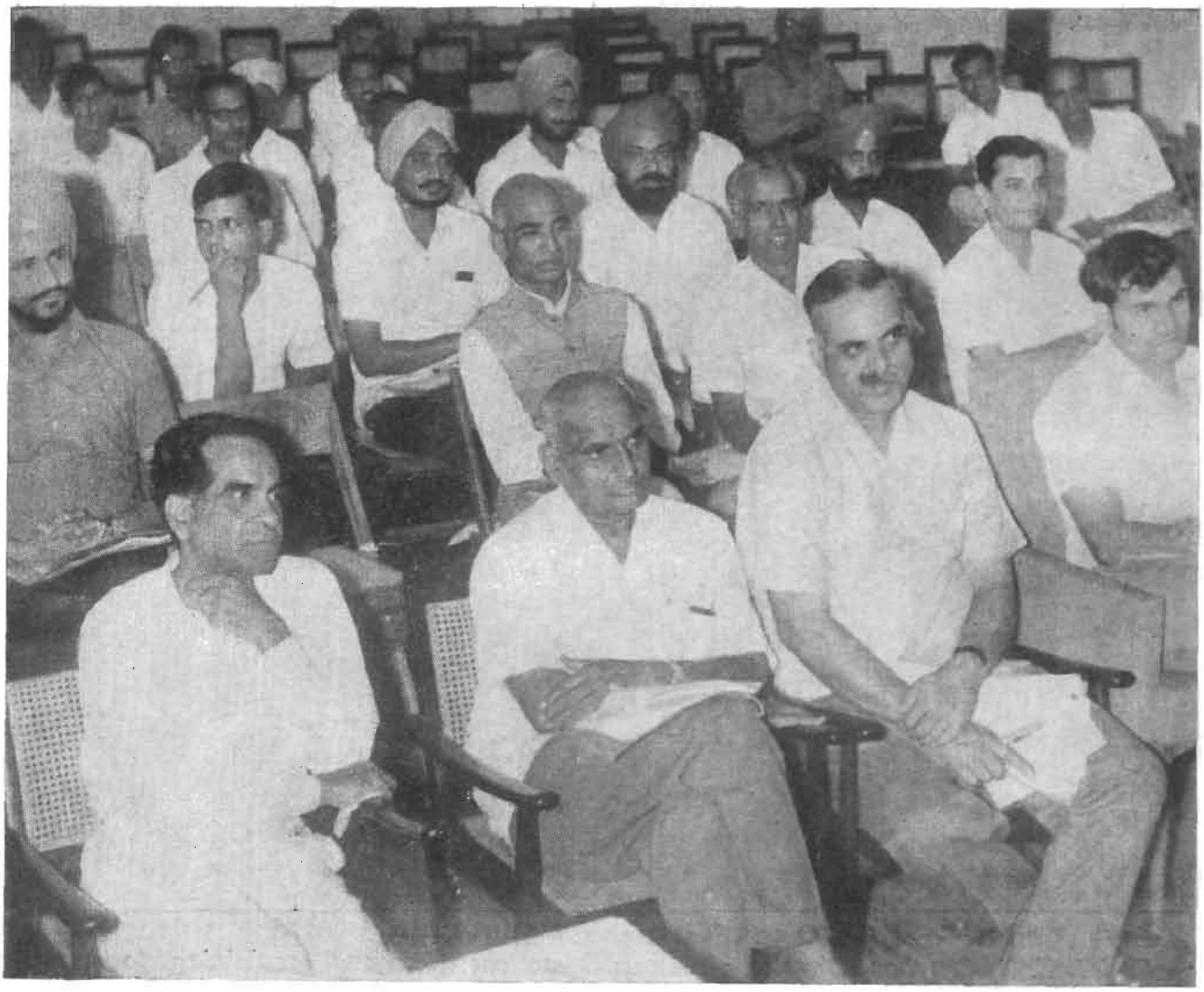
9. A huge operation like the Census required co-operation and assistance at many levels. Authorities like the Panchayats, Local Bodies, Army, Railways and several others were heavily involved. The Union Territory Administration Press at Chandigarh did our printing and made a good job of it. At District level the District Education Officers, Executive Officers of the municipalities as well as Military Census Officers also helped us actively. In my office at Chandigarh every officer and official worked diligently in a team. I was fortunate in having in my office two Deputy Directors, namely,Sarvshri J.S. Dhamija and N.K. Tandon, two highly efficient officers who spared no pains to make the operation a success. I must here also express my appreciation of the initial work done by Shri S.L. Dhani who set up the Regional Tabulation Office at Rohtak and had to overcome several handicaps. My Tabulation Officers were also not less zealous in sharing all my hazardous duties whether they related to office work, field training or supervision. It was their job primarily to see that the printed instructions were distributed and understood. I would like to specially express my appreciation of the work done by my Investigator, Shri J.R. Vashistha and Tabulation Officers, Sarvshri G.D. Singla, K.B. Lakhanpal and J.N. Suri.

10. In the office my Office Superintendent Shri Shyam Sunder Sharma played a magnificent part in co-ordinating efforts and smoothening out problems both in the field as well in the office. He was also instrumental in the collection of material and of great help in the drafting of this report. He has a special flair for writing. My Head Assistant Shri M.R. Dahri also measured upto the mark. My Stenographer Shri D.R. Khanna was full of youthful enthusiasm, ever-ready to take dictation or type out or collect files or to do any other job which I asked him to do regardless of office hours.

11. Last but not the least I would like to express thanks to our car driver Shri Prem Singh who performed a praise-worthy job in the field by incessant driving and always being upto the mark. At no stage had I to pull him up for unpunctuality or neglect of duty. On the contrary he was loyal, faithful and ever on his toes for duty.



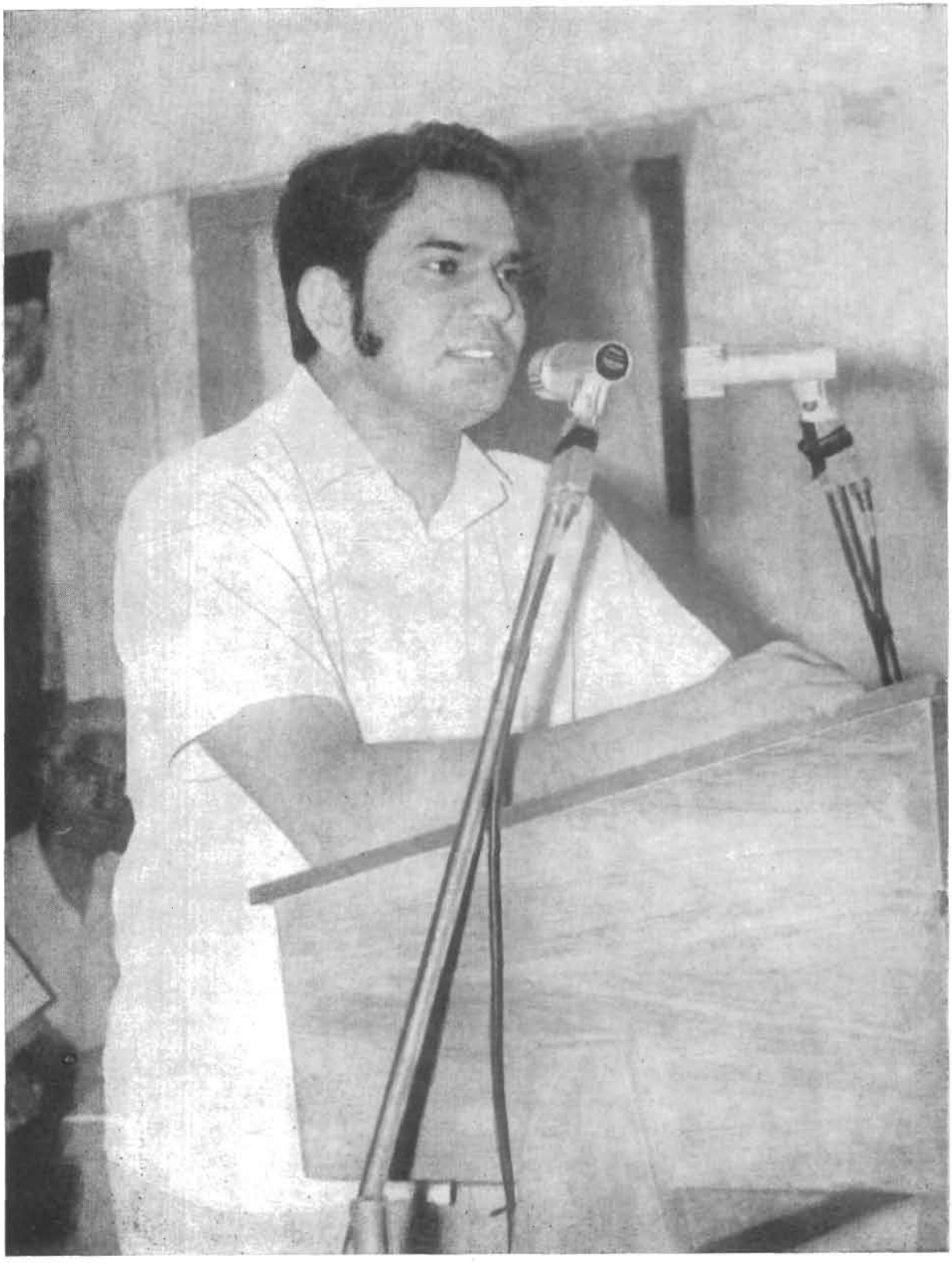
Shri I. E. N. Chauhan, Director of Census Operations, Haryana, explaining to Shri Khurshid Ahmed, Minister for Health and Local Government, Haryana and Shri Saroop Krishen, Chief Secretary to Government, Haryana, the importance of Census at the State Level Training Conference



A view of the participants at the State Level Training Conference



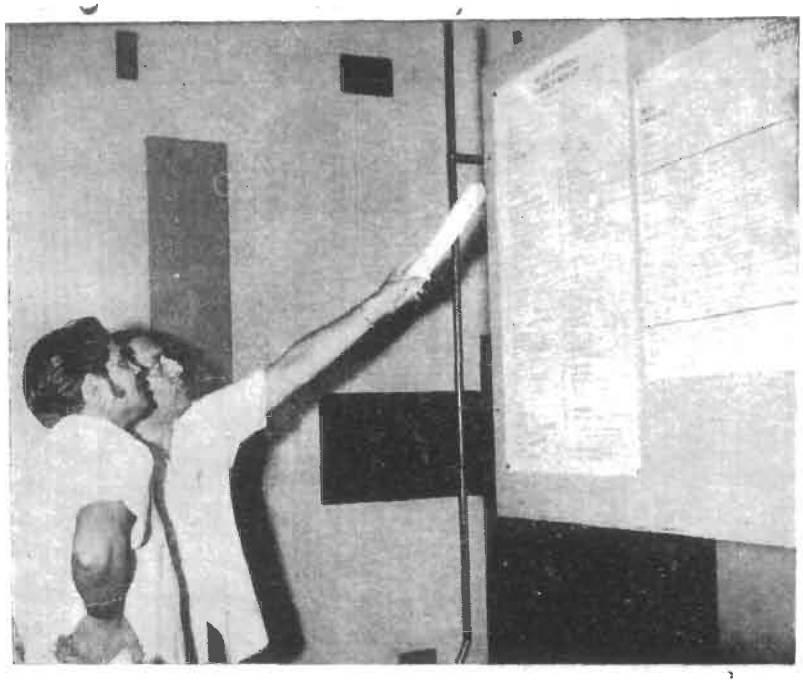
Shri A. Chandra Sekhar, Registrar General, India, addressing the State Level Training Conference



Shri Khurshid Ahmed, Minister for Health and Local Government, Haryana, addressing the State Level Training Conference



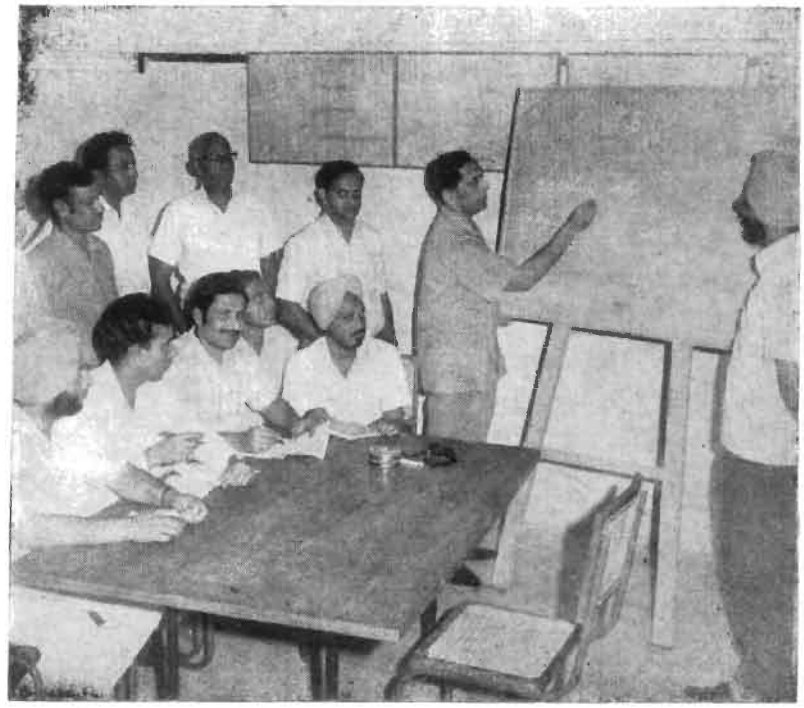
Shri I. E. N. Chauhan, Director of Census Operations, Haryana, addressing the State Level Training Conference



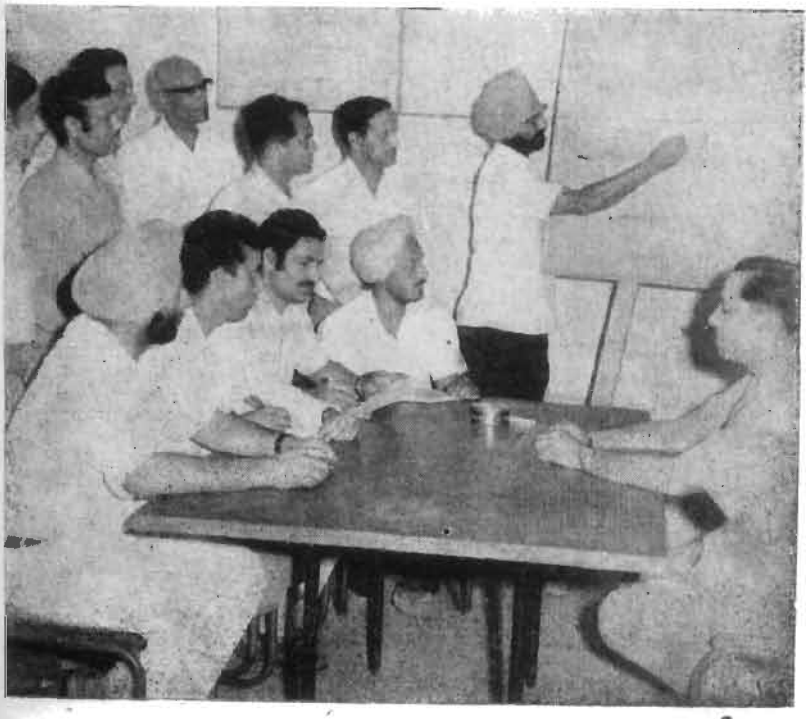
Shri I. E. N. Chauhan, Director of Census Operations, Haryana, explaining to Shri Khurshid Ahmed, Mininster for Health and Local Government, Haryana, the various questions of the 'Individual Slip' and 'Population Record' to be canvassed at the 1971-Census



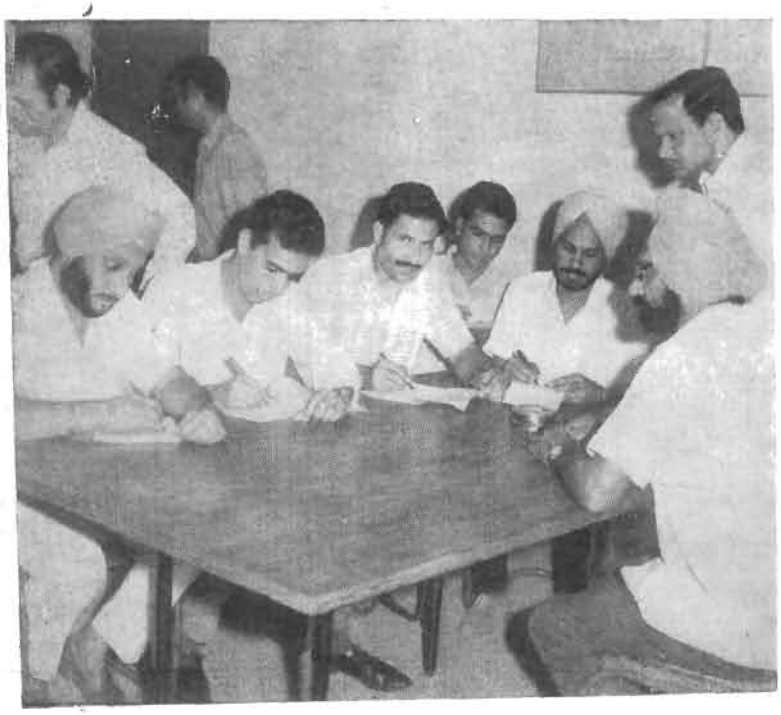
Shri Khurshid Ahmed, Minister for Health and Local Government, Haryana, going through some of the 1961-Census Publications displayed at the State Level Training Conference



A Training Class being conducted by the Director of Census Operations, Haryana



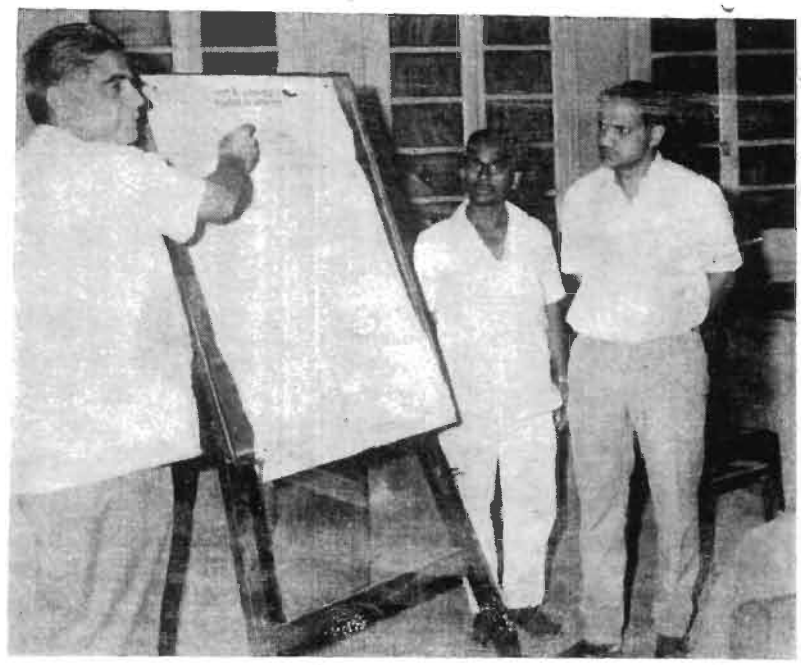
A Charge Officer conducting a Training Class in the presence of the Director, Census Operations, Haryana



Desk work in progress at a Training Class



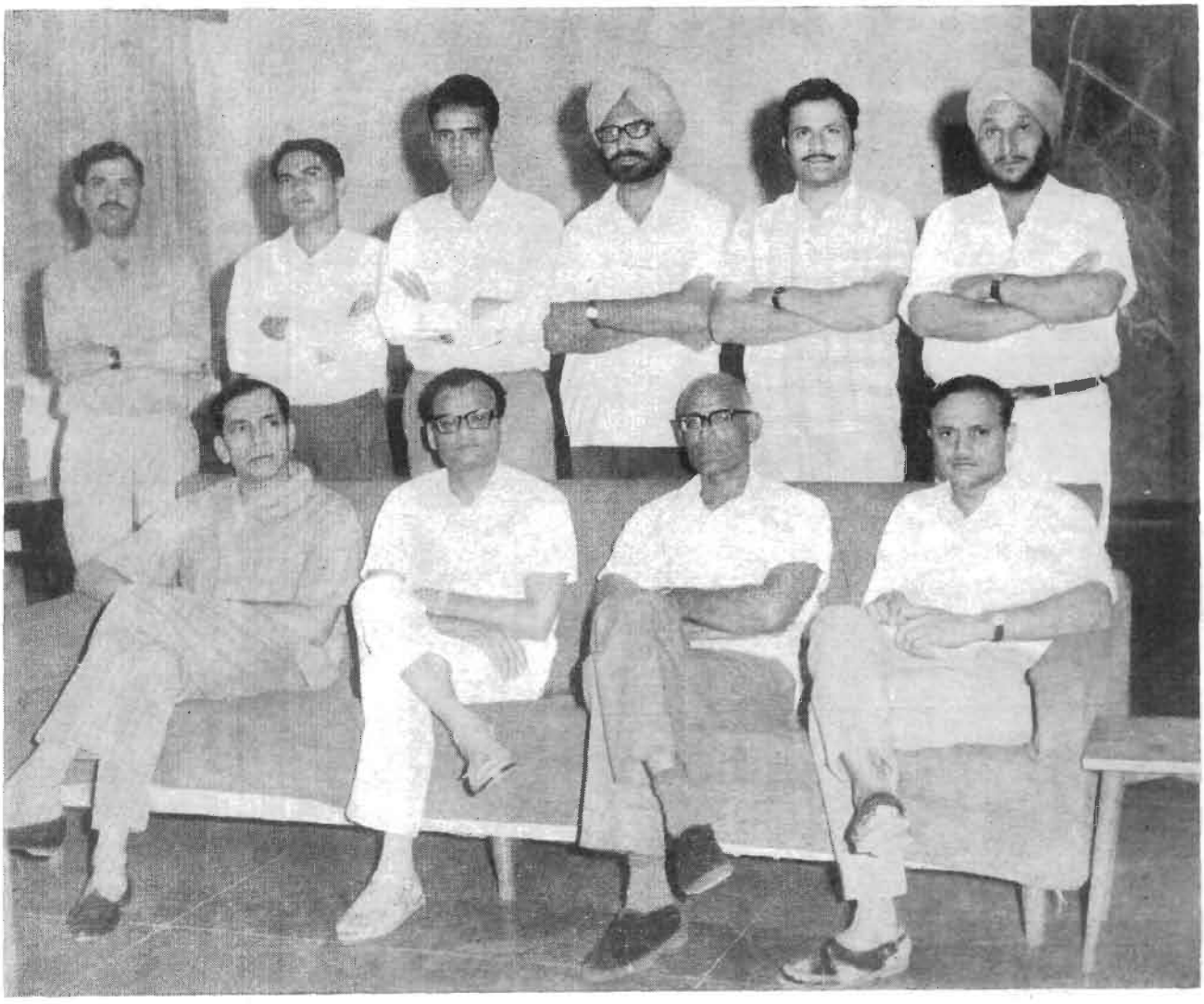
An open air Training Class in progress



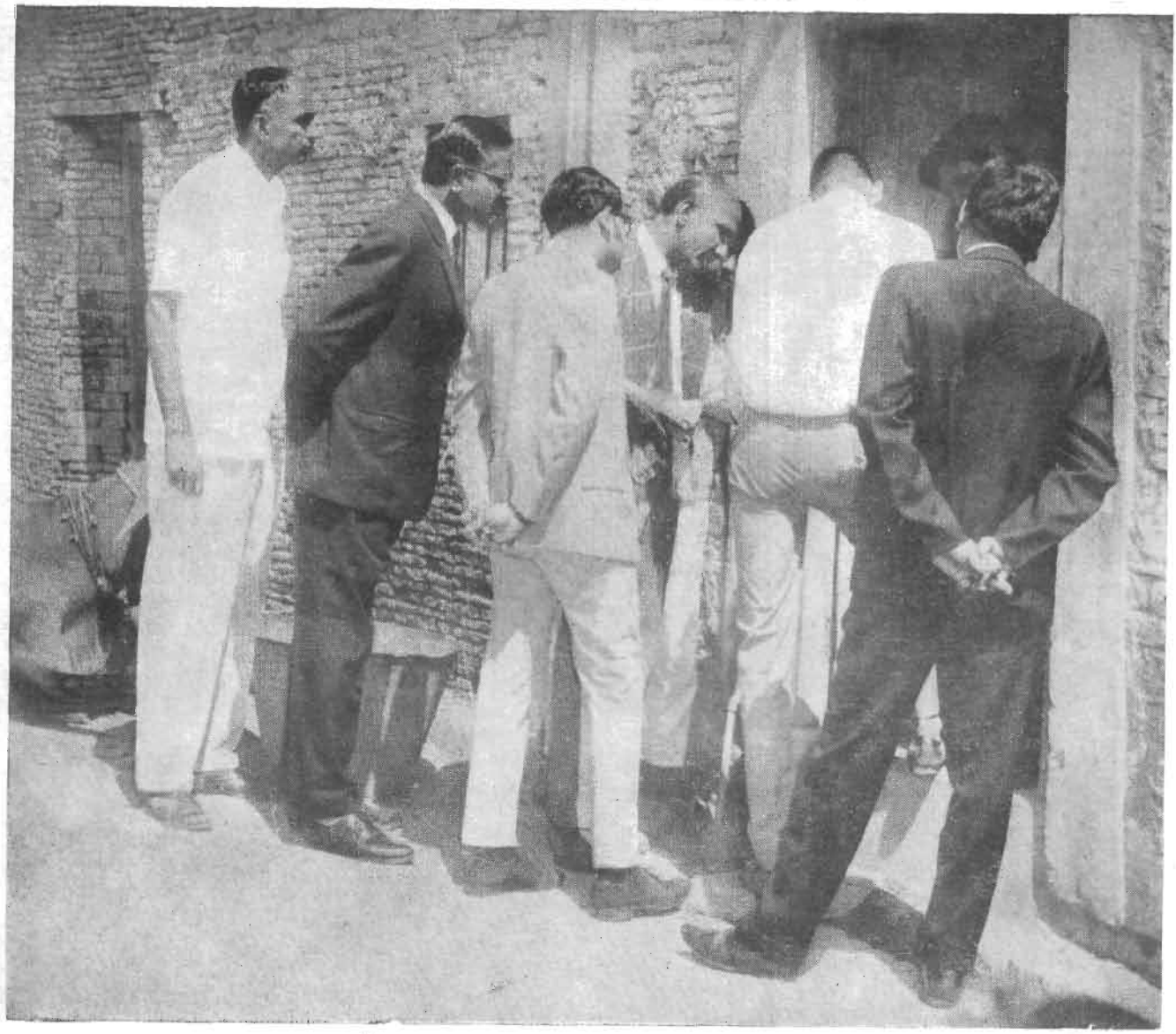
A Training Class being conducted by a Charge Officer



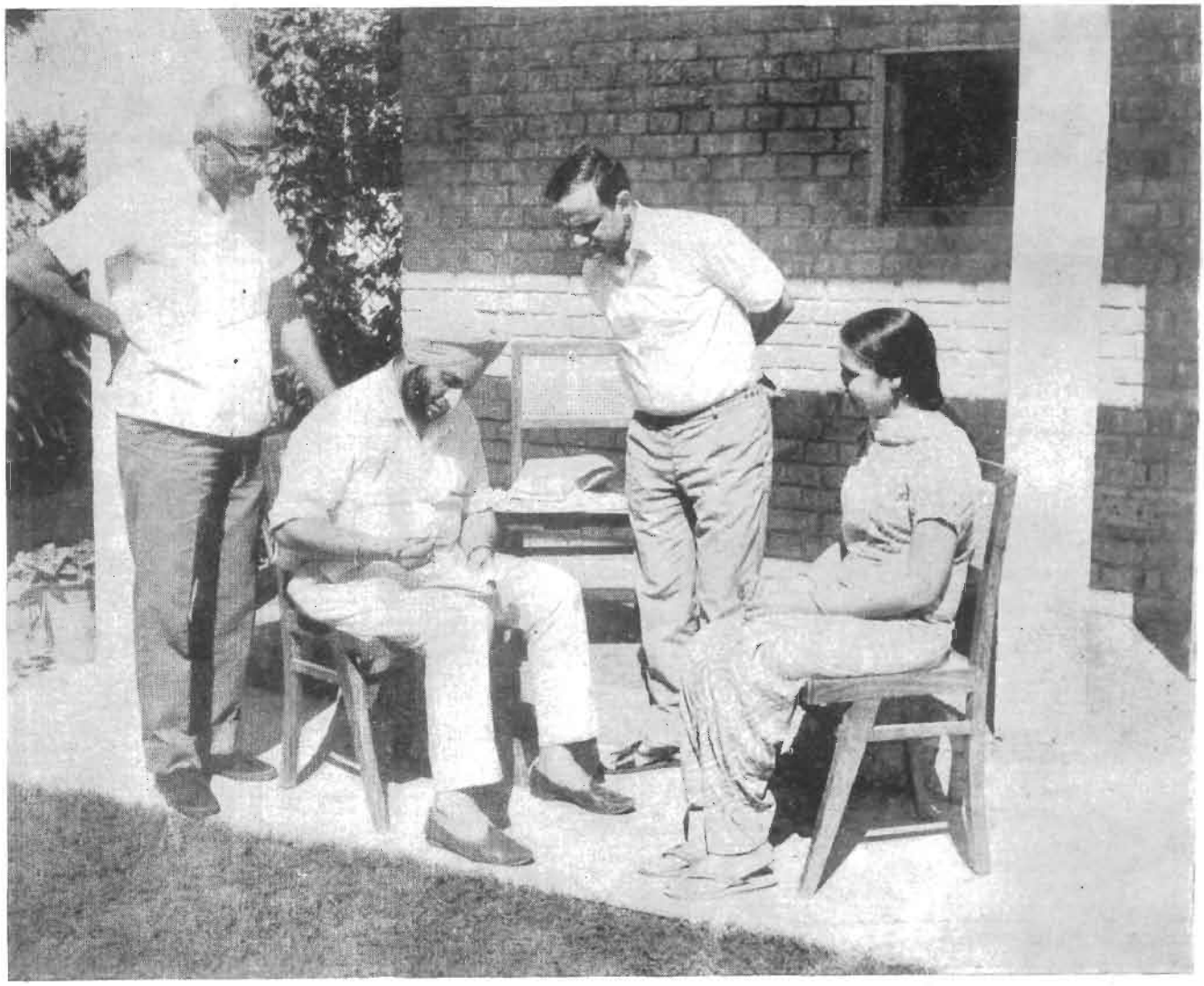
Another Training Class



The Director, Census Operations, Haryana, with the Charge Officer and enumeration staff of H.M.T. Pinjore. **(A Special Charge)**



Shri A. Chandra Sekhar, Registrar General, India, checking the Schedules filled in by an Enumerator in a block in Rohtak City, during actual enumeration of 1971-Census



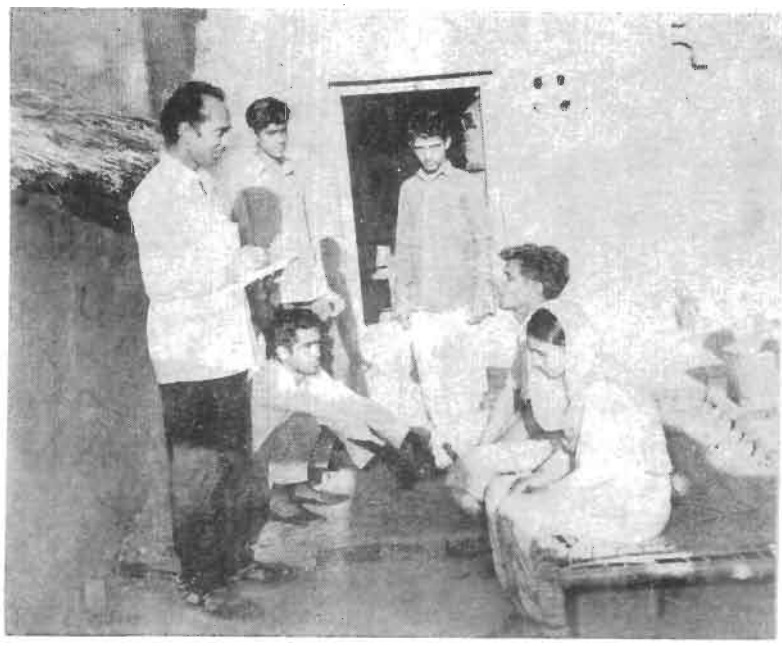
An Enumerator filling in the Schedules under the supervision of Headquarters Staff

Enumeration in progress





Enumeration in progress

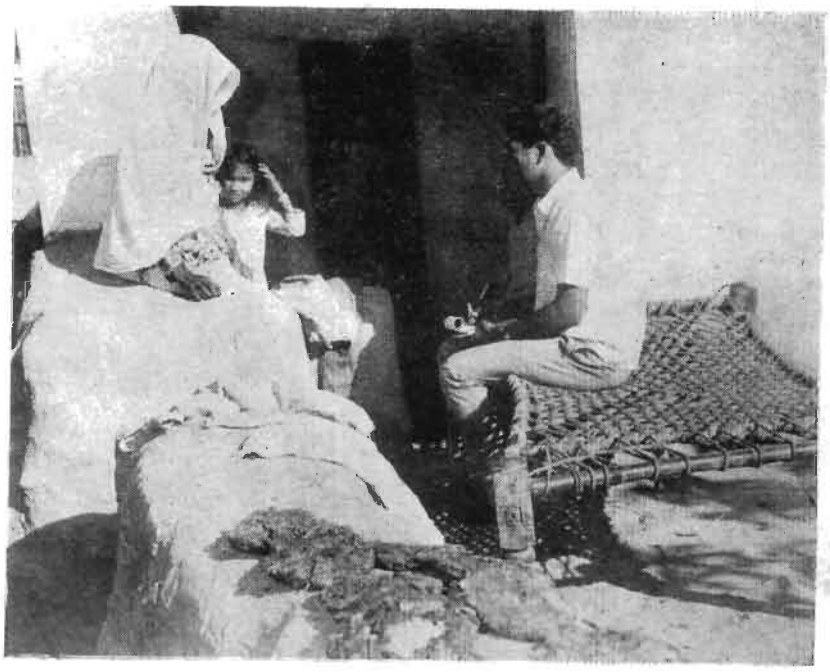


Enumeration in progress



Enumeration in Progress

Enumeration in progress





Enumeration in progress

ANNEXURE—A

Government of India circulars and letters
issued in connection with 1971-Census

(Vide Section IX—Para 2)

Copy of letter No. 23/3/67-MAP, dated the 5th May, 1967 from the Registrar General, India, New Delhi to the Superintendent/Deputy Superintendent of Census Operations.

Subject:-Jurisdictional maps of districts, tahsils and towns—Bringing up-to-date of.

As you know one of the essential aids in organising a complete Census successfully is to have up-to-date jurisdictional maps. At the last Census district, tahsil, thana or police station maps of adequately large scale probably 1": 4 miles or 1": 1 mile had been secured by each Census office. You must be having these maps. We do not know, however, if these maps are being brought up-to-date by your office, from time to time, taking into consideration all changes in territory that might have occurred of the villages, towns, tahsils and districts since the last Census. Some villages might have got clubbed or split up. Some areas might have been transferred from one taluk to another or there might have been inter-district transfers as well. There has also been reorganisation of some States during the inter-censal period. It is hoped that each Census Office has been obtaining from the State Governments and the Municipal administrations copies of all notifications under which changes of jurisdictions are ordered. It was our experience at the last Census that even the maps obtained from the State Survey Department did not often times incorporate up-to-date changes in jurisdictions. The maps obtained from the Survey Department had to be referred to the local Tahsildars to verify on ground and certify the correctness of the maps in so far as their own jurisdictions were concerned and to locate correctly on the map every village and town that fell within the jurisdiction of the taluk. It will also be necessary to particularly verify uninhabited villages as shown in the primary census abstracts. Some might have become inhabited again. Thus, a reference to the local offices and their certification by verification on ground helped in establishing a complete tally of the list of villages maintained by the Tahsildars for the revenue administration and those shown on the Census maps so that a complete coverage of area is ensured.

2. Recently we had occasion to examine certain tahsil maps obtained from a State Census Office. It was observed that the villages shown in the maps did not tally with those shown in the villagewise primary census abstracts published in the District Census Handbook. The demarcation of village boundaries within the taluk maps appeared defective in several cases. There were some blank spaces in the map which did not seem to fall within the limits of any village or town. These are serious defects and can badly affect coverage at a Census.

3. The objective of the Census is to see that the entire country is covered without any omission or overlapping of any local areas. This will be possible only if accurate maps of the administrative units are available and every smallest administrative unit properly located. It will be an important task during the inter-censal period to bring these maps up-to-date. As you know at the last Census the Census Organisation did Yeoman's service by producing jurisdictional maps even in areas where no survey had been conducted and no other official maps were available. The approximate boundaries shown in such maps helped to ensure that all territory was properly covered and there was agreement between adjoining units as to the area that constitutes each unit. You are requested to bring the maps that are already available with you up-to-date and see that all the units of 1961-Census are properly accounted for and all changes since then

clearly indicated and the authority under which the changes were effected should also be quoted. Also it may please be ensured that the boundaries of every tahsil map tallies with the boundaries of all the adjoining tahsils and similarly the district map boundaries should tally with those of the adjoining districts. Wherever any inter-State transfers had occurred it is important to see that the maps of the adjoining areas of the State covered also properly tally. The administrative authority of every unit may be clear in his mind about his jurisdiction as well as that of the adjoining areas. Where the jurisdiction of urban units cover more than one village or parts of a village it is important that those are properly demarcated on the maps and the town authorities as also village authorities are clear in their minds of the dividing line between the jurisdictions of both. Portions of village, if any, falling outside the limits of an urban unit should be clearly indicated. In the circular on Location Code this point has been touched upon and the illustration given therein would show how portions of villages falling within and outside an urban unit should be indicated.

4. You are requested to take up the question of bringing the jurisdictional maps up-to-date. A copy of each taluk, thana or Police station and the district map so brought up-to-date should be prepared on a tracing paper and sent to this office along with an up-to-date list of villages with their location code numbers. This office will arrange to have about half a dozen copies of these maps taken on the Ferro-Print Machine which will be supplied to you. This can form the basis for you to demarcate the jurisdiction of Census blocks and Census circles, when you take up the house-numbering and houselisting operations. A couple of copies of these maps can be returned to this office later after the Census blocks and Census circles are formed for record and reference in this office. You may be have to retain two copies in your own office and the other copies may have to be in the charge of the District Census Officer as well as the taluk Charge Officer.

5. You may please initiate action and complete the work by about the end of this year.

(Vide Section X—Para 10)

No. 28/66/68-Pub.I

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

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

To

The Chief Secretaries of all States and Union Territories.

Subject: **Boundaries of Administrative Units—Fixity during 1971 Census Operations.**

Sir,

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

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

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

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

Yours faithfully,

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

No: 28/66/68-pub.1, New Delhi-1, the 15th April, 1968/26 Chaitra, 1890.

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

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

(Vide Section I—Para 5)

Copy of Circular No. 28/98/68-Pub-I, dated the 23rd May, 1968 from the Under Secretary to the Government of India, Ministry of Home affairs.

The Office of the Superintendent of Census Operations of the erstwhile State of Punjab, redesignated as Office of the Superintendent of Census Operations, Punjab, Haryana and the Union Territory of Chandigarh, *vide* this Ministry's Circular No. 28/152/66-Pub. I, dated the 5th December, 1966, will with effect from the 1st June 1968, be split up into three separate and independent Offices *viz.*, (1) Office of the Superintendent of Census Operations, Punjab, (2) Office of the Superintendent of Census Operations, Haryana and (3) Office of the Superintendent of Census Operations, Chandigarh.

(Vide Section-II—Para 1)

GOVERNMENT OF INDIA

D.O. NO. 37 10/68-RG

MINISTRY OF HOME AFFAIRS

A. CHANDRA SEKHAR REGISTRAR GENERAL, INDIA
2A, MANSINGH ROAD, NEW DELHI-11

12th December, 1968.

CENSUS OF INDIA 1971—CIRCULAR NO. 1

Dear

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

2. Unlike at the earlier Censuses when the Census Organization was being built up once in ten years like a phoenix, with the Census Superintendent as the first individual to report himself without even an office room for himself to start with, and had to create everything and build up the office and the rest of the Census Organization, you are fortunate that you have now succeeded to a continuing Census Office and there is a fairly adequate nucleus staff in the office which contains a good number of experienced personnel of the previous Census. While you may thus be spared the initial problems of setting up an office, you will straightway be diving into the thick of the preparatory measures for the next Census, the success of which will depend entirely on your ingenuity, leadership and hard work and you shall have to enthuse the State officials at all levels for Census work by your own personal example.

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

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

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

6. One of the earliest tasks in preparing for the Census, therefore, is the building up of district and 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 changes of boundaries that might have occurred since the last Census. It is important that this work should receive first priority so that these maps are finalised as quickly as possible. The State Governments were already addressed by the Ministry of Home Affairs vide their letter No. 28/66/68-Pub. I, dated the 15th April, 1968, a copy of which should be available in your office, requesting the State Governments not to give effect to any changes of boundaries after 31.12.1969. 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 the village panchayat or gram-sabha, etc., should be the smallest rural unit for the purpose of Census. It is always desirable to choose a viable and stable unit with definite fixed boundaries. These should generally be comparable with the units of previous Censuses. A revenue village with definite surveyed boundaries is generally preferred. In some States, Census Officers had thought of recognizing 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 serves as an invaluable frame for all types of future studies, suggestions have also been made that in respect of large villages the primary census data may be furnished for portions of villages which may constitute separate Census Enumerator's blocks Suggestions have also been made that where a village panchayat is recognised as a Census village, the data for individual revenue villages that may constitute the panchayat should be separately given. You may like to give careful thought to these questions and let me know of your views as early as possible. Sometimes, in the midst of unsurveyed area 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 indentifiable by any other organization who may like to use the series as a sampling frame.

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

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

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

(1) A minimum population of 5,000;

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

(3) A density of population of atleast 1000 per sq. mile (386 per sq. km.)

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

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

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

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

12. The idea of recognising the town group is that the life in the constituent units of the town group around a large urban centre may be so articulating that it may be more realistic to give an integrated picture of the group together in the presentation of the data. The concept of a town group referred to in para 10 above may undergo further change on the basis of some more fresh thought being given to it by the Town and Country Planning 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 tahsil or thana is allotted a serial number and ultimately within each tahsil 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, whereas for the villages, the code numbers will be in Arabic numerals. Thus 3/6/79 will represent village No. 79 in tahsil No. 6 of district No. 3 or 3/6/II would mean town No. II in tahsil 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(I-109) we shall have a system by which every house and within it, every household in all local areas can be indicated by a convenient location code. This will be extremely useful for the purpose of depiction on the Census Schedules and also while demarcating the jurisdictions of Census Enumerators. You may like to acquaint yourself fully with the system of location codes that was developed at the 1961 Census. We shall follow the same system. However, on an examination of the location code system last adopted in your State, if you find any defects, they can be rectified.

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

15. The old location code will have to be brought up-to-date, taking into consideration the changes, if any, in the jurisdictions of any of the administrative boundaries. It will be useful for you to draw up a statement showing the location code number now allotted for the 1971 Census for each village and town and the corresponding location

code number of that unit at the 1961 Census, for the purpose of comparison as also to make sure that all the units of the 1961 Census are fully accounted for. You will have to ensure that the system of location code numbers is fully understood by the enumeration agency and that the code numbers allotted to each village or town are correctly noted on the schedules of that particular village or town.

16. The preparation of lay-out 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 housenumber. In others the painting or affixing of permanent house numbers may take their own time, depending on the finances of the local bodies, concerned. But the preparation of a lay-out plan is an essential preliminary step which should be taken up immediately through the normal administrative agency of the Government or the municipal or panchayat administration. This can serve as the basis for you to allot house numbers which can be indicated on the lay-out sketch and these can be marked on the doors of houses by chalk or tar, etc., on the eve of the houselisting operation. These housenumbering sketches need not be to scale but even notional maps with adequate details to identify every house will go a long way in achieving the objective in view, *viz.*, the ultimate demarcation of the jurisdictions of the Enumerator's blocks so as to ensure equitable load on the Enumerators and complete coverage of area. In the notional maps, not merely should the built up area be shown but the entire area of a village within its recognised boundaries. This will enable a complete coverage of the entire geographical area constituting the village. At the 1961 Census, at the stage of houselisting, such sketches were prepared. The quality of work vastly differed as the work had to be done in some hurry by some Enumerators themselves. Now, if you start this work even now in a systematic way and get the work completed by the normal administrative machinery, such as the revenue or panchayat agency at the village level and the municipal or cantonment agency at the urban level, you are likely to have far better lay-out plans that will prove very useful for your work. Four copies of such lay-out plans could be prepared, one copy to be kept at the town or village itself, one to be kept at the tahsil 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 tahsil 'thana and can serve as invaluable reference material for the purpose of Census operations as well as for various other statistical or administrative purposes. You may, therefore, please concentrate on the preparation of these lay-out 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 lay-out 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 tahsil, thana or municipality to prepare an inventory of all the personnel that will be available for Census work. While such a list may be got ready about a year in advance of Census enumeration, you may have to request the State Government to issue instructions to the effect that the personnel selected for Census work should not be disturbed till the Census enumeration is completed. It may be necessary that the list of such personnel is prepared with reference to the place of residence of the individual concerned and not the place of his work, for, 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 furnish 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, tahsil'thana and town level, notified Census Officers under the Census Act as early as possible. This will also give you the necessary authority to direct the operations and also make the local Census Officers responsible to you. You may get yourself thoroughly acquainted with the provisions of the Census Act. The State Governments generally extend all kinds of assistance to the Census Superintendent for the successful completion of the Census operations. Various concessions are also extended to the personnel put on Census duty. You may like to get yourself acquainted with the instructions issued in the past and you may persuade the State Government to issue suitable instructions to meet the present needs.

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

20. The experience of the last Census, as also the first pre-test of the draft questionnaires for the 1971, showed that the size of the Enumerator's block in rural areas may be about 750 to 1,000 in population, *i.e.*, about 150 to 200 households, and in the urban areas, about 600 to 750 population, *i.e.*, 120 to 150 households. You shall have to get your local Charge Superintendents to demarcate the Census Enumerator's blocks accordingly. The formation of the Enumerator's blocks is most important and the area of each Enumerator's block should be clearly defined with reference to the boundaries as well as the house numbers that actually fall within his block. The housenumbering lay-out 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 numbers 151 to 250 may form another Enumerator's block depending on the population size. Sometimes, the lay-out 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 wh ch 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 a graduate or atleast 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 Officers 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 entries are all totalled and an abstract for the Enumerator's block is prepared on completion of enumeration. Particular importance is attached to this as it is proposed to release the provisional population data after the actual Census is over on the basis of the totals that these abstracts provide. I would like you to particularly assess to what extent the Enumerator has been able to post the data in his abstracts accurately. The Census Supervisors should be made particularly responsible for the correct posting of these statements.

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

26. Besides the decennial Census operations, the State Census Offices are charged with the responsibility of handling several other projects such as the Annual Sample Census, Sample Registration, Social Studies and so on. You may get yourself acquainted with the work already going on in these various fields. Your main concentration should, however, be on the successful completion of the 1971 Census 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 to 28th February, 1971 with a revisional round of three days from 1st March so as to bring the data up-to-date as at sunrise of 1st March, 1971 which would be the reference date for the 1971 Census. The houseless persons may have to be enumerated by a single night enumeration on the 28th February, 1971. In the areas difficult of accessibility non-synchronous enumeration will have to be resorted to spread over a longer time. The experience of 1961 Census in your State/Territory will be useful. It is likely that since 1961 several of the inaccessible areas might have been opened up with better communications and the developmental activities may have made available adequate personnel to serve as

Census enumeration staff so that enumeration in such areas can be carried out at the same time as in the rest of the country. You may like to examine this.

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

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

30. The entire Census 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 to draw up the calendar for the next Census. You should constantly review the progress of work and assure that the targetted dates are adhered to at each step. A mass operation such as the Census can succeed only if each stage of the operation is planned and executed carefully according to a definite programme.

31. The provisional population totals will have to be announced as early as possible after the completion of Census enumeration. At the 1961 Census the provisional totals of several states were relayed to the 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 orga-

nisation and efficient system of relay it should be possible for us to publish the provisional population totals almost immediately after the completion of Census enumeration.

32. Immediately after the enumeration is completed, the Census schedules will have to be received at a number of regional tabulation offices. A regional tabulation office will have to be opened to cover 5 to 6 million population. It will be necessary to secure buildings for this purpose adequately in advance. You may have to be in the look out for them even from the end of 1969. As at 1961 Census one Deputy Superintendent of Census Operations will be appointed for each one of the regional tabulation 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 Service whose 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 other 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 the rural slips and 20 per cent of urban slips. The 10 per cent of the rural slips may be manually sorted and tabulated at State Headquarters and 20 per cent of the urban slips may be processed through computers. This means that cards may have to be punched to take the data of the 20 per cent of the urban slips. The data from the household forms which are canvassed in 10 per cent sample areas will be fully processed. Adequate number of persons will have to be trained at each State Headquarters to see that by the time the punching of cards is taken up the trained punch operators are available. Further detailed instructions will issue in due course.

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

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

36. Details of the publication programme for the 1971 Census will be worked out in due course in consultation with the Census Superintendents. The limitations of printing proved to be one of the greatest bottle-necks at the 1961 Census. We shall discuss and decide how best to get over it at the 1971 Census. In the meantime, any suggestions you may have in this regard will be welcome. Generally much time is lost between the completion of Census operations and the availability of the Census

data to the public. It would appear desirable to publish as quickly as possible handy popular versions, well illustrated, giving out several basic Census data which are of great use and interest to the Government and the public. The primary census data will have to be published as quickly as possible.

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

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

Wishing you every success.

Yours sincerely,
Sd/—
A. Chandra Sekhar

c.f. Section II-Initial preparatory measures.

(Vide Section I—Para 4)

(TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART III, SECTION I)

No. 3/1/69-RG

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

New Delhi-11, dated the 8th January, 1969.

NOTIFICATION

The President is pleased to appoint Shri I.E.N. Chauhan of the Indian Administrative Service of the Haryana Cadre as Superintendent of Census Operations, Haryana with effect from the afternoon of the 27th December, 1968, until further orders.

His headquarters will be at Chandigarh.

A. Chandra Sekhar
Registrar General, India

To

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

No. 3/1/69-RG New Delhi-11, dated the 8th January, 1969.

Copy to:

1. The Accountant General, Punjab, Haryana and Himachal Pradesh, Simla. A copy of the Charge Report of Shri Chauhan has already been forwarded to the Accountant General *vide* the former's endorsement No. Census-68/744, dated the 27th December, 1968.
2. Treasury Officer (Central), Chandigarh. A copy of the Charge Report of Shri Chauhan has already been forwarded to the Treasury Officer *vide* the former's endorsement No. Census-68/744, dated the 27th December, 1968.
3. The Chief Secretary to the Govt. of Haryana, Chandigarh.
4. Shri I.E.N. Chauhan, Superintendent of Census Operations, Haryana, Chandigarh.
5. The Ministry of Home Affairs (Public I Section), New Delhi-1.
6. The Establishment Officer to the Government of India, Ministry of Home Affairs, New Delhi.
7. P.A. to R.G.

Sd/—
D.N. Krishnamurthy
Administrative Officer

(Vide Section I—Para 9)

(TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART III, SECTION I)

No. 1/1/69-Ad.II

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2 A, Mansingh Road

New Delhi-11, 29th August, 1969/7 Bhadra, 1891

NOTIFICATION

The President is pleased to appoint each of the undermentioned Officers, presently Superintendent of Census Operations, as Director of Census Operations and *ex-officio* Superintendent of Census Operations for the respective State/Union Territory/Administration mentioned against each of them, with effect from 1st September, 1969 until further orders:—

1.	Shri T. Vedantam, IAS	Andhra Pradesh
2.	Shri A.K. Saikia, IAS	Assam
3.	Shri B.L. Das, IAS	Bihar
4.	Shri C.C. Doctor, IAS	Gujarat
5.	Shri I.E.N. Chauhan, IAS	Haryana
6.	Shri K. Narayanan, IAS	Kerala
7.	Shri A.K. Pandya, IAS	Madhya Pradesh
8.	Shri R.B. Chari, IAS	Maharashtra
9.	Shri P. Padmanabha, IAS	Mysore
10.	Shri Daniel Kent, I.F.A.S.	Nagaland
11.	Shri B. Tripathi, IAS	Orissa
12.	Shri P.L. Sondhi, IAS	Punjab
13.	Shri V.S. Verma, IAS	Rajasthan
14.	Shri K. Chockalingam, IAS	Tamil Nadu & Pondicherry
15.	Shri D.M. Sinha, IAS	Uttar Pradesh
16.	Shri B. Ghose, IAS	West Bengal & Sikkim
17.	Shri M.C. Joshi, U.P.C.S.	Andaman & Nicobar Islands
18.	Shri S.R. Gandotra, DHANI Civil Service	Delhi
19.	Shri D.S. Mishra, IAS	Himachal Pradesh
20.	Shri C.H. Naire	Laccadive, Minicoy and Amindivi Islands (in ex-*officio* capacity)
21.	Shri Ranbir Singh, MCS	Manipur
22.	Shri S.M. Krishnatry, IFAS	N.E.F.A.
23.	Shri C.R. Paul, TCS	Tripura

A. Chandra Sekhar
Registrar General India

To

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

No. 1/1/69-Ad.II New Delhi-11, the 29th August, 1969/7 Bhadra, 1891

Copy to:

1. Shri I.E.N. Chauhan, Director of Census Operations and *ex-officio* Superintendent of Census Operations with 2 spare copies for transmission to Treasury Office and one for his office record.
2. All the Accountants General. The redesignation does not involve any change in duties or classification or scale of pay of the posts. The above gazette notification has been issued in accordance with the procedure laid down in Ministry of Home Affair's O.M. 13/2/58-Ests.(A), dated the 1st October, 1958.
3. All Chief Secretaries of State Governments, Union Territories and N.E.F.A.
4. Ministry of Home Affairs with reference to their letter No. 28/26/69-Pub. I, dated 12-8-1969.
5. The Linguist, Language Division, Calcutta.
6. All Units/Sections (except Ad. I) in Registrar General's Office.
7. Ad. I Section with 25 spare copies.
8. PA's to Registrar General, Deputy Registrar General (Census) and Administrative Officer.

A. Chandra Sekhar
Registrar General, India

(Vide Section III—Para 1)

Agenda for the First Conference of the Superintendents of Census Operations—1971 Census held in Vigyan Bhawan, New Delhi, from 16th May, 1969 to 21st May, 1969

16th May, 1969 (Friday)

Inauguration of the Conference.

(*i*) Resume of the Second Pre-test by Deputy Registrar General (C)

(*ii*) General Discussion on the results of the Second Pre-test

(*iii*) (*a*) Discussion on Houselist and Instructions for filling the Houselist

(*b*) Format of Enumerators' Abstract of the Houselist

(*iv*) Discussion on the Establishment Schedule and Instructions for filling it

17th May, 1969 (Saturday)

(*i*) Discussion on the Individual Slip and Instructions to Enumerators for filling it

(*ii*) Discussion on Household Form and Instructions to Enumerators for filling it

Discussion on suggestion made by Superintendent of Census Operations, Gujarat on the definition of Pucca & Kutcha houses

18th May, 1969 (Sunday)

(*i*) "Standard Urban Area"—General discussion Shri C.S. Chandrasekhara, Town & Country Planning Organisation has been invited to participate

(*ii*) Finalisation of definition of Town for the 1971 Census

Recognition of new towns and deletion of some existing towns—problems associated with

(*iii*) Sampling procedures for the 1971 Census at enumeration and tabulation stages

(*iv*) (*a*) Discussion on the suggestions made by Deputy Superintendent of Census Operations, Maharashtra on the procedure of sorting sample slips

Discussion on

(*a*) Census Calendar and enumeration procedure; enumeration in special areas

(*b*) Training programme

(*c*) Location Code—Uniformity throughout the country

(*d*) Enumeration agency

(*e*) (*i*) Unit of enumeration—Villages or Panchayats, etc.
(*ii*) Presentation of data for hamlets
(*iii*) Consolidation of data for Taluks or C.D. Blocks

20th May, 1969 (Tuesday)

(*i*) Discussion on Printing of Schedules and Instructions.
Chief Controller of Printing & Stationery will be requested to kindly participate
(*ii*) A brief introduction to the Tabulation and Publication programme (Tentative), and preparation for setting up Tabulation Offices
(*iii*) Compilation of Village and Town Directory
(*iv*) District Census Handbook
(*v*) Permanent Housenumbering Scheme
(*vi*) Jurisdictional Maps
(*vii*) Publicity Measures
(*viii*) Honorarium to Enumerators—At houselisting stage and enumeration stage
(*ix*) Aids to Enumerators—Cardboard, identity badges, etc.
(*x*) Suggestion of Superintendent of Census Operations, Uttar Pradesh for *ex-officio* status of Superintendent of Census Operations under State Governments
(*xi*) Any other subjects

21st May 1969 (Wednesday)

Brief review of the business transacted in the various Units in Registrar General's Office by the Unit Heads.

(Vide Section III—Para 2)

MOST IMMEDIATE

D.O. NO. 9/3/69-CTU
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
A. CHANDRA SEKHAR REGISTRAR GENERAL, INDIA
NEW DELHI-11

27th May, 1969

Dear Chauhan,

I make haste to write to you to keep you informed of certain basic changes in the questionnaires and the procedures for the 1971 Census which were decided upon after a full discussion with the Planning Commission on the 24th May, 1969 presided over by the Deputy Chairman, Dr. D.R. Gadgil. I am happy that the decisions arrived at take off much of the load on the 1971 Census and operationally made more convenient. The following are the main changes decided upon:

(*i*) The items below originally proposed to be collected through the Houselist will be given up:
  (*a*) Age of the Census House,
  (*b*) Material of floor,
  (*c*) Reasons for vacancy, and
  (*d*) Information on Deaf and Dumb.

(*ii*) The questionnaire on household amenities proposed through the Household Form need not be canvassed. These items of information which may be largely meaningful for urban areas will be collected by the National Buildings Organisation directly from the municipal or other local administrative bodies.

(*iii*) Information on total fertility need not be collected and it may be adequate to have information on current fertility only which can be had by adding a couple of simple questions to the Individual Slip itself to be asked of the currently married females. These questions will be:
  (*a*) Age at marriage, and
  (*b*) If any live birth in the last one year.

(*iv*) The decisions at (*ii*) and (*iii*) above render it unnecessary to have any separate sample area enumeration. However, the Population Record may be filled in sample areas. The sampling design for this will be simpler and the whole villages may be taken for this purpose. The Population Record will be useful for generating tables on composition of households and it will also serve as a useful frame for post enumeration check or other types of surveys.

(*v*) Since the definition of work at the 1961 Census as also perhaps the one proposed for the 1971 Census led to a large section of housewives and students etc., being treated on par with whole-time workers even though their contribution to economic activity was marginal, it was felt necessary that the 1971 concept should distinguish them from full-time workers and their economic activity should be brought under the category of secondary work only and for their main activity they should be treated as housewives or students as the case may be.

(*vi*) Consequent on the decision at (*v*) the question 'If studying now' in the Individual Slip becomes superfluous.

(*vii*) The Individual Slip will be further simplified by:

(*a*) excluding the question on 'Nationality', and

(*b*) recording only one educational level instead of treating general and technical separately, the technical, educational level being given preference where both are considered equivalent.

My only regret is that these decisions were not taken earlier than the date of our Census Conference. We would have saved ourselves of much of the time we spent on discussing certain items as sampling procedures and a few concepts which are now rendered superfluous. However, I was very happy at the very detailed, well-informed and useful discussion we have had at the Census Conference which helped all of us to appreciate fully the intricacies of the Census procedures. The present decisions communicated in this letter are undoubtedly welcome and will make for more convenient Census taking. The vexed and somewhat difficult problem of sampling at enumeration stage and the recruitment and training of a separate set of Enumerators is now obviated. We shall have only uniform training for all Enumerators. The filling in of Population Record in certain villages selected for the purpose would hardly call for any specialised training. You will be informed in due course how these villages are to be selected, probably on the basis of stratification of villages by population size. All that would appear necessary is to issue the Population Record books with a short covering note of instructions to the Enumerators censusing those villages to say that they have to copy out certain particulars of the Individual Slip on to the Population Record at the end of each day. It may now be possible to have a uniform size of the Enumerator's block throughout the country, each covering a population of 750 on the average. Small villages that are remote even if they are of smaller population size may have to be in charge of separate Enumerators.

I shall be sending you soon the final schedules as revised. You will have to work out the translated versions and keep them ready. As far as the Houselist is concerned I presume that you would have heard from Shri Ballal to provide the translations in egional languages to fit into the spacing of the revised heading columns.

If you have any questions on any of the points in this letter you may please write me.

Kindly acknowledge receipt of this letter.

Yours sincerely

Sd/--
A. Chandra Sekhar

Shri I.E.N. Chauhan,
Superintendent of Census Operations,
Haryana, Chandigarh.

(Vide Section XVIII—Para 5)

Copy of letter No. 69.TG. IV'35/27, dated the 1st December, 1969 from Shri L.D. Panke, Director, Traffic (C), Ministry of Railways, (Railway Board), New Delhi addressed to all concerned.

Subject: **1971 Census—Despatch of Census forms, etc.**

Copy of D.O. letter No. 9/73/69-CTU(CEN), dated the 31st October, 1969 from Shri A. Chandra Sekhar, Registrar General, India to Shri G.D. Khandelwal, Chairman, Railway Board is sent herewith. The Board desire that instructions should be issued with a view to ensuring that all consignments containing Census forms when booked by rail are moved expeditiously so as to avoid complaints about late receipt or non-receipt of consignments. Care will have to be taken to see that none of these consignments are mis-despatched or otherwise detained. It would be desirable if inspectorial staff are specially instructed to keep a watch for Census consignments particularly at junction stations so that any avoidable delay can be immediately dealt with and eliminated.

2. It will be observed that not only Census forms are to be sent to various points but also the filled up forms will be sent by the local authorities to the Census Tabulation Offices. The consignments will, it appears, move as parcels.

3. Packages are being marked "CENSUS IMMEDIATE" by the consignors and it would not be difficult to keep a special watch over these consignments and see to their expeditious transport.

4. I shall be glad if this letter could be acknowledged.

(*Vide Section XVIII—Para 5*)

DIRECTOR GENERAL'S GENERAL CIRCULAR NO.....

DATED.. . ...

Census Despatches—Priority in Transmission

In order to expedite transmission of letters, packages, and telegrams posted or booked by the Census authorities, it has been decided that such articles and telegrams, if superscribed with the words "Census urgent"/"Census" respectively should be handled expeditiously and should not be detained at any stage unnecessarily by all post offices, R.M.S. offices and telegraph offices. Such articles would, however, not be entitled to any special treatment such as express delivery, etc. on Sundays unless they are paid for and unless the service is available on Sundays in the Offices of delivery. Ordinary telegram bearing the indicator word "Census" will have priority over ordinary telegrams and similarly the express telegrams bearing the indicator word "CENSUS" will have priority over all other express telegrams at all stages.

2. It is emphasized that these instructions should be complied with strictly.

(58/22/69—CI)

(Director Postal Technical)

ANNEXURE –B

State Government Circulars and letters issued in connection with 1971-Census

(Vide Section XII—Para 10)

No. 8206-ICII-68/29402

From

Shri B.L. Ahuja, I.A.S.,
Secretary to Government, Haryana,
Local Government Department.

To

All Deputy Commissioners in the State.
Dated Chandigarh, the 12th December, 1968.

Subject: **Scheme on Permanent Housenumbering—Implementation of.**

Sir,

I am directed to address you on the subject cited above and to say that the Scheme on Permanent Housenumbering has been engaging the attention of the State Government for quite some time past. During the 1961 human Census, the question of numbering the houses was taken up by the State Census Superintendent and the instructions were issued to you *vide* Composite Punjab Government letter No. 2798-LB-60/13592, dated the 30th March, 1960 (copy enclosed) for getting the work done through the urban local bodies and the expenses in connection with the house-numbering, houselisting, preparation of maps, etc. were declared as fit charge on the municipal fund. As, however, the Census operation was time-bound and the Census Department could not wait, the Superintendent of Census Operations made his own arrangements leaving the question of Permanent Housenumbering to be dealt with later by the authorities concerned. Since the Government was of the view that the work should normally fall within the sphere of duties of local bodies, the matter was placed before the Local Bodies Conference held in 1962. One of the decisions taken at the Conference was that the housenumbering should be according to road-street system instead of wardwise and that permanent house-number plates should be affixed for use for all purposes. You were, therefore, advised *vide* the Composite Punjab Government Memo. No. 2232-2CIV/63/13707, dated the 11th April, 1963 (copy enclosed) to direct the municipal committees to proceed in the matter.

2. In order to assess the extent to which the work had been done on the scheme in various towns, a letter was addressed to all the municipal committees in the State by the Superintendent of Census Operations, Haryana. Replies received thereto have revealed that out of 62 urban local bodies in the State, 34 have already numbered the houses on permanent basis and 5 are in the process of doing so. Out of the remaining 23 urban local bodies, who reported to have had no permanent housenumbering system,

19 have agreed to adopt it and no firm commitment has been made by 4 of them so far. A statement showing the position obtainable in each urban local body in the State is enclosed. It will be observed that almost all the municipal committees have agreed to meet the expenses in this behalf out of their own funds.

3. The advantage of providing permanent house-numbers in a systematic and scientific way is obvious and it is in the interest of persons living in houses as well as of the local authorities. Day after day the need for locating every house and household is increasingly felt such as for purposes of providing postal and telegraphic services, health and family planning programmes, socio-economic surveys, preparation of electoral rolls, housing and population Censuses and so on. The Registrar General, India has now prepared a manual of instructions on the Scheme on Permanent House-numbering. The manual is a step towards achieving the maximum amount of standardization essential to have a uniform system of housenumbering. The manual, however, does not envisage *denovo* numbering of the houses where the system already exists and is working satisfactorily. It is, however, desired that in the areas where permanent house-numbers are yet to be given, those should be provided strictly according to the instructions contained in the manual.

4. As envisaged in the manual of instructions, a State Co-ordination Committee has recently been set up under the chairmanship of the undersigned to implement the scheme in the State. In the second meeting of the State Co-ordination Committee held On the 19th November, 1968, it has been decided that:

(*a*) the urban local bodies should bear all expenses in connection with Permanent Housenumbering Scheme as they have been doing hitherto;

(*b*) the municipal committees that have already provided permanent house-numbers may be asked to check up the numbers and remove draw-backs, if any, by following the procedure laid down in the Manual of Instructions, *e.g.*, if between the two houses already numbered, some new houses have sprung up, the numbers already allotted should not be disturbed and the new houses should be given numbers by adding A,B,C, etc. to the prior house-numbers or if some new colonies have sprung up after the houses were numbered last, those should also be provided with permanent house-numbers; or if the old number-plates have been defaced or destroyed, fresh number-plates may be got affixed and so on;

(*c*) the municipal committees that have yet to provide house numbers should do so as expeditiously as possible following the procedure prescribed in the manual;

(*d*) the Secretaries/Executive Officers of the municipal committees should get prepared the various maps as required in Chapter III of the Manual of Instructions with the help of municipal staff and furnish the requisite number of maps to the following authorities as expeditiously as possible:

1	Municipal Office	Three copies each
2	Sub-Divisional Office	One copy each
3	Deputy Commissioner's Office ..	One copy each
4	State Census Office	One copy each
5	Secretary to Govt. Haryana, Local Govt.	One copy each

The maps are to be prepared on the drawing paper of size 30″ × 28″. Besides, enlarged maps are to be exhibited in the municipal offices. In the rural areas the responsibility for drawing the maps will be that of patwaries under the overall charge of Tahsildars for which instructions are being issued to you by the Revenue Department, separately; and

(*e*) the Secretaries/Executive Officers of the urban local bodies and the village panchayats in the rural areas will be primarily responsible for implementation and maintenance of the Scheme on Permanent Housenumbering.

5. In order to watch the early implementation of the scheme, both in urban and rural areas, the State Co-ordination Committee has decided to constitute District Co-ordination Committees under your chairmanship with the following as members:

1 Sub-Divisional Officers (Civil)
2 Tahsildars
3 District Food & Supplies Officer
4 District Development and Panchayat Officer
5 Secretary/Executive Officer/Administrator of Municipal Committees
6 Excise & Taxation Officer
7 Chief Medical Officer
8 Representative of Electricity Department
9 Representative of P & T Department
10 Secretary of Zila Parishad.

The District Co-ordination Committee should meet more frequently, say every fortnight, to review the progress and its proceedings should be sent for information to the Superintendent of Census Operations, Haryana.

6. The State Co-ordination Committee has further decided that the Superintendent of Census Operations, Haryana, should not only be the co-ordination agency but will also be responsible for the execution of the scheme. You may, therefore, hear from him from time to time and it is hoped that you will afford him all co-operation in this regard and deal with his references with due urgency so that the scheme may be implemented as expeditiously as possible.

Yours faithfully,

Sd/—

Officer on Special Duty (LG)
for Secretary to Government, Haryana,
Local Government Department

No. 8206-ICII-68/29403, dated Chandigarh, the 12th December, 1968.

A copy is forwarded for information and necessary action to all Sub-Divisional Officers, Tahsildars, Secretaries/Executive Officers of Municipal Committees in the State

Sd/—
Officer on Special Duty (LG)
for Secretary to Government, Haryana,
Local Government Department

No. 8206-ICII-68/29404, dated Chandigarh, the 12th December, 1968.

A copy is forwarded for information to the Superintendent of Census Operations, Haryana, Chandigarh.

Sd/—
Officer on Special Duty (LG)
for Secretary to Government, Haryana
Local Government Department

APPENDICES II & III

Copy of Memo No. 2232-2CIV-63/13707, dated the 11th April, 1963 from the Secretary to Government Punjab, Medical and Health and Local Government Departments to all the Deputy Commissioners in the State (excepting Deputy Commissioner Lahaul & Spiti).

The question of housenumbering according to road-street system, instead of ward-wise and affixing permanent housenumbering plates to be used for all purposes, was suggested about a couple of years ago, by the Superintendent of Census Operations, Punjab. As, however, the Census operations work was time bound and the Census Department could not wait, he made his own arrangements leaving the question of permanent housenumbering to be dealt with by the authorities concerned in such manner as might be deemed suitable. Government are of the view that this work should normally fall within the sphere of duties of Local Bodies who should gradually take it up. Accordingly, the matter was placed before the Local Bodies Conference held in September, 1962. The Conference has recommended that housenumbering should be according to road-street system instead of wardwise and permanent housenumbering plates be affixed for use for all purposes. You are, therefore, requested to direct the Municipal Committees under your control to proceed accordingly.

Copy of letter No. 2798-LB-60/13592, dated the 30th March, 1960 from the Secretary to Government, Punjab, Housing & Local Government Department, Chandigarh to all the Deputy Commissioners in the Punjab.

I am directed to address you on the subject and to say that in connection with the 1961 Human Census Government has already started making the necessary arrangements. Shri R.L. Anand, Superintendent of Census Operations, Punjab is in-charge of these operations, and District Census Officers have also been appointed to work under him. Under each District Census Officer, there will be a number of Charge Officers. The Charge Officers for rural areas will be the Tahsildars and Naib Tahsildars. In towns the work will be executed by the Municipal Authorities and other Local Bodies. In towns where the population exceeds 20,000 persons, Administrators/Executive Officers/ Secretaries (whosoever may be senior most) will be designated as Charge Officers, and in smaller towns they will be Charge Supervisors.

2. Government attaches great importance to the Census since it will provide highly useful information in connection with development activities and planning, and I am to request you to please bend all your energies towards making the next Census very accurate and to complete the various operations within the prescribed periods, as directed by the Superintendent of Census Operations or the District Census Officer.

3. It has been brought to my notice that some of the Municipal Committees have not yet supplied the latest copies of maps of the towns and wards within the towns. In case you have not supplied such maps so far, I am to request you to please do so at a very early date. I am also to convey that expenses in connection with the preparation of maps, housenumbering, houselisting and enumeration will be a legitimate charge on the funds of your committee.

APPENDIX- IV

Sr. No.	Name of Municipality N.A.C /C.B.	Whether permanent house-numbering exists	Whether housenumbering system is wardwise/streetwise	Whether the cost is borne by Municipality	Cost per plate
1	2	3	4	5	6
1.	Ambala City	Yes	Blockwise	Partly by owner	60 Paise
2.	Ambala Cantt.	Yes	Streetwise	Yes	Not intimated
3.	Jagadhri	Yes	Streetwise	Yes	25 Paise
4.	Kalka	Yes	Wardwise	Yes	35 Paise
5.	Yamunanagar	Yes*	Wardwise	Yes	Not known at present
6.	Chhachhrauli	No+	—	—	—
7.	Buria	No+	—	—	—
8.	Sadaura	Yes	Wardwise	Yes	6 Paise per tin plate
9.	Naraingarh	Yes	—		—
10.	Karnal	No+	—	—	The Committee is willing to bear the cost
11.	Kaithal	Yes	Wardwise	Yes	8 Paise
12.	Shahbad	No+	—		
13.	Panipat	Yes	Wardwise	Partly by owner	33 Paise
14.	Thanesar	Yes	Wardwise	House-owner	50 Paise
15.	Pundri	No+	—		—
16.	Ladwa	No	—		The Committee is willing to bear the cost
17.	Radaur	No+	—	—	—
18.	Gharaunda	Yes	Wardwise	Not intimated	25 Paise
19.	Pehowa	No+		—	—
20.	Nilokheri	Yes	Typewise	Yes	Black enamel Nos. are given
21.	Rohtak	Yes	Wardwise	Yes	27 Paise
22.	Jhajjar	Yes	Not intimated	Yes	22 Paise
23.	Bahadurgarh	No+		—	
24.	Sonepat	Yes	Wardwise	Yes	10 Paise
25.	Beri	Yes	Wardwise	House-owner	37 Paise
26.	Maham	Yes	Serialwise	Yes	20 Paise
27.	Gohana	Yes*	Not intimated	Yes	Not intimated
28.	Gurgaon	Yes	Wardwise	Yes	11 Paise
29.	Rewari	No	—		—
30.	Palwal	Yes	Wardwise	Yes	20 Paise
31.	Faridabad	Yes	Wardwise	Yes	10 Paise
32.	Faridabad Township	Yes	Blockwise	Yes	41 Paise
33.	Ballabgarh	No	—	—	—
34.	Farrukhnagar	Yes	Wardwise	Yes	10 Paise
35.	Ferozepur Jhirka	No+	—	—	—
36.	Sohna	Yes	Streetwise	Yes	Not given
37.	Nuh	Yes*	Serialwise	Yes	12 Paise
38.	Haileymandi	No	—	—	—
39.	Pataudi	No+	—	—	—
40.	Hodal	Yes	Blockwise	Yes	Not known
41.	Bawal	Yes	Wardwise	Yes	25 Paise
42.	Hisar	No+	—	—	The Committee feels that it should bear the cost
43.	Hansi	No+	—		—
44.	Bhiwani	Yes	Wardwise	Yes	40 Paise

APPENDIX—IV (*Contd.*)

1	2	3	4	5	6
45.	Sirsa	No	—	—	—
46.	Mandi Dabwali	Yes	Wardwise	Yes	20 Paise
47.	Tohana	Yes	Wardwise	Yes	17 Paise
48.	Jakhalmandi	Yes	Serialwise	Yes	Tin plates have been provided without any cost
49.	Kalanwali	Yes	Streetwise	Yes	30 Paise
50.	Fatehabad	Yes	Streetwise	Yes	45 Paise
51.	Loharu	Yes	Serialwise	Yes	Not intimated
52.	Uklanamandi	Yes*	Streetwise	Yes	Not intimated
53.	Jind	No	—	–	—
54.	Safidon	Yes	Streetwise	Yes	31 Paise
55.	Narwana	Yes	Streetwise	Yes	75 Paise
56.	Uchana	Yes	Wardwise	Yes	20 Paise
57.	Julana	No +	—	—	
58.	Narnaul	No‡		–	—
59.	Charkhi Dadri	No‡		—	—
60.	Mahendragarh	Yes*	Serialwise	Yes	26 Paise
61.	Ateli	No‡		--	—
62.	Kanina	No‡	—	—	

* Going to provide house-numbers on permanent basis shortly

+Agree to provide permanent house-number plates at their own cost.

‡ Final commitment is still awaited.

(Vide Section II--Para 5)

IMMEDIATE

No. 1537-2CI-69/3690

From

The Secretary to Government, Haryana,
Local Government Department.

To

1. The Commissioner, Ambala Division;
2. All the Deputy Commissioners in the State·
3. All the Sub-Divisional Officers (Civil) in the State.

Dated Chandigarh, the 3rd February, 1969.

Subject: **Preparation for the 1971 Census of India –Second Pre-test of Census Questionnaire.**

Sir,

You might be aware that preparations for the 1971-Census of India have already been started and the first draft of Census schedules was pre-tested by the State Census Organisation in November, 1967. Now on the basis of experience gained at the first pre-test, the Census Questionnaires have been modified and various schedules have been finalized for Second Pre-test some time early in March, 1969

Objects of the Second Pre-test

2. The objects of the second Pre-test are :

(*i*) Whether the various concepts can be fully understood by the Enumerators and that there is no scope for mis-interpretation;

(*ii*) What is the reaction of the people to the various questions asked and whether they are able to answer them easily and correctly; and

(*iii*) Whether the space provided for recording the information against each question in the schedule is adequate.

Thus, the Pre-test takes into its sweep multi-facets so as to spot light the drawbacks, if any, in the various schedules. This will help the Registrar General, India to revise the schedules and make them perfect for final canvassing at the ensuing Census. Hence the importance of the Pre-test.

Schedules to be canvassed

3. The various schedules that are going to be pre-tested are:

(*i*) Houselisting Schedule in two parts :
(I) Houselist and (II) Establishment Schedule;

(*ii*) Individual Slip of two types and sizes;

(*iii*) Household Form in four parts;
(I) Population Record, (II) Housing Schedule, (III) Fertility Schedule and (IV) Family Planning Schedule.

At the 1971 Census the Houselist ng Schedule and Individual Slip will be canvassed universally and the Household Form in 10 per cent of the Rural as well as Urban areas. But at the second Pre-test while Houselisting Schedules and Individual Slips will be canvassed in all the selected blocks, the Household Forms will be confined to three rural and four urban blocks. At the appropriate time the Superintendent of Census Operations, Haryana will provide you with the requisite number of all these schedules along with Instructions for filling them up, printed in Hindi.

No. of blocks to be selected

4. The Schedules mentioned above are to be canvassed in five rural blocks covering approximately a population of 4,000 and eight urban blocks, having 4,500 persons in the State. The Superintendent of Census Operations, Haryana will write to you shortly about the blocks to be selected for the purpose.

Staff to be employed

5 The second Pre-test will be a sort of mini-Census and will be conducted solely by the staff drawn from the local offices. You may, therefore, detail one gazetted officer of your district to act as District Census Officer during the period of Pre-test. The officer should preferably be one whom you are ultimately thinking of entrusting with the 1971 Census work. At the 1961 Census, this duty was assigned to the Revenue Assistants but since these posts are now no longer in existence you might like to appoint your District Development & Panchayat Officer as District Census Officer at the ensuing Census. Under the District Census Officer there will be Supervisors and Enumerators. The Supervisors should be such persons as can guide and command the respect of Enumerators. In rural areas they should be drawn from among Naib Tahsildars and in Urban areas from among Municipal Secretaries or Executive Officers. The Enumerators should be selected from among the Patwaris, the Primary School Teachers and the officials of Development Department or of the Local Municipal Committees. The Superintendent of Census Operations, Haryana will intimate to you the exact staff requirements. Thus a sort of Census machinery will be set up in your District for the period the second Pre-test lasts. All the officers/officials earmarked for the purpose should as far as possible be relieved of their normal duties and be directed to concentrate on the Pre-test for the days it lasts. Since only the local officers will be engaged, not much of touring will be involved. If, however, some touring is required to be undertaken for imparting or getting training or for supervising the field operation, the T.A. may be charged from the Department of the individual concerned. The question of paying some suitable honorarium to the Enumerators is under the consideration of the Superintendent of Census Operations but no final commitment can be made at this stage.

Training

6. The District Census Officers selected by you will be required to meet at Chandigarh for one or two days to receive training in filling up the various schedules and to get an intimate knowledge of the concepts as ultimately it will be their responsibility to train and guide the Supervisors and Enumerators. The Superintendent of Census Operations will intimate to you about the training programme.

Dates of Pre-test

7. The second Pre-test is going to be held throughout the length and breadth of the country and the Registrar General, India is shortly going to finalize the suitable

dates for the same. You will hear about this from the Superintendent of Census Operations shortly.

8. Government attaches great importance to the second Pre-test as it is going to influence the accuracy and usefulness of the data to be collected at the next Census. I am, therefore, directed to request you kindly to bend all your energies to make the second Pre-test a success and afford all necessary co-operation to the Superintendent of Census Operations, Haryana in this behalf. The name of the gazetted officers of your district whom you propose to appoint to supervise the conducting of the second Pre-test may kindly be intimated to the Superintendent of Census Operations, Haryana by the 15th of this month at the latest.

9. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-
Secretary to Government, Haryana,
Local Government Department

No. 1537-2CI-69/3691, dated Chandigarh, the 3rd February, 1969

A copy is forwarded for information and necessary action to the Secretary to Government, Haryana, Revenue Department. The revenue authorities in the Districts may kindly be directed under intimation to the Superintendent of Census Operations, Haryana, to make available the requisite staff as and when required.

Sd/—
Secretary to Government, Haryana,
Local Government Department

No. 1537-2CI-69/3692, dated Chandigarh, the 3rd Feburary, 1969

A copy is forwarded to the Secretary to Government, Haryana.Education Department, for information and necessary action. The District Education Officers may be directed to co-operate in the operation.

Sd/
Secretary to Government, Haryana,
Local Government Department

No. 1537-2CI-69/3693, dated Chandigarh, the 3rd Feburary, 1969

A copy is forwarded for information and necessary action to all the Municipal Committees in the State.

Sd/ –
Secretary to Government, Haryana,
Local Government Department

No. 1537-2CI-69/3694, dated Chandigarh, the 3rd Februray, 1969

A copy with 100 spare copies is forwarded for information to the Superintendent of Census Operations, Haryana, Chandigarh.

Sd/—
Secretary to Government, Haryana ,
Local Government Department.

(Vide Section I -Para 8)

Subject : 1971 Census- -Introducing the Superintendent of Census Operations, Haryana.

Will all the Administrative Secretaries to Government, Haryana, kindly refer to letter No. Census-Hr.-69/787, dated the 15/24th April, 1969 from the Superintendent of Census Operations, Haryana to the address of this Department on the subject cited above.

2. It is requested that keeping in view the importance of Census data for State schemes, etc. they may kindly continue to afford to the Superintendent of Census Operations, Haryana their unstinted co-operation in the successful conduct of the 1971 Census.

Sd/—
Deputy Secretary Local Government
for Secretary to Government, Haryana,
Local Government Department

To

All the Administrative Secretaries to Government, Haryana.
U.O. No. 3853-2CI-69, dated Chandigarh, the 16th May, 1969.
No. 3853-2CI-69/12-633, dated Chandigarh, the 16th May, 1969.

A copy is forwarded to the Superintendent of Census Operations, Haryana, 35, Sector 10-A, Chandigarh, for information with reference to his letter No. Census-Hr-69/787, dated the 24th April, 1969.

Sd/—
Deputy Secretary Local Government
for Secretary to Government, Haryana,
Local Government Department

Copy of letter No. Census-Hr.-69/787 dated the 24th April, 1969. from the Superintendent of Census Operations, Haryana, to the Secretary to Government, Haryana, Local Government Department.

Subject : 1971 Census- -Introducing the Superintendent of Census Operations, Haryana.

I have the honour to say that the forthcoming Census of 1971 will be the 11th decennial Census of India and the 3rd one since the Independence. The Indian Censuses have over the past century earned a name for themselves as statistical operations of great value and magnitude. They are the primary source of basic national population data for administrative and for many aspects of economic and social planning. The coming Census has gained an added importance; it being the first after the creation of Haryana State. The data that will be thrown up at the next Census will, therefore, unfold in bold-relief the various aspects of the people living in the State.

2. No Census Organisation can boast of tackling a national venture of such a magnitude single-handed. The burden is always borne by the various district agencies.

Since the ensuing Human Census is fast approaching and the Housing Census is scheduled to be held in the beginning of the next year, steps are already being taken to notify the appointment of District Census Officers who will head the enumeration hierarchy in each district. Under each District Census Officer there will be Charge Officers, Circle Supervisors and Enumerators; all to be drawn from amongst government servants posted in the districts. For securing their appointment and also for seeking help of the various district offices in many other ways, I may have to approach direct the various Administrative Secretaries and Heads of Departments. I am, therefore, to request that they may kindly be asked to continue to afford the requisite co-operation and priority to the Census Ogranisation of Haryana.

(Vide Section XII Para 13)

प्रेषक

सचिव हरियाणा सरकार,
विकास तथा पंचायत विभाग , चन्डीगढ़ ।

सेवा में

राज्य के समस्त उपायुक्त

क्रमांक नं० जी2-69/10874-80, दिनांक 27 जून, 1969

विषय :-ग्रामों में घरों पर स्थाई तौर पर अंक लगाने की योजना ।

पंजाब ग्राम पंचायत अधिनियम 1952 की धारा 19(2) (जी) के अधीन हरियाणा सरकार ने राज्य की सभी ग्राम पंचायतों को अपने अधिकार क्षेत्र में घरों पर स्थाई तौर पर अंक लगाने के लिए पंचायत सभा के निधी से होने वाले खर्च को इस प्रतिबन्ध पर उचित करार दिया है कि पंचायतों को जो अनुदान सरकार तथा दूसरी संस्थाओं से प्राप्त हुए हैं उन में से इस विषय में खर्चा न किया जाये तथा अंक लगाने हेतु किये गये खर्च के पश्चात् भी पंचायतों के पास दूसरे विकास धन्धे के लिए पर्याप्त धन राशि रहनी चाहिए ।

हस्तः
आयुक्त सचिव (पंचायत विभाग)
कृते: सचिव हरियाणा सरकार विकास तथा पंचायत विभाग

पृष्ठांकन नं० जी2-69/10881-82, दिनांक 27 जून, 1969

इसकी एक प्रति निम्नलिखित को उचित कार्यवाही के लिए भेजी जाती है :

(1) अधीक्षक, जनगणना विभाग, हरियाणा, चण्डीगढ़ को उसके क्रमांक नं० सैन्सस-एस-69/968 दिनांक 8/9 मई, 1969 के संदर्भ में ।

(2) अधीक्षक स्थानीय निधि लेखा हरियाणा, चण्डीगढ़ ।

हस्तः
संयुक्त सचिव (पंचायत विभाग)
कृते: सचिव हरियाणा सरकार, विकास तथा पंचायत विभाग

(*Vide Section XII—Para* 23)

From

The Secretary to Government, Haryana,
Local Government Department.

To

All Heads of Departments in the State.

Memo. No. 7292-2CI-69/24121, dated Chandigarh, the 30th September, 1969.

Subject : 1971 Census—Drafting of staff for Census work.

As you are already aware the next decennial Census in India is scheduled to be taken in the beginning of 1971. A part of this operation, namely, the houselisting is to take place early next year. In this part of the operation every building, house, factory, establishment, etc., in the State will be canvassed in the prescribed schedules. Obviously this is going to be a colossal task.

2. During the 1961 Census as many as 2,060 Supervisors and 10,833 Enumerators had to be engaged in the areas that now constitute Haryana. In the 1971 Census due to increase in population it is expected that a still larger number will have to be employed. Every field agency may, therefore, have to be tapped.

3. Under the Census Act, 1948 any person can be engaged to act as a Census Officer and he shall be duty-bound to act as such, yet it is always better to detail government or semi-government servants for this purpose who are more responsible. Although the Census hierarchy in the districts will, as usual, be headed by the Deputy Commissioners and the mantle of responsibility will rest upon the District Census Officers working under them or on their behalf, and they will be supervising,controlling and directing the work in the field through the various Charge Officers (Tahsildars/Naib Tahsildars and Executive Officers/Secretaries of various Local Bodies), Circle Supervisors and Enumerators, yet it is the Enumerators who will form the front line force and as such their selection has to be made carefully. In the past these Enumerators were drawn from Patwaris, Teachers, Headmasters, employees of local bodies, Forest Guards, Panchayat Secretaries, Gram Sevaks and other field agencies. This time too these very ranks may have to be depended upon. Since government attaches great importance to Census data which forms the basis of State plans and activities, you are requested to kindly issue suitable instructions to your district officers and ensure that requisite staff and their unstinted co-operation is made available to the Census authorities as and when they call upon them for the same. With a view to expecting better performance by the staff it will be advisable to sound them that their performance in the Census work will be reflected in their annual confidential reports both for the years 1969-70 and 1970-71.

4. The Superintendent of Census Operations, Haryana has further intimated that the government officials drafted from various departments will have to be trained intensively to give them a clear idea about the various Census Schedules. The training

classes will be organised as near to the place of their posting as possible yet the chances of their undertaking a little journey for this purpose cannot be ruled out. As was allowed at the time of second Pre-test of Census Questionnaire held in March-April last, you are requested to kindly allow such officials to undertake such journeys and charge T.A. to their departments.

5. By and large, the Census work will be done outside office hours yet, chances of drafting the officers/officials during the office hours may arise. Such officers/officials may kindly be treated on duty while attending Census work.

Sd/—
Secretary to Government, Haryana,
Local Government Department

A copy is forwarded to all Administrative Secretaries to Government, Haryana for information with the request that they may also kindly issue suitable instructions to their heads of departments to make available all possible assistance and co-operation the in matter of staff, etc to the Census authorities as and when required.

Sd/—
Secretary to Government, Haryana,
Local Government Department

To

All Administrative Secretaries to Government, Haryana.

U.O. No. 7292-2CI-69, dated Chandigarh, the 30th September, 1969

No. 7292-2CI-69/24122, dated Chandigarh, the 30th September, 1969

A copy is forwarded to the Presidents/Administrators and Executive Officers of all Municipal Committees in the State with the request that they may also kindly take similar action as mentioned above and ensure that all possible assistance and their unstinted co-operation in the conduct of 1971 Census is made available to the Census Officers as and when required.

Sd/—
Secretary to Government, Haryana,
Local Government Department

No. 7292-2CI-69/24123, dated Chandigarh, the 30th September, 1969

A copy is forwarded to the Superintendent of Census Operations, Haryana, Kothi No. 35, Sector 10-A, Chandigarh-11 for information with reference to his letter No. Census-Hr-69/2060, dated the 20th August, 1969.

Sd/—
Secretary to Government, Haryana,
Local Government Department

No. 7292-2CI-69/24124, dated Chandigarh, the 30th September, 1969

A copy is forwarded to all Deputy Commissioners in Haryana and the Commissioner, Ambala Division, Ambala for information and necessary action.

Sd/—
Secretary to Government, Haryana,
Local Government Department

(Vide Section XXI—Para 23)

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा के सभी उपायुक्त ।

क्रमांक 1218–3 एम-70/5789, दिनांक चण्डीगढ़, 18 मार्च, 1970

विषय : **गोपनीय रिपोर्ट--उनमें अधिकारियों के जनगणना के काम का जिकर ।**

महोदय,

मुझे यह कहने का निर्देश हुआ है कि निदेशक, जनगणना आपरेशनज, हरियाणा ने सूचित किया है कि जनगणना अधिनियम, 1948 के अधीन आप को तथा उपमण्डल अधिकारियों; जिला विकास व पंचायत अधिकारियों और तहसीलदारों को जनगणना अधिकारी नियुक्त किया गया है। मुझे निवेदन करना है ऐसे सभी अधिकारी जिनको जनगणना का काम सौंपा जाये उनको 1969-70 व 1970-71 की गोपनीय रिपोर्टों में उनके इस काम पर भी विचार प्रकट किये जायें ।

भवदीय,
हस्त:
आर० डी० माथुर
सहायक सचिव (प्रशासन)
कृते: मुख्य सचिव, हरियाणा सरकार

क्रमांक 1218-3 एम-70/5790, दिनांक चण्डीगढ़, 18 मार्च, 1970

एक प्रति आयुक्त, अम्बाला मण्डल, अम्बाला छावनी को भेजी जाती है ।

2. उन से निवेदन है कि वे उपायुक्तों को 1969-70 व 1970-71 की गोपनीय रिपोर्टों में उनके जनगणना के काम पर भी, इस बारे में निदेशक, जनगणना ओपरेशनज, हरियाणा के विचारों को ध्यान में रखते हुए, विचार प्रकट करें ।

हस्त:
सहायक सचिव (प्रशासन)
कृते: मुख्य सचिव, हरियाणा सरकार

क्रमांक 1218-3 एस-70/ , दिनांक चण्डीगढ़, 18 मार्च, 1970

एक प्रति श्री आई० ई० एन० चौहान, आई० ए० एस०, निदेशक, जनगणना आपरेशनज, हरियाणा, चण्डीगढ़, को उनके अ०स० पत्र क्रमांक सैन्सस-हर-69/3405, दिनांक 6 दिसम्बर, 1969, के हवाले में सूचना तथा आवश्यक कार्यवाही के लिये भेजी जाती है।

हस्त:
सहायक सचिव, (प्रशासन)
कृते: मुख्य सचिव, हरियाणा सरकार

(Vide Section XIV—Para 17 and Section XV—Para 12)

From

The Commissioner & Secretary to Government,
Haryana, Local Government Department.

To

All Heads of Departments in the State.

Memo.No. 42-GOI-2CI-70/25780, dated Chandigarh, the 15/18th September, 1970.

Subject:— 1971 Census—Drafting of staff for enumeration work.

The Director of Census Operations in Haryana State has written to say that the reference date for the enumeration operations of the 1971 Census is fast approaching and that since during the said operation each individual in the State will have to be covered so as to obtain data as correct as possible, he will be requiring the services of as many as 30,000 workers both in functionary and reserve capacity.

2. The importance of the data to be collected during the coming operation needs hardly to be over-emphasised as you are already aware that this data invariably forms the very basis of our future plans and schemes. Keeping in view the importance of the data almost all the functionaries employed for the collection of this data are drawn from amongst the Government and semi-Government agencies as they are considered more responsible. Although the Indian Census Act of 1948 vests in the State Government vast powers to engage any person for the Census work and to impose penalties and punishment upon the delinquents, yet in the known past Government had seldom to resort to these powers as they have been getting full co-operation from all quarters. It is very gratifying to note that the Census authorities hardly had any occasion to complain. In the 1971 Census also during the houselisting, housenumbering and other operations which have already been covered, unstinted co-operation has been coming forth. It is hoped that the same amount of zeal and enthusiasm would be shown during the enumeration operations as well and there will be no hesitation on the part of any department to spare maximum number of hands to assist the Census authorities to enable them to complete this colossal work with appreciation for all.

3. The Director of Census Operations has further intimated that he will be arranging training courses for the staff to be engaged for the 1971 Census from next month. Since an untrained official will not be able to do this work as efficiently as a trained official, it is imperative that the staff trained by the Census Organisation is not transferred to other places of duties till the Census work is over. You are accordingly requested kindly to ensure that none of the officials trained by the Census Organisation is transferred to other places or jobs from next month till June, 1971 atleast.

Sd/—
Commissioner & Secretary to Government,
Haryana, Local Government Department

No. 42-GOI-2CI-70/25781, dated Chandigarh, the 15th/18th September, 1970.

A Copy is forwarded to:

1. The Commissioner, Ambala Division, Ambala;
2. All Deputy Commissioners in the State;
3. The Presidents/Administrators/Executive Officers of all the Municipal Committees in the State

for information and with the request that they will also kindly ensure that full co-operation is extended to the Census authorities for the conduct of 1971 Census.

Sd/—
Commissioner & Secretary to Government,
Haryana, Local Government Department

No. 42-GOI-2CI-70/25782, dated Chandigarh, the 15th/18th September, 1970.

A copy is forwarded to the Director of Census Operations, Haryana for information with reference to his demi-official letter No. Census-Hr-70-13(53)/2741, dated the 21st August, 1970.

Sd/—
Commissioner & Secretary to Government,
Haryana, Local Government Department

(Vide Section XIV -Para 16)

From

The Commissioner for Education and Secretary to Government, Haryana, Education Department.

To

1. The Commissioner and Secretary to Government, Haryana Local Government Department, Chandigarh.

2 The Director of Census Operations, Haryana. 35, Sector 10-A, Chandigarh-11.

Memo. No. 7756-Edu. II (IE)-70/29179, dated Chandigarh, the 26th October, 1970.

Subject: 1971-Census -Postponement of Higher Secondary/Matric and Middle Standard Examinations.

Reference your endorsement No. 5443-2CI-70/20625, dated the 31st July, 1970/ D.O. No. Census-Hr. 70/2853, dated the 4th August, 1970, on the subject noted above.

2. The Director of Public Instruction, Haryana has reported that the Middle Standard Examination will be held after 15th March 1971 The Secretary, Board of School Education, Haryana has also intimated that the annual Matric Higher Secondary Examinations of Board for the year 1971, will commence from 17th March 1971.

3. The Director, Public Instruction, Haryana, has also confirmed that the officers/ officials undertaking journeys for attending Census training classes will be treated on duty for these days and also will be paid T.A., D.A. by the Education Department.

Sd/-
Deputy Superintendent Education II,
for Commissioner for Education and
Secretary to Government, Haryana,
Education Department

(Vide Section XVI Para 8)

To

All the District Education Officers in the State.

Memorandum No. 93-Co. 13/134-70-Co. dated Chandigarh, the 12th February, 1971.

Subject: Census Operation 1971

As you are aware that a large number of school teachers have been appointed as Census Enumerators and Supervisors during the forthcoming Census. It is apprehended that some teachers who intend appearing for Degree and other University Examinations would proceed on one month's compulsory leave prior to examination as required under the rules thereby adversely affecting the Census work. It has, therefore, been decided that such teachers who have been put on Census duty and who have to appear in the Examinations should not proceed on leave till the Census is over.

2. It has further been brought to the notice of the Department that certain teachers who have been working on six-month basis have also been trained in Census work. It has been decided that all such six-month basis teachers should be retained in service by giving them the usual break in service for one day besides getting their names sponsored from the Employment Exchange concerned as prescribed under the rules or their continuance beyond six months got regularised by the Subordinate Services Selection Board, Haryana, Kothi No. 304. Sector 9, Chandigarh.

3. These instructions may please be complied with strictly.

Sd/-
Assistant Director, Scholarships.
for Director of Public Instruction, Haryana

Endorsement No. Even, dated the 12th February 1971

A copy is forwarded to the Director of Census Operations, Chandigarh, for information with reference to his D.O. letter No. Census-Hr.-71 509, dated the 28th January, 1971.

Sd/—
Assistant Director Scholarships,
for Director of Public Instruction, Haryana

Endorsement No. Even, dated the 12th February 1971

A copy is forwarded to the Education Commissioner and Secretary to Government, Haryana, Education Department, Chandigarh, for information with reference to the discussion on the telephone by the Director of Public Instruction, on Item No. 1.

Sd/—
Assistant Director, Scholarships,
for Director of Public Instruction, Haryana

(Vide Section XIV -Para 17 and Section XV –Para 12)

तत्काल

जनगणना कार्य

क्रमांक 838-3 जी० एम० 1 1-71/5407

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

(1) सभी विभागाध्यक्ष आयुक्त अम्बाला मण्डल
सभी उपायुक्त तथा उप मण्डल अधिकारी हरियाणा ।

(2) रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय
और हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।
दिनांक, चण्डीगढ़ 4-3-1971

विषय जनगणना के कार्य में लगे सरकारी कर्मचारियों के स्थानान्तरण पर प्रतिबन्ध ।

महोदय

मुझे निदेश हुआ है कि मैं आपका ध्यान उपयुक्त विषय पर हरियाणा सरकार के पत्र क्रमांक 7647-4 जी० एम० 70/27830, दिनांक 22 अक्तूबर 1970 की ओर आकर्षित करूं और यह कहूं कि जनगणना का कार्य अब 10 मार्च को आरम्भ होगा और 3 अप्रैल 1971 तक समाप्त होगा। जनगणना का कार्य समाप्त होने के पश्चात भी संलग्न कार्य को पूरा करने के लिये कुछ दिन और लग जाएंगे। इसलिए यह निर्णय किया गया है कि जो व्यक्ति जनगणना के कार्य में लगे हुए हैं या इस कार्य का प्रशिक्षण लिया हुआ है उन्हें अपने वर्तमान पदों से 15 अप्रैल 1971 तक स्थानान्तरण न किया जाए।

(2) यह अनुरोध किया जाता है कि यह आदेश नोट कर लिये जाएं और इस का पूरी तरह से पालन किया जाए।

भवदीय,

हस्ता

उप सचिव सचिवालय स्थापना,
कृते मुख्य सचिव हरियाणा सरकार

एक प्रति सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती

(1) वित्तायुक्त राजस्व, हरियाणा सरकार ।

(2) सभी प्रशासकीय सचिव हरियाणा सरकार ।

हस्ता

उप सचिव सचिवालय स्थापना
कृते मुख्य सचिव, हरियाणा सरकार

सेवा में

(1) वित्तायुक्त राजस्व हरियाणा सरकार ।

(2) सभी प्रशासकीय सचिव हरियाणा सरकार ।

अश० 838-3जी०एम० दिनांक 4 मार्च, 1971

(Vide Section XIV -Para 17)

प्रेषक

आयुक्त तथा सचिव, हरियाणा सरकार
स्थानीय शासन विभाग ।

सेवा में

(1) राज्य के सभी विभागाध्यक्ष ।
(2) आयुक्त, अम्बाला मण्डल, अम्बाला ।
(3) राज्य के सभी उपायुक्त ।
(4) राज्य के सभी उप मण्डल अधिकारी

यादी क्रमांक 1833-2कI-71, 8024, दिनांक चण्डीगढ़ 19 मार्च 1971

विषय : **जनगणना 1971 जनगणना के लिए लगाए गए स्टाफ़ की सुविधा ।**

सन्दर्भ उपरोक्त विषय पर निदेशक जनगणना हरियाणा से प्राप्त पत्र क्रमांक सैन्सिज-हरियाणा-71 1187 दिनांक 3 मार्च, 1971 (प्रति सलग्न) ।

सन्दर्भित पत्र में जनगणना विभाग ने सूचित किया है कि जिन कर्मचारियों को जनगणना के कार्य के लिए नियक्त किया गया है । उन्हें कार्यालय के समय से बाहर या तो सुबह या शाम को कार्य करना होता है इसके लिए उन्होंने सुझाव दिया है कि यदि इन कर्मचारियों को अपने कार्यालय में सुबह कुछ समय देर से आने या यदि उन्हें यह काम शाम को करना हो तो शाम को कुछ समय पहले कार्यालय से जाने की सुविधा मिल जाए तो इससे वे जनगणना के कार्य को सुविधा से कर सकेंगे । आप से अनुरोध किया जाता है कि यदि इससे आपके कार्य मे विशेष बाधा न पड़ती हो तो कृपया ऐसे कर्मचारियों को जो जनगणना कार्य के लिए चुने गये हैं 3 अप्रैल 1971 तक कार्यालय में 2 घन्टे देर से आने या यदि वे यह काम शाम को करना चाहें तो उन्हें कार्यालय से 2 घन्टे पहले जानेकी अनुमति प्रदान करें। आप से यह भी अनुरोध किया जाता है कि क्योंकि जनगणना का काम शुरू हो चुका है कृपया इस विषय म आवश्यक कार्यवाही तत्काल कर तथा की गई कार्यवाही से निदेशक जनगणना हरियाणा को भी अवगत करा दें

हस्त
विशेष कार्य अधिकारी स्था० शा०,
कते आयुक्त तथा सचिव, हरियाणा सरकार स्थानीय शासन विभाग

क्रमांक 1 -2कI-71, 802 दिनांक चण्डीगढ़ 19 मार्च, 971

एक प्रति निदेशक, जनगणना, हरियाणा को उनके पत्र क्रमांक सैन्सज-हरियाणा 7 1187, दिनांक मार्च, 1971 के सन्दर्भ में सूचनार्थ प्रेषित की जाती है ।

हस्त
विशेष कार्य अधिकार स्था० शा०
कते. आयुक्त तथा सचिव हरियाणा सरकार स्थानीय शासन विभाग

Copy of letter No. Census-Hr-71 1187, dated the 3rd March, 1971 from the Director of Census Operations, Haryana to the Commissioner and Secretary to the Government of Haryana, Education and Local Government Department Chandigarh.

Subject: -Census 1971—Concession in working hours to teachers and other staff deployed as Enumerators and Supervisors.

I have the honour to refer to our endorsement No. Census-IIr-71 217, dated the 13th January, 1971, *vide* which the revised enumeration programme for the 1971-Census was sent to you. As already intimated the Census taking is to commence on the 10th of March, 1971 and would finish on the 31st of March, 1971, with a revisional round from 1st April, 1971 to 3rd April, 1971. Although the Census work has to be under taken by the staff before and after office hours, it is felt that it would be necessary to grant concessions in working hours to all those employed as Enumerators and Supervisors. It may not be possible for an Enumerator who goes out for Census work in the morning, to reach his office in time. Similarly, the Enumerator who has programmed to do the work in the afternoon may have to leave the office somewhat earlier. It is, therefore, requested that necessary instructions to all the Heads of Departments, Offices to allow suitable concessions in working hours to the staff employed for Census duty for the period from 10th March, 1971 to 3rd April, 1971. A copy of the Government of Mysore's letter No. RD 41 ETC 69, dated the 25th January, 1971, on the subject, is sent herewith for your information. The Mysore Government, as is clear from the said letter, have allowed half-day concession to the staff deployed for Census work. In fact from 31-3-1971 to 3-4 1971, the staff have been directed to remain exclusively on Census duty.

(Vide Section XXII -Para 15)

From

The Home Secretary,
Chandigarh Administration.

To

The Superintendent of Census Operations, Haryana,
35, Sector 10-A, Chandigarh.

Memo. No. 1318-3H(S)-69 30928, dated Chandigarh, the 3rd November, 1969.

Subject. Sanction for the purchase of stationery from the Controller, Printing and Stationery.

Reference. Correspondence resting with your letter No. Census-Hr.-69 IV/(8), 2776, dated the 13th 15th October, 1969.

The Chief Commissioner Chandigarh, is pleased to authorise you to purchase stationery articles for the Census work from the Controller, Printing & Stationery, Chandigarh Administration direct against cash payment.

Sd/—
Assistant Secretary (Home),
for Home Secretary,
Chandigarh Administration

No. 1318-3H(S)-69, 30929, dated Chandigarh the 3rd November 1969.

A copy is forwarded to the Controller, Printing & Stationery, Chandigarh Administration for information and necessary action.

Sd/ -
Assistant Secretary (Home),
for Home Secretary,
Chandigarh Administration

ANNEXURE- -C

Some Important Circulars issued by the Director of Census Operations, Haryana during 1971 Census

(Vide Section XIX—Para 2)

D.O. No. CENSUS-HR/69/2383
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

I.E.N. CHAUHAN, I.A.S.

DIRECTOR OF CENSUS OPERATIONS AND *Ex-Officio* SUPERINTENDENT OF CENSUS OPERATIONS, HARYANA, 35, SECTOR 10-A, CHANDIGARH-11.

Dated the 12th September, 1969.

Subject : Circular No. I—General Features of 1971-Census and outlines of the plan of Operations.

My dear,

As you are already aware, preliminary work in connection with the forthcoming human Census of 1971 has already started in the State. We have already sent you various communications in regard to this from time to time and your acting District Census Officers have been contacted and duly instructed. The results of the second Pre-test of the Census Questionnaires conducted in March, April last, were discussed at length in a Conference of the Superintendents of Census Operations in New Delhi from the 16th to 21st May, 1969. It is, therefore, now possible to give in greater detail the outlines of the 1971-Census operations which, it is hoped, will provide a suitable background for appreciation of the work involved and a basis for future operations. The outlines indicated in this letter will of course be supplemented by detailed communications as and when occasion arises.

PART I—GENERAL

THE CENSUS ACT

2. The Statute under which Census Operations are conducted in India is the Census Act No. XXXVII of 1948 as amended from time to time. A copy of the amended Act is enclosed herewith at Annexure I. The Government of India have already declared by a notification under Section 3 *ibid* that a Census of the population of India shall be taken during the year 1971, *vide* Ministry of Home Affairs Notification No. 28/101/69-Pub. I, dated the 3rd July, 1969, a copy of which was forwarded to you with this office endorsement No. Census-Hr.-69/1791, dated the 23rd July, 1969.

3. Under Section 4(1) of the said Act the Central Government should appoint a Census Commissioner to supervise the taking of the Census throughout the area in which the Census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the Census within the several States. The Registrar General, India, is the *ex-officio* Census Commissioner of India. The Superintendents of Census Operations have also been appointed for the various States including the State of Haryana. Appointment of various Census Officers under Section 4(2) *ibid* will be notified shortly.

4. All persons appointed under the Act are deemed to be public servants within the meaning of Indian Penal Code and people are obliged to answer such questions as a Census Officer is authorised to ask. The District Magistrates enjoy special powers under the Census Act as the State Government authorises them to sanction prosecution of persons committing offence under the Act.

DEFINITION OF POPULATION CENSUS

5. India has a long Census tradition. The next decennial Census will mark the first century of Indian Censuses. It will be the eleventh in the series, third since Independence and first since the formation of Haryana State. Indian Census in particular, covers about the largest population in the world. It is the most economical administrative operation as compared with other countries.

6. With growing awareness of the uses to which the results of a Census can be put to, the number of topics on which information is to be collected has gradually expanded. It is no longer a mere counting of heads. There is hardly a Government Department that does not press into service Census data for one purpose or the other. It provides a base or reference point for current statistics and a statistical frame for sample surveys and studies. Census is thus a very important national venture, and all persons called upon to perform any type of work connected with the Census should consider it a special privilege.

REFERENCE DATE

7. The reference date for the coming Census will be 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.

SPECIAL FEATURES OF 1971-CENSUS

8. The Census Schedules that have now been finalised in the light of experience gained after pre-testing them twice in the field and after discussing them at high level Conferences, are:

(*i*) Houselist;
(*ii*) Establishment Schedule;
(*iii*) Individual Slip; and
(*iv*) Population Record.

A specimen copy each of these Schedules is appended. These Schedules will be canvassed in Hindi and the required number of Schedules, and also instructions to fill them up, will be supplied at the appropriate time.

9. The special features of 1971-Census are:

(*a*) Unlike the previous Censuses, this time efforts are being made to provide permanent house-number plates to every house in the State and this will obviate chances of leaving out any house or population from counting;

(*b*) The content of "Houselist Schedule" has been so expanded as to provide also information about Scheduled Castes/Scheduled Tribes and cultivating House-holds;

(*c*) The "Establishment Schedule", an innovation for the coming Census has been evolved to collect information in greater detail about the Census houses used wholly or partly as "establishments";

(*d*) The scope of the "Individual Slip" which is to be canvassed universally, has been expanded so as to (*i*) throw light on the fertility of currently married women (Q. No. 6), (*ii*) provide opportunity for deeper probe into the migratory character of the population (Qs. 7, 8 & 9), (*iii*) graduate educational level of literates in the State (Q.13) and (*iv*) record not only main activity but also secondary work of both working and non-working population;

(*e*) "Population Record" will as usual yield data for House-hold composition and provide valuable record for future reference;

(*f*) This time data will be available not only for Urban units but also for "Standard Urban Areas" in order to know the functional, economic and social linkage of the core urban units having population, above 50,000 with the surrounding rural and/or urban areas;

(*g*) As at previous Census, Village Directory will be published to give both Census and non-Census data but the scope of non-Census data has been enhanced considerably; and

(*h*) Town Directory, another innovation of the coming Census, will be published on all-India basis and will contain useful information about all the towns.

PART II—PRELIMINARIES TO ACTUAL CENSUS

DELIMITATION OF BOUNDARIES

10. The first and foremost step for the successful conduct of the Census involves a clear demarcation of territories by which the meanest household will be accounted for. It is thus necessary to build up a broad based pyramid of jurisdiction and responsibility from below. The following procedure is proposed for the purpose:

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

(2) Each District will be divided into urban and rural areas. A list of urban areas has been circulated *vide* this office letter No. Census-Hr-69/2026, dated the 19th August, 1969 and the remaining areas will be treated as rural;

(3) The rural area will be divided on the basis of existing tahsils excluding Reserve Forest Areas, if any, and each tahsil on the basis of existing revenue villages;

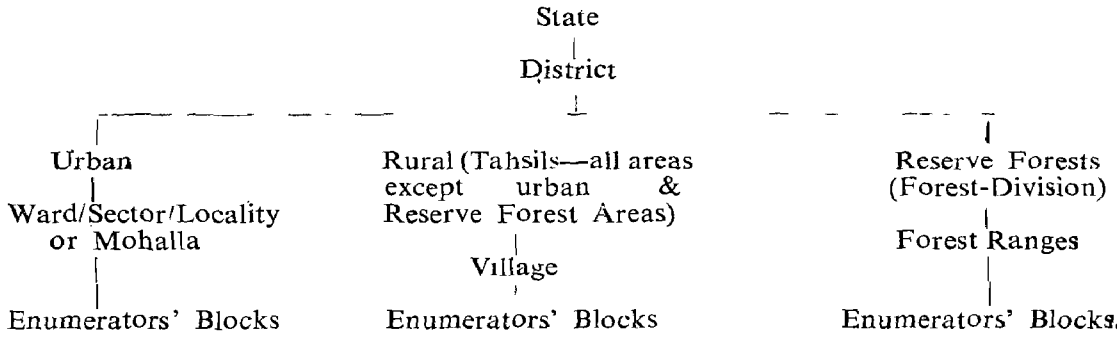
(4) Each town and each village will then be sub-divided into Wards/Sectors/ Localities or Mohallas, etc,

(5) The next and last sub-division will be that of the Enumerator's block to be carved out of Wards/Sectors/Localities or Mohallas· and

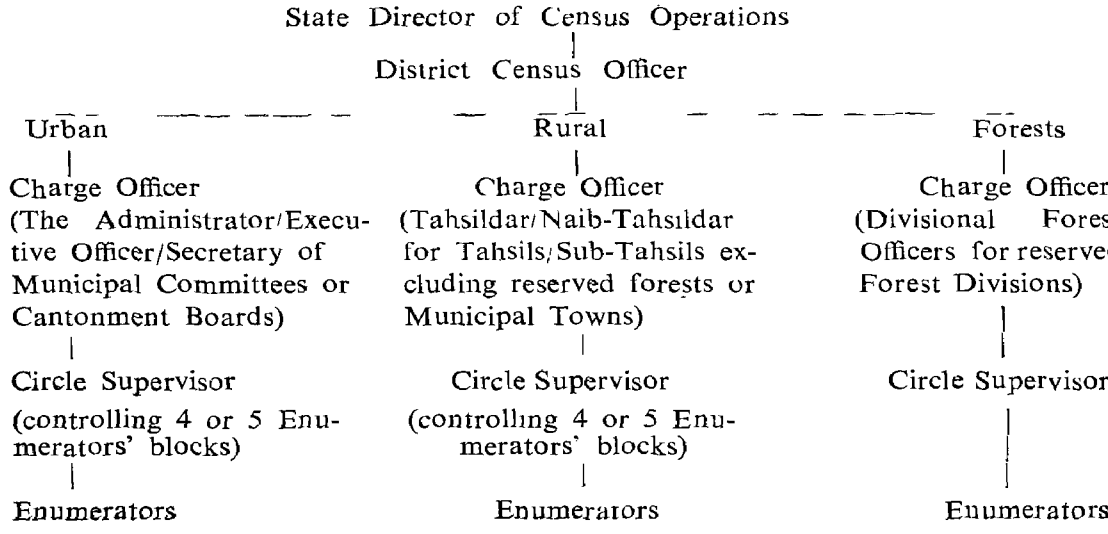
(6) The Reserved Forest Area will be divided into Supervisor's circles and Enumerator's blocks.

The pyramid of (a) territorial jurisdiction and (b) enumeration hierarchy on the above basis will accordingly be :

(a) Territorial Jurisdiction



(b) Enumeration Hierarchy



SPECIAL CENSUS AREAS OR CHARGES

11. Establishments like University Campus, Kurukshetra, Agricultural and Veterinary College, Hissar, Gopal Paper Mill. Jagadhri, Starch Mill Colony, Yamunanagar, Sugar Mill Colony Yamunanagar, Dairy & Research Institute, Karnal, Atlas Factory, Sonepat, Central Jail, Ambala, Railway Workshop, Kalka, Medical College Campus, Rohtak, Bharat Steel Tube, Ganaur (Rohtak Distt.) H.M.T., Pinjore, Police Lines, etc. will have to be treated as separate charges and the Chief Executive Officers of these Establishments will be appointed as their Charge Officers. I shall write you separately about the treatment of such areas, but you may in the meantime draw out a list of such establishments in your District, including those mentioned above, as you think should be treated as special charges. The list should be Tehsilwise and Townwise. Necessary particulars of the Chief Executive Officers of such establishments may also be collected and sent to this office immediately.

MAPS

12. After breaking-up the State jurisdiction in the manner indicated above, preparation of maps for each division down to the smallest unit is the next essential step. I have, therefore, already requested you *vide* this office letter No. Census-Hr-69/342, dated the 22nd February, 1969 to prepare the following jurisdictional maps

(*i*) Map for the District (Scale 1″=4 miles) showing with names (*i*) roads, (*ii*) railways, (*iii*) rivers, (*iv*) canals, (*v*) Tehsils, and (*vi*) location of urban areas,

(*ii*) Maps for each Tehsil (Scale 1″=1 mile) showing with names (*i*) roads, (*ii*) railways, (*iii*) rivers, (*iv*) canals, (*v*) rest houses, (*vi*) villages and their *hadbast* numbers and (*vii*) boundaries of urban areas; and

(*iii*) Maps for each Town (Scale 4″=1 mile or any bigger scale) showing (*i*) limits of the town, (*ii*) *hadbast* numbers of the villages falling all around but immediately outside the limits of the town, (*iii*) electoral ward boundaries with numbers, (*iv*) names of Mohallas/localities, roads, lanes, bye-lanes and blind lanes, (*v*) railways, (*vi*) bridges and (*vii*) important public places.

In order to have maps of smallest rural or urban units for which Census data is to be presented the notional and lay-out maps (on drawing paper of the size 30″ × 28″ or 15″ × 14″) are to be prepared under the Scheme on Permanent Housenumbering. Lay-out maps for Towns/Villages would *inter alia* show location of houses and would provide us valuable paper plans for conducting the future operations. Since these maps are all important, I suggest that no effort be spared to make them accurate and authentic.

CODE NUMBERS

13. The location code is the method by which every village or town in a Tehsil in every District is identified. Every household in a village or town is to be distinguished by a code number. Thus ultimately each Census household would be identified with the help of its code number.

14. The location code in rural as well as urban areas would consist of four elements. For example, the No. 2/4/76(8) in a rural area would represent the Enumerator's Block No. 8 in Village No. 76 in Tehsil No. 4 of District No. 2. Similarly, Code No. 4/VII/6(8) would represent Enumerator's Block No. 8 of Ward (or Mohalla or street/sector)

No. 6 of Town No. VII of District No. 4. It will be noted that the town number is given in Roman figures to distinguish it from the village number which is indicated by Arabic numerals. The Code numbers for Districts, Tahsils in a District, villages in a Tahsil and towns in a District are being finalised in this office with the help of jurisdictional maps and village lists received from you, in response to this office letters No. Census-Hr-69/342 dated the 22nd February, 1969 and No. Census-Hr-69/283, dated the 20th February, 1969. You will be informed of these Code numbers as soon as they are finalised.

15. The Household number would consist of three elements at the most, *viz.*, (*i*) building No. (*ii*) Census House No., if the building has more than one Census house and (*iii*) Household number, if a Census house has more than one Household. For example, Household No. 3(2)(b) would stand for (b) household of Census House No. (2) of building No. 3. In other words, Building No. 3 has more than one Census house *i.e.*, No. (1) and No. (2) and the Census house No. (2) has more than one household *i.e.*, No. (a) and No. (b). I shall dwell on this subject in greater detail shortly.

FORMATION OF ENUMERATOR BLOCKS AND SUPERVISOR CIRCLES

16. The houselisting operation is scheduled for February, 1970 and enumeration for February March, 1971. Thus the Enumerator blocks and Supervisor circles will have to be carved out twice; firstly for houselisting and then for enumeration. The formation of blocks and circles will be the principal task before the Charge Officers (Tahsildars/Municipal Administrators, Executive Officers or Secretaries) during September-October, 1969. The guiding principles for the formation of these blocks/circles are being communicated separately.

VILLAGE AND TOWN REGISTERS

17. Village and Town Registers are under print and will be forwarded to Charge Officers. In these will be kept an account of Enumerator blocks and Supervisor circles and names and particulars of Enumerators and Supervisors deployed therefor. The value of these registers need hardly be emphasised as they will help in keeping a close watch over the entire operation

PART III--CENSUS HIERARCHY

APPOINTMENT OF ENUMERATORS AND SUPERVISORS

18 As in the 1961-Census Enumerators who form the front-line force will be drafted from among the following ranks :

1. Patwaris
2. Teachers--all grades
3. Employees of local bodies
4. Forest Guards
5. Panchayat Secretaries
6. Gram Sewaks
7. Other field categories

The senior officials among the above mentioned categories of staff will be appointed as Supervisors. The State Government has been requested to issue directions to the field organisation to allow the deployment of their staff for Census work and to offer unstinted

co-operation in this national venture and you would receive instructions to this effect soon. The Census work will as usual be done by and large outside the office hours. But there may be occasions when the field staff may be deployed for Census work during office hours. On such occasions, the concerned field staff is to be treated as on duty. Secondly, the Government officers/officials drafted from various departments will have to be trained intensively to give them a clear idea about the various Census Schedules. The training classes will be organised as near to the place of their posting as possible. Yet the chances of their undertaking a little journey to a place nearby for receiving training or for any other Census work cannot be ruled out *in toto*. In the event of Government officer/official undertaking journey for Census work, the T.A. is chargeable to their respective Departments as was done at the time of second Pre-test of Census Questionnaires.

19. Although a person appointed as a Census Officer, including Enumerator or Supervisor under the Census Act,1948 is bound to serve as such and in the event of default will be liable to be proceeded against in a Court of Law, yet it would be better to get his participation by executive order, specially if it is made clear that his performance in the Census field will be reflected in his annual confidential reports both for 1969-70 and 1970-71.

20. You have already been requested *vide* this office letter No. Census-Hr-69/1917, dated the 4th August, 1969 to draw out an inventory of staff to be appointed for house-listing operation. The list of such personnel is to be 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 the 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. Secondly, the purpose behind the inventory of staff is to form a clear idea about the man-power available in the field and to locate areas where requisite number of Government officials are not available for Census work so that to such areas staff may be diverted from the contiguous areas where it is available over and above our requirement. The inventory of staff may please be sent to my office as early as possible.

21. The quality of Census work largely depends upon the educational qualifications of the Enumerators and Supervisors. You may, therefore, keep this factor in view while appointing Enumerators and Supervisors.

22. Your District Census Officer will be delegated powers under the Census Act to issue appointment letters to the Enumerators and Supervisors as selected by you. Sufficient number of printed copies of the appointment letters will be supplied to you by this office at the appropriate time.

APPOINTMENT OF DISTRICT CENSUS OFFICERS AND CHARGE OFFICERS

23. As recommended by you, your District Development & Panchayat Officer is going to be notified as Additional District Census Officer to supervise. on your behalf, the taking of Census in your District. I am also moving for the appointment of Sub-Divisional Officers (Civil) in your District as Sub-Divisional Census Officers. The State Government is going to be approached to notify the appointment of District Census Officers during this month.

24. Alongwith that of the District Census Officers, the appointment of Charge Officers will also be notified. You were requested *vide* my D.O. letter No. Census-Hr-69/88, dated the 24th April, 1969 to forward to me the particulars of officers whom you wish to be appointed as Charge Officers both in rural and urban areas. Replies have been received from all the Districts except Rohtak As soon as recommendations of the Deputy Commissioner, Rohtak are received, the Charge Officers will also be notified in Haryana Government Gazette.

HONORARIUM TO ENUMERATORS/SUPERVISORS/CHARGE OFFICERS/DISTRICT CENSUS OFFICERS

25. Though the principle of honorary enumeration would not be departed from, the grant of some honorarium out of the Central Government funds to all categories of Census Officers is being contemplated so as to provide them incentive to do the work with the required zeal. I shall inform you about the quantum of honorarium to be given to each category of staff as soon as a decision is arrived at.

GRANT OF AWARDS

26. As in the 1961-Census, those Enumerators and Supervisors who show out standing zeal will be awarded bronze or silver medals or Census certificates.

CLERICAL ASSISTANCE

27. As the State officers and their office establishments who will be associated with the Census operations in their areas, are heavily worked it has been decided to provide some clerical assistance to the District, Tahsils establishments and also to some urban local bodies so as to help them in carrying out the Census operations in the correct way and according to the schedule. The clerical assistance at the time of the Census will be available at the following scale :

District Census Offices:	U.D.C.	1
	L.D.C.	1
	Peon	1
Tahsil Offices:	L.D.C.	1
Cities between 1 -2 lakhs of population	U.D.C.	1

Since there are no posts of U.D.Cs. and L.D.Cs. in the District hierarchy, the post of Assistants and Clerks will be provided. I have moved the Secretary to Government, Haryana, Local Government Department, to create the following posts with effect from 1st November, 1969 to last upto the end of May, 1971:

Designation of post	*No. of post*	*Remarks*
(1) Assistants	8	One post each for the 7 Districts and one post for Ambala Cantonment
(2) Clerks . ..	39	7 posts for Districts and 32 for the Tahsils
(3) Peons	7	One each for the 7 Districts

The staff to be provided against these posts will be treated as part of the District Tahsil, Urban Local Body establishment and their pay and allowances will be borne by the Government of India.

28. Since the clerical staff to be provided in your District will have to bear the major brunt of the Census work, it is necessary that raw hands should not be posted against these posts. I am, therefore, to suggest that you may divert against these posts from your existing establishment such officials as are known for hard work and are in a position to put in sustained labour.

PART IV—OPERATIONAL

29. For the successful conduct of the ensuing Census the field operation has been divided into two parts :

(*a*) Houselisting Operation; and

(*b*) Enumeration

The Houselisting Operation will be conducted from the 1st February to the 28th February, 1970. Enumeration will start from 10th February, 1971 and end on 28th February, 1971 to be followed by revisional rounds from 1st to 3rd March, 1971, so as to bring the data up-to-date as at sunrise of 1st March, 1971 (Reference date for the 1971-Census). The houseless persons will be enumerated during the night between 28th February and 1st March, 1971.

(*a*) *Houselisting operation :*

30. I shall write you at the appropriate time giving you detailed instructions about the houselisting operation. I have already for sometime past written to you about the implementation of Scheme on Permanent Housenumbering. In this behalf your attention is invited to State Government letter No. 8206-IC-II-68 29402, dated the 12th December, 1968 with which the state Government approved the scheme and required its implementation in consultation with this office The expenditure involved has been declared by the State Government as a fit charge on the Municipal as well as Panchayat Funds. A good deal of ground has already been covered. I am eagerly awaiting your report about the final implementation of this scheme both in urban and rural areas. This will go a long way to help in our Houselisting operation. You may, therefore, issue instructions to all concerned to hurry up with the final touches.

(*b*) *Enumeration* ·

31. Suitable instructions about this operation will be issued at the appropriate time.

TRAINING

32. Since there will be two operations, *viz.*, Houselisting and Enumeration, the field staff will have to be imparted training twice before start of these operations. Training classes will be arranged for the benefit of District Census Officers in November/December, 1969 and September/October, 1970 where various concepts and definitions of terms used for Census operations will be explained. Sample Census will also be arranged at these training classes so as to ensure that District Census Officers have

thoroughly grasped the know-how for filling up the Census Schedules. The District Census Officers will, in turn, impart training to the Charge Officers, Circle Supervisors and Enumerators. The utility of training classes needs hardly to be emphasised as the success of the Census operations depends largely upon their intensity and thoroughness. Roll-up black-boards would be provided by this organisation for the training classes.

PUBLICITY

33. It takes two to make a Census: the citizen and the Enumerator. The success of a Census depends on the intensive training of the enumeration staff and the co-operation of the public. The citizens' role in Census is, perhaps, more important than that of the Enumerators in the Census, since, by and large, it is for the citizens to understand the questions and to give the correct answers. The citizens should be fully informed of the objectives, utility and contents of the Census. An effective publicity programme through Newspapers, Radio Talks, Posters, School Lessons, Block Extension Service, Film Strips and various other media would be launched at the appropriate stage. I may, however draw your attention to the recommendation made at the Second Conference of the Haryana District Census Officers held at Delhi on 19th April, 1969 that the Municipal Commissioners should be asked to make people Census conscious by organising meetings in their respective Wards. You might, therefore, use this agency with benefit.

PROVISIONAL POPULATION TOTALS

34. Efficiency of our enumeration agency will be tested by the speed with which we transmit provisional population figures to the Registrar General, India. The revisional round is scheduled to be completed by 3rd March, 1971. If Enumerator's Abstracts prescribed for the next Census are carefully posted by the Enumerators and if an efficient system of relay is organised, it should be possible for us to transmit the provisional population totals almost immediately after the completion of Census enumeration.

CENSUS CALENDAR

35. For an operation of such a magnitude it is necessary to keep the entire Census organisation keyed up at a complete state of readiness to launch on the Census enumeration as programmed. Each stage is to be thoroughly thought over. Dates are to be fixed for completion of each stage. Since Census is a time-bound operation, any delay, howsoever small, at any stage, could upset the entire operation. After thorough consideration, a Census calendar for 1971-Census has been devised. You may kindly go through the Census calendar carefully and impress upon all concerned that various preparatory measures of the Census enumeration shall have to be completed by the targetted dates.

36. This letter would give you a comprehensive idea of the task before you. The Central and State Governments attach utmost importance to the successful completion of the operation I am sure you would do your best to make it a grand success.

With regards,

Yours sincerely,
Sd/—
I. E. N. Chauhan

All Deputy Commissioners in Haryana State.

(Vide Section XIX -Para 2)

D. O. NO. CENSUS-HR-69/2646
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

I.E.N. CHAUHAN, I. A. S.

DIRECTOR OF CENSUS OPERATIONS, HARYANA,
35, SECTOR 10-A, CHANDIGARH-11.

Dated the 1st October, 1969.

Subject . Circular No.II –Formation of Special Charges.

My dear

Kindly refer to para 11 of my D.O. letter No. Census-Hr-69/2383, dated the 12th September, 1969, regarding formation of Special Areas/Charges. Here I propose to dwell at length on the procedure to be followed for carving out Special Charges.

Definition of Special Areas, Establishments

2. An Area/Establishment having the following ingredients may qualify to be treated as a "Special Area"

(*i*) It should have a distinct identity with clearly defined boundaries and fall within a municipal town or revenue estate(s);

(*ii*) It should be under the exclusive charge of an independent administrative authority other than the local municipal or revenue authority and

(*iii*) It should not only have administrative building(s) but also residential quarters, chummeries, etc., having population between 600 and 750 persons. Areas, Establishments having lesser population, say upto 200 persons each, can in special circumstances be treated as special charge if otherwise fully satisfying the conditions as laid down above.

Areas/Establishments satisfying the above criteria are to be put under the charge of Special Charge Officers who will be the Chief Executive Officers of such areas/establishments and they will be directly responsible to the Sub-Divisional Census Officer/Additional District Census Officer/District Census Officer in the same manner as in the case with normal Charge Officers (Tahsildars for rural areas and Chief Executive Officers for Municipal Areas).

Aim for creating Special Charges

3. The idea behind the creation of Special Charges for the above mentioned areas is to ensure proper conduct of Census operations in them because the normal Charge Officers might not be able to exert their influence on the personnel of the Special Areas' Establishments. At times, the official status of normal Charge Officers may not be equal to that of the Chief Executive Officers of the Special Establishments and, therefore, they will not be able to secure compliance of various instructions. Thirdly, the civil personnel may not have free access to some areas or establishments on account of security or other reasons. Thus the balance of advantage lies in appointing Special Charge Officers or Special Areas/Establishments who will be fully responsible for taking the Census in their charges by appointing Supervisors and Enumerators from among their own staff.

Small Institutions/Factories may not be treated as Special Charges

4. Small Orphanages, Rescue Homes, Jails, Reformatories, Children Homes, Boarding Houses, Messes, Chummeries, etc. need not necessarily be treated as Special Charges, as such small institutions can be treated as a part of an Enumerator's block. If the Chief Executive Officers of such institutions are Government servants, they or any of their representatives, can be appointed as Circle Supervisors for four or five blocks including the block in which any of such institutions fall. If the institutions are run by private bodies, their Chief Executive Officers can,if necessary, be made to co-operate with our Enumerators/Circle Supervisors by the issue of an order under Section 7 of Census Act 1948. Small factories can also be treated similarly.

Listing of Special Areas/Charges

5. Thus the Special Areas/Charges should be big enough to satisfy the definition given in para 2 above. The guiding factor for earmarking such areas/establishments is not only their big size but also their independent administrative machinery not directly falling under the administrative control of local Municipality or Tahsildars. Examples of such areas may be, (*i*) big railway colonies, (*ii*) police lines, (*iii*) big hospitals, (*iv*) big jails, (*v*) University Campus with Boarding Houses, (*vi*) Industrial Townships administered by private or public undertakings, etc.

6. As already intimated, University Campus, Kurukshetra, Agricultural & Veterinary College, Hissar, Gopal Paper Mill, Jagadhri, Starch Mill Colony, Yamunanagar, Sugar Mill Colony Yamunanagar, Dairy & Research Institute Karnal, Atlas Factory, Sonepat, Central Jail, Ambala Railway Workshop, Kalka, Medical College Campus, Rohtak ,Bharat Steel Tube, Ganaur (Rohtak District), H.M.T., Pinjore Government of India Press Colony, Faridabad, Hindustan Glassware Factory and Hindustan Sanitaryware Factory near Bahadurgarh, Haryana Armed Constabulary First & Second Bts., Ambala and Nilokheri, respectively, other big Police Lines, Central Reserve Police Lines, if any, etc., may qualify to be treated as special areas. I have already requested you to draw out a list of such establishments falling in your district as also of the names

of their Chief Executive Officers. The particulars of such establishments may be collected in the following proforma:

Particulars of Special Areas, Establishments in ..... District

Sr. No.	Name of Area/Establishment	Approximate population	Location of Area/Establishment: Name of Tahsil	Location of Area/Establishment: Name of village(s) with H.B. No.(s) if falling in rural area	Location of Area/Establishment: Name of town with electoral ward No.(s) if falling in urban area	Name of Chief Executive Officer of the area/establishment with exact designation and Telephone No.
1	2	3	4	5		

Particulars of the staff employed in the Area/Establishment

Name	Designation	Educational qualifications	Present residential address
8	9	10	11

The smallest unit, for which Census data will be presented, is a revenue village for rural areas and municipal electoral ward/Enumerator's block for urban areas. It is, therefore, necessary to specify the exact location of each of the special areas/establishments as the Census data regarding the population residing therein will have to be added to rural or urban areas around it. To be exact, if a special area/establishment falls within the boundaries of a single revenue estate or electoral ward of a Municipal Committee, there will be no problem and data will simply be added up to the data of the concerned revenue estate or municipal electoral ward. But if a special area/establishment extends beyond the limits of a single revenue village or municipal electoral ward, its parts falling within various villages or municipal electoral wards will be treated as independent special areas/establishments, though remaining under the charge of Special Charge Officer for such special area/establishment.

Railway Colonies

7. Small Railway Stations falling in rural or urban areas can be tackled by our Enumerators/Circle Supervisors but in the case of big Railway Stations and big Railway Colonies, we shall have to seek the help of railway authorities. The Secretary, Railway Board, New Delhi has issued directions to all the General Managers, All Indian Railways to co-operate with the civil authorities in the conduct of Census and that railway servants undertaking journey(s) in connection with Census work will be treated as on duty and their travelling allowance will be borne by the Railway administrations. You may please contact the Railway authorities falling in your jurisdiction in order to finalise the arrangements for taking of Census in the Railway areas establishments including big Railway Stations and Colonies. If big Railway Stations/Colonies are to be treated as Special Charges, their particulars as mentioned in para 6 above may be obtained and forwarded to this office forthwith.

Census in Cantonments and strictly Military Areas

8. Cantonment areas and strictly military areas are special areas with distinction due to security reasons. They, therefore, need cautious handling.

9. The Military areas can be divided into two categories for the purpose of Census Operations :

(*a*) Cantonment Stations; and

(*b*) Non-Cantonment Stations.

(*a*) *Cantonment Stations*·

The Cantonment Executive Officer will be over-all in-charge of Census Operations in Cantonment areas. He will demarcate on a large scale map of Cantonment Stations the boundaries showing the following areas:

(*i*) Civil Areas;

(*ii*) Military Areas; and

(*iii*) Air Force Areas.

Special care will be taken in demarcating the areas to avoid any overlapping/missing out areas/houses. The responsibility of Census Operations (Houselisting and Enumeration) in the above mentioned areas will be of the Cantonment Boards, Station Headquarters and the Air Force Headquarters, respectively. The officers detailed for the

above mentioned areas will be responsible for preparing the houselists and the enumeration of all the personnel in their respective areas. Selection of officers will be made, as far as possible, out of those who are not likely to be posted or moved before March, 1971. Names of officers who will be acting as Military Census Officers in the Military and Air Force areas are being obtained from the respective Headquarters and will be communicated to you in due course. You will have to keep a close contact with these officers. These officers would provide the lists of Supervisors and Enumerators to be appointed in their areas for whom training classes will have to be arranged by you.

(*b*) *Non-Cantonment Stations :*

Such areas can further be sub-divided into (*i*) Non-Operational; and (*ii*) Operational areas. At the time of 961-Census, the Ministry of Defence issued instructions for the conduct of Census Operations in such areas *vide* their letter No. F.21(1)/59/D (Co-ord), dated the 8th August, 1960. These instructions would hold good for the ensuing Census also. If the instructions undergo some change, you will be apprised of it in due course You may, however, establish contact with the Commanding Officers of units falling in your jurisdiction.

10. I am sure some headway must have been made by now to list out special areas/establishments falling in your District. I shall be grateful if you could kindly direct your District Development & Panchayat Officer to bring the particulars about the proposed Special Charges of your District in the proforma given in paragraph 6 above for discussion with me when he comes here on 9th and 10th October, 1969 to attend the Second Conference of Additional District Census Officers so as to finalise the arrangements for houselisting in special areas/establishments.

With regards,

Yours sincerely,
Sd/-
I.E.N. Chauhan

All Deputy Commissioners in Haryana.

(Vide Section XIX -Para 2)

D.O. NO. CENSUS-HR-69/2747
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

I.E.N. CHAUHAN, I A S.

DIRECTOR OF CENSUS OPERATIONS, HARYANA,
35, SECTOR 10-A, CHANDIGARH.
October 11, 1969.

Subject : Circular No. III -Allotment of Code Numbers and formation of Blocks and Circles for Houselisting.

My dear

Kindly refer to paragraphs 13-16 of my D.O. letter No. Census-Hr.-69/2383, dated the 12th September, 1969 regarding Location Code Numbers and formation of Enumerators' Blocks and Supervisors' Circles. In this circular I am going to elaborate the two points still further :

Location Code Numbers

2. For each State a system of Code Numbers is worked out under which each District bears a fixed Number and within each District every Tahsil bears a distinct Number, and within each Tahsil, every village is allotted a Number. The towns are allotted numbers in one series for each District and are distinguished by allotting a number in Roman figures while the rural villages are denoted by Arabic numerals. Thus the code in rural as well as urban areas would have four elements separated by an oblique stroke.

Rural Areas

3. Out of the four elements of the code for rural areas, the first would represent a District Number, the second Tahsil Number, the third the Village Number and the fourth the Enumerator's Block. This will be given in brackets. For example,

"2/4/76/(8)"

Here the figure '2' stands for District, '4' for Tahsil,'76' for the Village and '8' (in brackets) for the Enumerator's block. After the Districts in the State are serialised preferably in the order of contiguity, the Number thus allotted to each District becomes applicable to both urban and rural Location Codes. The Tahsils in each District are serialised in a convenient order and allotted a Number accordingly. It should be noted that the serial Number of Tahsils will be limited to each District only and will not run continuously for the entire State. Similarly, all villages are serialised in a Tahsil. This would follow a pre-determined order beginning from the north-west point of the Tahsil and following it in a serpentine way keeping the geographical contiguity down to the south-east point. The Enumerators' Blocks are to be serialised in one sequence for the entire Tahsil.

Urban Areas

4. The urban Location Code will also have four elements representing District Number, Town Numbe /Ward Numbei 'Enumerator's Block Number. The number allotted to the town will be in Roman figures and the towns will be serialised for each District separately. In the third element of the Urban Code, there may be a few alternatives. In Municipal Towns, there would be Wards the Number allotted to the Ward by the Local Body should be accepted for the Code. In some towns there may be no wards, but Sectors, Mohalls or Streets. These should be serialised and allotted a Number to be used as a third element of the Code. The Enumerators' blocks are to be serialised for the town as a whole and each block allotted a number. Thus the Urban Code Number will be something like this,

"4/VII/6(8)"

Here '4' represents the District number, 'VII' the Town Number, '6' the Ward (or Sector/Mohalla/Street) Number and '8' (within brackets) the Enumerator's Block number for a particular town.

5. In the light of instructions as explained in the foregoing paras. Location Code Numbers for the District, Tahsils/Towns/Villages have been finalized in my office as per lists enclosed. The Village Lists are being forwarded in duplicate.

Checking of Village List

6. The Code Numbers have been allotted to villages in each Tahsil of your District on the basis of village lists and Tahsil jurisdictional maps received from you and also keeping in view geographical contiguity of the villages. These lists should be carefully checked by the respective Tahsildar who should also then certify that:

(*a*) all the villages falling in their Tahsil have been included in the list and no village has been left out;

(*b*) names and *hadbast* numbers of the villages have been shown correctly; and

(*c*) code numbers allotted by this office maintain geographical contiguity of the various villages.

In case some change in the list s necessary that may be carried out in both the copies of the village lists. The duplicate copy of the village list may be returned to this office immediately after getting the certificates noted above signed by the Tahsildars concerned.

Six types of Charges

7. For Census purposes a District can be divided into the following types of Charges at the most:

(*i*) Rural Charge comprising all the villages in a Tahsil excluding Towns, Forest Areas and Special Charges

(*ii*) Urban Charge *i.e.* each Town/Cantonment excluding Special Charges

(*iii*) Reserved Forest Charge comprising Ambala Forest Division

(*iv*) Special charges to be declared as such by this office

(*v*) Static Military Areas like air force areas and permanent Military Areas around Cantonments

(vi) Non-static Military Areas *i.e.* non-operational and operational areas.

These Charges are now to be further sub-divided into Supervisors' Circles and Enumerators' Blocks for the ensuing houselisting operation.

Village and Ward boundaries to be respected

8. But before going into the carving of blocks and circles, I would like to draw your attention to a few fundamentals which are to be followed as far as possible. Census data is to be presented (Enumerator's) block-wise whether for a village or a town. The next bigger unit for presenting the data would be a village for rural areas and a ward for towns. Thus while carving out blocks, boundaries of villages and wards should in no case be transgressed *i.e.*, it will be fundamentally wrong if we form a block having boundaries cutting across the boundaries of two villages or two wards.

Standard size of Houselisting block

9. Enumerator's block at the time of actual enumeration (February—March, 1971) will be so clipped so as to contain population of 750 persons in rural areas and 600 persons in urban areas. But the houselisting operation is concerned more with the houses than the persons living therein. So the basis for carving out houselisting blocks should be houses rather than the population. Moreover, houselisting is a simpler operation and is to last for much longer period as compared to the enumeration. Thus an Enumerator can easily handle a bigger block. It has, therefore, been decided that Enumerator's block for houselisting may consist of 250- -300 houses. In exceptional circumstances we can go up to 350 houses at the most. In the village lists, population as well as number of dwellings (*i.e.* occupied houses other than factories, shops, etc.) as recorded at the 1961-Census have been shown for each village so as to facilitate the carving out of houselisting blocks. Under the Scheme on Permanent Housenumbering, lay-out maps for each ward of a Town and each Village should be available with you. The maps can be of much help in giving you an exact idea about the number of houses in each ward or village. These maps should, therefore, be used invariably for carving out houselisting blocks both for rural and urban areas. However, in case these maps are not ready as yet, the number of houses shown in the village list may be inflated by 50 per cent so as to form a basis for houselisting blocks. But, I am sure, such cases will be few and far between. In the case of urban areas the blocks will have to be carved out on the basis of lay-out maps of wards alone as the wards of 1961-Census may not conform to the present wards.

Responsibility for carving out blocks/circles

10. The responsibility for carving out the Enumerators' blocks and the Supervisors' circles will be that of respective Charge Officers. In the case of Rural Charges, the Tahsildars concerned should do this job with the help of their Kanungos and Patwaries and the Tahsil Jurisdictional map. In the urban areas, the Chief Executive Officers should formulate blocks and Supervisors' circles with the help of their municipal staff. Similar action will also be taken by the remaining Charge Officers. The Charge Officers under you should, therefore, be issued directions to take up this work on top priority basis.

Procedure to be followed for carving out blocks in various types of charges

11. I may now lay down the procedure to be followed in each type of charge for carving out of houselisting Enumerators' blocks and Supervisors' circles in the light of instructions noted in preceding paragraphs.

(i) RURAL AREAS

12. Villages with houses between 250 and 300 in number will pose no problem as they will form one block. In exceptional circumstances villages with more than 300 but less than 350 houses can also be treated as one block. Such a contingency can arise in the case of villages where houses are scattered all over the revenue estate and no geographical blocks can be carved out.

13. There would be small villages which may not have population of the optimum workload of an Enumerator. In such cases, each small village should constitute an Enumerator's block and wherever necessary more than one such blocks could be entrusted to an Enumerator. The Enumerators should be asked to keep the records of each block (each constituting an individual village) separately and fill up the necessary documents blockwise.

14. Big villages will be divided into viable blocks keeping in view the number of houses in each and also the alignment of streets or Mohalla/Patti boundaries.

15. Five Enumerators' blocks clubbed together would form a Supervisor's circle to be put under the charge of a Supervisor. But there will be no objection if a circle is constituted of four or six Enumerators' blocks in exceptional circumstances.

(ii) URBAN AREAS

16. The carving out of blocks in urban areas would be easy as municipal authorities are already aware of the number of houses contained in each ward. Blocks can be clipped for every compact area in a ward having 250- -300 houses. The boundaries of blocks should be well defined so as to avoid over-lapping of block boundaries or leaving out of some houses. It would be better if the Enumerator's block could be differentiated by some important land marks, geographical boundary, street or mohalla. Supervisors' Circles may be formulated in the same manner as in the case of rural areas.

(iii) RESERVED FOREST CHARGE

17. There will be only one reserved forest charge *i.e.*, in Ambala District. The Reserved Forest Area is already divided into Ranges. Each Range can be treated as an Enumerator's block as it is not likely to have many houses. Since the Forest Ranges will be large in areas each range may also be treated as a separate Circle.

(iv) SPECIAL CHARGES

18. Special charges falling in rural or urban areas will necessarily be smaller as compared with rural or urban charges. In view of this the formation of (houselisting) blocks in them would largely depend upon their size. If a special charge is big enough it can be divided into one or two blocks. Small special charges will constitute one block and one Supervisor's circle each, irrespective of the number of houses they contain.

19. If a special charge extends beyond the limits of a revenue village or municipal electoral ward, its parts falling within various villages or municipal electoral wards will

be treated as independent special charges of respective villages or electoral wards though remaining under the control of Special Charge Officer.

(v) STATIC MILITARY AREAS

20. Civil areas in Cantonments will be treated in the same manner as other Municipal Areas. Military Areas and Air Force Areas in Cantonments will also be treated as independent charges under the control of respective Military Census Officers and they will be divided into Enumerators' Blocks and Supervisors' Circles exactly in the same way as in the case of Towns.

(vi) NON-STATIC MILITARY CHARGES

21. So far the decision is that houselisting operation should not be conducted in non-Static Military Areas. But the matter is further under the consideration of Registrar General, India and final decision will be communicated to you in due course.

Co-ordination between various Charge Officers

22. Since there will be various Charge Officers responsible for carrying out Census operations within their jurisdictions, it is necessary for you to demarcate clearly the boundaries of their charges so as to obviate chances of over-lapping or the leaving out of areas The various Charge Officers should, therefore keep in close touch with each other and be quite clear about their boundaries. Rural and urban Charge Officers should meet and decide as to how the population lying on the borders of their charges is to be treated. I may mention that in the case of expanding towns some new *abadis* suddenly spring up in close proximity. If the *abadi* falls outside the Municipal limits, it will be for the concerned Rural Charge Officer to deal with the population. Since such *abadis* are in close contiguity of the municipal limits they sometimes blur the demarcation line. The Charge Officers concerned of such towns should meet the Tahsildars concerned so as to form a clear idea of the *abadi* within and without the town. Similarly, in the case of Cantonments where Civil, Military and Air Force areas will have to be demarcated, it is necessary that every caution is taken to avoid over-lapping.

Numbering of Enumerators' Blocks and Supervisors' Circles

23. The Enumerators' blocks in rural/urban charges will be numbered off in one series separately. Similarly the Supervisors' circles will bear separate serial numbers in the respective charges.

Filling up of Charge Registers

24. Each Charge Officer is supposed to maintain a Charge Register which will contain details of Enumerators' blocks, Supervisors' circles and the staff appointed therefor. Besides, an attendance register will also be maintained by them to keep a record of training classes attended by the Enumerators and Supervisors and also the amount of honorarium paid to each one of them. These registers will be forwarded to you shortly. These may please be passed on to the Tahsildars, Chief Executive Officers of Municipal Committees, etc. After the formation of blocks/circles, and finalization of names of officials to be appointed as Enumerators/Supervisors, the persons concerned may be asked to fill the Charge Registers in triplicate. They may keep one copy with them and pass on the other copy to you and the third to my office for record. Appointment letters to be issued to Enumerators and Supervisors are under print and also will be supplied to you shortly.

25. The training programme for houselisting is to start shortly and it is necessary that formation of blocks/circles and appointment of Enumerators/Supervisors is completed by the end of this month. I shall, therefore, be obliged if you could impress on all concerned to take action immediately.

With regards,

Yours sincerely,
Sd/—
I.E.N. Chauhan

All Deputy Commissioners in Haryana.

(Vide Section IV -Para 2, Section VIII- -Para 10, Section XII- -Para 33 and Section XIX -Para 2)

D.O. No. Census-H.R: 70/90
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

I.E.N CHAUHAN, I.A.S. DIRECTOR OF CENSUS OPERATIONS AND EX-OFFICIO SUPERINTENDENT OF CENSUS OPERATIONS, HARYANA, 35, SECTOR 10-A, CHANDIGARH-11.

January 4, 1970.

Subject: Circular No. IV—Houselisting Operation—Instructions for.

My dear

Kindly refer to para 30 of my D.O. letter No. Census-Hr-69/2383, dated the 12th September, 1969 (Circular No. I), regarding Houselisting Operations. In this Circular, I propose to discuss the various aspects of the Houselisting Operations which are going to commence with effect from 1st February, 1970.

I. ORGANISATIONAL

Preliminaries :

2. As a preliminary to houselisting we have already implemented in the State the Scheme on Permanent Housenumbering, both in rural and urban areas. Unlike previous Censuses where temporary numbers used to be provided to buildings and Census houses, the permanent numbers now affixed to most of the buildings including kacha and pucca structures in the State in a pre-conceived manner should go a long way to smoothen our work and to yield better results.

3. This Houselisting Operation is not the end in itself; the end is to have a population count in February, 1971 the success of which will depend upon the accuracy with which the Houselists have been prepared. However, the Houselist will help us to have a complete record of all the buildings, Census houses and Census households. it will also provide valuable data about the purpose for which each Census house is used, and of the number of Census houses used as workshops and establishments engaged in productive processes, trading and other services. To meet the requirements of the National Buildings Organisation, advantage is taken of the Houselisting Operation to obtain useful information about the material of which the Census houses are constructed, the number of living rooms in the occupation of each household and whether the households live in owned or rented houses. Lastly, the Houselist gives us a preliminary idea about the population, as it exists at the time of Houselisting. Hence the importance of the Houselisting Operation cannot be too strongly stressed.

4. Before actually starting the Houselisting Operation we have to go through a number of organisational preliminaries for which I have been writing you in the past.

I am glad that the work regarding formation of blocks and Supervisors' Circles has been completed in your District. In most of the cases the Circle Supervisors and the Enumerators have been appointed and in case your District is lagging behind in any way, I earnestly request you to ensure that the leeway is made up at once. Side by side with the appointment of Circle Supervisors and Enumerators, the Charge Registers also had to be filled up in triplicate; one copy thereof was to remain with the Charge Officer, one with you and the third to be despatched to my office. I have so far received only a couple of them. I do hope that these registers are ready and on their way to my office. You may kindly check this up in your office.

5. The task of drafting staff for Census work from various Departments is the next requisite. There might be sporadic cases af Enumerators/Circle Supervisors falling ill or proceeding on long leave under some unavoidable circumstances. In such cases fresh hands should be drawn up from the reserves at once so that they can get into position well before the Operation.

Distribution of Houselist Forms, Establishment Schedules, Instructions for filling them up, etc.

6. The following Census material has already been sent to you either through a special messenger or through other agencies :

(1) Booklets containing Instructions to Enumerators for Houselisting;
(2) Houselist Forms;
(3) Establishment Schedules;
(4) Houselist Abstracts to be filled by Charge Officers;
(5) Houselist Abstracts to be filled by Enumerators;
(6) List of Scheduled Castes in Haryana State; and
(7) Copies of Census Act or Extract of Section 11 thereof.

The list of typical industries for the guidance of Enumerators for filling up column 7 of the Establishment Schedule will be sent to you shortly.

7. The "Instruction Booklets" might have already been distributed by you amongst the Charge Officers and the Charge Officers might have further passed them on to the Circle Supervisors and the Enumerators along with the appointment orders. The 'Instruction Booklet' is itself fairly exhaustive and I need not dwell on it any further. I am sure you would like to make yourself familiar with every page and line.

8. As regards the distribution of Houselist Forms, Establishment Schedules, etc., the bundles already forwarded to you have been packed for each Charge separately. In case of urban charges, however, the material has been packed in one or more bundles bearing the names of the urban charges to which they pertain to. But in those bundles the material for each urban charge has been packed separately so as to facilitate their distribution amongst the concerned Urban Charge Officers. You have simply to pass on the bundles/packages meant for each rural/urban charge to the respective Charge Officers.

9. After these bundles/packages are received by the respective Charge Officers, they should count the forms so as to ensure that the number of forms meant for them have been sent correctly.

10. The Charge Officers should further distribute the Houselist Forms, Establishment Schedules amongst the Circle Supervisors and the Enumerators at the time of their last Training Class and not earlier than that except where indicated otherwise, as per tentative scale given below :

(*a*)	*Forms to be given to each Enumerator on duty (other than the reserve)*	
	(*i*) Houselist Forms	18
	(*ii*) Establishment Schedules	4 or 2 per block if there are more than 2 blocks with an Enumerator
	(*iii*) Houselist Abstracts	1 per block (If an Enumerator has more than one block, he should be asked to prepare Houselist Abstracts for each block separately)
	(*iv*) List of Scheduled Castes	1 *
	(*v*) List of typical industries .. .	1 *
	(*vi*) Copies of Census Act or Extract of Section 11 thereof	1 *
(*b*)	*Forms to be kept in reserve with each Supervisor on duty (other than the reserve)*	
	(*i*) Houselist Forms	20
	(*ii*) Establishment Schedules	10
	(*iii*) Houselist Abstract for Enumerators ..	2
	(*iv*) List of Schedule Castes	1
	(*v*) List of typical industries	1 *
	(*vi*) Copies of Census Act or Extract of Section 11 thereof.	1 *

11. The material supplied to the Charge Officers is over and above the requirements of each Enumerator/Supervisor calculated on the scale mentioned above. The balance left with the Charge Officers should be carefully preserved and may be made available to the Supervisors or Enumerators, if and when required. However, in case the Charge Officers still require more forms, they should collect them through special messenger from my office at Chandigarh in so far as the districts of Ambala and Karnal are concerned and from the office of the Deputy Director of Census Operations, Haryana, Regional Tabulation Office, Dalip Niketan, Delhi Road, Rohtak, in case of the remaining districts.

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*NOTE: The lists of Scheduled Castes and typical industries and copies of Census Act or extract of Section 11 thereof, may be distributed amongst the Circle Supervisors and the Enumerators including those kept in reserve at the time of the first or second training class with the direction that they should preserve them alongwith the 'Instruction Booklets' till the completion of the Operation. The Houselisting Forms, Establishment Schedules and Houselist Abstracts for Enumerators are not to be supplied to those kept in reserve. None of these forms should be used for training purposes.

12. The Houselist Abstracts for Charge Officers (printed in red) are to be retained by the Charge Officers and are to be filled in by them from the Houselist Abstract for the Enumerators on the receipt thereof after the completion of the Operation.

13. It may please be noted that Houselist Forms and Establishment Schedules are to be prepared in duplicate for each block separately.

14. The scale on which the Houselist Forms and Establishment Schedules are to be distributed amongst the Enumerators and Circle Supervisors has been prescribed keeping in view that an Enumerator will have to canvass these Schedules in about 300-350 Census houses. The Charge Officer is at liberty to increase or decrease the number of the forms to be supplied to each Enumerator according to the number of Census houses he is actually required to cover. If the Charge Officer distributes the forms according to actual requirement in each circle, he would avoid the contingency of their falling short with some Enumerators or remaining in excess with others. It may be impressed upon all concerned that the forms available with us are in a limited number and their misuse can adversely affect the Operation, as their printing at short notice will be almost impossible.

15. All these forms/schedules should be issued against receipt in 'Attendance and Form Register' already supplied to the Charge Officers.

16. The Schedules are to be filled in in Hindi as far as possible or in English and in no other language. It may be impressed upon the Enumerators that the forms should be filled in ink neatly and legibly. Over-writings and cuttings should be avoided.

II. OPERATIONAL

Training

17. I have already laid great stress on the training part of the Operation as its success largely depends on the intensity and thoroughness of the training. A State Level Training Conference was held at Ambala from 4th to 6th November, 1969 in which the District Census Officers, Additional District Census Officers and I.A.S./H.C.S. Administrators of urban local bodies were present. The Houselist Forms and Establishment Schedules were discussed column by column at length and the various concepts and definitions involved made clear. After this you organised Training Classes for Charge Officers at District Headquarters. Now the Training Classes for Circle Supervisors and Enumerators are being organised by the Charge Officers in their respective charges. You may kindly impress upon the Charge Officers that the aim of the Training Classes is to drill into the minds of the Supervisors and the Enumerators, who are to form the van-guard of the Operation, the various concepts. In particular, the distinction between a building, a Census house and a Census household, as well as between a Registered Factory, Household Industry and Unregistered Workshop and other establishments like Business Houses, Shops, Restaurants, Eating Places, Tea Shops, Offices, Cinema Houses, Temples, Barbers' Saloon, Schools, Hospitals, Railway Stations, etc. should be made clear. The list of Scheduled Castes as prepared according to the Presidential Order should be strictly adhered to while filling in column 10 of the Houselist. The Enumerator will have to write the name of the Caste in case of Scheduled Caste households as given in the list. Households returning their Castes other than those given in the list need not be recorded. A typical list of industries had been prepared

for the facility of the Enumerators in filling column 7 of the Establishment Schedule. This list is only illustrative. Instructions for filling up the Houselist Abstracts by the Enumerators and the Charge Officers are being sent separately.

18. As already advised, at least three Training Classes are to be organised for Supervisors and Enumerators by the Charge Officers. At the final Training Class, the Supervisors and Enumerators are supposed to fill in the blank forms given at the end of the Instruction Booklets which should then be checked by the Charge Officers. In case the Charge Officer finds some Enumerators or Supervisors deficient in any way, he should organise for them a special class so that nothing is left to chance.

19. Needless to say that each Enumerator should be conversant with District, Tahsil, Town/Village Code numbers and their Block numbers so that they may fill in these numbers correctly at the top of each Houselist and Establishment Schedule.

20. The attendance of the Circle Supervisor and the Enumerator at the Training Class should be recorded in the "Attendance and Form Register" by the Charge Officer.

Programme for Field Operation

21. The following will be the detailed programme for Houselisting Operation which should be followed carefully and meticulously :

Operation	*Date*
(*i*) Completion of Training Programme	20th January or latest by the 25th January, 1970
(*ii*) Distribution of Houselist Forms, Establishment Schedules, etc. to the Supervisors and Enumerators.	Between 20th & 25th January, 1970
(*iii*) Special meeting of Supervisors by the Charge Officers to impart last minute instructions and to ensure that required number of Forms/Schedules are available with each Enumerator	Between 27th & 30th January, 1970
(*iv*) Survey of blocks, marking of their boundaries, bringing up-to-date the House numbers and preparation of Lay-out maps by the Enumerators according to the Instructions Booklet	1st to 3rd February, 1970
(*v*) Report by the Supervisors to the Charge Officers that each Enumerator has completed the work at item No. (iv) above	4th February, 1970 at the latest
(*vi*) Canvassing of Schedules by the Enumerators	4th to 25th February, 1970
(*vii*) Preparation of duplicate copies of Houselist and Establishment Schedules by the Enumerators	26th to 28th February, 1970
(*viii*) Preparation of Houselist Abstracts by the Enumerators and passing on the record to Charge Officers through their Supervisors.	1st to 3rd March, 1970

(*ix*) (*a*) Preparation of Houselist Abstracts by the Charge Officers		
(*b*) Transmission of the following to the District Headquarters:		
(1) Houselist Abstracts prepared by the Enumerators as well as the Charge Officers;		3rd to 7th March, 1970
(2) One copy of the filled-in Houselist for each block; and		
(3) Both the copies of filled-in Establishment Schedules for each block.		

NOTE: The duplicate copy of the filled-in Houselist and Lay-out map for each block will be retained by the Charge Officers for carving out Enumerators' blocks for 1971 Census.

(*x*) Despatch of filled-in Schedules by the District Census Officers as received from the Charge Officers for:		
(*a*) all the urban charges in Haryana State; and	To the Office of the Director of Census Operations, Haryana,	
(*b*) rural charges of Ambala & Karnal Districts and	35/Sector-10A, Chandigarh-11	8th to 15th March, 1970
(*c*) for all the rural charges of Rohtak, Gurgaon, Mahendragarh, Hisar and Jind Districts.	To Deputy Director of Census Operations, Regional Tabulation Office, Dalip Niketan, Delhi Road, Rohtak	

Duties of Circle Supervisors and Enumerators

22. In order to pinpoint what is to be done by Circle Supervisor and Enumerator, I am giving below the guidelines to be followed by them:

(*a*) *Duties of Circle Supervisor:*

(*i*) He should attend to the Training Classes and read the 'Instructions to Enumerators for filling the Houselists and Establishment Schedules thoroughly and remove conceptual difficulties, if any;

(*ii*) He should establish intimate contact with the Enumerators appointed for his Circle and should note down their residential addresses;

(*iii*) He should ensure that instructions imparted by the Charge Officers are clearly understood by the Enumerators of his Circle;

(*iv*) He should keep the reserve quota of the forms given to him by the Charge Officers carefully and satisfy the additional requirements of Enumerators, if any, promptly. In case he needs forms over and above the reserve quota with him, he should immediately contact the Charge Officer;

(*v*) Before the actual Houselisting Operation, he should check up Enumerators' blocks to ensure that there is clear demarcation of boundaries, that buildings in each block bear either permanent or temporary numbers and Census houses in each building have also been given sub-numbers by the Enumerators with *geru*, and that lay-out sketches prepared by the Enumerators are accurate and all the houses are clearly plotted thereon.

(*vi*) He should send a report to the Charge Officer on or before the 4th February, 1970 positively that the Enumerators under him have (a) brought

the house-numbers in their blocks up-to-date; and (b) prepared lay-out sketches;

(*vii*) In actual Houselisting Operation, he should inspect atleast 25% of the Households in each block;

(*viii*) After the Operation is over, he should check up all the entries in the Houselists and Establishment Schedules as well as the Houselist Abstract and sign them in token of having made the required checking; and

(*ix*) The filled-in Houselists and Establishment Schedules, in duplicate, the Houselist Abstracts prepared by the Enumerators and the lay-out maps should be tagged and packed for each block separately and then passed on to the Charge Officer.

(*b*) *Duties of Enumerators:*

(*i*) He should attend all the training classes including the practical training class and grasp all the instructions contained in the Booklet thoroughly;

(*ii*) He should establish intimate contact with his Circle Supervisor and note down his residential address;

(*iii*) He should keep the Houselist Forms, Establishment Schedules, Houselist Abstract, etc., given to him by his Charge Officer carefully and see that no form is wasted. In case he needs extra forms he should ask for the same from his Circle Supervisor;

(*iv*) Before the actual Houselisting Operation, he should visit his block(s) so as to be absolutely familiar with his area and its extent. He should then check the building numbers in case permanent number plates already exist and bring them up-to-date by giving temporary numbers with *geru* to the newly sprung up buildings. In case permanent house-numbers have not been given, he should give house-numbers with *geru* to all houses according to the instructions contained in the 'Instruction Booklet';

(*v*) He should ensure that every Census house is given a sub-number in case there are more than one Census houses in a building;

(*vi*) He should prepare lay-out map(s) of his block(s) on a thick paper of 15′ × 14″ size showing the location of each house in his block(s) along with house numbers given to them;

(*vii*) He should then start canvassing of the Houselist and Establishment Schedule from 4th February and complete it by 25th February, 1970;

viii The Houselist and Establishment Schedules are to be filled up in Hindi as far as possible or in English and in no other language. These should be filled up in ink neatly and legibly. Over-writings and cuttings should be avoided;

(*ix*) He should prepare duplicate copies of the Houselist and Establishment Schedules from 26th to 28th February, 1970; and

(*x*) Lastly, he should prepare the Houselist Abstract on 1st March, 1970 and pass on the whole record to his Circle Supervisor.

The duties as mentioned above may kindly be brought home to the Circle Supervisors and the Enumerators.

23. The stage has now been set and I am confident that you and the other Census Officers in your district would strain all their faculties to make this important National Operation a real success.

Wishing you a Happy New Year and every success,

Yours sincerely,
Sd,
I.E.N. Chauhan

All Deputy Commissioners in Haryana

(Vide Section XIX—Para 2)

No. Census-Hr.-70/972

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,

35, SECTOR 10-A, CHANDIGARH-11.

To

All the Deputy Commissioners in the Haryana State.

Dated Chandigarh, the 6th March, 1970.

Subject: Circular No. V—Collection and arrangement of the filled in Houselists and Establishment Schedules.

Sir,

I have the honour to refer to para 21 of this office D.O. No. Census-Hr.-70/90, dated the 4th January, 1970 (Circular No. IV) and to say that on conclusion of the House-listing Operation, each Enumerator would have prepared for his block/blocks:

(*a*) two copies of the Houselist,

(*b*) two copies of the Establishment Schedule,

(*c*) one copy of the Houselist Abstract for Enumerators, and

(*d*) one copy of lay-out map of each block.

2. Each Charge Officer will collect all these Schedules at his Headquarters. After ensuring that the above records have been received from every Enumerator in his Charge, he would arrange each copy of the above documents in the serial order of the Enumerators' Blocks. Thus there would be six main bundles or packages (Houselists two bundles of one copy each, Establishment Schedules two bundles of one copy each, Houselist Abstracts one bundle and lay-out maps one bundle). For the facility of handling and transportation further, these bundles may be made into 'Sub-Bundles' or 'Packages'. At no stage should the Schedules be allowed to be folded, they should be arranged in a "Flat Stack" in the size of the Schedules; within the 'Stack' or 'Package' the Schedule belonging to each block should be secured together with a lable attached showing the following details:

(*i*) Location Code No. (District, Tahsil, Village and Block) in the case of Rural areas and (District, Town, Ward/Sector and Block) in the case of Urban areas; and

(*ii*) Number of sheets of the Schedules used for each Block.

The Schedules of each block may be tied or stitched together with a string. Care should be taken that Schedules of one block are not mixed up with those of other blocks and that these are identified belonging to a particular block.

3. Besides, each Charge Officer would be preparing the Houselist Abstract for Charge Officers (printed in red) in duplicate.

4. As already advised, *vide* this office letter No. Census-Hr.-70/617, dated the 17th February, 1970, the Charge Officer will retain the following material for carving out of blocks for enumeration:

(*i*) One copy of the filled in Houselist for each block;

(*ii*) One copy of the Houselist Abstract to be prepared by the Charge Officer (printed in red); and

(*iii*) Lay-out maps for each block in his charge.

The Charge Officer should neatly preserve them as these are also ultimately to be sent to this office for using as a frame for future surveys and other purposes after the enumeration is over in 1971.

5. The other copy of the Houselists, both the copies of the Establishment Schedules and one copy of the Houselist Abstracts prepared by the Enumerators along with the Houselist Abstract prepared by the Charge Officers will be sent to the District Headquarters within a week of the conclusion of the field operation, through a special messenger.

6. The District Census Officers will then transmit the record through a special messenger as follows:

(*a*) All the Urban Charges in Haryana State, and (*b*) Rural Charges of Ambala and Karnal Districts.	To the Office of the Director of Census Operations, Haryana, 35, Sector 10-A Chandigarh-11.

AND

(*c*) For all the Rural Charges of Rohtak, Gurgaon, Hisar, Mahendragarh and Jind Districts.	To the Office of the Deputy Director of Census Operations, Haryana, Regional Tabulation Office, Dalip Niketan Building, Delhi Road, Rohtak.

Unused Houselist Forms, Establishment Schedules

7. Every Enumerator will deposit the unused Houselist Forms, Establishment Schedules, etc. with the Charge Officer through his Supervisor. The Charge Officer will place these unused forms with a list thereof in a separate bundle and forward it to the District Census Officers concerned for onward transmission to the Director/Deputy Director as the case may be. Such bundles should be clearly marked "BLANK SCHEDULES".

Yours faithfully,
Sd/—
Director of Census Operations, Haryana

(Vide Section XIV—Para 2 and Section XIX—Para 2)

D.O. No. Census Hr.-70/1303
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

I.E.N. CHAUHAN, I.A.S.

DIRECTOR OF CENSUS OPERATIONS, HARYANA,
35, SECTOR 10-A, CHANDIGARH-11.

Dated Chandigarh-11, the 18th April, 1970.

Subject : Circular No. VI—Delineation of Blocks and Supervisors' Circles for 1971-Enumeration on the basis of the 1970-Houselists.

My dear

Kindly refer to my D.O. No. Census-Hr.-69/2747, dated the 11th October, 1969, regarding allotment of code numbers and formation of blocks and circles for houselisting (Circular No. III). Houselisting Operations are now over and the records are being received by my offices at Chandigarh and Rohtak. As you are aware a copy of the house-list is being retained for each block by the respecitve Charge Officers for carving out the Enumerator's blocks for 1971 enumeration. I would now like to elaborate some points in this regard.

2. According to the Census Calendar sent to you with my circular No. I, the Charge Officers will now be engaged in the delineation of blocks and Supervisors' Circles for 1971 enumeration on the basis of 1970 Houselists. They will also prepare the Charge Registers, during the months of April and May, 1970. The formation of blocks for enumeration should be an easier task as we have got the houselists giving us the latest population for each village and each ward/sector of every town.

SIZE OF THE BLOCK

3. The size of the Census block is generally decided by the work load in the form of population that can be covered by one Enumerator in a stipulated period of time. The Census enumeration has got to be completed at any cost during the period 10th February to 28th February, 1971, and that provisional population figures for each District are to be reported to the Registrar General, India, by 5th March, 1971 so that the All India 1971 provisional population figures could be announced by the Registrar General, India, on the fixed date. In rural areas the size of an enumeration block will, therefore, be such that about 750 persons are covered in it by one Enumerator. In urban areas one Enumerator will normally cover about 600 persons. The norms fixed may vary to some extent on either side according to local conditions and the need to demarcate blocks with due regard to geographical aspects. As far as possible, the blocks will have to be compact in terms of geographical area and well balanced in terms of prescribed population.

4. The following procedure for demarcation of blocks may kindly be followed by all Charge Officers while carving out these blocks.

RURAL AREAS

Small Villages:

5. Each village with a population of less than 750 will form a separate Enumerator's block. There will be no problem in such cases, as the whole village will constitute a block. As we will be presenting Census data for each village separately, it is essential to treat every small village as a separate block, even though its population is much less than 750.

6. If in these small villages which have been treated as separate blocks, the work load is light on account of the small size of its population, we may allocate more than one block to an Enumerator. In such an event, we will have to ensure that the identity of the two blocks is retained throughout the Census operation and that the pads of Census slips and other records are kept separate for each village and not allowed to get mixed up. However, if a small village is completely isolated and far removed from other villages, it may be necessary to treat it as a separate block and an Enumerator appointed for that block only, though its population may be far less than the prescribed norm.

Big Villages :

7. In case of big villages, it is essential to split them into convenient blocks, each block having a population of about 750 with marginal adjustments. The Charge Officers have already got the Houselists for these villages and they will have to form blocks, in such a manner, that they run in a continuous order of house-numbers so that they are easily located by the Enumerators with the help of abstracts from the Houselist. For example, a village having a population of about 2,000, residing in about 400 houses, will thus be divided into three blocks. The house-numbers allotted in these three blocks would be (say) 1—150, having a population of about 750, 151—290, with a population of about 750, and 291-400, having a remaining population of about 500. This is, however, a case in which the village has a continuous housenumbering, and houselisting there has been done in that order. In cases where housenumbering has been done by dividing the village into some housenumbering blocks, then the Houselists for the whole village will have first to be so arranged that the house-numbers run in some continuous order for the whole village. After arranging the Houselists for the whole village in an order, the blocks can be formed in the same way as in the case of a village having continuous numbers.

8. Before the formation of blocks for enumeration in a big village, the population of the houselisting blocks had better be checked and if they have a population of about 750 then those blocks can be treated as individual blocks for enumeration.

9. It is, however, possible in such cases that the last block of the village may have a very small population *i.e.*, much less than the norm of 750. It would, therefore, be better if we decide in advance as to how many blocks are to be formed for each village, on the basis of total population of that village, and fix the size of population for each block accordingly. Suppose, a village has a population of 1,000 only; this village can be divided into two blocks, each having a population of about 500. Again there may be a village of about 1,300 population, which can be divided into two blocks of 650 population each. These are only examples and there may be many other situations which have to be tackled accordingly.

10. In any event, blocks will have to be contained in the geographical boundaries of a revenue village, *i.e.* they should not cut across the boundary of a village. Thus two villages should not be wholly or partly included in the same block.

URBAN AREAS

Small Towns :

11. In case of very small towns, the wards/sectors will generally be having a population of not more than 600 persons each. All such wards/sectors which have a population of less than 600 will have to be treated as separate blocks. Here again, it is essential to treat every such ward/sector having a population of less than 600 as a separate block, as we shall be presenting the data for wards/sectors separately in case of towns.

12. In case there are some wards/sectors having a population of more than 600 even in the case of small towns, they will have to be split up into blocks.

Big Towns :

13. In big towns, there will be very few cases where the wards/sectors have a population of less than 600. However, all such wards/sectors which have a population of less than 600 will have to be treated as separate blocks. Other wards/sectors will have to be split up into convenient blocks, each with a population of about 600. Formation of blocks within wards/sectors will have to be done in the same manner as in the case of big villages. Here, we shall treat each ward/sector as a village and then form blocks thereof. The blocks will have, in this case also, to be contained in the geographical boundaries of a ward/sector, *i.e.* they should not cut across the boundary of a ward/sector. In no case, should the whole or portions of two wards/sectors be clubbed together to form a single block. This is most important.

SUPERVISOR'S CIRCLES

14. Four to five contiguous blocks would constitute a supervisory circle. After the demarcation of enumeration blocks, the Supervisor's circles will have to be formed accordingly.

PREPARATION OF CHARGE REGISTERS

15. Three copies of the blank Charge Registers are being sent to each Charge Officer along with a copy of this circular. After the formation of blocks and Supervisory circles, they will have to make entries in this respect in the Charge Registers. After the appointment of Enumerators and Supervisors and entries in respect of them in the Charge Register, a copy of the Charge Register will be retained by the Charge Officer, a second copy will be sent to your office and the third copy will be sent to my office.

APPOINTMENT OF ENUMERATORS

16. It has been envisaged that generally there will be one Enumerator for one block. However, there will be good many cases where more than one block may have to be allotted to an Enumerator. After the formation of blocks by each Charge Officer, he will be able to calculate the number of Enumerators and Supervisors required for his Charge

17. Having determined the number of Enumerators and Supervisors required in each Charge for 1971-Enumeration, you will have to nominate the Enumerators and Supervisors for the purpose. The enumeration staff will as at the time of 'Houselisting', include village Patwaris, School Teachers, Local Bodies employees and other officials of the State or Central Governments, etc. The list of all such personnel is already available in your office. It is, however, felt that you may have to prepare a fresh list of all these officials to be appointed as Enumerators and Supervisors because, firstly, the number of Enumerators and Supervisors required for enumeration will be comparatively larger than those appointed at the time of Houselisting Operations and, secondly, there might occur a good number of transfers during the months of March and April, 1970, *i.e.*, at the time of general transfers. You may, therefore, ask for the fresh lists from all the Departments and Local Bodies in your District during the first week of May, 1970. These should be ready by the end of May, 1970, positively so that you may make the appointment of Enumerators and Supervisors during June and July, 1970.

18. Selection of Enumerators and Supervisors for each block and circle, respectively, will be quite a huge task. You might have already experienced some difficulty about the appointment of staff at the time of Houselisting Operation, and many adjustments might have had to be made till the last moments. This experience will prove helpful to you this time in allocating the blocks to each Enumerator and Supervisor. It should, however, be ensured that an Enumerator or a Supervisor does not have to cover a long distance from the place of his duty for conducting the enumeration. In other words, every effort should be made to appoint a local official as an Enumerator in each block or an official working in the nearest village to the block(s) allotted to him.

FORMATION OF BLOCKS IN SPECIAL CHARGES

19. I shall be writing to you separately about the formation of blocks in the Special Charges of your District, if any, after going through the Houselists of these Special Charges.

ENUMERATION IN STRICTLY MILITARY AREAS

20. Enumeration in Strictly Military Areas will be the responsibility of the concerned Military Authorities and they will be making arrangements for the formation of blocks and appointment of Enumerators and Supervisors themselves. You will have, however, to arrange for the training of their personnel at the appropriate time. The Military Authorities are sending us the names of their officers who will be acting as Military Census Officers in their respective military formations, units, etc. On receipt of complete information, I shall be sending you the list of these Military Officers who will be operating in your District. The areas to be covered by these Military Census Officers will also be made known to you.

With all good wishes,

Yours sincerely,
Sd/—
I.E.N. Chauhan

To

All Deputy Commissioners in Haryana.

(Vide Section XIV—Para 2 and Section XIX—Para 2)

No. Census-Hr.-70/1640

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,

35, SECTOR-10-A, CHANDIGARH-11.

To

All the Deputy Commissioners in the Haryana State.

Dated Chandigarh, the 22nd May, 1970.

Subject : Circular No. VI—Delineation of Blocks and Supervisors' Circles for 1971-Enumeration on the basis of the 1970-Houselists.

Sir,

I have the honour to refer to this office D.O.No. Census-Hr.-70/1303, dated the 18th April 1970, and to hope that the work regarding delineation of blocks in various charges of your district is in progress and it might have been completed in some of the charges. The Charge Officers may once again be asked to ensure that the blocks are carved out strictly in the manner spelled out in this office Circular No. VI. Correct formation of blocks is the starting point of the whole operation.

2. As soon as the blocks are carved out in a charge, the Charge Officer should fill up the Charge Register from cols. 1—7 and ensure that no rural or urban area, as the case may be, has been left out. In case of rural areas the Charge Officer should tally the entries in the Charge Register with the list of villages containing Code Nos. These lists had been supplied by the Charge Officers and were returned to them after allocating the Code Nos.

3. In case of big villages/wards, which will thus be divided into more than one enumeration block, the Charge Officer should also indicate the boundaries of these enumeration blocks in the lay-out maps of these villages/wards. These blocks marked on the lay-out maps could be later tallied with the notional block maps prepared by the Enumerators. This will make for his convenience and for that of other inspecting officers.

4. After the action as above is complete, all the rural Charge Officers and the urban Charge Officers of towns with a population of over 50,000 should send a copy of the Charge Register, the Charge Officers' Abstracts and the Maps through an official for getting the same examined and approved by my office at Chandigarh. A programme for sending the Charge Registers, etc. to Chandigarh by the Charge Officers has been made out, as under. Each Charge Officer should ensure that the official deputed by him reports in my office at 10.00 A.M. on the dates mentioned against him.

5. With regard to the remaining 53 towns of population less than 50,000, the Charge Registers, etc., will be checked by my Officers on their visit to these places during the first fortnight of June, 1970. The same should be completed at an early date. The Charge Officers of such towns should, keep the record ready for checking. The Officers visiting these places will, however, be intimating their programme to the Charge Officers concerned separately.

Yours faithfully,
Sd/—
Director of Census Operations, Haryana.

Dates on which the Charge Registers and other record regarding enumeration blocks will be checked in respect of the Charges mentioned below in the Office of the Director of Census Operations, Haryana, Kothi No. 35, Sector-10A, Chandigarh.

District	*Tahsil/Town for which the Charge Registers will be checked at Chandigarh*	*Date*
Ambala District	Kalka and Ambala Tahsils; Ambala Town and Ambala Cantt.	9-6-70
	Naraingarh and Jagadhri Tahsils; Yamunanagar Town.	10-6-70
Karnal District	Guhla, Kaithal and Karnal Tahsils;	11-6-70
	Thanesar and Panipat Tahsils; Karnal and Panipat Towns.	12-6-70
Rohtak District	Rohtak, Gohana and Jhajjar Tahsils;	15-6-70
	Sonepat Tahsil, Rohtak and Sonepat Towns.	16-6-70
Gurgaon District	Rewari, Palwal, Nuh and Ferozepur Jhirka Tahsils;	17-6-70
	Gurgaon and Ballabgarh Tahsils; Gurgaon Town and Faridabad Township.	18-6-70
Mahendragarh District	Dadri, Mahendragarh and Narnaul Tahsils.	19-6-70
Hisar District	Dabwali, Sirsa, Fatehabad and Hansi Tahsils;	20-6-70
	Loharu, Bhiwani and Hisar Tahsils; Hisar and Bhiwani Towns.	22-6-70
Jind District	Narwana, Jind and Safidon Tahsils.	23-6-70

(Vide Section XIV—Para 2 and Section XIX—Para 2)

No. Census-Hr-70/1738
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,
35, SECTOR 10-A, CHANDIGARH-11.

To

All the Deputy Commissioners in the Haryana State.

Dated Chandigarh, the 2nd June, 1970.

Subject: Circular No. VI—Delineation of Blocks and Supervisors' Circles for 1971-Enumeration on the basis of the 1970-Houselists.

Sir,

I have the honour to refer to this office letter No. Census-Hr.-70/1640, dated the 22nd May, 1970, on the subject noted above, and to say that according to the instructions given in paras 11 to 13 of our Circular No. VI, dated the 18th April, 1970, the formation of blocks in towns was to be done within the wards/sectors *i.e.*, the blocks should not cut across the boundary of a ward/sector.

2. It has now been decided that for each town the Primary Census Abstract figures will be provided ward-wise and not sector-wise. As such the formation of blocks, in the case of towns, is to be done keeping the ward boundaries in tact. The blocks will have, therefore, to be contained in the geographical boundaries of a ward and not a sector. This will no doubt involve a little redoing of the formation of blocks in case of towns where the Charge Officers might have formed the blocks on the basis of sectors which were formed at the time of implementing Permanent Housenumbering Scheme. But in view of the latest decision, we will have to stick to the ward boundaries only. There may be some towns where some work regarding delimitation of wards may be in progress but the Charge Officers should follow the existing ward boundaries only, and not the proposed boundaries.

3. There will, however, be some cases, *e.g.*, Naraingarh, Jagadhri Workshop N.A.Cs., etc. where there are no wards. In such cases the Charge Officers will treat the whole town as one unit and then divide it into enumeration Blocks.

4. All the Urban Charge Officers may, therefore, kindly be directed to re-check the blocks already formed by them to ensure that no block cuts across ward boundaries.

Yours faithfully,
Sd/—
Director of Census Operations, Haryana

(Vide Section XIV—Para 2 and Section XIX—Para 2)

No. Census Hr.-70/2211

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,
35, SECTOR 10-A, CHANDIGARH-11.

To

All the Deputy Commissioners in the Haryana State.

Dated Chandigarh, the 14th July, 1970.

Subject: **Circular No. VI—Delineation of Blocks and Supervisors' Circles for 1971-Enumeration on the basis of 1970-Houselists.**

Sir,

I have the honour to refer to this office letter No. Census-Hr.-70/1640, dated the 22nd May, 1970, on the subject noted above, and to say that during the checking of the Charge Register, etc. prepared by the Charge Officers (Tahsildars), the following discrepancy has been commonly noticed in most of the Charges:

2. In case of big villages, while implementing the Permanent Housenumbering Scheme, the housenumbering was done by dividing the village into blocks, each block having independent housenumbers. At the time of Houselisting Operation, the Enumerators in such villages were allotted one or more housenumbering blocks according to the size thereof. In many cases, the Enumerator, who had more than one housenumbering block in his charge, has given numbers to these blocks as 'A', 'B', C', etc., while making entries in the houselists. These entries should have actually been made by assigning the housenumbering block numbers as I, II, III, etc., which actually exist on the spot. In col. 7 of the Charge Register now prepared, the description given by assigning A, B, C to such blocks is, therefore, not correct because these letters generally repeat more than once, in case there were more than one houselisting block in a village. For example, a village had 6 housenumbering blocks *i.e.*, I to VI and there were 3 Enumerators at the time of Houselisting Operation, each having 2 blocks, say I & II, III & IV and V & VI. While these Enumerators should have assigned the housenumbering block Nos. as above, they gave these Nos. by letters A, B in all the 3 cases. As such the letters A, B appear thrice in a single village.

3. In some other cases, it has been noticed that while preparing the enumeration blocks the Charge Officer has shown in the Charge Register continuous housenumbers for a village as against the actual position that the village is divided into different blocks, each block having independent numbers. Hansi Tahsil is an example of this type.

4. I am, therefore, to request you to direct all the rural Charge Officers (Tahsildars) to get this position checked again and correct the entries in the copies of the houselists available with them and also in the Charge Registers so that each Enumerator, appointed at the time of 1971-Enumeration, is told about his area quite clearly according to the housenumbering system existing on the spot. After making all these corrections the Charge Officers should mark the boundaries of the enumeration blocks on the lay-out maps of such villages, clearly demarcating the areas to be allotted to each Enumerator. In cases where an Enumerator will have areas in more than one housenumbering block, the boundaries in respect of such blocks should also be clearly shown on the lay-out maps and made available to the Enumerators at the time of enumeration.

Yours faithfully,

Sd/-

Director of Census Operations, Haryana

(Vide Section XIX —Para 2)

D.O. No. Census-Hr.-70/2609

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

I.E.N. CHAUHAN, I.A.S.

DIRECTOR OF CENSUS OPERATIONS, HARYANA

35, SECTOR 10-A, CHANDIGARH-11.

Dated Chandigarh-11, the 10th August, 1970.

Subject: Circular No. VII—Abridged Houselist—Census frame, regarding.

My dear

Kindly refer to my D.O. No. Census-Hr.-70/1303, dated the 18th April, 1970, regarding delineation of Blocks and Supervisors' Circles for 1971-Enumeration on the basis of the 1970-Houselists (Circular No. VI). Formation of enumeration Blocks has been completed by most of the Charge Officers. Now they have to prepare an Abridged Houselist for each enumeration Block indicating the Census Housenumber, purpose for which the Census house is used, Household number and name of the Head of household. I would like to indicate here the advantages of such an Abridged Houselist before giving the lines on which the Abridged Houselist is to be prepared.

Advantages of the Abridged Houselist

2. *Check on day to day coverage of houses and households by the Enumerators.*— We no doubt expect that there will be effective supervision of the Enumerators' work by the Supervisors. Though the location of every building or Census house is presumably marked in the lay-out map, yet, however efficient a Supervisor may be, there is no actual check on whether all houses/households have been covered by the Enumerator unless a check-list of houses is provided to the Enumerator where he could tick off the houses that are covered by him each day. The Abridged Houselist will provide such a check-list.

3. *Record of changes subsequent to houselisting operation.*—The Enumerators who, we hope, would do the enumeration work conscientiously are bound to come across (*a*) new houses that have sprung up since houselisting, (*b*) houses that have been omitted inadvertantly during the houselisting operation and (*c*) some houses which might have been left out or duplicated while carving out the Enumerators' blocks. In addition, there may be changes in the use to which the house is put or a change of household after the Houselisting Operation. All such additions, omissions or changes will have to be taken account of in the Post Enumeration Check and in the frame for inter-censal surveys. As such these should find a place in the Abridged Houselist which will be used for these purposes.

4. It may be mentioned here that the original houselist is not adequate in two respects, namely, (*a*) it is a very unwieldy document containing a lot of other items which are not necessary for identification of houses/households, and (*b*) it is not the up-to-date list of houses/households that will be required at the time of enumeration. The Abridged Houselist on the other hand will be handy and will contain information of all the houses/households that will actually be visited by the Enumerator during enumeration period.

Preparation of the Abridged Houselist from the original Houselist

5. The lines on which the Abridged Houselist is to be prepared are indicated below:

(*a*) Particulars of all the houses/households falling in an enumeration block are to be copied out in the abridged houselist, though they may be listed at different places in the original houselist, with reference to the entries made under column 7 of the Charge Register.

(*b*) Similarly, the houses/households which belong to another enumeration block but recorded along with the houses/households falling in the enumeration block in hand should be excluded from the Abridged Houselist for the latter block. In order that the houses/households which have been recorded elsewhere in the houselist away from their proper place be identified. Suitable cross-referencing in the original Houselist should be made whenever they are identified.

(*c*) Two copies of the Abridged Houselists will have to be prepared. One copy of the Abridged Houselists may be prepared by the Charge Officers immediately, while the duplicate copy can be prepared by the Enumerators concerned soon after their appointment.

(*d*) The Abridged Houselist will consist of 4 Sections. Section 1 will give the location particulars of the enumeration block. The total population of the Enumeration Block according to 1971 Census will be recorded by the Enumerator in Section 2 after the entire block has been completely enumerated. Section 3 will be the Abridged Houselist proper containing 5 columns. This section will contain 20 lines to correspond with the 20 lines in the original Houselist. Section 4 has been provided with the same 5 columns as Section 3, where the missed or new houses, if any, will be recorded as and when they come to the notice of the Enumerator during enumeration. With regard to a house already listed in the Abridged Houselist, if the purpose for which the house is used is changed or there is a change of head of household or of the household itself, suitable corrections will be made in the appropriate columns by the Enumerator.

(*e*) Two copies of the Abridged Houselist will be prepared as mentioned above. One copy will be used by the Enumerator for enumeration purposes. After the enumeration is over, *i.e.*, after 1st March, 1971, the Enumerator will obtain the second copy from the Supervisor and copy out the relevant changes and fresh entries from the original copy. This copy will be pinned with the related lay-out map of the enumeration block and passed on to the Supervisor

along with the original copy. The Supervisor will, in turn, pass on the bunch for his Circle to the Charge Officer.

6. I am sending a copy of the Abridged Houselist form for your information. Requisite number of printed forms will be sent to you as soon as these are printed. All the Charge Officers may, therefore, kindly be directed to start this work as soon as printed forms are received by them.

Yours sincerely,

Sd/- –
I.E.N. Chauhan

To

All Deputy Commissioners in Haryana.

(Vide Section XIX -Para 2)

No. Census-Hr.-XIII (58)-70/3667
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,
35, SECTOR 10-A, CHANDIGARH-11.

To

All the Deputy Commissioners in the Haryana State.

Dated Chandigarh, the 24th October, 1970.

Subject: Circular No. VIII—1971 Census—Award of Census Medals.

Sir,

You are already aware that it has been the practice since 1951 to award medals to the Census Enumerators and other workers who show outstanding zeal and quality of Census work. These medals are of two types—Silver and Bronze. The medals are accompanied by 'Certificates of Merit' in the name of the President of India and bear the facsimile signatures of Registrar General, India. There are separate certificates of merit for silver and bronze medals. For the 1971 Census also it has been decided to follow the practice of awarding medals and certificates of merit to the Census workers who show outstanding zeal and enthusiasm in the discharge of their duties. The medals will be of prize type and no ribbon will be provided along with the medals.

2. The medals allotted for the Haryana State are: Silver-103 and Bronze-206. This allotment has been made on the basis of 1971 estimated population. Fifty per cent of the Silver Medals and seventy-five per cent of the Bronze Medals are to be reserved for the Census Enumerators and the balance is to be distributed among the higher functionaries. The allotment of these medals for each District is being worked out in my office and I shall inform you about it and also about the mechanism of selection of workers to be allotted the two categories of medals to you in due course.

3. In the mean-time, however, you may kindly keep a note of workers who show outstanding zeal, sincerity and quality of Census work. You may also announce at the Training Classes that the services of the various categories of the Census workers distinguished by outstanding zeal and quality will be recognized in the form of award of Medals along with the Certificates of Merit on behalf of the President of India. At the same time it may be clarified that no Census worker who is known to be responsible or is believed to have displayed partisanship in recording answers will be included in the recommendation. The award of Census medals will be the highest recognition on behalf of the Government.

Yours faithfully,
Sd/—
Director of Census Operations, Haryana

(Vide Section XIX -Para 2)

No. Census Hr.-71'17

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,
35, SECTOR 10-A, CHANDIGARH-11.

To

All the District Census Officers (Deputy Commissioners),
in the Haryana State.

Dated, Chandigarh the 2nd January, 1971.

Subject: Circular No. IX—Census 1971—Supply and distribution of the various Census schedules and material.

Sir,

I have the honour to address you on the subject noted above, and to say that the various Census schedules and other material required for actual enumeration which is to start on the 1st of February, 1971, is being despatched to you. The Census schedules and other material being sent to you, are as under:

1. Individual Slips in pads of 100 and 25 slips
2. Population Record Forms in pads of 50 and 25 Forms
3. Enumerator's Daily Posting Statement Forms for Males, printed in black ink (loose)
4. Enumerator's Daily Posting Statement Forms for Females, printed in blue ink (loose)
5. Enumerator's Abstract Forms (loose)
6. Degree Holders and Technical Personnel Cards
7. Abbreviation Cards
8. Lists of Scheduled Castes and Scheduled Tribes as recognised by the Presidential Order for the State of Haryana
9. Identity Cards for Supervisors and Enumerators

2. The items of material mentioned above have been packed charge-wise. The packages for all the charges in your District are, however, being sent to you. These would have to be sent by you to the Charge Officers for whom these are meant. The name of the charge for which a particular bundle is meant has also been indicated thereon. It would, however, have to be ensured that the packages reach the Charge Officers at once so that they are able to take necessary steps to arrange the material blockwise and to distribute the same to the Enumerators at the time of their class in

the fourth round of training. In view of the fact that the enumeration programme has been advanced in the wake of the impending Elections to the Lok Sabha, the Training Programme for the fourth round has been revised and would generally be starting on the 12th of January, 1971. It is, therefore, incumbent that the material should be with the Charge Officers before the Training Classes for the 4th round start. In any case, if because of unavoidable circumstances, the material does not reach the Charge Officers before the start of the fourth round, it would be the responsibility of the Charge Officer to see that the material is supplied to the Enumerators before the start of the enumeration on the 1st of February, 1971.

3. The scale at which the various items of Census schedules and other material are being supplied to the Charge Officers and at which the same have to be supplied to the Enumerators by them are discussed below itemwise:

Item No. 1· INDIVIDUAL SLIP

4. As you are already aware, the criteria adopted for the carving of the enumeration blocks was a population of 750 in the case of rural areas and of 600 in the case of urban areas. As one Individual Slip is to be canvassed for each individual, the number of slips to be supplied to the Enumerators would naturally have to be equal to the population in his block. The population figures obtained as a result of Houselisting Operation in February, 1970, went to form the basis of the enumeration blocks. The houselisting population of each block already stands shown in the Charge Register. The present population of the block should normally be 3% more than what it was at the time of Houselisting. As such, the number of Individual Slips to be supplied to each Enumerator would be equal to the population at the time of Houselisting (as given in the Charge Register) inflated by 3%.

5. As the Individual Slips are being supplied in pads of 100 and 25 in the ratio of 9:4, the distribution of these pads among the Enumerators would have to be so arranged that the wastage of Individual Slips is reduced to the minimum. Efforts naturally would have to be made to keep back as large a number of pads of 25 slips as possible without at the same time incurring any wastage at the time of initial distribution as far as practicable. The following illustrations would facilitate the distribution of Individual Slip Pads among Enumerators:

	Population of the block at the time of Houselisting	*Expected population at the time of Enumeration in February, 1971*	*No. of Slips to be issued*	*No. of Pads of*	
				100 *Slips*	25 *Slips*
	1	2	3	4	5
Example No. 1	600	618	625	6	1
Example No. 2	625	644	650	6	2
Example No. 3	650	670	675	6	3
Example No. 4	675	696	700	7	—
				.....	and so on.

6. It will be seen from above that in most of the cases some slips would naturally have to be given over and above the expected requirement of each Enumerator. To meet such wastage and the shortage that may occur here and there, the Individual Slips being supplied to the Charge Officers contain a reserve of 4% over and above the actual requirements of Individual Slips for his Charge based on the Houselisting Operation inflated by 3%. The Charge Officer after the distribution of Individual Slips to the Enumerators would be left with quite a part of the reserve which he would keep with him to meet any demand that may be made on him for the supply of the slips during the course of Operation. After considering the various pros and cons it has been decided that the reserve should be kept at the Charge level as it could not be distributed amongst the Supervisors.

7. The pads would have to be numbered serially blockwise. For example, if 6 pads of 100 slips have been given to an Enumerator, he would have to number them up from 1 to 6. In case he has also been provided two pads of 25 slips each, the pads of 25 slips would be numbered last and as such the number to be given to the pads of 25 slips would be 7 and 8. As it has now been decided to number the pads blockwise, it is not necessary that the numbering should be done by the Charge Officer. The Charge Officers will, however, have to provide the location code on the cover of each pad. He would also have to give the enumeration block number and also put his initials on each pad in token of having provided the location code and block number correctly. The Charge Officers should, however, ensure that the pads are given serial numbers by the Enumerators immediately after the pads are issued to them by him. In case an Enumerator has been appointed for more than one block, a separate set of pads would have to be supplied for each of the blocks in his Charge.

8. In case of uninhabited block(s) (*bechiragh* villages) being given to an Enumerator, a pad of 25 slips will in any case have to be issued for each such uninhabited block. It should also be made clear that in case some slips are left blank after the completion of the enumeration of the population in a particular block, the blank slips could not be used for covering the population of the other block(s). In other words, the record of one block has in no case to be mixed with the record of the other blocks.

9. It is considered necessary to point out that the position with regard to the supply of Individual Slips is very tight and it would be very difficult for us to arrange further supplies. It is, therefore, necessary that the wastage of slips at all levels is reduced to the barest minimum, so that we do not fall short of supplies at any stage.

Item No. 2: POPULATION RECORD

10. The Population Record has to be prepared Household-wise. In other words, after the Enumerator has finished the enumeration of all the individuals in a household, he would have to transfer certain items of information from each Individual Slip relating to that household on to the Population Record. The Population Record Forms are being supplied in pads of 50 and 25 forms. Each Population Record Form would have 8 lines and would, as such, serve for a household of upto 8 members. In case there are more than 8 members in a household, the Enumerator would have to use more than one form. For our purpose, it has been estimated that the average size of a household would be 5 to 6. The number of Population Record Forms has, therefore, been worked out by dividing the expected population (Houselisting population inflated by 3%),

by 5. The Population Record Forms to be supplied to the Enumerators would, therefore, be equal to the expected population of his block divided by 5. To facilitate the distribution of Population Record Forms to the Enumerators, the following illustrations are given:

	Population of the block at the time of Houselisting	*Expected population at the time of Enumeration in February*, 1971	*No. of Forms to be issued*	*No. of Pads of*	
				50 *Slips*	25 *Slips*
	1	2	3	4	5
Example No. 1	600	618	124	2	1
Example No. 2	625	644	129	3	—
Example No. 3	650	670	134	3	—
Example No. 4	675	696	140	3	—
				.....	and so on

11. In the case of Population Record Forms as well, 4% reserve over and above the total expected requirement of each Charge is being provided to cover wastage/shortage, if any. It would, however, be better, if, as far as possible, pads of 25 slips of the Population Record Forms are kept in reserve. In case an Enumerator has been appointed for more than one block, a separate set of pads will have to be supplied for each of the two or more blocks in his Charge. If some of the Population Record Forms supplied for a block remain unutilised, he has not to use those forms for the other block/blocks in his Charge. In the case of uninhabited blocks (*bechiragh* villages), a pad of 25 forms will, in any case, have to be supplied to the Enumerators, as in the case of pads of Individual Slips.

Items No. 3 & 4 : ENUMERATOR'S DAILY POSTING STATEMENT FORMS FOR MALES AND FEMALES

12. The Enumerator's Daily Posting Statement Forms have to be supplied separately for males and females. While the Enumerator's Daily Posting Statement Forms for males are printed in black ink, those for the females are printed in blue. Each Enumerator's Daily Posting Statement contains 48 lines, 24 on each side of the sheet and would be adequate for posting of information from as many as 48 Individual Slips at the rate of one line for each Individual Slip. It is clear, therefore, that to work out the number of forms to be supplied to each Enumerator, the total expected population of his block would have to be divided by 48. But as there are separate forms for males and for females, total population would have to be estimated sex-wise before the actual number of forms of each type to be supplied to each Enumerator could be worked out. For this purpose, the ratio between males and females has been estimated at 114:100.

The following table would suggest the ratio in which the two types of forms are to be supplied to the Enumerators:

Inflated population of a block	*No. of Enumerator's Daily Posting Statement*		
	Total	*Males*	*Females*
290-337	8	4	4
338-385	9	5	4
386-433	10	5	5
434-481	11	6	5
482-529	12	6	6
530-577	13	7	6
578-625	14	7	7
626-673	15	8	7
674-721	16	8	8
722-769	17	9	8
770-817	18	9	9
818-865	19	10	9

13. By way of caution, it may again be stated here that the entries in the Enumerator's Daily Posting Statement relating to a particular block have not to be mixed up with those relating to the other block(s). A reserve of 20% over and above the actual requirements of the Enumerator's Daily Posting Statement Forms for each Charge has been provided, considering the fact that the wastage in the case of Enumerator's Daily Posting Statement would be comparatively more because as many as 47 lines of Enumerator's Daily Posting Statement Form would go waste in case there is only one entry in the last sheet. The reserve again would have to be maintained at the Charge level.

Item No. 5: ENUMERATOR'S ABSTRACT

14. The Enumerator's Abstract Forms have to be supplied at the rate of one per block whether inhabited or uninhabited. The number of Enumerator's Abstract Forms being supplied by us has been worked out on the basis of number of blocks in each Charge plus 10% of the total requirement of such forms for each Charge, to cover additional requirement, if any.

Item No. 6: DEGREE HOLDERS AND TECHNICAL PERSONNEL CARD

15. The number of these Cards to be supplied to the Enumerators would depend upon the expected number of Graduates and Technical Personnel living in a block. The number of the Degree Holders and the Technical Personnel Cards being supplied to each Charge is indicated in a statement. It is, however, suggested that the Rural Charge Officers may issue the Cards to their Enumerators at the rate of 1% of the total population of each block. The Urban Charge Officers would have to issue these Cards to the Enumerators at the rate of 3% of the total population of each block. After distributing the cards to the Enumerators at the rates indicated above, the Charge Officers would be left with a reserve of about 25% over the total requirement of such cards for their Charges. This reserve, as in the case of reserve of other forms, would be kept at the Charge level to meet any additional demand from the Enumerators.

Item No. 7: ABBREVIATIONS CARDS

16. The Abbreviations Cards are being provided with a view to facilitate the work of the Enumerator who would have to use a number of abbreviations in recording answers to various questions contained in the Individual Slip. These Cards are to be supplied at the rate of one card per Enumerator. The number of cards being supplied to every charge is, therefore, equal to the number of Enumerators deployed in that Charge plus a reserve of 10% over and above the actual requirements to cover any shortage/wastage as indicated in a statement.

Item No. 8: LIST OF SCHEDULED CASTES AND SCHEDULED TRIBES

17. A copy each of the lists of Scheduled Castes and Scheduled Tribes is required to be supplied to each Enumerator to enable him to fill in Question 11 of the Individual Slip correctly. The number of such lists being supplied to each of the Charges in your District is indicated in a statement. The number includes a reserve of 25% over and above the actual requirement for each Charge. These could be given to the Supervisors as well at the rate of 1 each.

Item No. 9: IDENTITY CARDS FOR SUPERVISORS AND ENUMERATORS

18. To facilitate the Supervisors/Enumerators functioning in the field, Identity Cards for both these functionaries have been got printed. The Identity Cards for the Supervisors are in saffron colour and those for the Enumerators are in blue colour. These would have to be signed by you or by the Sub-Divisional Census Officer before being issued to the Enumerators/Supervisors. The number of Identity Cards for Enumerators/Supervisors being supplied to each of the Charge in your District is indicated in a statement. The number includes a reserve of 10%.

19. The requirement of the various Census schedules and material had been supplied to us by the Registrar General, India, in Hindi and English in the ratio of 85: 15. Except for the 2 towns, the list of which had been sent to you alongwith our Circular No. Census-Hr.-70/3732, dated the 27th October, 1970, where the material printed in English is being supplied, the Census schedules printed in Hindi are being supplied in all the other Charges. However, it would be optional for the Enumerators to record the answers either in English or in Hindi as may be convenient to them. In no case should they record the answers in any other language than Hindi and English, nor should they fill in the schedules partly in one language and partly in the other.

20 Evidently, the material should be issued to the Enumerators against a proper receipt. For this purpose a Forms and Attendance Register has already been prescribed and the required copies thereof had been supplied to the Charge Officers. In this register, the names of the Enumerators/Supervisors and their attendance in all the four rounds of training stand recorded. In the said registers columns had also been provided for the various items of material which have to be issued for actual enumeration. Necessary entries of the various schedules and other material which would be issued to the Enumerators by the Charge Officers would be made in the said register and got receipted by the Enumerators in the appropriate column.

21. Apart from the Census schedules and material mentioned above, the Enumerator would also have to be supplied an Abridged Houselist and a Lay-out Map for his block. A copy of the Abridged Houselist for each block has already been prepared

by the Charge Officers. The same would have to be supplied to the Enumerators, who would prepare a duplicate copy thereof for their own use, as the original Houselist prepared by the Charge Officer would have to be handed over to the Supervisor. To enable the Enumerator to copy out the Abridged Houselist, it would be necessary to supply to him the required number of blank Abridged Houselist Forms. Similarly, although the Lay-out Maps of the villages have since been got prepared by the Charge Officers, the Lay-out Maps of the block would have to be copied out from such Lay-out Maps by the Enumerator himself. It has to be ensured that the Abridged Houselist is supplied and the Lay-out Maps of the blocks concerned are made available to the Enumerator before they are sent out into the field for undertaking enumeration.

22. The receipt of this letter may kindly be acknowledged.

Yours faithfully,
Sd/-
Director of Census Operations, Haryana

(Vide Section XV—Para 14 and Section XIX—Para 2)

No. Census-Hr.-71/691

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,

35, SECTOR 10-A, CHANDIGARH-11.

To

All the Charge Officers in the Haryana State.

Dated Chandigarh, the 6th February, 1971.

Subject: Circular No. X—Training of Enumerators/Supervisors deployed for Census duty—Practical Exercise.

Sir,

The Individual Slip Pads and other Census schedules filled in by the Enumerators during Practical Exercise have been examined at our end and we have to make the following observations schedule-wise/question-wise:

INDIVIDUAL SLIP PADS

2. On the cover page of each Individual Slip Pad, pad Nos. are to be given by the Enumerators themselves, but the Location Code and the Enumeration Block No. is to be provided by you. The Enumerators are also required to provide certain particulars like the No. of Individual Slips contained in each pad, the No. of Individual Slips used and the No. of Individual Slips cancelled. They are also required to put their signatures thereon. In a large number of pads, these particulars had not been recorded by the trainees. This point should be explained to the trainees.

3. It is also to be ensured by the Enumerator that the pads are not broken up in any case. In case some of the pads are found stitched loose or in cases where the staples have not reached the other end and have failed to grip a pad properly, the Enumerators should be advised to stitch the pads properly at their own so as to ensure that no slip at any stage is lost.

INDIVIDUAL SLIP

4. The first thing the Enumerators are required to do after receiving the Individual Slip Pads from the Charge Officers is to note down the pad number as given on the cover page on each Individual Slip as also to assign the number to each slip contained in the pad (Slip No.). The numbering of the slips has to be done in continuous serial in each pad separately. In some of the cases it has come to our notice that the Enumerators

had failed to give the Slip number correctly. Instead of writing the Nos. as '1,2,3,4, etc.', they had written the Nos. as '1-1, 1-2, 1-3, 1-4', etc., the first digit being given indicate the pad No. which evidently was incorrect.

5. In quite a number of cases, the Enumerators had failed to record the Location Code No. correctly omitting either the ward/village No. or the enumeration block No. The enumeration block No. has necessarily to be given within round brackets provided for the purpose on every slip. In a large number of cases, the enumeration block No. had not been given in the round brackets.

HOUSEHOLD NUMBER

6. The Household No. would have to be recorded by the Enumerators as soon as they contact a Household for purposes of Enumeration. The household No. to be provided by the Enumerator would be the same as given in column 4 of the Abridged Houselist which has to be provided to him. In the case of new houses or additional households within a Census house the Enumerator is required to up-to-date the Abridged Houselist by giving additional Census House Nos. or the Household Nos., as the case may be. A number of Enumerators had not either given the household No. at all or had given the same incorrectly on the Individual Slips canvassed by them during the Practical Exercise. It is necessary, therefore, to explain the system of numbering of households to the Enumerators over again.

QUESTION NO. 1—NAME

7. In the case of a few slips filled in for infants who had not yet been given any name, the name of the father had not been mentioned along the nick-name recorded for the child. For instance, in the case of a child whose name had been recorded as 'Baby', the correct entry should have been 'Baby' daughter/son of.....'.

QUESTION NO. 2—RELATIONSHIP TO HEAD

8. In some cases, instead of recording exact relationship, the relationship in terms like 'Grand-son, Nephew' has been recorded. This is incorrect. In no case the relationship is to be recorded in such terms. Instead, it is to be given in detail and exactly. The correct entry for 'Grand-son' should, therefore, have been 'Son's son or Daughter's son' and for 'Nephew' it should have been 'Brother's son or Sister's son', as the case may be. This should be brought home to the Enumerators.

QUESTION NO. 6—FOR CURRENTLY MARRIED WOMEN ONLY

9. Any child born in the last one year: The reply against this question has to be 'Yes' or 'No' and in no other terms. In some of the cases of Currently Married Women it has been seen that 'X' has been recorded against this question instead of 'No'. This is incorrect.

QUESTION NO. 7—BIRTH PLACE

10. The replies to the 4 sub-parts of this question have been found to be generally confusing. The technique of recording the replies to the various parts of this question does not appear to have been followed by the Enumerators. The instructions on this question are, however, quite clear and the same should be brought home to the Enumerators.

11. It may, however, be pointed out that the entry against question No. 7(c) (Name of the District) would be the name of the District within the jurisdiction of which the place of birth of the subject now falls. Similarly, for entry against question 7(d), the State or Country within the jurisdiction of which the place of birth of the subject falls at present has to be recorded. For example, a person born in a village of District Jind which formely formed part of District Sangrur of composite Punjab State, the name of the District and the State would be Jind (not Sangrur) and Haryana (not Punjab), respectively. As the State happens to be Haryana, the exact entry against question 8(d) would be 'X'. Similarly, in the case of persons who were born in a place which now forms part of Pakistan, the entry against question 7(d) would be 'Pakistan' only. Since Pakistan is a foreign Country, an 'X' would be put against question 7(b) and 7(c). As regards the place of birth, the same may be recorded against question 7 (a) as far as possible.

QUESTION NO. 8—LAST RESIDENCE

12. The clarifications as against question 7 also apply to this question. It may, however, be noted that in the case of persons who migrated from the areas which now form part of Pakistan, the place of last residence to be recorded against question 8(d) would be 'Pakistan' only, in case the subject after migrating from Pakistan is living continuously at the place of enumeration. In case, however, after migrating from Pakistan he lived for sometime at one place and shifted to the place of enumeration later, the place of his last residence would be the place where he lived before coming to the place of enumeration. All the parts of this question in that case would be answered accordingly.

QUESTION NO. 9—DURATION OF RESIDENCE AT THE VILLAGE OR TOWN OF ENUMERATION

13. The replies recorded by the Enumerators against this question are also quite confusing. It should be clearly understood by them that in the case of persons whose place of last residence has been recorded as 'PL' against question 8(a), the entry against question No. 9 would be 'X'. In the case of others, the period would be recorded in complete years.

QUESTION NO. 10—RELIGION

14. The answer to this question has necessarily to be as returned by the respondent. This should be clearly explained.

QUESTION NO. 11—SCHEDULED CASTE OR SCHEDULED TRIBE

15. In the case of a person belonging to one of the Scheduled Castes as listed in the Presidential Order for Haryana State, the name of the caste only has to be recorded. It is wrong to record the word 'S.C' or 'Harijan' against this question, as has been recorded by some of the Enumerators. At the same time, the entry should not be 'S.C.—Ramdasia' but only 'Ramdasia'.

QUESTION NO. 12—LITERACY

16. It may be clarified that a person who is literate in terms of the definition thereof contained in the Booklet but is physically handicapped to either read or write has also to be recorded as a literate person. Even the mental patients who are able to read and write during lucid intervals should also be recorded as 'literate'.

QUESTION NO. 13—EDUCATIONAL LEVEL

17. In the case of Degree Holders and Technical Personnel, the instructions on the subject of the issue of the Degree Holders and Technical Personnel Card contained in our letter No. Census-Hr.-71 233, dated the 14th January, 1971, may be explained to the Enumerators.

QUESTION NO. 15- -OTHER LANGUAGES

18. It has been noticed that in the case of a person whose Mother Tongue is Hindi, the same language has been returned against this question as well. This is incorrect. The other language or languages would be the language or languages known by the subject other than his Mother Tongue.

QUESTION NO. 16—MAIN ACTIVITY

19. From the filled-in schedules it has been seen that while a subject has been recorded as a Worker and necessary entry has been made against question No. 16(a)(*i*) nothing has been recorded against question No. 16(a)(ii). It is, however, essential to put an 'X', in such cases, against question No. 16(a)(ii). In the case of a non-Worker 'X' would have to be put against question No. 16(a)(i). This should be clearly explained to the Enumerators.

20. From the filled-in schedules it has been seen that even for 'Cultivators' and 'Agricultural Labourers' entries have been made against question No. 16(b) to 16(f) as well. This is incorrect. The correct position should be explained to the Enumerators once again. Questions No. 16(b) to 16(f), however, are to be filled in for the Workers falling in the category 'HHI' or 'OW' as recorded against question No. 16(a)(i).

21. A household where a number of unrelated persons reside together and mess from a common kitchen has to be categorised as an institutional household and in that case the word 'INST' has to be recorded along with the household number at the top of the slip. At the same time, amongst the seven categories of non-Workers as given in question No. 16 (a)(ii), there is a category 'I' which stands for 'Inmates of an Institution'. A doubt has been raised as to what is the difference between the two types of institutions and whether the members of all the Institutional households are to be recorded as 'I' against question No. 16(a)(ii). In this connection, it may be made clear that 'I' as a category of non-Workers stands only for the persons who are living in Penal Institutions such as Jails, Remand Homes, and of Mental and Charitable Institutions like Lunatic Asylums, Blind Homes, Orphanages, etc. The inmates of such institutions alone have to be recorded as non-Workers in the category 'I'. In so far as the persons residing together in an Institutional household such as Hostels, Hotels, Chummeries, etc. are concerned, the entry against question No. 16 (a)(i) and (ii) would be as per the main activity of such persons. In other words, if the members of such households are Workers they would be recorded as such and if they are non-Workers they will be recorded as non-Workers. The position should be explained clearly to the Enumerators once again.

22. A lot of confusion has been noticed about the 'Nature of trade, industry, profession and service' and the 'description of work' for which entries are to be made against question No. 16(d) and 16(e), respectively. An examination of the recorded entries has led us to the conclusion that the concepts involved in these two questions have, by and large, not been understood by the Enumerators. In this connection, we would once again emphasize that the Enumerators may be directed to go through very carefully the various examples of the entries required to be made against these two

questions contained in Appendix-VI of the Instructions Booklet. The Enumerators should also be advised to go through Appendices-IV and V of the Booklet wherein is given a 'classified list of economic activities' for question No. 16 (d) and a list of 'occupations' for recording answers to question No. 16(e).

23. We would, however, like to samplify a few entries as returned by the Enumerators and indicate against each the correct entries which should have been recorded:

Question No.	*Entries made by the Enumerators*	*Correct entry*
1. 16 (d)	Preparation of meals and serving on payment	'Restaurant' or 'Dhaba' as the case may be
16 (*e*)	Serving meals	Waiter
2. 16 (*d*)	Preparation of Tea and selling	Tea stall
16 (*e*)	Tea seller	Shopkeeper
3. 16 (*d*)	*Churi Pehnana* (चूड़ी पहिनाना)	Retail trade in bangles
16 (*e*)	-do-	'Shopkeeper or Salesman or Street vendor', as the case may be
4. 16 (*d*)	Trading in sugar	'Wholesale trade in sugar' or 'Retail trade in sugar'
16 (*e*)	Owner	Merchant or Shopkeeper
5. 16 (*d*)	Operator	Production of hosiery goods
16 (*e*)	Making hosiery goods	Operator, hosiery machine
6. 16 (*d*)	Sweet-seller	Manufacture and selling of sweets
16 (*e*)	Making sweets	Sweet-meat maker
7. 16 (*d*)	M.L.A.	Legislation work
16 (*e*)	Service of people	M.L.A.
8. 16 (*d*)	Clerk	State Government Service
16 (*e*)	Typing in D.C. Office	Typist
9. 16 (*d*)	Government Primary Teacher	State Education service
16 (*e*)	Teaching	Primary Teacher
10. 16 (*d*)	Acharji (अचार्ज)	Religious service
16 (*e*)	Burning dead bodies	'Acharji' or assisting in cremation

24. With regard to question No. 16(f), it has been noticed that in the case of persons whose main activity has been returned as 'HHI' against question No. 16(a)(i) 'ER' has been returned against question No. 16 (f). Persons engaged in 'HHI' can fall into any of the three categories namely, 'EE', 'FW' and 'SW'. They would, in no case, be recorded as 'ER'. Attention in this connection is drawn to para 124 of the Instructions Booklet. The correct position should be explained to the Enumerators.

POPULATION RECORD

25. The population record is to be prepared household-wise. For example, if there are as many as 12 members in a household, the Enumerator, will have to transfer certain entries from the Individual Slips with respect to them to the Population Record. As a Population Record Form can accommodate only 8 entries, the remaining 4 entries in the case of such a household would have to be carried forward to another form which would be marked at the top with the words 'continued' and the serial number in the second form used for such a household would start from 9 and go upto 12 and the remaining 4 lines would have to be left blank. In a large number of cases it has been

noticed that this has not been followed by the Enumerators. In the case of a single member household, one full form of Population Record would have to be used leaving the remaining 7 lines blank. That the serial numbering of entries in the Population Record has to be done household-wise, *i.e.*, the numbering of entries in the Population Record of each household would start with '1', should be explained over again.

26. Some of the Enumerators have failed to record the particulars such as Location Code, name of the village, Household Number and if the Head belongs to Scheduled Caste or Scheduled Tribe. In some of the cases it has also been noticed that against the question 'If the Head belongs to Scheduled Caste or Scheduled Tribe' answer has been recorded as 'Yes' whereas the name of the caste to which the Head of the household belongs should have been recorded. This should be once again brought home to the Enumerators. Every Population Record Form has also to be signed both by the Enumerator and the Supervisor.

27. It has been decided to check the correctness or otherwise of the data collected against question No. 6 regarding currently married women who gave birth to a child during the last one year with reference to the information available from certain other records with us. For this purpose it has been decided that serial number given in col. 1 of the population record relating to currently married women who gave birth to a child during the last one year should be encircled. As this is a new point it is necessary that the Enumerators are advised on it effectively and clearly.

ENUMERATOR'S DAILY POSTING STATEMENT

28. In columns 5 to 13 of this statement, entries have to be made by ticks (√) and dashes (—). In some of the cases, however, it has been seen that in place of dashes, 'X' has been put. This is incorrect. In some other cases, the identification particulars required to be recorded on the top of the statement like the Location Code, Name of the village, Enumerator's Block No. and Name of Enumerator have not been written. It should also be emphasised that all the Enumerator's Daily Posting Statements have to be verified 100% by the Supervisor who should put his dated signatures on each statement in token of such verification.

ENUMERATOR'S ABSTRACT

29. In this case again it has been noticed that the various identification particulars to be recorded on the top of the Abstract have not been given. Needless to say that these particulars have invariably to be recorded by the Enumerator. Besides the identification particulars, certain other information has also to be recorded on the top of the Abstract. This information is about:

(*i*) No. of Occupied Residential Houses; (*ii*) Total Number of Households; (*iii*) No. of Institutional Households; and (*iv*) No. of Houseless Households.

These items should be brought to the specific notice of Enumerators and discussed in the Training Classes.

30. The receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
Director of Census Operations, Haryana

(Vide Section XVI—Para 25 and Section XIX—Para 2)

No. Census-Hr.-71/1486
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, HARYANA,
35, SECTOR 10-A, CHANDIGARH-11.

To

All the District Census Officers (Deputy Commissioners)

in the Haryana State.

Dated Chandigarh, the 18th March, 1971.

Subject: Circular No. XI—1971-Census—Provisional Population Totals.

Sir,

I have the honour to say that immediately after the completion of revisional round on 3rd April, 1971, the Enumerators should submit the enumeration record to their Supervisors, who in turn should submit the same after necessary checking to their respective Charge Officers on the 4th April, 1971, without fail. The detailed procedure for the submission of record by the Charge Officers is being circulated in a separate letter.

2. In this letter is given the method of compiling the Provisional Population Totals by the Charge Officers and communicating the same to you and this office. On receipt of the Provisional Population Totals from the Charge Officers, you will also have to compile the totals for your district and communicate the same immediately to this office and the office of the Registrar General, India, 2/A, Mansingh Road, New Delhi, in the manner given below.

3. On receipt of the enumeration record, the Charge Officers should immediately post the particulars of Population and Literates for each enumeration block from the Enumerators Abstracts in Form I (copy enclosed). All the enumeration blocks in a charge should be serially entered in col. 2 of Form-I (along with requisite particulars in col. 1) immediately on receipt of the Forms (Register) by the Charge Officers and particulars against each block may be posted as and when the Abstract is received. It should be ensured that the figures for all the blocks are received and posted before the totals are struck for the entire charge.

4. Immediately after the totals are struck, the Charge Officers should communicate the figures to the District Census Officer by the quickest means possible by 6th April, 1971, at the latest and also to the Director of Census Operations by adopting the following standard message, followed up by a postal copy in confirmation.

1971—CENSUS PROVISIONAL POPULATION TOTALS

Charge.....District.....
Males.....Females.....
Total Population.....Literate Males.....
Literate Females.....Total Literates.....

5. Similarly the District Census Officers should post these totals of all the charges in the district, consolidate the totals for the district in Form IA and communicate the totals to the Director of Census Operations and to the Registrar General, India, latest by 7th April, 1971. The figures to the Director of Census Operations and the Registrar General, India, should be communicated by express telegrams to the following addresses, respectively.

"HARCENSUS—CHANDIGARH"
and
"REGGENLIND—NEW DELHI".

The following standard form of message may be adopted:

1971-Census Provisional Totals

.....District..... State
Males.....Females.....
Total Population.....Literate Males.....
Literate Females.....Total Literates.....

6. For the purpose of compilation of further details of the provisional figures from the Enumerators' Abstracts as a supplement, the following procedure may be followed. Each Charge Officer will post figures for males and females, separately in Form II and Form III, respectively. Copies of Form II and III are enclosed. All the enumeration blocks in a charge should be serially entered in col. 2 of Form II and III(along with requisite particulars in col. 1) immediately on receipt of the Forms (Registers) by the Charge Officers.

7. While posting the figures for males in Form II from each Enumerator's Abstract, a ring may be put around M in col. 1 of the Enumerator's Abstract in token of having made the entry in Form II. Similarly, the figures for females be posted in Form III, and a ring be put around F in the Enumerator's Abstract. It should be ensured that all enumeration blocks in a charge have been accounted for in each Form and also that the figures for each sex have been posted in the concerned Form. After totalling the figures for each sex in the respective Forms, a consolidated Abstract for the entire charge may be prepared incorporating the figures for Males and for Females and also striking the totals in Form IV (copy enclosed). Copies of the consolidated Abstract should be communicated by the Charge Officer to the District Census Officers and the Director of Census Operations by post by the 10th April, 1971, at the latest.

8. The District Census Officers may post the figures for Males and Females of each of the charges in the district in Form IIA and IIIA, respectively, and the totals for Males, Females and Total for the entire district may be communicated to the Director of Census Operations and the Registrar General, India, 2/A, Mansingh Road, New Delhi-11, in Form IVA, by post by 12th April, 1971, at the latest.

9. Copies of this letter are being sent to the Charge Officers direct along with the requisite number of Forms-I, II, III and IV. You may kindly direct all the Charge Officers to adhere to the date for communicating the Provisional Population Totals and also see that the district totals are communicated to this office and Registrar General India, on the due dates without fail. It cannot be over emphasised that the totals at

all levels should be struck very carefully and checked thoroughly in order to obviate any possibility of errors.

10. Kindly acknowledge receipt.

Yours faithfully,

Sd/

Director of Census Operations, Haryana

FORM- -I

1971-Census Provisional Totals..... Page No.....

Name of Charge. .....Code No.....

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

(Name of village with code No.)/ Ward No. in case of Towns	Enumeration Block No.	Population			Literate		
		Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7	8
Page Total							

FORM-II

1971-Census Provisional Totals.....

Name of Charge..... Code No..... Page No. .....

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

Name of Village (with code No.)/ Ward No. in case of Towns/Cities	Enumerator's Block No.	Sex	Population	S.C.	S. T.	Literate	Illiterate	Main Activity					Houseless population	Institutional population
								Cultivator	Agricultural Labourer	Household Industry	Other work	Non-worker		
X	Y	1	2	3	4	5	6	7	8	9	10	11	12	13
Page Total														

FORM-III

1971-Census Provisional Totals

Name of Charge ..... Code No..... Page No. .....

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

Name of Village (with code No.)/ Ward No. in case of Towns/Cities	Enumerator's Block No.	Sex	Population	S C.	S.T.	Literate	Illiterate	Main Activity					Houseless population	Institutional population
								Cultivator	Agricultural Labourer	Household Industry	Other work	Non-worker		
X	Y	1	2	3	4	5	6	7	8	9	10	11	12	13
Page Total														

FORM-IV

1971-Census Provisional Totals.....

Name of Charge ..... Code No. .....

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

Sex	Population	S.C.	S.T.	Literate	Illiterate	Main Activity					Houseless population	Institutional Population
						Cultivator	Agricultural Labourer	Household Industry	Other work	Non-worker		
1	2	3	4	5	6	7	8	9	10	11	12	13
Males												
Females												
Total												

Charge Officer

(Vide Section I—Para 5)

Posts in June, 1968

Designation of the post	*Name of the incumbent*
1. One post of Head Assistant	.. Sh. S.S. Sharma
2. One post of Upper Division Clerk	.. Vacant
3. One post of Lower Division Clerk	.. Sh. Harish Chander Kapur
4. One post of Daftri	.. Sh. Gobind Singh
5. Three posts of Peon	.. 1. Sh. Negi Ram 2. Sh. Bhagwati Parsad 3. Sh. Budhi Singh
6. Two posts of Chowkidar	.. 1. Sh. Bali Ram 2. Sh. Khandu Ram
7. Two posts of Tabulation Officer	.. 1. Sh. Janak Raj Vashistha 2. Sh. G.D. Singla
8. One post of Statistical Assistant	.. Vacant
9. Two posts of Economic Investigator	.. 1. Sh. K.B. Lakhanpal 2. Vacant
10. One post of Proof Reader	.. Sh. Daulat Ram
11. One post of Computor	.. Sh. J.N. Suri
12. Eight posts of Assistant Compiler	.. 1. Sh. A.L. Kakkar 2. Sh. O.P. Malik 3. Sh. Jaswant Lal 4. Sh. Hari Krishan 5. Miss Narinder Kaur 6. Sh. Ganga Ram 7. Sh. Sadhu Ram 8. Sh. K.K. Parashar

(Vide Section VI—Para 2)

Statement showing the number of additional posts that were created during 1969-70, 1970-71 and 1971-72

Name of post	*1969-70*	*1970-71*	*1971-72*
Deputy Director	1	1	..
Senior Scale Stenographer	1	..	..
Upper Division Clerk	1	1	2(RTO)
Lower Division Clerk	2	3	6(RTO)
Statistical Assistant	1	..	8(RTO)
Peon	2	3	1(RTO)
Farash	1	..	..
Mali	1	..	..
Driver	1	..	..
Chowkidar	1	..	2(RTO)
Tabulation Officer	..	1	..
Computor	..	3	..
Assistant Compiler	..	1	2(RTO)
Assistant	..	1	1
Accountant	..	1	—
Gestetner Operator	..	1	..
Daftri	..	..	..
Assistant Director	..	1	..
Part-time Sweeper	..	1	1(RTO)
Junior Scale Stenographer	1	2	..
Office Superintendent	..	1	..
Investigator	..	1	..
Sorter	..	..	360(RTO)
Compiler Checker	..	..	45(RTO)
Record Attendent	..	..	4(RTO)
Attendent	..	..	18(RTO)
Watchman	..	..	4(RTO)
Head Clerk	..	..	2(RTO)
Supervisor	..	..	45(RTO)
Junior Investigator	..	..	1HQ
Economic Investigator	..	..	3HQ
Sweeper	..	..	1HQ

(Vide Section VII—Para 2)

Details of tours undertaken by the Director of Census Operations, Haryana

Month and Year	*Places visited*	*Purpose of visit*
January, 1969	Ambala Cantt. Jind Hisar Rohtak Gurgaon Pataudi Ambala	To attend meetings of District Co-ordination Committees regarding Permanent Housenumbering Scheme
	Delhi	Discussions with Registrar General, India and Deputy Registrar General, India (SS)
February, 1969	Yamunanagar Karnal Rohtak Gurgaon	To attend meetings of Co-ordination Committees regarding Permanent Housenumbering Scheme
	Delhi	Discussions with Deputy Registrar General India
March, 1969	Ambala Karnal Nuh Gohana Faridabad Gurgaon Rohtak	To check blocks where second Pre-Test Schedules were being canvassed and also progress of Permanent Housenumbering Scheme
	Delhi	Discussions with Registrar General, India, and Deputy Registrar General, India, regarding second Pre-Test
April, 1969	Ambala Naraingarh Karnal Rohtak Charkhi Dadri Mahendragarh Narnaul Ballabgarh Rewari	To check progress of Permanent Housenumbering Scheme and work regarding second Pre-Test

Month and Year	*Places visited*	*Purpose of visit*
	Delhi	To discuss various administrative problems and to attend Conference of District Census Officers
May, 1969	Ambala	Discussions with District Census Officer
	Delhi	To attend Conference of State Directors of Census Operations
June, 1969	Dehradun	To attend Conference of Directors of Census Operations (Hindi Region)
July, 1969	Ambala Kalka Gurgaon Karnal	To check progress regarding preparation of jurisdictional maps and Permanent Housenumbering Scheme
	Delhi	To study working of Mechanical Tabulation Unit and to discuss administrative matters
August, 1969	Thanesar Yamunanagar Ambala Cantt. Sirsa Hisar Fatehabad Hansi Rohtak Ballabgarh Faridabad	To check progress regarding preparation of jurisdictional maps and Permanent Housenumbering Scheme
	Delhi	Discussions of various matters regarding Census and administration with officers
September, 1969	Bhopal	To attend group meeting of Directors of Census Operations (Hindi Region) for finalising of instructions for filling up Individual Slips in Hindi
	Darjeeling	To attend orientation course of Directors of Census Operations
October, 1969	Bahadurgarh Yamunanagar Sugh Buria Tajewala Kalesar Gurgaon Ambala	Organisation of Training programme and progress of Permanent Housenumbering Scheme

Month and Year	*Places visited*	*Purpose of visit*
	Delhi	Discussions of various administrative matters
November, 1969	Ambala Gurgaon	Training Conference of Field Officers
	Delhi	Training Conference of District Development & Panchayat Officers in the office of the Registrar General, India
December, 1969	Rohtak	Training Conference
	Delhi	Discussion of various administrative matters
	Simla Mandi Kulu Bilaspur	To take charge of Director of Census Operations, Himachal Pradesh and meetings with District Officers
January, 1970	Dehra Gopipur Dharmsala Palampur Mandi Bilaspur Nahan Paonta Sahib Dehradun Saharanpur Jagadhri Ambala	Meeting of District Officers to brief them about the nature and extent of Census work
	Delhi	Discussions with Officers regarding administrative matters, etc.
	Gurgaon Sohna Nuh Palwal Hodal Ballabgarh Faridabad Panipat	Discussions with Officers regarding administrative matters, etc.
February, 1970	Delhi	Discussions regarding administrative matters and shifting of record
	Rohtak Naraingarh Yamunanagar	Checking of Houselisting Operations

Month and Year	*Places visited*	*Purpose of visit*
February, 1970	Kalka Pinjore Ambala City Ambala Cantt. Shahbad	Checking of Houselisting Operations
	Nahan Paonta Sahib	Meeting regarding Houselisting Operations
March, 1970	Simla Theog Bilaspur Sundernagar Kulu Manali Manikaran	To check work regarding Houselisting Operations, and Sample Registration Scheme
April, 1970	Pathankot Chamba Dalhousie Rampur Kalpa Narkanda Mashobra Kasauli Nahan Renuka Paonta Sahib	To check work regarding Houselisting Operations, and Sample Registration Scheme
May, 1970	Kasauli Simla Solan	To check work regarding Houselisting Operations, and Sample Registration Scheme
	Delhi	Discussions with the Registrar General, India and other Officers
	Rohtak Shahbad Karnal Nilokheri Faridabad Ballabgarh Gurgaon Ambala Cantt. Ambala City	Training and progress in formation of Blocks for Enumeration
June, 1970	Simla	To hand over charge of Director of Census Operations, Himachal Pradesh

Month and Year	*Places visited*	*Purpose of visit*
	Delhi	Meetings with Registrar General, India and Deputy Registrar General, India and Court attendance
	Courtallam Kanyakumari	To attend Conference of Directors of Census Operations
July, 1970	Ambala City Ambala Cantt. Gurgaon Yamunanagar	Meetings regarding formation of Enumeration Blocks, progress of maps, etc.
	Delhi	Meeting with Registrar General, India
August, 1970	Rohtak Ambala	Visit Regional Tabulation Office and progress of formation of Enumeration Blocks
	Delhi	Meeting with Registrar General, India. Deputy Registrar General, India (C) and Deputy Registrar General, India (SS) and Administrative Officer
September, 1970	Faridabad Naraingarh	Checking of Census work
	Delhi	Meeting with Registrar General, India, Deputy Registrar General, India (C) and Administrative Officer
October, 1970	Faridabad Ballabgarh	Training programme and Census work
	Delhi	Meetings with Deputy Registrar General, India (SS) and Administrative Officer for Census cases
	Ambala City Ambala Cantt. Jagadhri Yamunanagar Tajewala Karnal Jind Hisar Gharaunda Panipat Gohana Rohtak Gurgaon	District level training programme and meetings

Month and Year	*Places visited*	*Purpose of visit*
November, 1970	Yamunanagar Dadupur Naraingarh Thanesar Pehowa Kaithal Ambala Panipat Ganaur Sonepat Rohtak Hansi Hisar Dabra Bhiwani Jhajjar Faridabad Surajpur HMT Kalka Narwana Jind Karnal Ladwa Radaur Kalesar Bilaspur	To check training programme and other Census work at these places
	Delhi	Meeting with Deputy Registrar General, India (C) and Central Tabulation Officer regarding Census work and printing programme
December, 1970	Ambala Sirsa Fatehabad Rohtak Karnal Gharaunda Panipat Gurgaon Sohna Hodal Palwal Sonepat	To check training programme and other Census work and meetings
	Mathura Agra	Meeting with Director of Census Operations, Uttar Pradesh regarding Census in riverine villages

Month and Year	*Places visited*	*Purpose of visit*
February, 1971	Rohtak	Census work
	Delhi	Discussions with Registrar General, India and other Officers
March, 1971	Ambala City Ambala Cantt. Kalka Pinjore Surajpur	Supervisors and Enumerators meeting in Tahsil office
	Rohtak Gohana Jind Sadhaura Chhachhrauli Yamunanagar Jadra Shahbad Pipli Nilokheri Karnal Sonepat Faridabad Ballabgarh Gurgaon Sohna Rewari Mahendragarh Dadri Bhiwani	To check Enumeration and Census Operations
	Delhi	Meeting with Deputy Registrar General, India (Social Studies)
April, 1971	Ambala	Meeting with Additional District Census Officer
	Simla	Meeting with Director of Census Operations, Himachal Pradesh, Director, All India Radio, Simla and Director of Public Relations, Himachal Pradesh

(Vide Section VIII—Para 12)

Statement showing the Receipt and Distribution of 1971-Census Schedules, Forms and Instructions, etc. during Houselisting Operations—contd.

Name of State/ District	Village Directories	Manual of Instructions on Permanent House-numbering	Charge Registers		Attendance & Form Registers		Census Act 1948	Letters of appointment for		List of Scheduled Castes	List of Typical industries in Haryana	Guidelines for the use of Supervisors	Houselist	Abstract
			Rural	Urban	Rural	Urban		Supervisors	Enumerators				Charge Officers	Enumerators
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total Receipt Haryana	10,000	1,000	200	500	75	150	13,000	6,500	27,000	15,000	20,000	5,000	2,000	24,000
Total Issue Haryana	7,650	800	133	193	64	140	12,363	4,950	24,750	11,444	12,741	3,320	1,658	17,122
Ambala	1,400	100	16	31	8	28	1,361	800	4,000	1,376	1,367	400	258	2,581
Karnal	1,500	100	20	33	10	22	2,190	900	4,500	2,190	2,190	600	277	2,887
Rohtak	900	100	21	27	8	18	3,000	800	4,000	2,111	2,111	600	217	2,596
Gurgaon	1,700	100	24	42	12	28	1,770	800	4,000	1,825	1,825	600	375	3,870
Mahendragarh	625	100	12	15	6	10	1,089	400	2,000	789	1,189	250	114	1,595
Hisar	1,175	200	28	33	14	22	2,172	900	4,500	2,272	2,272	670	329	2,690
Jind	350	100	12	12	6	12	781	350	1,750	881	1,787	200	88	903

Statement showing the Receipt and Distribution of 1971-Census Schedules, Forms and Instructions, etc. during Houselisting Operations—concld.

Name of State/ District	Filled in Schedules for Training				Booklet regarding Instructions to Enumerators for filling in Houselist		Houselist		Estt. Schedule		Schedules for Training			
	Houselist		Estt. Schedule								Houselist		Estt. Schedules	
	English	Hindi	English	Hindi	English	Hindi	English	Hindi	English	Hindi	English	Hindi	English	Hindi
	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Total Receipt Haryana	2,600	13,080	2,600	14,086	1,800	15,050	30,000	172,000	11,000	57,000	1,300	15,600	11,800	5,000
Total Issue Haryana	2,347	11,850	2,347	11,850	888	12,845	27,324	165,593	10,602	52,436	1,175	11,920	8,665	4,430
Ambala	500	1,420	500	1,420	100	1,670	7,684	13,590	3,000	5,880	250	1,420	1,420	250
Karnal	447	2,160	447	2,160	295	2,675	6,660	29,558	2,500	11,946	225	2,160	2,160	225
Rohtak	250	2,140	250	2,140	111	2,800	3,300	30,155	1,370	9,185	125	2,140	2,140	125
Gurgaon	300	1,940	300	1,940	100	1,900	4,080	30,530	985	9,005	150	1,940	1,940	150
Mahendragarh	200	890	200	890	71	800	1,000	13,280	1,200	3,495	100	890	100	890
Hisar	400	2,580	400	2,580	100	2,200	3,300	34,070	967	9,255	200	2,580	780	2,000
Jind	250	720	250	720	111	800	1,300	14,410	580	3,670	125	790	125	790

(Vide Section VIII—Para 12)

Statement showing the Receipt and Distribution of 1971-Census Schedules, Forms and Instructions, etc. during Actual Enumeration—contd.

Sr. No.	Name of State/District	Individual Slips Pads for Actual Census				Individual Slips Pads for Training		Population Record Pads for Actual Census				Population Record Forms for Training (Loose)	
		Pads in English		Pads in Hindi				Pads in English		Pads in Hindi			
		100 Slips Each	25 Slips Each	100 Slips Each	25 Slips Each	English Pad of 25 Slips	Hindi Pad of 25 Slips	50 Slips Each	25 Slips Each	50 Slips Each	25 Slips Each	English	Hindi
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Total Receipt Haryana	15,450	6,188	92,978	41,048	6,760	38,320	4,430	2,740	30,850	32,600	33,800	400,000
	Total Issue Haryana	12,115	4,660	92,756	40,972	2,820	23,201	4,384	2,738	30,777	31,230	27,220	246,025
1.	Ambala	4,146	1,341	6,743	3,096	931	2,210	1,172	1,329	2,002	3,492	8,680	23,590
2.	Karnal	2,162	1,111	18,378	7,709	581	4,322	732	444	5,771	5,965	5,480	46,895
3.	Rohtak	1,264	477	17,878	8,239	313	4,021	725	243	5,598	5,077	3,110	44,210
4.	Gurgaon	1,618	616	16,354	7,007	393	4,628	640	292	5,212	5,853	3,930	43,980
5.	Mahendragarh	—	—	7,159	3,226	—	1,890	8	—	4,090	2,219	—	20,900
6.	Hisar	2,461	956	20,154	8,983	505	4,651	931	363	6,143	6,865	5,050	50,160
7.	Jind	464	159	6,090	2,712	97	1,479	176	67	1,961	1,759	970	16,290

Statement showing the Receipt and Distribution of 1971-Census Schedules, Forms and Instructions, etc. during Actual Enumeration—contd.

Sr. No.	Name of State/ District	Instruction booklet for Enumerators		Letters of appointment		Identity Cards for		Attendance and Form Registers	List of Scheduled Castes	Abbreviation Cards	Wall Charts for Training				Charger Register			Abridged Houselist Forms
											Individual Slips	Population records	Enumerators D.P.S.	Enumerators Abstt.	Rural	Urban		
		English	Hindi	Supervisors	Enumerators	Supervisors	Enumerators								40 Leaves Each	Big	Small	
		15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Total Receipt Haryana	3,900	21,100	12,000	42,000	5,000	20,000	600	30,000	25,000	4,000	4,000	4,000	4,000	150	50	250	205,000
	Total Issue Haryana	3,599	20,851	9,410	39,700	3,827	17,948	464	28,956	21,840	2,105	2,105	2,105	2,105	150	50	239	190,255
1.	Ambala	1,028	2,019	1,100	4,600	451	2,184	62	3,627	2,664	468	468	468	468	21	8	60	24,130
2.	Karnal	703	3,791	1,810	7,600	743	3,456	88	5,542	4,235	351	351	351	351	23	10	38	36,195
3.	Rohtak	428	3,656	1,550	6,800	656	3,122	77	4,824	3,753	318	318	318	318	24	6	24	32,820
4.	Gurgaon	510	3,916	1,600	7,000	664	3,068	81	5,178	3,725	337	337	337	337	27	8	47	35,740
5.	Mahendragarh	14	1,802	700	2,900	282	1,307	32	2,121	1,558	132	132	132	132	10	2	15	16,140
6.	Hisar	805	4,259	2,000	8,200	780	3,693	92	5,828	4,506	371	371	371	371	33	12	37	33,915
7.	Jind	111	1,408	650	2,600	251	1,118	32	1,836	1,399	128	128	128	128	12	4	18	11,315

Statement showing the Receipt and Distribution of 1971-Census Schedules, Forms and Instructions, etc. during Actual Enumeration--concld.

Sr. No.	Name of District	Enumerator's Daily Posting Statement for Training				Enumerator's Daily Posting Statement for Actual Census				Enumerator's Abstract for Actual Census		Enumerator's Abstract for Training		Degree Holder and Technical Personnel Cards (in English)
		Males		Females		Males		Females						
		English	Hindi	English	Hindi	English	Hindi	English	Hindi	English	Hindi	English	Hindi	
		32	33	34	35	36	37	38	39	40	41	42	43	44
	Total Receipt Haryana	27,100	127,000	24,000	111,000	3,000	25,000	3,000	25,000	6,700	30,000	6,000	25,000	240,000
	Total Issue Haryana	27,082	125,390	23,743	109,715	2,773	21,088	2,773	20,996	2,029	27,811	2,812	21,357	223,540
1.	Ambala	6,270	11,175	5,505	9,274	921	2,030	921	2,010	608	3,078	931	2,060	30,079
2.	Karnal	4,967	23,675	4,029	20,764	545	4,104	545	4,032	419	5,329	575	4,093	42,213
3.	Rohtak	3,309	24,441	2,690	21,434	311	3,771	311	3,771	240	4,834	311	3,821	38,781
4.	Gurgaon	3,998	21,917	3,530	19,204	393	3,748	393	3,748	299	5,011	393	3,798	39,956
5.	Mahendragarh	905	9,593	988	8,414	—	1,740	—	1,740	—	2,209		1,790	14,140
6.	*Hisar*	*6,201*	*26,329*	5,509	23,379	505	4,266	505	4,266	392	5,594	505	4,316	44,889
7.	Jind	1,432	8,260	1,492	7,246	98	1,429	98	1,429	71	1,756	97	1,479	13,482

(Vide Section X—Para 6)

List of Towns and Cities (Towns with population one lakh plus) in each District of Haryana State

Name of District		*Name of Town/City*
AMBALA	..	Kalka (M.C.) *Naraingarh (N.A.C.)* Sadaura (M.C.) Ambala (M.C.) Ambala Cantt. (C.B.) (City) Chhachhrauli (M.C.) Buria (M.C.) Jagadhri (M.C.) Yamunanagar (M.C.) *Jagadhri Workshop* *Railway Colony (N.A.C.)*
KARNAL	..	*Pehowa (M.C.) Kaithal (M.C.) Pundri (M.C.) Shahbad (M.C.) Thanesar (M.C.) Ladwa (M.C.) Radaur (M.C.) Nilokheri (N.A.C.) Karnal (M.C.) Gharaunda (M.C.) Panipat (M.C.)
ROHTAK	..	Maham (M.C.) Gohana (M.C.) *Ganaur (N.A.C.)* Sonepat (M.C.) Rohtak (M.C.) (City) Beri (M.C.) Bahadurgarh (M.C.) Jhajjar (M.C.)

Name of District		*Name of Town/City*
GURGAON	..	Bawal (M.C.)
		Rewari (M.C.)
		Pataudi (M.C.)
		Haileymandi (M.C.)
		Farrukhnagar (M.C.)
		Gurgaon (M.C.)
		Sohna (M.C.)
		Faridabad Township (M.C.)
		Faridabad (M.C.)
		Ballabgarh (M.C.)
		Palwal (M.C.)
		Hodal (M.C.)
		Nuh (M.C.)
		Ferozepur Jhirka (M.C.)
MAHENDRAGARH	..	Charkhi Dadri (M.C.)
		Kanina (M.C.)
		Mahendragarh (M.C.)
		Ateli (M.C.)
		Narnaul (M.C.)
HISAR	..	Mandi Dabwali (M.C.)
		Kalanwali (M.C.)
		Sirsa (M.C.)
		Fatehabad (M.C.)
		Jakhalmandi (M.C.)
		Tohana (M.C.)
		*Uklanamandi (M.C.)
		Hisar (M.C.)
		Hansi (M.C.)
		Bhiwani (M.C.)
		Loharu (M.C.)
		Tosham (N.A.C.)
JIND	..	Narwana (M.C.)
		Uchana (M.C.)
		Jind (M.C.)
		Julana (M.C.)
		Safidon (M.C.)

NOTES: 1. Towns treated as such for the first time in 1961-Census which continue as towns for 1971-Census are shown with asterisk(*) on their left.

2. Towns treated as such for the first time for 1971-Census are printed in italics.

3. The following abbreviations have been used for the status of a town:

M.C. .. Municipal Committee
C.B. .. Cantonment Board
N.A.C. .. Notified Area Committee

(Vide Section XII—Para 24)

No..... .....

CENSUS OF INDIA, 1971

Letter of appointment of Enumerators

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

To

Shri .....Designation... .....

Name of Office.....Address.....

In exercise of the powers delegated to me under sub-section (4) of Section 4 of the Census Act (Central Act XXXVII of 1948), I hereby appoint you as Census Officer for housenumbering and houselisting operation in the area noted below which will hereafter be known as your block. You are designated as "Enumerator" of the said block. Your function will be to visit every household, between the 1st and 28th February, 1970 (both days inclusive) and fill up the Houselists and Establishment Schedules in respect of every house in the block allotted to you and prepare duplicate copies thereof after the work in your block is over. You have to be thorough with the instructions and rules of houselisting, attend all training classes which you will be called upon to attend and participate in the practical training classes. You have further to prepare lay-out sketch showing the location of houses within the area allotted to you and discharge such other functions, as will be assigned to you, from time to time, by your Circle Supervisor, in connection with this operation. Throughout the period of your training and houselisting operation, you should carry out the instructions of your Supervisor and higher Census authorities.

2. The quality and quantity of your contribution depends on how well you apply yourself to this task, understand the instructions and carry out your responsibilities with the required vigilance, enthusiasm and impartiality.

3. Under section 5 *ibid* you are deemed by virtue of this appointment to be a Public Servant within the meaning of the Indian Penal Code. Your attention is drawn to Section 11 *ibid* under which deriliction of duty that devolves upon you by virtue of this appointment is an offence punishable under the said Act.

Signature

Place : Name

Date: Designation

AREA

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

Tahsil/Town/Forest Area/Special Area .... Code No.....

Supervisor's Circle No. .....Enumerator's Block No. .....

Particulars of the Enumerator's Block as shown in the Charge Register.

Name of the Circle Supervisor of the above block and his address:

Name .....Address.....

(Vide Section XII—Para 24)

No.....

CENSUS OF INDIA, 1971

Letter of appointment of Circle Supervisors

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

To

Shri.....

Designation.....

Name of Office.....

Address.....

In exercise of the powers delegated to me under sub-section (4) of Section 4 of the Census Act (Central Act XXXVII of 1948), I hereby appoint you as Census Officer, to aid in and supervise the housenumbering and houselisting operation scheduled to be held from 1st to 28th February, 1970 in the areas noted below which will hereafter be known as your circle. You are designated "Circle Supervisor" of the said circle. Your main function is to equip the Enumerators in your circle to do their work properly, make sure that they are thorough with the instructions and rules and that they follow them strictly, and effectively supervise their work. You have to see that all the Houselists, Establishment Schedules and Instructions are distributed to the Enumerators in your circle. Since you will have only a few Enumerators under you, it should be possible for you to establish intimate contact with them and check thoroughly their knowledge of instructions and rules and how they act in the training classes. The training imparted by the Charge Officer will have to be followed up by you. Before the actual houselisting you should check each of the Enumerators' blocks to ensure that there is clear demarcation of boundaries, that houses in each block bear either permanent or temporary numbers and that lay-out sketches of the blocks prepared by your Enumerators are accurate and clearly plot all the houses in their blocks. In actual houselisting operation, you are expected to inspect at least 25 per cent of the households in different places. After the operation is over you have to check thoroughly each and every entry in Houselists and Establishment Schedules and sign them in token of having made the required checking. The checked Houselists and Establishment Schedules will then be submitted to your Charge Officer in duplicate along with Enumerator block's lay-out sketch and other records. You will be guided by the official instructions received from the Charge Officer and other superiors. In addition to the above, you will have to perform such other duties, as might be required of you, from time to time, in connection with Housenumbering and Houselisting Operations.

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

Signature

Place :

Name

Date :

Designation

AREA

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

Tahsil/Town/Forest Area/Special Area.....Code No.....

Supervisor's Circle No.....

Particulars of Supervisor's Circle as shown in the Charge Register.....

Names of the Enumerators and their block Nos. falling in the Circle:

	Name	Block No.
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....

(Vide Section XII—Para 20)

NUMBER OF BLOCKS (HOUSELISTING) IN EACH DISTRICT/TAHSIL

District/Tahsil	*T/R/U*	*No. of Blocks*
1. Ambala District	T	1,707
	R	1,397
	U	310
Kalka Tahsil	T	189
	R	164
	U	25
Ambala Tahsil	T	514
	R	357
	U	157
Jagadhri Tahsil	T	620
	R	509
	U	111
Naraingarh Tahsil	T	384
	R	367
	U	17
2. Karnal District	T	2,041
	R	1,766
	U	275
Kaithal Tahsil	T	413
	R	360
	U	53
Karnal Tahsil	T	602
	R	524
	U	78
Thanesar Tahsil	T	520
	R	450
	U	70
Panipat Tahsil	T	303
	R	239
	U	64
Guhla Tahsil	T	203
	R	193
	U	10
3. Rohtak District	T	1,584
	R	1,345
	U	239
Rohtak Tahsil	T	402
	R	299
	U	103
Jhajjar Tahsil	T	493
	R	448
	U	45
Gohana Tahsil	T	302
	R	275
	U	27
Sonepat Tahsil	T	387
	R	323
	U	64
4. Gurgaon District	T	2,083
	R	1,870
	U	213
Gurgaon Tahsil	T	307
	R	257
	U	50
Ballabgarh Tahsil	T	313
	R	256
	U	57
Palwal Tahsil	T	309
	R	265
	U	44

District/Tahsil	*T/R/U*	*No. of Blocks*
Nuh Tahsil	T	349
	R	342
	U	7
Ferozepur Jhirka Tahsil	T	281
	R	274
	U	7
Rewari Tahsil	T	524
	R	476
	U	48
5. Hisar District	T	1,898
	R	1,559
	U	339
Hisar Tahsil	T	427
	R	298
	U	129
Hansi Tahsil	T	359
	R	326
	U	33
Bhiwani Tahsil	T	270
	R	188
	U	82
Loharu Tahsil	T	79
	R	73
	U	6
Fatehabad Tahsil	T	317
	R	297
	U	20
Sirsa Tahsil	T	324
	R	271
	U	53
Dabwali Tahsil	T	122
	R	106
	U	16
6. Jind District	T	532
	R	467
	U	65
Narwana Tahsil	T	263
	R	240
	U	23
Jind Tahsil	T	177
	R	146
	U	31
Safidon Tahsil	T	92
	R	81
	U	11
7. Mahendragarh District	T	746
	R	667
	U	79
Narnaul Tahsil	T	266
	R	226
	U	40
Mahendragarh Tahsil	T	208
	R	187
	U	21
Dadri Tahsil	T	272
	R	254
	U	18
TOTAL	**T**	**10,591**
	R	**9,071**
	U	**1,520**

(Vide Section XI—Para 9)

Districtwise Distribution of Census Supervisors by Broad Categories (Reserve and Actual)
Houselisting

Sr. No.	State/District	T R U	Teachers				Village Officials				Govt. Local Administration Officials				Others				Total			
			Actual		Reserve		Actual		Reserve		Actual		Reserve		Actual		Reserve		Actual		Reserve	
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
	Haryana	**T**	**1,093**	**15**	**1,149**	**36**	**95**	..	**19**	..	**389**	**1**	**313**	..	**2**	..	**46**	..	**1,579**	**16**	**1,527**	**36**
		R	**1,000**	**11**	**1,059**	**14**	**93**	..	**15**	..	**177**	**1**	**141**	..	..	.	**44**	..	**1,270**	**12**	**1,259**	**14**
		U	**93**	**4**	**90**	**22**	**2**	..	**4**	..	**212**	..	**172**	..	**2**	..	**2**	..	**309**	**4**	**268**	**22**
1.	Ambala	T	100	..	120	..	23	..	5	..	74	..	56	..	2	..	3	..	199	.	184	..
		R	80	..	100	..	23	..	5	..	30	..	18	..	..	..	1	..	133	..	124	..
		U	20	..	20	..	..	..	..	..	44	..	38	..	2	..	2	..	66	..	60	..
2.	Karnal	T	173	15	166	28	12	..	1	..	81	..	79	..	..	..	..	..	266	15	246	28
		R	164	11	154	12	12	..	1	..	35	.	48	..	..	..	..	..	211	11	203	12
		U	9	4	12	16	..	..	..	..	46	..	31	..	..	..	..	..	55	4	43	16
3.	Rohtak	T	249	..	191	..	8	..	1	..	42	1	54	..	..	..	42	..	299	1	288	..
		R	228	..	183	..	8	..	1	..	17	1	17	..	..	..	42	..	253	1	243	..
		U	21	..	8	..	..	..	..	..	25	..	37	..	..	..	..	..	46	..	45	..
4.	Gurgaon	T	199	..	259	7	18	..	1	..	54	..	23	..	..	..	1	..	271	..	284	7
		R	192	..	244	1	16	..	1	..	19	..	9	..	..	..	1	..	227	..	255	1
		U	7	..	15	6	2	..	.	..	35	..	14	..	..	..	..	..	44	..	29	6
5.	Mahendragarh	T	116	..	105	..	2	..	1	..	2	..	10	..	..	..	..	..	120	..	116	..
		R	100	..	97	..	2	..	1	..	2	..	2	..	..	..	.	..	104	..	100	..
		U	16	..	8	..	..	..	..	.	..	..	8	.	..	..	..	..	16	..	16	..
6.	Hisar	T	189	..	230	..	28	..	9	..	109	..	78	..	..	..	..	..	326	..	317	..
		R	173	..	212	..	28	..	5	..	56	..	35	..	..	..	.	..	257	..	252	..
		U	16	..	18	..	..	..	4	..	53	..	43	..	..	..	.	..	69	..	65	..
7.	Jind	T	67	..	78	1	4	..	1	..	27	..	13	..	..	..	..	..	98	..	92	1
		R	63	..	69	1	4	..	1	..	18	..	12	..	..	..	..	..	85	..	82	1
		U	4	..	9	..	..	..	..	..	9	..	1	..	..	..	..	..	13	..	10	..

(Vide Section XI—Para 9)

Districtwise Distribution of Census Supervisors by Broad Categories (Reserve and Actual)
Census Enumeration

Sr. No.	State/District	TRU	Teachers				Village Officials				Govt. Local Administration Officials				Others				Total			
			Actual		Reserve		Actual		Reserve		Actual		Reserve		Actual		Reserve		Actual		Reserve	
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
	Haryana	**T**	**2,477**	**39**	**633**	**97**	**67**	..	**8**	..	**761**	..	**226**	**1**	**5**	..	**4**	**1**	**3,310**	**39**	**871**	**99**
		R	**2,230**	**23**	**566**	**67**	**66**	..	**8**	..	**321**	..	**111**	.	**1**	..	**2**	**1**	**2,618**	**23**	**687**	**68**
		U	**247**	**16**	**67**	**30**	**1**	..	..	..	**440**	..	**115**	**1**	**4**	..	**2**	..	**692**	**16**	**184**	**31**
1.	Ambala	T	217	4	57	42	10	..	..	..	154	..	38	..	3	..	3	..	384	4	98	42
		R	190	4	49	42	10	..	..	..	47	..	12	..	..	.	1	..	247	4	62	42
		U	27	..	8	..	.	..	..	..	107	..	26	..	3	..	2	..	137	..	36	..
2.	Karnal	T	419	17	88	42	8	..	..	..	178	..	37	1	..	..	..	..	605	17	125	43
		R	376	13	81	19	8	..	..	..	102	..	17	..	..	..	..	..	486	13	98	19
		U	43	4	7	23	..	.	..	.	76	..	20	1	..	..	..	.	119	4	27	24
3.	Rohtak	T	473	1	129	..	1	..	..	..	96	..	32	..	1	..	..	..	571	1	161	..
		R	450	1	121	..	1	.	.	..	19	..	10	..	1	..	..	..	471	1	131	..
		U	23	..	8	..	..	.	..	..	77	..	22	..	..	..	..	..	100	..	30	..
4.	Gurgaon	T	480	10	134	9	19	..	1	..	92	..	23	..	..	..	..	..	591	10	158	9
		R	416	2	119	2	19	..	1	..	24	..	10	..		..	..	..	459	2	130	2
		U	64	8	15	7	..	.	..	..	68	..	13	..	..	..	..	..	132	8	28	7
5.	Mahendragarh	T	231	..	60	..	3	..	..	..	10	..	5	..	1	.	1	..	245	..	66	..
		R	212	..	53	..	3	..	..	..	1	..	1	..	..	..	1	..	216	..	55	..
		U	19	..	7	..	.	.	..	..	9	..	4	..	1	.	..	..	29	..	11	..
6.	Hisar	T	470	7	117	4	21	..	7	..	198	..	82	..	..	..	..	1	689	7	206	5
		R	423	3	104	4	20	..	7	..	108	..	53	..	..	..	..	1	551	3	164	5
		U	47	4	13	..	1	..	.	..	90	..	29	.	..	..	..	..	138	4	42	..
7.	Jind	T	187	..	48	..	5	..	..	..	33	..	9	..	..	..	..	..	225	..	57	..
		R	163	..	39	..	5	..	..	..	20	..	8	..	..	..	..	..	188	..	47	..
		U	24	..	9	..	..	..	..	..	13	..	1	..	..	..	..	..	37	..	10	..

(Vide Section XI—Para 9)

Districtwise Distribution of Census Enumerators by Broad Categories (Reserve and Actual)
Houselisting

Sr. No.	State/District	T R U	Teachers				Village Officials				Govt. Local Administration Officials				Others				Total			
			Actual		Reserve		Actual		Reserve		Actual		Reserve		Actual		Reserve		Actual		Reserve	
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
	Haryana	T	**4,729**	**137**	**2,090**	**51**	**1,713**	..	**120**	..	**1,241**	**1**	**639**	..	**9**	..	**116**	..	**7,692**	**138**	**2,965**	**51**
		R	**4,225**	**88**	**1,958**	**15**	**1,676**	..	**119**	..	**364**	**1**	**252**	..	**1**	..	**113**	..	**6,266**	**89**	**2,442**	**15**
		U	**504**	**49**	**132**	**36**	**37**	..	**1**	..	**877**	..	**387**	..	**8**	..	3	..	**1,426**	**49**	**523**	**36**
1.	Ambala	T	540	..	230	..	166	..	10	..	256	..	112	..	8	..	4	..	970	..	356	..
		R	441	..	208	..	135	..	9	..	73	..	31	..	.	..	1	..	649	..	249	..
		U	99	..	22	..	31	..	1	..	183	.	81	..	8	..	3	..	321	..	107	..
2.	Karnal	T	737	128	272	27	282	..	46	..	255	1	178	..	1	..	..	..	1,275	129	496	27
		R	718	79	264	1	280	..	46	..	63	1	101	..	1	..	..	..	1,062	80	411	1
		U	19	49	8	26	2	..	..	..	192	..	77	..	..	..	..	..	213	49	85	26
3.	Rohtak	T	1,014	..	366	..	277	.	1	..	210	..	86	..	..	..	104	..	1,501	..	557	..
		R	927	.	352	..	276	..	1	..	61	..	9	..	..	..	104	..	1,264	..	466	.
		U	87	..	14	..	1	..	..	..	149	..	77	..	..	..	..	..	237	..	91	..
4.	Gurgaon	T	823	9	437	19	308	..	20	..	148	..	55	..	..	..	8	..	1,279	9	520	19
		R	750	9	411	9	307	..	20	..	18	..	15	..	..	..	8		1,075	9	454	9
		U	73	..	26	10	1	..	..	..	130	..	40	..	..	..	..	..	204	..	66	10
5.	Mahendragarh	T	495	..	206	2	77	..	6	..	25	..	25	..	..	..	..	..	597	..	237	2
		R	446	.	197	2	77	..	6	..	..	..	2	..	..	..	..	..	523	..	205	2
		U	49	..	9	..	..	..	..	..	25	..	23	..	..	..	..	..	74	..	32	..
6.	Hisar	T	729	..	454	..	528	..	13	..	329	..	141	..	..	..	..	..	1,586	..	608	.
		R	596	..	407	..	527	..	13	..	149	..	70	..	..	..	..	..	1,272	..	490	..
		U	133	..	47	..	1	..	..	..	180	..	71	..	..	..	..	..	314	..	118	..
7.	Jind	T	391	..	125	3	75	..	24	..	18	..	42	..	..	..	..	..	484	..	191	3
		R	347	..	119	3	74	..	24	..	..	..	24	..	..	..	..	..	421	..	167	3
		U	44	..	6	..	1	..	..	..	18	..	18	..	..	..	..	..	63	..	24	..

(Vide Section XI—Para 9)

Districtwise Distribution of Census Enumerators by Broad Categories (Reserve and Actual)
Census Enumeration

Sr. No.	State/District	T R U	Teachers				Village Officials				Govt. Local Administration Officials				Others				Total			
			Actual		Reserve		Actual		Reserve		Actual		Reserve		Actual		Reserve		Actual		Reserve	
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
	Haryana	T	**11,425**	**410**	**1,133**	**245**	**1,328**	..	**147**	..	**2,812**	**7**	**348**	**13**	**19**	..	**3**	**2**	**15,584**	**417**	**1,631**	**260**
		R	**10,530**	**249**	**1,045**	**140**	**1,310**	..	**139**	..	**735**	**1**	**154**	**3**	**6**	..	..	**1**	**12,581**	**250**	**1,338**	**144**
		U	**895**	**161**	**88**	**105**	**18**	..	**8**	..	**2,077**	**6**	**194**	**10**	**13**	..	**3**	**1**	**3,003**	**167**	**293**	**116**
1.	Ambala	T	1,101	52	98	73	90	.	5	..	577	1	73	2	13	..	2	..	1,781	53	178	75
		R	976	39	95	44	88	..	1	..	99	..	26	..	..	..	..	..	1,163	39	122	44
		U	125	13	3	29	2	..	4	..	478	1	47	2	13	..	2	..	618	14	56	31
2.	Karnal	T	2,212	257	102	94	93	..	71	..	504	4	38	9	..	..	1	2	2,809	261	212	105
		R	2,104	158	90	40	92	..	71	..	148	..	18	1	..	..	..	1	2,344	158	179	42
		U	108	99	12	54	1	..	..	..	356	4	20	8	..	..	1	1	465	103	33	63
3.	Rohtak	T	2,056	4	281	3	275	..	10	..	457	..	53	..	5	..	..	..	2,793	4	344	3
		R	1,946	4	267	3	272	..	9	..	73	..	12	..	5	..	..	..	2,296	4	288	3
		U	110	.	14	..	3	..	1	..	384	..	41	..	..	..	..	..	497	..	56	..
4.	Gurgaon	T	2,049	42	226	17	263	..	21	..	441	1	43	2	..	..	..	..	2,753	43	290	19
		R	1,860	11	202	7	258	..	21	..	85	..	17	2	..	..	..	..	2,203	11	240	9
		U	189	31	24	10	5	..	..	..	356	1	26	..	..	..	..	..	550	32	50	10
5.	Mahendragarh	T	1,097	..	126	1	36	..	..	..	45	..	19	..	..	..	..	..	1,178	..	145	1
		R	1,009	..	119	1	36	..	..	..	1	..	2	..	..	..	..	..	1,046	..	121	1
		U	88	..	7	..	..	..	..	..	44	..	17	..	..	..	..	..	132	..	24	..
6.	Hisar	T	2,091	54	214	53	477	..	34	..	684	1	108	..	1	..	..	..	3,253	55	356	53
		R	1,901	37	191	45	471	..	31	..	292	1	71	..	1	..	..	..	2,665	38	293	45
		U	190	17	23	8	6	..	3	..	392	..	37	..	..	..	..	..	588	17	63	8
7.	Jind	T	819	1	86	4	94	..	6	..	104	..	14	..	..	..	..	..	1,017	1	106	4
		R	734	..	81	..	93	..	6	..	37	..	8	..	..	..	..	..	864	..	95	..
		U	85	1	5	4	1	..	..	..	67	..	6	..	..	..	..	..	153	1	11	4

(Vide Section XIV—Para 14)

No.....

Date.....

CENSUS OF INDIA, 1971

Letter of appointment of Circle Supervisors

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

To

Shri .....

Designation.....

Name of Office.....

Address.....

In exercise of the powers delegated to me under sub-section (4) of Section 4 of the Census Act (Central Act XXXVII of 1948), I hereby appoint you as Census Officer, to aid in and supervise the enumeration scheduled to be held from 10th to 28th February, 1971, in the areas noted below which will hereafter be known as your Circle. You are designated "Circle Supervisor" of the said Circle. Your main function is to equip the Enumerators in your Circle to do their work properly, make sure that they are thorough with the instructions and rules and that they follow them strictly, and effectively supervise their work. You have to see that all the Schedules and Instructions are distributed to the Enumerators in your Circle. Since you will have only a few Enumerators under you, it should be possible for you to establish intimate contact with them and check thoroughly their knowledge of instructions and rules and how they act in the training classes. The training imparted by the Charge Officer will have to be followed up by you. Before the actual enumeration you should check each of the Enumerators blocks to ensure that there is clear demarcation of boundaries, that houses in each block bear either permanent or temporary numbers and that lay-out sketches of the blocks prepared by your Enumerators are accurate and clearly show all the houses in their blocks. During enumeration you are expected to inspect at least 25 per cent of the households in different places. During the operation you have to check thoroughly each and every entry in the Daily Posting Statements and sign them in token of having made the required checking. The Individual Slips, Population Record, Posting Statements and Enumerators Abstracts will then be submitted to your Charge Officer along with Enumerator block's lay-out sketch and other records. You will be guided by the official instructions received from the Charge Officer and other superiors. In addition to the above, you will have to perform such other duties, as might be required of you, from time to time, in this connection.

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

Signature

Place:

Name

Date:

Designation

AREA

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

Tahsil/Town/Special Area.....Code No.....

Particulars of Supervisor's Circle as shown in the Charge Register

Names of the Enumerators and their block Nos. [along with village(s)/ward(s)] falling in the Circle

	Name	*Block No.(s)*	*Village(s)/Ward(s)*
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....

(Vide Section XIV—Para 14)

No.....

Date.....

CENSUS OF INDIA, 1971

Letter of appointment of Enumerators

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

To

Shri .....

Designation.....

Name of Office.....

Address.....

In exercise of the powers delegated to me under sub-section (4) of Section 4 of the Census Act (Central Act XXXVII of 1948), I hereby appoint you as Census Officer, for enumeration in the area noted below which will hereafter be known as your block/ blocks. You are designated as "Enumerator" of the said block(s). Your function will be to visit every household, between the 10th and 28th February, 1971 (both days inclusive) and fill up the Individual Slips in respect of every person in the block allotted to you and prepare other record connected with it. You have to be thorough with the instructions and rules of enumeration, attend all training classes which you will be called upon to attend and participate in the practical training classes. You have further to prepare lay-out sketch showing the location of houses within the area allotted to you and discharge such other functions, as will be assigned to you, from time to time, by your Circle Supervisor, in connection with this operation. Throughout the period of your training and enumeration, you should carry out the instructions of your Supervisor and higher Census authorities.

2. The quality and quantity of your contribution depends on how well you apply yourself to this task, understand the instructions and carry out your responsibilities with the required vigilance, enthusiasm and impartiality.

3. Under section 5 *ibid* you are deemed by virtue of this appointment to be a 'Public Servant' within the meaning of the Indian Penal Code. Your attention is drawn

to Section 11 *ibid* under which deriliction of any duty that devolves upon you by virtue of this appointment is an offence punishable under the said Act. An extract of Section 11 is given hereafter.

Signature

Place:

Name

Date:

Designation

AREA

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

Tahsil/Town/Special Area.....Code No.....

Particulars of the Enumerator's Block(s) as shown in the Charge Register

Name of Village/ No. of Ward	Code No. of Village/ Ward	Enumeration Block No.	Description of Blocks

Name of the Circle Supervisor of the above block and his address:

Name.....

Address.....

Section 11 of the Census Act (Central Act XXXVII of 1948)

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 orders, or

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

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

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

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

(*f*) any person who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of th 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) shall also be punishable with imprisonment which may extend to six months.

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

(*Vide Section XIV—Para 15*)

Census Divisions and Census Officers appointed during Actual Enumeration

Sl. No.	District	Inhabited Rural Mauzas	Number of		Number of					Number of			
			Tahsils	Cities and Towns	Charges		Circles	Blocks	Charge Officers	Supervisors		Enumerators	
					Ordinary	Special*				Actually Employed	Kept in Reserve	Actually Employed	Kept in Reserve
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Ambala	1,221	4	10	14	2	388	2,249	16	388	140	1,834	253
2.	Karnal	1,366	5	11	16	..	622	3,379	16	622	168	3,070	317
3.	Rohtak	772	4	8	12	..	572	2,839	12	572	161	2,797	347
4.	Gurgaon	1,471	6	14	20	..	601	3,173	20	601	167	2,796	309
5.	Mahendragarh	542	3	5	8	..	245	1,202	8	245	66	1,178	146
6.	Hisar	1,059	7	12	19	..	696	3,370	19	696	211	3,308	409
7.	Jind	300	3	5	8	1	225	1,025	9	225	57	1,018	110
	Total	**6,731**	**32**	**65**	**97**	**3**	**3,349**	**17,237**	**100**	**3,349**	**970**	**16,001**	**1,891**

*NOTE :—This does not include Special Charges created for Strictly Military Areas.

(Vide Section XV—Para 7)

Some advice for the guidance of Charge Officers

(1) As Charge Officer, the prime responsibility for the training of Supervisor and Enumerators for the conduct of the Census itself is yours. All other persons who participate with you will merely be helpers.

(2) You are to ensure the following :

(*i*) Filling in and distribution of the Abridged Houselist to the Enumerators in your charge. The Abridged Houselists are to be filled in from the Houselists already with you and with the help of the Charge Registers. This work is to be done very carefully as a wrongly filled Abridged Houselist might misguide the Enumerator. You should utilise some really intelligent Patwaris and other officials to do this work. The Enumerator will have to be provided with the required number of blank forms to enable him to prepare a duplicate copy and hand over the original to the Supervisor.

(*ii*) You are to ensure that all pads of Individual Slips distributed to Enumerators are properly numbered and bear the Location Code number as well. Distribution of these has to be done very carefully without wastage and with a minimum of extra copies. Since the printing of these pads has been completed, it will not be possible to supply any more later in case of shortage due to wastage. These pads are not to be distributed till the last round of the training and it must be enjoined upon the Supervisors and Enumerators to keep these carefully in safe custody free from white ants or other dangers. A few spares should be given to the Supervisors. The best thing would be for the Supervisors and the Enumerators to collect their respective lots during the last round of training.

(*iii*) Pads should not be broken up at any time.

(3) The success of the Census will depend upon the way in which you drive home the various concepts and procedures in regard to the Individual Slip. Do not leave this work to others but satisfy yourself. Before you can succeed in this, you have to study the whole matter yourself very carefully. Any difficulty or doubt should be brought at once to the notice of your Sub Divisional or District Census Officer. You should have no doubt in your mind. Remember, it is not a question of passing an examination. It is a question of being word perfect in every question and answer relating to the Individual Slip. This job of training must be done in a systematic manner right from the start and no classes missed. Remember, an untrained or badly trained Enumerator is of no use and will simply make a hash of the Census.

(4) You must always be alert for weak points both in training and in actual work. You cannot afford to be lenient.

(5) You must ensure that proper notional and lay-out maps of all the blocks are made and are available with the Enumerators. Each lay-out map must indicate streets, other important features and all the Census houses. These maps will be the basis for all the work.

(6) You must ensure that every Enumerator knows his jurisdiction accurately and that he is not likely to disappear just before the enumeration.

(7) Make sure that the distribution of material does not suffer from lack of staff.

(8) Make sure that the Census houses are all properly numbered and that new houses have been included. Along with the Enumerator you share the responsibility for any lapses in this respect.

(9) It would be good to have publicity done in the first week of February throughout your charge village-wise explaining to the public the broad features of the Census and requesting them to co-operate and for the heads of the households to be available to the Enumerators.

(10) In your charge, there will be some P.E.C. (Post-Enumeration Check) blocks in which the Individual Slip will have to be recanvassed by Supervisors acting as Enumerators and with you as the Supervisor incharge. This work will require special training also.

(11) Make sure that every Enumerator hands over the following record to you through his Supervisor by 4th April, 1971 positively:

(*a*) Filled in Individual Slip Pads;

(*b*) Filled in Population Record;

(*c*) Filled in Enumerator's Daily Posting Statements both for males and females;

(*d*) Enumerator's Abstract—one per block;

(*e*) Lay-out map of the block;

(*f*) Both the copies of the Abridged Houselist duly up-to-dated; and

(*g*) Blank schedules, if any.

(12) After the enumeration you have to draw up an Abstract and then convey the population totals to the Director of Census Operations through the District Census Officer (Deputy Commissioner) by the 5th April, 1971.

(13) Your responsibility is heavy. You will be pulled in different directions by your normal duties. Make sure that you so adjust your work that Census receives its due priority. No excuse will normally be accepted later if things go wrong.

(14) The Indian Census has been going on through thick and thin for the last 100 years and it will continue to do so. Your full attention, co-operation and involvement are necessary. Census cannot be dealt with in routine.

(Vide Section XV—Para 7)

Some advice to Training Officers when they proceed to train Enumerators

(1) When you are training the Enumerator, begin by telling him that by virtue of the appointment order issued to him under the Indian Census Act, he will now be performing a duty of great national importance. The data collected by him will be used for various purposes such as, planning and development, demarcation of electoral constituencies, etc.

(2) The Enumerator's attention should then be drawn to the provisions of Section 11(1)(a) and (b) of the Census Act which enjoins certain responsibility on him.

(3) The Indian Census is one of the best in the world and it should be our endeavour to keep it so.

(4) *Reference date and enumeration period:* The reference date is the sun-rise of the 1st April, 1971. Enumeration will be from 10th to 31st March, 1971. During this period every person is to be covered.

(5) From 1st to 3rd April, 1971 will be the revisional round in which note has to be taken of fresh births and deaths and of migrants since the last visit.

(6) The houseless population will be counted on the night of the 31st March, 1971.

(7) After driving home the above points, the trainer should go on to the Individual Slip or the Census Schedule and the ancillaries which go with it. The first talking point should be the pad and the Slip. Each pad will contain either 100 or 25 Slips. The pad No. and the Location Code [indicating District/Tahsil or Town/Village or Ward (Block No.)] are to be noted on the cover of each pad by the Charge Officers. The Enumerator will give the Location Code No. and the No. of pad on each Individual Slip and add the Household number on each Slip. Code Numbers have already been given to every District/Tahsil or Town/Village or Ward. The block numbers have also been given which run serially for each charge. These are to be given in round brackets, as illustrated in Individual Slip. A check should be made right at the start to note the number of Slips in each pad and these Slips should then be serially numbered.

(8) The Enumerator must be clearly told that in case he is incharge of more than one block, then he should use a separate pad for the other block. Under no circumstances, should two blocks be brought on to Individual Slips in one pad.

(9) *Location Code and the Enumerator's jurisdiction:* The Enumerator must get fully acquainted with the Code Numbers allotted to his area and which are to be given to him by the Charge Officer. The jurisdiction of the Enumerator is given in the appointment letter. He should at once make a round of his block and note the new houses, if any, which have come up and give them their proper numbers. He should also be clear about the dividing line between his and the adjoining Enumerator's block. He should then prepare a detailed sketch of the area allotted to him showing:

(*i*) streets;

(*ii*) other prominent land marks; and

(*iii*) location of the actual houses that he has to enumerate.

This sketch is most important since it will not only ensure complete coverage at the Census but will help in identification at later stages. This sketch is to be given by the Enumerator to his Supervisor along with his final sketch after the enumeration is complete.

(10) *Persons to be enumerated:* The Enumerator will have to locate every household in his area. Define 'Household' to him. He should also make a mental note of places where houseless persons stay. These are to be enumerated on the night of the 31st March. Explain to the Enumerator what normally residing means, then draw his attention to para 14 in the Instructions Booklet where the four categories of persons to be enumerated are mentioned.

(11) The Enumerator should be told to plan out his work in such a way that he covers a part of his jurisdiction in a systematic manner each day and does not let the work accumulate towards the end.

(12) The Enumerator should also be told that his task is simple. He has to canvass only one Slip containing 17 questions per individual. He will later have to post some particulars in the :

(*i*) Population Record;

(*ii*) Enumerator's Daily Posting Statement (separately for Males and Females); and

(*iii*) Enumerator's Abstract.

(13) The Enumerator should also be told to see that the Abridged Houselist given to him by the Charge Officer is up-to-date. This list is merely a guide and it has to be verified at the spot. Blind adherence to the list will not save him if any houses not mentioned in it are left out.

(14) It would be good for the Enumerator when he is going around his area to also note the nature of the industries, business, offices, etc. and the class of workers who are present in his area. He might also pass word round that the heads of households should try to be present in the mornings or evenings definitely to facilitate enumeration.

(15) It should also be driven home to the Enumerator that in case of any doubt about any question or procedure, he should at once contact his superior Census officer.

(16) The Enumerator should also be told right at the start that the following questions are most important in that they are to elicit new data:

(*a*) On fertility— Question No. 6

(*b*) On Migration—Question No. 8

(*c*) On Secondary Work—Question No. 17—both categories of main activity; namely, workers and non-workers.

(17) The Question on mother-tongue is important and also fraught with some danger. The Enumerator must be strictly neutral and should treat the answer as strictly confidential not permitting any outside influence or pressure. The mother-tongue is to be recorded as stated. The Enumerator should not try to fit the mother-tongue into any language. This is the job of Registrar General, India.

(18) The Enumerator should also be told that in case he has missed any course of training, he should report to his superior officer for making up the deficiency.

(19) The Enumerator should also be told that his work will be reflected in his annual confidential report. Good work will attract a medal which may be of bronze or silver. Besides this, every Enumerator/Supervisor will be eligible for a small honorarium which again he has to earn. Bad work will make him liable to both executive and legal punishments.

(20) Since there will be a Post-Enumeration Check (P.E.C.) also, if any mistakes are detected in a block, the Enumerator will not be able to escape.

(21) After these points have been driven home, then the Question No. 1 in the Individual Slip should be taken up.

(22) Enumerators and Supervisors should be called up by the trainer to explain the concepts and procedures to the other persons in the class.

(23) Finally, every trainee should be told that the forthcoming Census will complete a century of the Indian Census and that it is his proud privilege to have taken part in it. All the data which he has collected will be of immense benefit to the entire country. This should be his chief solace and reward.

(Vide Section XXI—Para 6)

Honorarium paid during 1971-Census to Enumerators/Supervisors/Assistant Charge Officers/ Charge Officers/Special Charge Officers/Additional District Charge Officers

HONORARIUM PAID FOR

Housenumbering and Houselisting		Enumeration		
Sr. No	Name of District	Amount paid during 1970-71 to Enumerators/ Supervisors	Sr. No. Name of District	Amount paid during 1971-72 to Enumerators/ Supervisors	Charge Officers
1.	Ambala	30,993.13	1. Ambala	49,762:50	2,592.50
2.	Karnal	46,001.26	2. Karnal	84,047.70	2,337.50
3.	Rohtak	45,012.58	3. Rohtak	75,663.80	1,725.00
4.	Gurgaon	45,630.75	4. Gurgaon	74,111.90	2,962.50
5.	Mahendragarh	15,249.91	5. Mahendragarh	29,341.40	1,131.25
6.	Hisar	45,308.57	6. Hisar	90,908.40	2,800.00
7.	Jind	15,979.18	7. Jind	27,547.70	1,312.50
	TOTAL	**244,175.38**	**TOTAL**	**431,383.40**	**14,861.25**

Total honorarium paid during Houselisting .. Rs. 244,175.38

Total honorarium paid during Enumeration .. Rs. 446,244.65

GRAND TOTAL . Rs. 690,420.03

(Vide Section XXI—Para 11)

Statement showing the Distribution of Census Medals among the various Functionaries

District	Medals available on the basis of population		I. Enumerators		II. Circle Supervisors		III. Charge Officers/ Asstt. Charge Officers/ Distt. Statistical Officers		IV. D.C.O./A.D.C.O./ S.D.C.O.	
	Silver	Bronze	Silver	Bronze	Silver	Bronze	Silver	Bronze	Silver	Bronze
1	2	3	4	5	6	7	8	9	10	11
Ambala	9	20	5	15	1	3	1	2	2	—
Karnal	17	37	11	31	2	4	2	2	2	—
Rohtak	16	35	10	29	2	4	2	2	2	
Gurgaon	15	33	9	27	2	4	2	2	2	—
Mahendragarh	6	13	3	10	1	2	1	1	1	—
Hisar	18	40	11	34	3	4	2	2	2	—
Jind	6	12	3	9	1	2	1	1	1	—
Total	**87**	**190**	**52**	**155**	**12**	**23**	**11**	**12**	**12**	

		Silver	Bronze
I—IV.	Details as given in the above statement	87	190
V.	Technical staff of Regional Tabulation Offices ..	3	8
VI.	Other staff in Head Office, Census staff in Deputy Commissioners' Offices and Charge Offices	16	16
	Grand Total	**106**	**214**

(Vide Section XXII—Para 4)

Statement showing the Budgetory Estimates and Expenditure in Haryana Circle for the years 1968-69 to 1971-72

Head of Account and Description	Budget Estimates (Final)				Actual Expenditure			
	1968-69	1969-70	1970-71	1971-72	1968-69	1969-70	1970-71	1971-72
39-*Miscellaneous Social and Developmental Organisation—*								
A-Superintendence-								
A-1-Establishment Charges								
Salary of Officers	11,300	39,750	42,950	43,100	10,324	36,077	43,602	43,105
Salary of Establishment	8,250	24,350	35,300	44,600	7,937	23,879	35,270	44,581
Dearness Allowance	8,200	21,500	28,700	36,600	8,145	21,482	28,661	34,766
Other Allowances	1,600	4,700	5,700	9,000	1,546	4,472	5,677	8,738
Total Establishment Charges	29,350	90,300	112,650	133,300	27,952	85,910	113,210	131,190
A-2-Interim Relief	—	–	5,400	8,150		—	5,439	8,181
A-3-Travelling Expenses	1,500	7,600	8,200	9,000	398	7,751	8,355	8,481
A-4-Other Charges	8,100	61,800	32,600	46,450	5,619	40,561	32,644	35,858
Total A-Superintendence	**38,950**	**159,700**	**158,850**	**196,900**	**33,969**	**134,222**	**159,648**	**183,710**
B-Enumeration—								
B-1-Establishment Charges								
Salary of Establishment	—	18,200	78,000	21,000	—	18,760	78,963	21,090
Dearness Allowance	—	14,950	61,600	16,600	—	15,380	62,430	16,533
Other Allowances	—	300	2,400	1,100		311	2,499	1,217
Total Establishment Charges	—	33,450	142,000	38,700	—	34,451	143,892	38,840
B-2-Interim Relief		—	—				—	
B-3-Travelling Expenses	–	800	7,000	11,000		1,079	7,045	11,071
B-4-Honorarium to Enumerators	—	—	244,200	450,000	—	—	244,175	445,895
B-5-Other Charges	—	500	2,100	1,600	—	123	2,055	2,199
Total B-Enumeration	—	**34,750**	**395,300**	**501,300**	—	**35,653**	**397,167**	**498,005**
C-Abstraction & Compilation—								
C-1-Establishment Charges								
Salary of Officers	—	2,200	16,300	18,100	—	2,205	16,299	16,421
Salary of Establishment	21,300	32,350	41,500	550,500	21,440	32,332	41,499	526,805
Dearness Allowance	13,950	22,950	30,450	58,300	14,056	22,942	30,461	56,210
Other Allowances	2,850	4,800	6,000	14,800	2,671	4,684	6,014	13,009
Total Establishment Charges	38,100	62,300	94,250	641,700	38,167	62,163	94,273	612,445
C-2-Interim Relief	–		6,250	14,200	—	–	6,243	13,534
C-3-Travelling Expenses	5,600	4,000	9,200	26,000	5,499	3,871	9,203	25,940
C-4-Other Charges	10,800	10,100	40,400	106,000	11,054	10,058	40,404	106,481
Total C-Abs. & Compilation	**54,500**	**76,400**	**150,100**	**787,900**	**54,720**	**76,092**	**150,123**	**758,400**
D-Printing and Stationery	—	**10,000**	**8,300**	**100,000**	–	**4,395**	**8,305**	**71,257**
Grand Total Non-Plan	**93,450**	**280,850**	**712,550**	**1,586,100**	**88,689**	**250,362**	**715,243**	**1,511,372**

(Vide Section XXII- -Para 4)

Statement showing the Budgetory Estimates and Expenditure in Haryana Circle for the years 1968-69 to 1971-72

Head of Account and Description	Budget Estimates (Final)				Actual Expenditure			
	1968-69	1969-70	1970-71	1971-72	1968-69	1969-70	1970-71	1971-72
L-Registration etc.—								
L-1-Establishment Charges								
Salary of Establishment	2,250	2,750	18,300	34,300	2,241	2,762	18,318	34,289
Dearness Allowance	1,200	1,900	12,950	25,050	859	1,898	12,967	25,003
Other Allowances	—	650	3,000	5,000	281	547	3,014	4,832
Total Establishment Charges	3,450	5,300	34,250	64,350	3,381	5,207	34,299	64,124
L-2-Interim Relief	—	—	2,700	6,000	—	—	2,716	5,941
L-3-Travelling Expenses	—	800	5,600	10,000	50	796	5,553	9,865
L-4-Other Charges		—	1,000	—	—	4	1,000	—
Total L-Registration, etc.	**3,450**	**6,100**	**43,550**	**80,350**	**3,431**	**6,007**	**43,568**	**79,930**

(Vide Section XXII—Para 15)

List of Stationery Articles Received From the Regional Stationery Depot, New Delhi during the Years 1968-69, 1969-70 and 1970-71

Sr. No.	Description of article	During the years			Total
		1968-69	1969-70	1970-71	
1.	Paper Section Drawing—½" Dn—40" × 27"	—	1 Ream	—	1 Ream
2.	Tracing Paper—91 cm × 18 cm—Metre per Roll	—	4 Rolls	—	4 Rolls
3.	White Printing Paper—43 cm × 69 cm—11.1 K.G.	—	—	20 Reams	20 Reams
4.	White Printing Paper—69 cm × 86 cm—14.2 K.G.	—	—	13 Reams	13 Reams
5.	White Printing Paper—43 cm × 69 cm—8.9 K.G.	—	8 Reams	—	8 Reams
6.	Blotting Paper—44.5 cm × 57 cm—16.5 K.G.	—	—	200 Sheets	200 Sheets
7.	Brown Kraft Paper—57 cm × 73.5 cm—41.9 K.G.	—	1 Ream	1 Ream	2 Reams
8.	Brown Wrapping Paper—57 cm × 73.5 cm—15.7 K.G.	1 Ream	—	—	1 Ream
9.	Carbon Paper T.W.—21 cm × 29.7 cm—Black—one side standard	1 Ream	—	—	1 Ream
10.	Carbon Paper T.W.—42 cm × 29.7 cm—Black—one side standard	—	16 Qrs.	1 Ream	1 Ream & 16 Qrs.
11.	Paper Duplicating white absorbant—21.5 cm × 34.5 cm—2.8 K.G.	20 Reams	80 Reams	60 Reams	160 Reams
12.	Paper Typewriting—34.5 cm × 43 cm—4.5 K.G.	—	20 Reams	—	20 Reams
13.	Paper Typewriting—20.5 cm × 33 cm—1.2 K.G.	24 Reams	—	—	24 Reams
14.	Books Blank—20.5 cm × 33 cm—3 Qrs.	—	4 Nos.	—	4 Nos.
15.	Books Blank—20.5 cm × 33 cm—1 Qr.	—	—	10 Nos.	10 Nos.
16.	Books Ruled—20.5 cm × 33 cm—2 Qrs.	—	—	8 Nos.	8 Nos.
17.	Note Sheet Block—20.5 cm × 33 cm	87 Blocks	80 Blocks	150 Blocks	317 Blocks
18.	Note sheet Azurlaid—20.5 cm × 33 cm—Double Punched	—	6 Blocks	—	6 Blocks
19.	Envelope S.E. 4- 10 cm × 13 cm	1600 Nos.	4000 Nos.	4000 Nos.	9600 Nos.
20.	Envelope S.E. 5—10 cm × 13 cm	—	4000 Nos.	—	4000 Nos.
21.	Envelope S.E. 6 –12 cm × 28 cm	—	800 Nos.	—	800 Nos.
22.	Envelope S.E. 7—15 cm × 40.5 cm	400 Nos.	450 Nos.	—	850 Nos.
23.	Envelope S.E. 8-A—30.5 cm × 40.5 cm	—	100 Nos.	—	100 Nos.
24.	Note Book—10 cm × 16.5 cm—100 leaves	—	25 Nos.	—	25 Nos.
25.	Shorthand Note Book Ruled—13.5 cm × 21.5 cm	—	20 Nos.	—	20 Nos.
26.	Ink Drawing Liquid, water proof—25 cc a phial	—	3 Dozen	—	3 Dozen
27.	Pencil Drawing—B, 2B, 3B, HB & 4H	—	26 Nos.	—	26 Nos.
28.	Holder for crowquill steel pens	—	1 Dozen	—	1 Dozen
29.	Pin Drawing—1.3 cm	—	2 Gross	—	2 Gross
30.	Water Colour Cakes	—	5 Dozen	3 Dozen	8 Dozen
31.	Eraser Ink & Pencil	—	—	50 Nos.	50 Nos.
32.	Ink fluid, blue—black—675 cc per bottle	8 Bottles	—	—	8 Bottles
33.	Ink blue-black for Fountain pen—100 cc per phial	—	8 Phials	16 Phials	24 Phials
34.	*Ink powder, blue-black, one packet to make 675 cc of* fluid Ink	*36 Pkts.*	*36 Pkts.*	—	*72 Pkts.*
35.	Ink Powder, red, one packet to make 675 cc of fluid Ink	12 Pkts.	18 Pkts.	24 Pkts.	54 Pkts.
36.	Ink Glass Ordinary—5 cm × 5 cm	—	2 Dozen	1 Dozen	3 Dozen
37.	Pencil Coloured	12 Nos.	18 Nos.	28 Nos.	58 Nos.

(Vide Section XXII—Para 15)

List of Stationery Articles Received From the Regional Stationery Depot, New Delhi during the Years 1968-69, 1969-70 and 1970-71—*concld.*

Sr. No.	Description of article	During the years			Total
		1968-69	1969-70	1970-71	
38.	Pencil Copying	2 Dozen	2 Dozen	1 Dozen	5 Dozen
39.	Pencil Lead Ordinary	—	8 Dozen	10 Dozen	18 Dozen
40.	Pencil Reporter	1 Dozen	2 Dozen	2 Dozen	5 Dozen
41.	Pen Nibs—Red Ink	—	2 Gross	—	2 Gross
42.	Ruler Round Wooden—50 cm	2 Nos.	—	—	2 Nos.
43.	Bodkin	4 Nos.	2 Nos.	2 Nos.	8 Nos.
44.	Thread Ball—7 gms. a ball	6 Nos.	12 Nos.	—	18 Nos.
45.	Twine Jute	—	5 K.G.	—	5 K.G.
46.	Twine Hemp—4 oz. a ball	—	6 Nos.	—	6 Nos.
47.	Twine white—4 oz. a ball	4 Nos.	6 Nos.	12 Nos.	22 Nos.
48.	Brush Dusting—long handled for T.W.	2 Nos.	6 Nos.	—	8 Nos.
49.	Correcting fluid for use on stencil—25 cc per phial	—	12 Phials	12 Phials	24 Phials
50.	Ink black for Gestetner Rotary Duplicator in 450 gms. tubes	—	24 Tubes	10 Tubes	34 Tubes
51.	Oil for typewriter—25 cc a phial	—	—	7 Phials	7 Phials
52.	Stencil—waxless (F' Cap) for Gestetner	—	1 Ream	1 Ream	2 Reams
53.	Stylus pen for writing on Stencil	1 No.	1 No.	—	2 Nos.
54.	Stylus plates—33 cm × 20.5 cm for duplicators	—	1 No.	—	1 Nos.
55.	Typewriter Ribbons—black record—13 mm for Remington Standard T.W.	1 Dozen	1 Dozen	2 Dozen	4 Dozen
56.	Desk Tray Wooden	—	2 Nos.	—	2 Nos.
57.	Call Bell	—	2 Nos.	4 Nos.	6 Nos.
58.	Docket Punch	—	2 Nos.	—	2 Nos.
59.	Gum Arabic—picked	—	2 K. G.	1 K.G.	3 K.G.
60.	Gum Liquid—150 cc a bottle	—	1 Dozen	—	1 Dozen
61.	Ink violet for Rubber Stamp—50 cc a phial	—	1 Dozen	2 Dozen	3 Dozen
62.	Pad uninked for Rubber Stamp	—	6 Nos.	—	6 Nos.
63.	Pin cushion—ordinary	—	2 Nos.	—	2 Nos.
64.	Port folio—35 cm × 25.5 cm	—	3 Nos.	—	3 Nos.
65.	Punching Machine to make two holes at a time	—	2 Nos.	—	2 Nos.
66.	Sealing wax—superior—Red	—	4 Boxes	—	4 Boxes
67.	Tags cotton—60 cm long (in bundles of 144 each)	—	4 Gross	2 Gross	6 Gross
68.	Tags small—12.5 cm long (in bundles of 100 each)	—	—	5 Bundles	5 Bundles
69.	Waste paper basket	—	—	3 Nos.	3 Nos.
70.	Wooden blotter	—	—	6 Nos.	6 Nos.
71.	Gum brush—small	12 Nos.	—	—	12 Nos.
72.	Paper clip (Ordy.)	—	12 Nos.	—	12 Nos.
73.	Spare weights for weighing scale	1 Set	1 Set	—	2 Sets
74.	File board	—	200 Nos.	—	200 Nos.

(Vide Section XXII—Para 15)

List of Stationery Articles purchased from Controller, Printing and Stationery, U. T. Administration, Chandigarh

Sr. No.	Description of article	During the years			Total
		1968-69	1969-70	1970-71	
1.	Typewriter carbon—black- one side (size 20.5 cm × 29 cm)	—	—	3 Reams	3 Reams
2.	Pencil- Red and Blue	—	—	13 Dozen	13 Dozen
3.	Lead pencils	—	—	18 Nos.	18 Nos.
4.	Typewriter ribbons	—	—	15 Nos.	15 Nos.
5.	White Paper—1.9 K.G. (size 21.5 cm × 29 cm)	—	—	8 Reams	8 Reams
6.	Typewriter Paper—1.1 K.G. (21.5 cm × 29 cm)	—	—	70 Reams	70 Reams
7.	Pins steel	—	—	25 Dozen Pkts.	25 Dozen Pkts.
8.	Pen Ink Quink (superior)—Blue-black	—	—	1 Dozen	1 Dozen
9.	Pen Ink Kohinoor (ordy.)- Blue-black	—		1 Dozen	1 Dozen
10.	Gum Arabic- picked	—	—	5 K.G.	5 K.G.
11.	Duplicating Ink black—Shourie	—	—	10 Tubes	10 Tubes
12.	Drawing Ink, Liquid—Blue and black	—	—	1 Dozen	1 Dozen
13.	Drawing Pencil—HB, H & 2H	—	—	1 Dozen	1 Dozen
14.	Pen cushions	—	—	1 Dozen	1 Dozen
15.	Desk knives	—	—	6 Nos.	6 Nos.
16.	Pens for Crowquill	—	—	3 Dozen	3 Dozen
17.	Erasing paste	—	—	1 Dozen	1 Dozen
18.	Envelope—S.E. 3	—	—	5000 Nos.	5000 Nos.
19.	Envelope—S.E.5	—	—	1000 Nos.	1000 Nos.
20.	File Covers	—	—	1000 Nos.	1000 Nos.
21.	Envelope- P.S.E. 4	—	—	3000 Nos.	3000 Nos.
22.	Envelope—P.S.E . 7A	—	—	200 Nos.	200 Nos.

(Vide Section XXII—Para 15)

List of Stationery Articles purchased locally

Sr. No.	Description of article	During the years			Total
		1968-69	1969-70	1970-71	
1.	Ink stand (Officer)	1 No.	—	—	1 No.
2.	Pen Holder (Officer)	2 Nos.	1 No.	1 No.	4 Nos.
3.	Ink for fountain pen (Quink—red and blue)	—	1 Bottle	3 Bottles	4 Bottles
4.	Ink—Red and blue		2 Bottles	—	2 Bottles
5.	Stitching Machine	—	1 No.	—	1 No.
6.	Duplicating Ink (black)	—	17 Tubes	6 Tubes	23 Tubes
7.	Stencils	—	10 Qrs.	—	10 Qrs.
8.	Tixo Tape (Small)	—	3 Nos.	2 Nos.	5 Nos.
9.	Poster Colour	—	7 Phials	2 Phials	9 Phials
10.	Drawing Brush No. 1, 4, 6, & 9	—	8 Nos.	2 Nos.	10 Nos.
11.	Drawing Pencil (H.B.)	—	6 Nos.	—	6 Nos.
12.	Foot scale small (Steel)		1 No.	—	1 No.
13.	Colour Mixing Plate	—	1 No.	—	1 No.
14.	Drawing Ink (Veeto)	—	10 Nos.	4 Nos.	14 Nos.
15.	Drawing Sheet—Scholar	—	8 Sheets	6 Sheets	14 Sheets
16.	Gateway Tracing paper	—	1 Roll	—	1 Roll
17.	Croker (English)	—	1 No.	—	1 No.
18.	Drawing Meter Rod (wooden)	—	1 No.	—	1 No.
19.	Pen Nib (Officer)	—	1 No.	—	1 No.
20.	Duplicating Paper	—	2 Reams	—	2 Reams
21.	Gum Arabic	—	1 K.G.	—	1 K.G.
22.	Drawing Black Paint	—	400 gms	—	400 gms.
23.	D.O. Envelope	—	2 Dozen	2 Dozen	4 Dozen
24.	Drawing Rubber	—	6 Nos.	3 Nos.	9 Nos.
25.	Pins Steel	—	2 Pkts.	4 Pkts.	6 Pkts.
26.	Tags Cotton (small)	—	3 Bundles	13 Bundles	16 Bundles
27.	Blank Register—2 Qrs.	—	1 No.		1 No.
28.	Drawing Paint White	—	200 gms.		200 gms.
29.	Chalk Box	—	1 No.	—	1 No.
30.	Pencil Coloured Red and blue	—	—	98 Nos.	98 Nos.
31.	Correcting Fluid	—	—	1 Phial	1 Phial
32.	Paper Clip	—	—	1 Gross	1 Gross
33.	Drawing Pins	—	—	2 Pkts.	2 Pkts.
34.	Staples			1 Pkt.	1 Pkt.
35.	Twine Jute	—	—	33½ K.G.	33½ K.G.

ANNEXURE—D

Speeches delivered at the various conferences held by this Directorate in connection with 1971-Census

(Vide Section II—Para 7)

Summary-text of the address delivered by Shri A.-Chandra Sekhar I.A.S., Registrar General, India on 28th February, 1969 at Chandigarh on the occasion of the Pretest Training Seminar organised by the Census Organisation for Haryana

The Second Pretest Training Seminar was inaugurated by Ch. Khurshid Ahmed, Minister for Health, Local Government, Panchayats and Development, Haryana in the Panchayat Bhawan, Chandigarh on the 28th of February, 1969. While welcoming the trainees and others present the Hon'ble Minister stressed the nature and importance of Census work and the need for training and careful application. While fixing responsibility on the District Census Officers for proper training, supervision and field work the Hon'ble Minister made it quite clear that the Government would ultimately hold the Deputy Commissioners responsible for the Census Operation.

2. Shri A. Chandra Sekhar, Registrar General, India speaking after the Hon'ble Minister pointed out that the present conference was being inaugurated on the most auspicious day of Id and that Haryana was the first State to be holding such a pretest training conference as a preliminary to the 1971 Census. He recalled that ten years ago when he was appointed as Superintendent of Census Operations for his parent State of Andhra Pradesh he, too, had arranged a similar conference in Hyderabad. He, therefore, felt that such conferences where officials and others got training were very important as they conveyed the real message for Census. He considered such conferences as appetisers which prepared one for the dinner which was the Census !

3. Shri A. Chandra Sekhar pointed out that the Indian Census was the largest administrative operation in the world. India has one of the largest populations of all the countries in the world. The number of its Census Enumerators exceeded a million which was more than the population of some countries! The Indian Census was therefore a stupendous task and it was very important, therefore, that it be carried out properly and co-operatively. The concepts and schedules should be understandable by the common man and the Enumerator should be capable of putting a question in such a way that the respondent can answer it properly. The data to be so collected will be of immense value to the Government, to Planners, Commercial Organisations and Industrial Establishments. In regard to the schedules and concepts for Census Sh. A. Chandra Sekhar explained that suggestions had been invited from various quarters and keeping these in view the questionnaires had been drawn up. In fact this time suggestions had also been invited from the State Superintendents and a Data Users Conference was held to find out what type of information was required. For the 1971 Census family planning schedules had been introduced with a view to assessing the *impact of family planning on the rural and urban population. This had been done* on the advice of the Hon'ble Union Minister for Family Planning, Health and Urban Development, Dr. Chandra Sekhar. A sort of compromise had been affected by putting the questions to any currently married male member of the household who should be below 35 years. This schedule was to be canvassed in 10% sample area.

4. Sh. Chandra Sekhar then went on to say a few words about the Census count in other countries. In America, for instance, he stated that women were put on the job on a payment of 2½ dollars per hour. India being a poor country this work would be done by the field staff of the State Governments under the directions of the Superintendents of Census Operations. For this work the Enumerators and supervisory staff would be paid some honorarium. Census had an ancient history. In India Kutilya makes mention of it in his Arthashashtra. In those days the Census was taken merely for the purpose of collecting taxes and draughting men into military service. The scope of Census has widened considerably since then. Today it is not merely the counting of individuals but the data collected is put to many uses. In the olden days Rome had also carried out Censuses from time to time. In fact the word Census comes from Rome where the officer doing such work was known as a CENSOR.

5. Sh. A. Chandra Sekhar also made mention of the powers given to Census officers under the Census Act. He enjoined upon all Census officers to see that the work was done properly.

(Vide Section II—Para 7)

PREPARATION FOR THE 1971-CENSUS OF INDIA—SECOND PRE-TEST OF CENSUS QUESTIONNAIRE

Text of the speech delivered by Ch. Khurshid Ahmed, Minister for Health, Local Bodies, Panchayats and Development, Haryana on the 28th February, 1969 at 11-00 A.M. in the Panchayat Bhawan at Chandigarh

Shri Chandra Sekhar, Gentlemen,

I am very happy to be with you all today and on behalf of the State Government of Haryana, I welcome you all to this training course organised by the Census Organization. Those of you who are serving in my State must feel happy and privileged to get this opportunity of becoming partners in an operation of such a nationwide importance, as the Census of India is. The history of the Indian Census through the past one hundred years seems to be one of an ever expanding horizon and magnitude. Today it practically includes every branch of scholarship in the socio-economic complex of the country.

2. It is on the data which you all will collect, compile and tabulate that the future plans in the country will be formulated or modified. Just think what a role you will be playing. Today Census is no longer the mere counting of individuals but the recording of their particulars as well. This at once makes the Census the single fruitful source of accurate information. No administration whether it is commercial or civic or governmental can today be successful unless it has accurate data about the people, their environment, their needs and aspirations. It is here that the Census Organization plays its unique role. It is here that your duty becomes a privilege.

3. Haryana is a new State and as such it has a number of problems which we are pledged to tackle. For us, therefore, the Census is a matter of very great importance. The work in the field will be done, as usual, by our normal district staff under the guidance of the Government of India. The prime responsibility, therefore, gentlemen, rests squarely on your shoulders. Whether you are a Patwari, or a Teacher or a Panch or a D.D.P.O. or a Deputy Commissioner—you are all links in a common chain. And like any chain its strength lies in its weakest link. So every link should be strong and efficient. I repeat—if you are a link you have to be as strong as every link. A firm co-operative effort is required and everyone of you should feel equally responsible right from now. Whatever your standing in the government hierarchy you should note that your performance in the Census field will be taken into account when your merit is being assessed.

4. The preliminary work of the 1971-Census has already started. Every stage is to be taken with equal seriousness. The Scheme of Permanent Housenumbering is a most useful and practical one. In the urban local bodies it is a necessity and I would like all municipalities to implement it full without further delay. The State Co-ordination Committee has already issued certain directives. Those of you who are concerned with it should see that these directions are complied with. In the rural areas the onus

falls on the Patwaris under the overall responsibility of the Panchayats. I would like every District Development and Panchayat Officer to give personal attention to this work. In any civilised community accurate City, Town or Village maps are a prime requisite. There is no reason why maps should not be such that any stranger could locate in a matter of minutes the street, locality or house which he wants merely by looking at a map. The preparation of these maps whether notional or lay-out is thus an urgent task to be taken up at once. Instructions in regard to their preparation have, I am told, already been issued to you. Please see to them promptly and carefully.

5. So the preparation of maps and the numbering of houses are two preliminaries of he Census. A third one is now to be put on the ground. This is the Second Pre-test of the Census Schedules and Questionnaires scheduled to take place next month. These are to be canvassed in some 13 blocks—5 rural and 8 urban—in Haryana. One village block per District has been selected in Gurgaon, Mahendragarh, Jind, Hisar and Ambala. Four urban blocks each have been selected in the municipalities of Karnal and Rohtak. The aim of this pre-test is to test the concepts, procedures, suitability and adoptability of the formats and questionnaires. The data you collect is through pre-determined questions. If these are off the mark then the whole Census can go off the mark. So kindly canvass these schedules with great care. In each District the District Development and Panchayat Officer has been designated as the District Census Officer. Prime responsibility for ensuring that every Enumerator understands what to do rests, therefore, on the shoulders of the District Development and Panchayat Officer, but I would like to make it clear that the government will hold the Deputy Commissioner, as head of the District administration, responsible for the successful completion of the operation. He must, therefore, ensure that all Census Officers under him know and do their job thoroughly. I have no doubt that they will live upto their task.

6. I would not like to take up more of your time because a proper programme of detailed instructions has been drawn out for you. I would urge you to pay full attention to this training. The pre-test may be only in 13 blocks but it is a regular mini-Census imparting a two-way experience. You gentlemen, are the nucleus which will ultimately set the pattern for the whole operation. I am particularly happy to see part-IV of the Household Form which deals with Family Planning. As Health Minister, I consider such data of the utmost importance.

7. I would like to assure the Registrar General of India, Shri Chandra Sekhar that the Census Organization can count upon the Government of Haryana for the fullest co-operation in this national task of such vital importance.

I wish you all success in your deliberations and work.

Thank you,

JAI HIND

(Vide Section XII—Para 28)

Inaugural address delivered by the Governor of Haryana on the 4th November, 1969 at the Training Conference (Houselisting) held at Ambala

Gentlemen,

On behalf of the Government of Haryana I extend to you all, a hearty welcome to this Training Conference at Ambala. I am happy to have this opportunity of being with you at the start of your three day session. You gentlemen, as Census Officers, are charged with the onerous duties of conducting the next decennial Census. The Indian Census Operation has acquired a world-wide reputation. The year 1971 will complete 100 years of decennial Census in India and it will be our privilege to "celebrate" the Centenary. Indian Census has gone on all these years regardless of political, social or economic changes. It has always functioned in the cool, clean climate of objectivity and scientific accuracy. It has gone on from strength to strength and is today the single, largest source of reliable information in the country.

2. For us in Haryana it will, so to speak, be the first Census. It is, therefore, all the more important that the data we collect, be accurate and untainted by personal prejudices or predilections. Objective accuracy is only possible if each one of you knows exactly what you have to do and then do it properly and with dedication. That is why it is so important that you receive and then impart adequate training. The questions which the Census Enumerator has to ask are not only numerous but also a little complicated. It is no longer a question of merely counting heads and getting a few particulars. Today many more important data have to be collected which will be of immense value in the formulation of the country's plans and projects. I cannot, therefore, stress too strongly upon the importance of collecting all such data accurately and in the manner required.

3. The State of Haryana has only 7 Districts, but even so, it will require no less than 10,000 trained operatives in the field for the Houselisting Operations scheduled to take place in February, 1970. Before the Enumerators can be trained, the Circle Supervisors, Charge Officers, the Sub-Divisional and District Census Officers have to be trained. All Deputy Commissioners in the State have been notified as District Census Officers. The responsibility for the proper conduct of the Census Operations in their respective jurisdictions, will rest squarely on their shoulders. They will of course be assisted by Additional District Census Officers who will normally be their District Development and Panchayat Officers. I am glad to know from the Director of Census Operations, Haryana, that he has been receiving the most encouraging co-operation and response from you all. The District Development and Panchayat Officers have so far received instructions in 3 State Level Conferences but the real training now lies ahead. It is needless for me to emphasise that work pertaining to the Census is as much a part of your duty as any other job you are normally required to do. In the forthcoming Census as many as one million field operatives will have to function in India. Obviously new staff cannot be recruited on such a gigantic scale—particularly in a poor country

like India. During the last 100 years, we have always depended on the normal District staff and we shall continue to do so. I have no doubt that the District staff will perform these duties cheerfully, as they did it in the past.

4. The main task of enumeration is due in 1971, but the Houselisting Operations will start in February next year. This Housing Census is of no less importance. Every single structure, building, house or establishment has to be listed. You will be using two kinds of Schedules—the Houselist and the Establishment Schedule. The various questions have been drafted with a great deal of care and thought and after prolonged discussions at all India level. You may rest assured that they are the minimum needed and are best in form. Once you learn the concepts and manner in which the work is to be done, your task will be fairly simple. Remember, that it is to you that the actual field workers will be looking for clarifications and guidance. Any mistake you make will be multiplied and magnified and there will be no way of correcting the error. So please be very, very clear about all the instructions you receive. The Deputy Commissioner cannot afford to pass on the responsibility to his District Development and Panchayat Officer; nor must the latter think that he can, in turn, pass on the task to the Charge Officers. Similarly, Charge Officers must not leave it to their Circle Supervisors, nor the Supervisors leave the work to the Enumerators. At all stages of the hierarchy from the Enumerator right upto the District Census Officer, each must shoulder his responsibility. For this, each must be fully informed and trained. We must next deploy our mass communication media to the fullest extent so that every citizen is made aware of the exact nature of his co-operation and duty. The Indian Census Act no doubt gives certain powers and obligations, but these should be used only where they are absolutely necessary. I am confident that with a properly trained field staff and well organised public relations campaigns, the work of the Census will go through smoothly. Since a large number of school teachers will be put in the field as Enumerators, the Education Department has to play an effective role.

5. The Director of Census Operations has already explained how the State will be divided into about 10,000 rural and urban blocks. In urban areas the Chief Executive Officer of the local body will serve as the Charge Officer. He will have to apply himself diligently and intelligently to the task in hand. It is not enough for him merely to pass orders, he has also to see that they are properly implemented. In Haryana we have 64 such local bodies including a large Cantonment. An earlier programme —that of Permanent Housenumbering -is expected to be completed by February, 1970. This will help you in the carving out of your blocks. Please follow instructions very carefully. If your blocks are carelessly drawn out, you may be heading for confusion.

6. Census is one operation in which guesses or rough and ready methods have no place. You must be accurate. Every operative has to be fully trained. Training is a continuous process and is not merely a question of an odd lecture here and there. When the Enumerator goes into his block for the Census work he should be fully familiar with his work and therefore confident. Charge Officers, Circle Supervisors and Enumerators will be recruited from all departments in the State. We have to raise a task force of 10,000 efficient persons. The impression that Census is the responsibility of the revenue or administrative department alone, is quite erroneous. It is the job of every Government servant who is called upon to function as such. The performance of Government servants in Census Operations will, as usual, be reflected in their annual confidential reports. There should be no doubt about this.

7. During the next few days here, you must apply yourselves assiduously to your work as trainees. When you go back, you will have to organise a series of training camps in your Districts or Charges. You will have to train thousands of persons—not, as I said before, by merely lecturing to them but by actually ensuring that they have understood all important Census concepts. This you will be able to do only if you, yourself are clear in your ideas. This training is meant to give you just the information and guidance you need. You must make full use of this opportunity. After this camp you will be entirely on your own; any mistakes you make will be your responsibility. So please attend this course carefully. Our services and the administration have taken different kinds of work in their stride. This Census will, I am sure, be yet another challenge which you will meet successfully.

8. I am very much interested in this work and would like to be informed periodically both by the Census Organisation as well as by the Chairman of the State Level Co-ordination Committee about the progress of the work.

9. I now declare the Training Conference open and wish you all success in your deliberations.

JAI HIND

(Vide Section XII—Para 28)

TRAINING CAMP ORGANISED BY DIRECTOR OF CENSUS OPERATIONS, HARYANA, AMBALA—4TH NOVEMBER, 1969

Speach by Sh. K.D. Ballal, Deputy Registrar General, India

We are here to embark upon the preliminaries for sharpening our tools to undertake the world's largest single administrative operation which is the Census of India, 1971. We are deeply beholden to your Excellency for sparing a few moments of your most precious time to be amidst us in spite of your Excellency's pressing pre-occupations. It is our unique privilege. It is a manifestation of your Excellency's keen interest in the Census operations. We have rich tradition of taking complete Censuses of population from the year 1872. The Census has, of course, grown over this period both in quantitative and qualitative terms. The Indian Census today is universally acknowledged as the most authentic and comprehensive source of information about our land and the people. With the dawn of Independence and with the adoption of democratic system of Government, importance of authentic data on population was enhanced. Demarcation of electoral constituencies as also the size of the legislatures depended on the statistical information regarding the size of the population and its geographical distribution. These data are also invaluable for the implementation of the constitutional provisions like the welfare of the socially and economically backward classes. The advent of the Five Year Plans added a new dimension to Census operations. They produce information on such a variety of the aspects of the nation's economy like population growth, its distribution, literacy, migration, housing and so on. The planners, various governmental agencies as well as the researchers look for detailed and sophisticated data on the trends in occupational and industrial affiliations of the labour force, fertility patterns, age structure and educational levels, etc. The Census has to meet this increasing hunger for data. Lack of data can well be the most serious bottle-neck in the process of planning in developing countries. Past two Censuses in the post-Independence period have thrown up minimum basic data regarding the total population, its growth, distribution, etc. But as the economy expands, the sectoral interdependence, need for regional balance and various other complexities come in. This makes varied demands for more and more data. Twin factors of larger data and higher reliability of it in explaining the various policy variables then become of critical importance. Data collection and decision making are two inseparable and inter-dependent aspects in the process of planning. It is precisely because of the crucial role it plays in indicating the possible policy variables in diverse fields that the Census statistics have to meet the test of accuracy as well as timeliness. Even the slightest doubt about its reliability or any delay in their publication would defeat the very purpose of the operations.

Census operations mark a singular endeavour in which the States and the Centre are equally concerned. It is not merely the willing and whole-hearted co-operation of the States but it is complete identification with the purpose by the States which characterises this venture. Most of the developed countries are amazed at the success of the technically sound Censuses in India not only because of the enormous multitude of the population but also the inaccessibility of the areas, level of literacy of the enumeration agency

and the respondents and the multilingual situation in this vast country, the last being a real formidable task in taking universal and synchronous Census with uniform concepts and schedules. The secret of the success lies in the zeal and the dedication with which the employees of the Centre and State Governments and local bodies put their best in carefully planning the operation and exercising meticulous care in execution of various items of training and field work according to a pre-determined time schedule throughout the country.

The 1971 Census, like its predecessor, has two distinct phases *viz.*, (1) House-numbering with a view to locating the places of residence of the people so that none is left from the count and none is counted more than once, Houselisting which leads to Census of houses and Census of establishments and (2) the Enumeration of the people which will be from 10th February to 28th February, 1971 with 1st March, 1971 as the reference date.

The first operation will be completed in the field from February, 1970 to May, 1970 in most of the States and apart from the data of Housing and Establishments, will provide precise frame for carving out Enumerator's blocks for the final count.

The new features of the 1971 Census are (*i*) the full count of the establishments, manufacturing, trading, commercial and all others which will yield statistics on the products manufactured and the kind of fuel used in the case of manufacturing establishments, products sold in the case of trading establishments and services rendered or business transacted in other establishments and the average number of persons employed in each one of them, (*ii*) ascertaining fertility of currently married women during one year reference period, (*iii*) ascertaining migration data with reference to last date of residence, (*iv*) secondary work of the working population, (*v*) detailed universal survey of all graduates and persons holding diplomas through a specially designed card, (*vi*) preparation of town directories and detailed study of two hundred towns, etc. With a view to bringing further sophistication in our methods for minimising human bias and errors and for the production of statistics without loss of time and with more cross classification, sampling techniques and procedures would be employed in the tabulation of Census data and the Housing and Establishment Schedules as well as Individual Slips of urban areas will be processed on Electronic Computer. Adoption of these technological developments cast additional burden on the field workers for perfecting the input devices and rendering them free from errors at the stage of canvassing. This calls for intensive training of the enumeration agency and driving home to them the various concepts so that they are able to perform their tasks in a well informed manner.

It is gratifying to note that the Haryana Government have made excellent progress in the very first step of the stupendous operation. For most of the villages, well delineated notional maps have been prepared showing streets, lanes, public buildings and permanent landmarks and also the location of every house in the village. The houses have been assigned numbers in a systematic manner and metal number plates bearing such numbers have been fixed in most of the villages. The remaining work is expected to be completed shortly. Similar action is in hand for the urban area, too. This makes for the Scheme on Permanent Housenumbering. The State Government, District Officers and the local bodies worked with commendable zeal and successfully accomplished the very basic project which is indispensable for the Census taking. This is the foretaste of the determination of the Haryana Government to take accurate Census in their area. We have no doubt whatsoever that the Haryana Government would give

all facilities to their employees to be able to acquaint themselves well in their undertaking and make a success of their first Census and the eleventh decennial Census in the country which falls in the centenary year of Census taking in this country.

We are grateful to your Excellency for the infinite trouble you took in remaining with us for this conference and boosting our morale and inspiring us to take up the challenging task. We invoke your blessings for the success in the operation.

We are also grateful to the Haryana Government and their senior officers who have taken so much pain to participate in this Conference.

(Vide Section XV—Para 6)

Inaugural speech of Shri K.S. Ramaswamy, Deputy Home Minister at the State Level Training Conference of Census Officers, Haryana held at Chandigarh on September 24, 1970

Gentlemen,

It gives me great pleasure to be in your midst today in this beautiful city of Chandigarh and for such an important occasion. It is our unique privilege to be participators in the biggest of peace time operations in the biggest democracy in the world—*i.e.* the Indian Census of 1971. We have another reason for jubilation. With this coming Census we shall be celebrating the first centenary of Indian decennial Censuses. Surely this is an achievement of which any nation could be proud. Regardless of turmoil—historical, social, political, national and international – the Indian Census has gone on faithfully recording essential data every 10 years. It has grown from decade to decade. It will continue to grow.

The Census today has become an indispensable instrument of policy and planning. It is no longer a mere counting of heads for purposes of taxation and recruitment. It is a kind of stock-taking as it were, of the nation's human wealth. It aims to present a complete picture of man in his social, cultural and economic setting. This picture is all the more important in a developing country with planned programmes of socio-economic extent. With our rapidly expanding population we must know and understand our demographic problems. The Indian Census provides just this data, from which we can also compute the size, content, growth and distribution of the population along with the concomitant problems. This time we shall be using over 1½ million operatives in the country—a number which is bigger than the population of some independent nations.

For the State of Haryana this will be the first Census. It will be a useful stock-taking of the human wealth available in this dynamic and progressive State. Much important and useful data pertaining to Census of houses, establishments, industries, trade, commerce, etc. has already been collected in the Houselisting Operations carried out in February this year. These operations were a part of the 1971 Census and will now be followed by the 'Enumeration' or 'Population Count' in February, 1971. I am very glad to observe that all work pertaining to the Census so far, including the Houselisting Operations has gone on very well indeed. The Director of Census has told me that at every turn the State Government has given the fullest of co-operation and priority to this work and that Census problems attract the personal interest of the Chief Minister himself. I am most gratified to learn this. It explains why Haryana has been doing extremely well in Census work. I have no doubt that this standard will be maintained throughout. The other States are showing the same interest and enthusiasm. Whether it is the remote and inaccessible area of Ladakh or the metropolitan cities of Bombay or Calcutta the preparations for the forthcoming Census are going on in full pace. I am impressed by the dedication shown by the Census takers everywhere. I wish I could associate myself personally with the training programme of the Census Officers in every State—but it is obviously impossible for me to do so. But I am fully confident that with the leadership provided by the Census Directors in every State and their colleagues in the Districts and the interest and support extended by every State Govern-

ment in this great national venture, our next Census will be objective, accurate and complete.

The Indian Census has attained a stature which is universally acknowledged as the most authentic and comprehensive source of information about our country. As you are all aware, the demarcation of electoral constituencies and size of legislatures depends entirely on the data thrown up by the Census. Information is also obtained in regard to a host of items including literacy, migration, trends in occupational and industrial affiliations of the labour force, educational levels, fertility patterns and so on. Each succeeding Census adds a few more dimensions in order to cater to the insatiable hunger for data in this modern world—specially in a welfare State. It is our duty to meet this demand to the best of our limitations. We must, however, bear in mind the paramount importance of reliability while collecting data in an ever-widening circle. Policy variables in different fields can only be considered in their practical perspective if data can pass the acid test of reliability.

The Census Officer must be objective and accurate. He must not be swayed by political or social or caste or linguistic desiderata. In some States language issues loom large on the horizon. The question in regard to mother tongue can become crucial. It is the duty of the Census operative concerned to record faithfully the language reported by the respondent. No one should be allowed to exercise any influence in this respect. The Indian Census Act enjoins secrecy in regard to Census information. The respondent has the right to privacy and freedom of expression. Let there be no misapprehension in this regard. It is a statutory obligation. The questions and answers are between the Census Enumerator and the respondent. No outside party can have access to individual information which the citizen gives in fullest confidence to the Census taker.

The 1971 Census includes some new features which I would like to enlist. These are:

(1) the full count of establishments—manufacture, trade & commerce, etc. with statistics on the products manufactured and sold, and the kind of fuel used, persons employed, etc;

(2) fertility of currently married women during one year's reference period;

(3) migration with reference to last place of residence;

(4) secondary work of the working population;

(5) detailed survey of all graduate and technically qualified persons through a specially designed card; and

(6) preparation of town directories and detailed study of 200 towns in India of which 7 fall in Haryana.

Special efforts are also being made to speed up the production of statistics and to minimise human bias and errors. Sampling techniques will be employed in tabulation of data and schedules and slips will be processed on the Electronic Computer. All this calls for perfection of input devices, careful and accurate collection of data at the canvassing stage which in turn is dependent upon the training which the Enumerator receives.

This brings me to the all-important questions of training. Technological developments cast a heavy burden on the collecting agency. The various concepts have to be

driven home to the field operatives, who are often harassed by a host of pressing demands on their time and attention. A detailed training programme has been carefully drawn up by the Census Directorates in the States. Starting with the District Census Officers (Deputy Commissioners) intensive training is to be imparted in repeated rounds to all levels of the Census hierarchy right down to the Enumerator. As pointed out by the Director, Haryana will have over 17,000 Census enumeration blocks and a Census staff comprising about 24,000 individuals will have to be fully trained. It is not only the willing and whole-hearted co-operation of States which is required but their complete identification with the purpose. Such identification has been there in the past. I have no doubt it will be there in the future also.

Before I conclude I would like to express my thanks and deep gratitude to the Chief Minister and the Minister-in-Charge and the State Government for the interest and zeal shown by them at all stages of the Census. The Census Officers have ahead of them a stupendous task which is also the focus of the eyes of the world. Let our Census be technically sound regardless of the multitude of population, inaccessibility of areas, multi-lingual complexity and the low level of literacy. The secret of success lies in the zeal and dedication of the workers of the Centre, State Governments and local bodies as also in the dynamic leadership which this State possesses. We shall surely succeed.

JAI HIND

(Vide Section XV—Para 6)

Speech by Shri Khurshid Ahmed delivered at the State Level Training Conference of Census Officers, Haryana held at Chandigarh on September 24, 1970

Gentlemen,

On behalf of the Haryana State Government I welcome Shri K.S. Ramaswamy, Union Deputy Minister for Home Affairs, Shri A. Chandra Sekhar, Registrar General of India and the Directors of Census Operations and the other delegates to this Training Conference. I am happy indeed to be participating once again in such an important meet. I am glad to learn that the Houselisting Operations in our State went off well and our officers and field staff did their duty. We are fortunate in having in our Census staff a dedicated band of workers.

My Government looks upon the Census as a most important national undertaking. It is of vital importance not only to data users in general, but even more so to the Government itself. Haryana is still a new State. It, therefore, needs accurate and relevant data in every field of the administration. We want to know about the size of our population and its growth and distribution. We have a carefully organised programme of family planning which we mean to implement in its fullness. The Census alone can give us reliable data on population growth and the ultimate success or failure of our campaigns. Similarly, in the field of development and industry, we want to know the problems confronting us, so that we can divert our funds and energies to the vulnerable sectors in proper priority. The Haryana Government has ambitious plans for the future development and prosperity of our people. We look to the Census to give us the facts and figures.

The changes in the Individual Slip are all to the good. I must compliment the Registrar General on the business-like basis on which the scope of data collection has been enlarged. The additional items will be extremely useful. Our Government on the medical side would certainly like to get a fresh idea about fertility as this would again help us in family planning programmes. The information about secondary work of the working and non-working population will throw light on employment trends and data in regard to migration will add another colour to our population studies. Haryana is a progressive and peaceful State in which we welcome all visitors and immigrants regardless of colour, caste or creed. All who settle in Haryana are Haryanvis. We know no other class. This is the land of the Gita and Harshvardhan's principles of administration, civilization and culture. Ours is a land of faith and friendship.

I have followed the work of Census Operations with great interest. Our District and field officers have been given all amenities possible to make the Census a success. Each Deputy Commissioner, as District Census Officer, is fully in the saddle where all this work is concerned. We have given telephones and transport to the Additional District Census Officers and I can assure you, gentlemen, that they will deliver the goods. The Government has made it clear again and again that Census work is to get the top-most priority and attention and that throughout the Census hierarchy performance in

the field of Census will be considered as a part of the normal performance and duty. I have no doubt that our officers will all come upto the mark. Our Chief Minister himself is personally interested in this work and we shall all welcome the data which the Census will collect.

A word about the training. I expect all the Haryana Officers connected with the Census to pay strict attention to the concepts and procedures. There must be no mistakes due to improper attention or misunderstanding. Several rounds of training will be given both by the Census Directorate as well as the District Census Officers. All Census Officers and field operatives must be accurate and objective. The Government will take a very strict view of any collusion or manipulation in the data especially with regard to sensitive items such as mother-tongue or religion or caste. The Indian Census Act enjoins certain obligations. What the respondent reveals to the Enumerator is strictly confidential. No third person can be allowed to see or know it. No breach of the law in this respect will be permitted. It will be the prime duty of the District Census Officer (*i.e.*, the Deputy Commissioner) to not only enjoin statutory secrecy but also to obviate campaigns and pressures.

The Government will take a very strict view of such pressures or collusions. We expect a fair, objective and accurate Census. This is the task before you, gentlemen. I am very glad indeed to have been given this opportunity to talk freely to you all. You have a really difficult period ahead, with increasing pressures of your usual work clamouring for your attention. It will be a test of your ability to so adjust your work that Census priority does not suffer.

Finally I would like to thank Shri K.S. Ramaswamy and Shri Chandra Sekhar for having taken the trouble and time out of their very busy schedules to come here to help train and inspire the Census Officers. I would like to assure the Government of India of the State Government's fullest co-operation. Thank you, gentlemen.

JAI HIND

ANNEXURE—E

The Census Act, 1948 and Notifications issued thereunder and also under the East Punjab Enumeration of Dwellings Act, 1948

(*Vide Section XVII—Para 1*)

THE CENSUS ACT, 1948

(Act No. XXXVII OF 1948)

3rd September, 1948

Published in the Gazette of India Extraordinary para IV, dated the 3rd September, 1948

AN ACT TO PROVIDE FOR CERTAIN MATTERS IN CONNECTION WITH THE TAKING OF CENSUS

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

It is hereby enacted as follows:—

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

(2) It extends to the whole of India.

2. *Rule of construction respecting enactments not extending to Jammu & Kashmir.* Any reference to the Indian Penal Code or the Indian Evidence Act, 1872, shall in relation to Jammu and Kashmir be construed as a reference to the corresponding enactment in force in that State.

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

4. *Appointment of Census Staff.*—(1) The Central Government may, appoint a Census Commissioner to supervise the taking of the Census throughout the area in which the Census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the Census within the several 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 sub-section (2).

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

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

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

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

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

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

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

(*f*) every occupant of immovable property wherein at the time of the taking of the Census, persons are living, shall perform such of the duties of a Census officer in relation to the persons who at the time of the taking of the Census are under his command or charge, or are inmates of his house or are present on or in such immovable property or are employed under him as may be specified in the order.

45 of 1860: (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.

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 a written order which shall have effect throughout the extent of his District or of such local area, as the case may be, call upon—

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

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

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

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

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

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

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

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

10. *Occupier or manager to fill up schedule.*—(1) Subject to such orders as the 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.

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 orders, or

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

(*c*) any Sorter, Compiler or other member of the Census staff who removes secrets, damages or destroys any Census documents or deals with any Census documents in a manner likely to falsify or impair the tabulations of Census results, or

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

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

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

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

(*h*) any person who trespasses into a Census office,

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

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

12. *Sanction required for prosecutions.*—No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of an 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 of omission which constitutes an offence under this Act.

15. *Records of Census not open to inspection nor admissible in evidence.*—No person shall have a right to inspect any book, register or record made by a Census officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872, 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 informations 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 the 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.

(*Vide Section XVII—Paras 8 and 9*)

IMMEDIATE

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

New Delhi-1, the 3rd July, 1969/12 Asadha, 1891

NOTIFICATION

S.O. 2709.—In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government is pleased to declare that a Census of the population of India shall be taken during the year 1971. The reference date for the Census will be the sunrise on 1st March, 1971.

(28/101/69-Pub. I)

K.R. Prabhu
Joint Secretary to the Govt. of India

(*Vide Section XVII—Paras 8 and 9*)

IMMEDIATE

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

(Office of the Registrar General, India)

New Delhi. the 14th January, 1971

S.O. 37.—In pursuance of Section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby makes the following amendment to the notification of the Government of India in the Ministry of Home Affairs No. S.O. 2709, dated the 3rd July, 1969 namely:—

In the said notification for the expression "1st March, 1971", the expression "1st April, 1971" shall be substituted.

(No. 9/30/69-CTU)

A. Chandra Sekhar
Registrar General, India,
and *ex-officio*, Joint Secretary

(Vide Section XVII—Paras 8 and 9)

[Extract from the Haryana Government Gazette, (Extraordinary), dated the 14th October, 1969]

LOCAL GOVERNMENT DEPARTMENT

COMMITTEES

NOTIFICATION

The 25th September, 1969

No. 8630-2CI-69/25371.—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Haryana hereby appoints the following officers as Census-officers to take, aid in, and supervise the taking of the 1971-Census within the respective areas indicated against each:—

Officers	*Jurisdiction*	*To be designated as*
1. All Deputy Commissioners in Haryana	Within the limits of their respective districts	District Census Officers
2. All District Development and Panchayat Officers in Haryana	Within the limits of their respective districts	Additional District Census Officers
3. All Sub-Divisional Officers (Civil) in Haryana	Within the limits of their respective Sub-Divisions	Sub-Divisional Census Officers

B.L. Ahuja
Secretary to Government, Haryana,
Local Government Department

(*Vide Section XVII- Paras 8 and 9*)

[Extract from the Haryana Government Gazette, (Extraordinary), dated the 14th October, 1969]

LOCAL GOVERNMENT DEPARTMENT

COMMITTEES

NOTIFICATION

The 25th September, 1969

No. 8630-2CI-69/25369. In exercise of the powers conferred by sub-section (3) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Haryana, hereby authorises the following officers to sign the appointment orders of Census-officers for any local area within their respective jurisdiction in connection with the 1971-Census:—

(1) Director of Census Operations and *ex-officio* Superintendent of Census Operations, Haryana
(2) All Deputy Commissioners in Haryana
(3) All District Development and Panchayat Officers in Haryana
(4) All Sub-Divisional Officers (Civil) in Haryana.

B.L. Ahuja
Secretary to Government, Haryana,
Local Government Department

(*Vide Section XVII—Paras 8 and 9*)

[Extract from the Haryana Government Gazette, (Extraordinary), dated the 14th October, 1969]

LOCAL GOVERNMENT DEPARTMENT

COMMITTEES

NOTIFICATION

The 25th September, 1969

No. 8630-2CI-69/25367.—In exercise of the powers conferred by sub-section (4) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Haryana hereby delegates the powers of appointing Census-officers conferred by sub-section (2) of the said section to the following officers, within their respective jurisdiction in connection with 1971-Census:—

(1) Director of Census Operations and *ex-officio* Superintendent of Census Operations, Haryana
(2) All Deputy Commissioners in Haryana
(3) All District Development and Panchayat Officers in Haryana
(4) All Sub-Divisional Officers (Civil) in Haryana.

B.L. Ahuja
Secretary to Government, Haryana,
Local Government Department

(Vide Section XVII- -Paras 8 and 9)

(Published in Haryana Government Extraordinary Gazette)

HARYANA GOVERNMENT

LOCAL GOVERNMENT DEPARTMENT

COMMITTEES

NOTIFICATION

The 20th November, 1969

No. 8920-2CI-69/28661.- In exercise of the powers conferred by sub-section (1) of section 8 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Haryana hereby directs that all Census Officers may, within the limits of the local area for which they have been respectively appointed ask all such questions of all persons as may be necessary for collecting information, in connection with Census Operations of 1971, on the points mentioned in Schedules I, II and III below:—

SCHEDULE I

HOUSELIST FORM

1. Building No. (Municipal or Local Authority of Census No.)
2. Census House No.
3. Predominant construction material of Census House
   (*a*) Material of Wall
   (*b*) Material of Roof.
4. Purpose for which Census House is used. *e.g.*, residence, shop, shop-*cum*-residence, business, factory, workshop-*cum*-residence, school, bank, commercial house, office, hospital, hotel etc. or vacant.
5. Is it used wholly or partly as an establishment ? Yes or No. If yes, enter further details in the Establishment Schedule and indicate the Sr. No. of that entry here.

If used wholly or partly as a Residence

6. Household No.
7. Name of the head of Household.
8. If S.C. or S.T. write name of Caste/Tribe.
9. No. of living rooms in the occupation of Census Household.
10. Does the household live in owned or rented house?
    (*i*) Owned (O) (*ii*) Rented (R).
11. No. of persons normally residing in Census Household on day of visit of the Enumerator.
    (*a*) Males;
    (*b*) Females;
    (*c*) Total.

12. Does the household cultivate land? (Yes or No).
13. Remarks.

SCHEDULE II

ESTABLISHMENT SCHEDULE

1. Census House No.
2. Name of the Establishment or of the proprietor.
3. Is the Establishment (*a*) Govt./Quasi-Govt., (*b*) Private, (*c*) Co-operative institution.
4. Average number of persons working daily last week or in the last working season, including proprietors and/or family workers.
5. If any manufacturing, processing or servicing is done:
   (*i*) Is it (*a*) Household Industry,(*b*) Registered Factory, (*c*) Un-registered Workshop;
   (*ii*) Description of the products processing or servicing done;
   (*iii*) Type of fuel or power used.
6. If used as a trading Establishment:
   (*i*) Description of goods bought/sold;
   (*ii*) Whether (*a*) Wholesale or (*b*) Retail.
7. If used as any other Establishment, describe, *e.g.*, Govt. Office, School, Hospital, Railway Station, Barber's Saloon, Cinema, Theatre, Hotel, Tea-shop, etc.

SCHEDULE III

INDIVIDUAL SLIP

1. Name.
2. Relationship to head.
3. Sex.
4. Age.
5. Marital status.
6. For currently married women only:
   (*a*) Age at marriage;
   (*b*) Any child born in the last one year.
7. (*a*) Place of birth;
   (*b*) Rural/Urban;
   (*c*) District;
   (*d*) State/Country.
8. (*a*) Place of last residence;
   (*b*) Rural/Urban;
   (*c*) District;
   (*d*) State/Country.
9. Duration of Residence at the village or town of enumeration.
10. Religion.
11. S.C. or S.T.
12. Literacy (L or O).

13. Educational level.
14. Mother tongue.
15. Other Languages.
16. MAIN ACTIVITY
    (*a*) Broad category;
        (*i*) Worker (C, AL, HHI, OW);
        (*ii*) Non-Worker (H, ST, R, D, B, I, O);
    (*b*) Place of work
    (Name of village/town);
    (*c*) Name of Establishment;
    (*d*) Nature of Industry, Trade, Profession or Service;
    (*e*) Description of work;
    (*f*) Class of worker.

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.

B.L. Ahuja
Secretary

(*Vide Section XVII—Paras 8 and 9*)

[Extract from the Haryana Government Gazette, (Extraordinary), dated the 14th October, 1969]

LOCAL GOVERNMENT DEPARTMENT

COMMITTEES

NOTIFICATION

The 25th September, 1969

No. 8630-2CI-69/25365.—In exercise of the powers conferred by section 12 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Haryana hereby authorises all the Deputy Commissioners in the State of Haryana, within the local limits of their respective jurisdiction, to accord sanction for prosecution under the said Act in connection with 1971-Census.

B.L. Ahuja
Secretary to Government, Haryana,
Local Government Department

(*Vide Section XVII -Paras 8 and 9*)

[Extract from Haryana Government Gazette. dated the 3rd June, 1969]

LOCAL GOVERNMENT DEPARTMENT

COMMITTEES

NOTIFICATION

The 19th May, 1969

No. 4178-2CI-69/12437.—In supersession of erstwhile Punjab Government Notification No. 1523-LB-60/12292, dated the 24th March, 1960, and in exercise of the powers conferred by sub-section (1) of section 3 of the East Punjab Enumeration of Dwellings Act, 1948, the Governor of Haryana hereby appoints the Superintendent of Census Operations, Haryana, Chandigarh, as Enumeration Commissioner, Haryana, to supervise the making of the enumerations of dwelling houses throughout the State of Haryana.

Sube Singh
Secretary

(*Vide Section XVII -Paras 8 and 9*)

[Extract from Haryana Government Gazette, dated the 3rd June, 1969]

LOCAL GOVERNMENT DEPARTMENT

COMMITTEES

NOTIFICATION

The 19th May, 1969

No. 4178-2CI-69/12442. -In supersession of erstwhile Punjab Government Notification No. 1523-LB-60/12296, dated the 24th March, 1960 and in exercise of the powers conferred by sub-section (3) of section 3 of the East Punjab Enumeration of Dwellings Act, 1948, the Governor of Haryana hereby delegates to the Enumeration Commissioner, Haryana, the powers of the State Government exerciseable under sub-section (2) of the said section, subject to the condition that the State Government may also exercise such powers, should it deem fit to do so in any case.

Sube Singh
Secretary

(*Vide Section XVII- -Paras 8 and 9*)

[Extract from Haryana Government Gazette, dated the 3rd June 1969]

LOCAL GOVERNMENT DEPARTMENT

COMMITTEES

NOTIFICATION

The 19th May, 1969

No. 4178-2CI-69/12434.- In exercise of the powers conferred by section 8 of the East Punjab Enumeration of Dwellings Act, 1948, the Governor of Haryana hereby empowers the Deputy Commissioners within their respective jurisdiction, for the purpose of the said section, subject to the condition that the State Government may also exercise such powers, should it deem fit to do so in any case.

Sube Singh
Secretary

ANNEXURE—F

Census Schedules canvassed at the Second pre-test and at the time of Houselisting and Actual Enumeration during 1971-Census and also Instructions to fill them up

(*Vide Section II*

CENSUS OF

Houselisting

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., if any)	Census House No.	Age of the House	Predominant construction Material of Census House — Material of Floor	Material of Wall	Material of Roof	Purpose for which Census house is used, *e.g.* residence, shop, shop-*cum*-residence, business, factory, workshop, school or other institution, bank, commercial house, office, hospital, hotel, etc. or vacant	If vacant, give reasons (*e.g.* Dilapidated, unsuitable for occupation, seasonally vacant, under repair or construction, etc.)	Is it used wholly or partly as an establishment? Yes or No. if yes, enter further details in Schedule B and indicate the serial No. of that entry here.
1	2	3	4	5	6	7	8	9	10

Signature of Enumerator.....

Date.....

–Para 4)

(SECOND PRETEST)

INDIA 1971

Schedule—A

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 dwelling

Household No.	Name of the Head of Household	If S.C. or S.T.	No. of living rooms in the occupation of Census household	Does the household live in owned or rented house? (a) Owned (O) (b) Rented (R	No. of persons normally residing in Census Household on day of visit of the enumerator			Does the household cultivate land either owned or rented? (Yes or No)
					Males	Females	Total	
11	12	13	14	15	16	17	18	19

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

Date ....

(Vide Section II—Para 4)

[(SECOND PRETEST)

CENSUS OF INDIA 1971

Houselisting Schedule—B

ESTABLISHMENT SCHEDULE

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

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

Serial No.	Census House No.	If any manufacturing, processing or servicing is done, is it (a) Registered Factory (b) Household Industry (c) Unregistered Workshop	If used as shop or business house (a) Wholesale or (b) Retail	If used as any other establishment-Describe e.g. Govt Office, School, Hospital, Railway Station, Barber's saloon, Cinema, Theatre, Hotel, Tea shop, etc	Name of the Establishment or of the proprietor	Is the establishment (a) Govt (b) Private (c) Cooperative Institution	Description of the products, processing or servicing done in establishments coming under col. 3 or of the goods sold and bought in establishments coming under col. 4	Average number of persons working daily last week or in the last working season including proprietors or family workers	Type of fuel or power used in establishments coming under col. 3
1	2	3	4	5	6	7	8	9	10

Signature of Enumerator . . . . . .

Signature of Supervisor . . . . . .

Date . . . . . .

(Vide Section II—Para 4)

SECOND PRE-TEST

CONFIDENTIAL CENSUS 1971

Pad No

Slip No .....

Location Code . . . . . Household No

Name of Village / Town . . . . . .

1 Name

2 Relationship to head

3 Sex

4 Age

5 Marital Status

6 Birth Place
(a) Place of birth
(b) Rural or Urban
(c) District
(d) State / Country

7 Last residence
(a) Place of last residence
(b)
(b) Rural or Urban
(c) District
(d) State / Country

8 Duration of residence at the village or town of enumeration

9 Nationality

10 Religion

11 S C or S T

12 If studying in any institution now

13 Literacy (O or L)

14 Educational level
(a) General

15 Mother tongue

16 Other language(s) known

17 PRINCIPAL WORK
(a)(i) Broad Category
(ii) Is it household industry
(b) Place of work
(c) Name of establishment
(d) Nature of industry / trade, profession or service
(e) Description of work
(f) Class of worker

18 SECONDARY WORK
(a)(i) Broad Category
(ii) Is it household industry
(b) Place of work
(c) Name of establishment
(d) Nature of industry / trade, profession or service
(e) Description of work
(f) Class of worker

19 If not working,

(*Vide Section II–Para 4*)

(SECOND PRETEST)
CENSUS 1971

)NFIDENTIAL

HOUSEHOLD FORM

PART I

POPULATION RECORD

To be compiled from Individual Slip)

rial lo.	Name	Relationship to head	Sex M	Sex F	Age	Marital Status	Literacy (O or L)	Description of work (Principal Work)	If not working, categoy
1	2	3	4	5	6	7	8	9	10

PART II

HOUSING SCHEDULE

ge of the ouse	Whether 'Pacca' or 'Kaccha'	Number of rooms occupied by the household	Owned or Rented	Rent paid, if Rented	Drinking Water Supply: Source	Drinking Water Supply: Distance, if not within the house	Is there Electric Supply ? (Yes or No)	Is there a privy ? (Yes or No)	Kind of fuel used by the household for domestic purposes
1	2	3	4	5	6	7	8	9	10

PART III

FERTILITY SCHEDULE

Location Code.....Name of village or town..... Household No. ....

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

ial No. of the woman as in the Population Record																
me of Ever-married woman, *i.e.*, Married/ lowed / Divorced or Separated																
e	(a) At present															
	(b) At what age was she married ?															
	(c) What was the husband's age then ?															
ucational level																
ligion																
incipal ork	(a) Description of work of the woman															
	(b) Description of work of the husband															
umber of ildren rn date		*M*	*F*			*M*	*F*			*M*	*F*			*M*	*F*	
	(a) Now living	(i) Present here														
		(ii) Living elsewhere														
	(b) Born alive but now dead															
	(c) Total of (a) & (b)															
	(d) No. born dead															
articulars f last hild orn	(a) Did she give birth to a child during the period from (the prescribed festival day last year) to date : 'Yes' or 'No'															
	(b) Was it a live birth or still birth ?															
	(c) Sex of the child (*M* or *F*)															
	(d) Exact date of birth	day	month	year	day	month	year	day	month	year	day	month	year			
f 'No' in 8(a), when was the last child born																

PART IV

FAMILY PLANNING SCHEDULE

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

Name.....

.....

Age .....

Religion.....

Educational level.....

5 Principal work.....

.....

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

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

(ii).....

(iii).....

8(a) Does he or his wife practice family planning.....

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

(c) Since when.....

(Vide Section II

भारत की

मकान

नाम जिला ..... कोड नं०

नाम तहसील ..... कोड नं०

लाइन नम्बर	भवन (बिल्डिंग) का नम्बर (म्यूनिसिपल या स्थानीय शासन अथवा जनगणना नम्बर, यदि कोई हो तो)	जनगणना मकान का नम्बर	मकान की आयु (वर्षों में)	गणना मकान की प्रमुख निर्माण सामग्री: किस पदार्थ से फर्श बनी है	किस पदार्थ से दीवार बनी है	किस पदार्थ से छत का ऊपरी भाग बनाया है	जनगणना मकान किस काम में आता है जैसे निवास दुकान दुकान तथा निवास व्यापार फैक्ट्री, कारखाना स्कूल या अन्य संस्था बैंक व्यापारिक संस्थान दफ्तर अस्पताल होटल इत्यादि के लिए या खाली	यदि खाली है तो कारण लिखो (जैसे कि जीर्णावस्था रहने के लिए अनुपयुक्त मौसम में खाली, मरम्मत हो रही या बन रहा है, इत्यादि)
1	2	3	4	5	6	7	8	9

प्रगणक के हस्ताक्षर.....

दिनांक.....

-Para 4) **(SECOND PRETEST)**

जनगणना 1971

सूची

नाम गांव/शहर ..... कोड नं० .....

नम्बर वार्ड/मोहल्ला/प्रगणक ब्लाक ..... कोड नं० .....

क्या जनगणना मकान का प्रयोग पूर्ण या आंशिक रूप से किसी प्रतिष्ठान के लिये होता है ? हां या नहीं। यदि हां तो उसका विवरण प्रतिष्ठान सूची में भरें और यहां की क्रमसंख्या वहां दर्ज कर	यदि जनगणना मकान पूर्ण या आंशिक रूप में निवास के काम में लाया जाता है								
	परिवार का नम्बर	परिवार के कर्ता का नाम	क्या परिवार अनुसूचित जाति या अनुसूचित जन जाति का है ? यदि हां तो जाति या जन जाति का नाम लिख	परिवार के पास कुल रहने के कमरों की संख्या	परिवार अपने मकान में रहता है या किराये के (क) अपना (ख) किराये का (कि)	प्रगणक के भेंट के दिन परिवार में सामान्यतः रहने वाले व्यक्तियों की संख्या			क्या परिवार खुद की या नकदी/ बटाई पर ली गई जमीन पर खेती करता है ? (हां या नहीं)
						पुरुष	स्त्री	योग	
10	11	12	13	14	15	16	17	18	19

पर्यवेक्षक के हस्ताक्षर .....

दिनांक .....

(Vide Section II -Para 4) **(SECOND PRETEST)**

भारत की जनगणना 1971

प्रतिष्ठान सूची

नाम जिला..... कोड नं०..... नाम गाव/शहर..... कोड नं०.....

नाम तहसील..... कोड नं०..... नम्बर वार्ड/मोहल्ला/प्रगणक ब्लाक..... कोड नं०.....

क्रम संख्या	जनगणना मकान का नम्बर	यदि जनगणना मकान में किसी वस्तु का निर्माण माल तैयार करने, अथवा सर्विस या मरम्मत करने का काम होता है तो क्या वह (क) पंजीकृत फैक्ट्री है (ख) पारिवारिक उद्योग है (ग) अपंजीकृत वर्कशाप है	यदि जनगणना मकान दुकान या व्यापारिक संस्थान के लिए काम में आता है तो क्या वह (क) थोक व्यापार है (ख) फुटकर व्यापार है	यदि जनगणना मकान किसी अन्य प्रतिष्ठान के लिए काम में आता है तो स्पष्ट करें, जैसे सरकारी कार्यालय, स्कूल, अस्पताल, रेलवे स्टेशन नाई की दुकान (सैलून) सिनेमा घर, होटल चाय की दुकान आदि	प्रतिष्ठान या उसके मालिक का नाम	क्या प्रतिष्ठान (क) सरकारी है (ख) निजी है या (ग) सहकारी संस्था है	खाना नम्बर 3 के अन्तर्गत तैयार अथवा सर्विस किए जाने वाले उत्पादन का विवरण अथवा खाना नम्बर 4 में प्रतिष्ठान द्वारा बेचे/खरीदे गये माल का विवरण	मालिक अथवा परिवार के कार्य करने वाले दस्यों सहित पिछले सप्ताह अथवा काम के पिछले मौसम (सीजन) में उस दिन की सभी श्रेणियों के दैनिक औसत संख्या	खाना नम्बर 8 में दर्ज प्रतिष्ठानों में प्रयुक्त ईंधन या चालन शक्ति का विवरण
1	2	3	4	5	6	7	8	9	10

प्रगणक के हस्ताक्षर.....

दिनांक.....

पर्यवेक्षक के हस्ताक्षर.....

दिनांक.....

(Vide Section II- -Para 4)

SECOND PRE-TEST

गोपनीय जनगणना 1971 पैड नं०

पर्ची नं० ____

स्थानीय कोड-नं०——————— परिवार संख्या ( )

गांव/नगर का नाम ———————————————

1 नाम———————

2 कर्त्ता से सम्बन्ध———————

3 लिंग

4 आयु ———————

5 वैवाहिक स्थिति———————

6 जन्म का स्थान
- (क) जन्म का स्थान———————
- (ख) ग्रामीण अथवा नगरीय———————
- (ग) जिला———————
- (घ) राज्य/देश———————

7 पिछला निवास स्थान
- (क) पिछला निवासस्थान———————
- (ख) ग्रामीण अथवा नगरीय———————
- (ग) जिला———————
- (घ) राज्य/देश———————

8 गणना वाले गांव/नगर मे निवास की अवधि———————

9 राष्ट्रीयता———————

10 धर्म ———————

11 अ० जा०
अथवा
अ०ज०जा०

12 क्या किसी संस्था में अभी अध्ययन करते हैं ?———————

13 साक्षरता
(0 अथवा सा)

14 शैक्षणिक स्तर
- (अ) सामान्य———————
- (ब) तकनीकी———————

15 मातृभाषा ———————

16 अन्य भाषायें ———————

17 मुख्य काम
- (क) (।) व्यापक श्रेणी का खे०म० अ
  (।।) क्या यह पारिवारिक उद्योग है ?—
- (ख) काम का स्थान———————
- (ग) संस्थान का नाम———————
- (घ) उद्योग।व्यापार, पेशा व नौकरी का विवरण———————
- (ङ) काम का विवरण———————
- (च) काम करने वाले का वर्ग———————

18 दूसरा काम———————
- (क) (।) व्यापक श्रेणी का खे०म० अ
  (।।) क्या यह पारिवारिक उद्योग है ?—
- (ख) काम का स्थान———————
- (ग) संस्थान का नाम———————
- (घ) उद्योग/व्यापार, पेशा या नौकरी का विवरण———————
- (ङ) काम का विवरण———————
- (च) काम करने वाले का वर्ग———————

19 और काम के लिये उपलब्ध हैं ? तो अवधि (महीनों में)———————

20 यदि काम नहीं करते हैं तो वर्ग

(Vide Section II—Para 4)

SECOND PRE-TEST

गोपनीय जनगणना 1971 पैड नं०

स्थानीय कोड नं०——— पर्ची नं०———
परिवार संख्या ( )

गांव।नगर का नाम ———

1 नाम———
2 कर्ता से सम्बन्ध———
3 लिंग
4 आयु ———
5 वैवाहिक स्थिति———

6 जन्म का स्थान
(क) जन्म का स्थान———
(ख) ग्रामीण अथवा नगरीय———
(ग) जिला ———
(घ) राज्य।देश ———

7 पिछला निवास स्थान
(क) पिछला निवासस्थान———
(ख) ग्रामीण अथवा नगरीय———
(ग) जिला ———
(घ) राज्य।देश ———

8 गणना वाले गांव।नगर में निवास की अवधि———
9 राष्ट्रीयता———
10 धर्म ———
11 अ० जा०
अथवा
अ०ज०जा०
12 क्या किसी संस्था में अभी अध्ययन करते हैं ?———
13 साक्षरता
(0 अथवा सा)
14 शैक्षणिक स्तर
(अ) सामान्य———
(ब) तकनीकी———
15 मातृभाषा———
16 अन्य भाषायें ———

(On reverse)

17 मुख्य काम
(क) (i) व्यापक श्रेणी का ख० म० अ
(ii) क्या यह पारिवारिक उद्योग है?—
(ख) काम का स्थान———
(ग) संस्थान का नाम———
(घ) उद्योग।व्यापार, पेशा व नौकरी का विवरण———
(ङ) काम का विवरण———
(च) काम करने वाले का वर्ग———

18 दूसरा काम———
(क) (i) व्यापक श्रेणी का ख० म० अ
(ii) क्या यह पारिवारिक उद्योग है ?——
(ख) काम का स्थान———
(ग) संस्थान का नाम———
(घ) उद्योग/व्यापार, पेशा या नौकरी का विवरण———
(ङ) काम का विवरण———
(च) काम करने वाले का वर्ग———

19 और काम के लिये उपलब्ध हैं ?
तो अवधि (महीनों में)———
यदि काम नहीं करते हैं तो वर्ग

गोपनीय

(Vide Section II- -Para 4)

(SECOND PRETEST)

पारिवारिक प्रपत्र

जनगणना 1971

भाग I

जनसंख्या अभिलख

(व्यक्तिगत पर्ची से भरा जावे)

क्रम संख्या	नाम	कर्त्ता से सम्बन्ध	लिंग		आयु	वैवाहिक स्थिति	साक्षरता (0 अथवा सा)	काम का विवरण (मुख्य काम)	यदि काम नहीं करते तो श्रेणी
			पुरुष	स्त्री					
0	1	2	3अ	3ब	4	5	6	7	8

भाग II

मकान अनुसूची

मकान की आयु	पक्का अथवा कच्चा	परिवार के रहने के कमरों की संख्या	अपना या किराये का	मासिक किराया यदि किराये पर है	पीने के पानी की व्यवस्था		क्या मकान में बिजली है? (हां या नहीं)	क्या परिवार के खास उपयोग के लिए शौचालय है? (हां या नहीं)	घरेलू काम के लिए मुख्य ईंधन की किस्म
					साधन	यदि मकान के अन्दर न हो तो दूरी			
1	2	3	4	5	6	7	8	9	10

भाग III
प्रजनन अनुसूची

स्थानीय कोड नं० _____ गांव/नगर का नाम _____ परिवार नं० [ ]

परिवार के कर्त्ता का नाम _____ क्या वह अनुसूचित जाति अथवा जनजाति का है ? यदि है तो जाति/जनजाति का नाम _____

1. जनसंख्या अभिलेख के अनुसार स्त्री की क्रम संख्या										
2. किसी भी समय विवाहित स्त्री का नाम, अर्थात् विवाहित, विधवा/तलाक दी गई अथवा अलग की गई										
3. आयु	(क) वर्तमान आयु									
	(ख) विवाह के समय उनकी आयु क्या थी ?									
	(ग) उस समय उनके पति की आयु क्या थी ?									
4. शैक्षणिक स्तर										
5. धर्म										
6. मुख्य काम	(क) स्त्री के काम का विवरण									
	(ख) पति के काम का विवरण									
		पुरुष	स्त्री	पुरुष	स्त्री	पुरुष	स्त्री	पुरुष	स्त्री	
7 आज तक जन्मे बच्चों की संख्या	(क) इस समय जीवित (अ) यहां उपस्थित									
	(ब) अन्यत्र रहते हैं									
	(ख) जीवित जन्मे किन्तु अब मृत									
	(ग) (क) और (ख) का योग									
	(घ) ऐसे बच्चों की संख्या जो मरे हुए पैदा हुए									
	(क) पिछली होली से अब तक किसी बच्चे को जन्म दिया है ? (हां या नहीं)									
8. आखिरी जन्मे बच्चे का विवरण	(ख) बच्चा जन्म के समय जीवित था या मरा हुआ									
	(ग) बच्चे का लिंग (पु० या स्त्री)									
	(घ) बच्चे की जन्मतिथि	दिन	मास वर्ष	दिन	मास वर्ष	दिन	मास वर्ष	दिन	मास वर्ष	
9. यदि प्रश्न 8(क) का जवाब नहीं है तो आखिरी बच्चा कब पैदा हुआ										

भाग IV
परिवार नियोजन की अनुसूचि

(परिवार के 35 वर्ष अथवा कम आयु के वर्तमान में विवाहित किसी पुरुष से सकलित की जाए)

1. नाम .....
2. आयु .....
3. धर्म .....
4. शैक्षणिक स्तर .....
5. मुख्य काम .....
6. क्या उसे परिवार नियोजन के तरीकों की जानकारी है? .....
7. यदि हां तो किन किन तरीकों की जानकारी है
   (i) .....
   (ii) .....
8. (क) क्या वह अथवा उसकी पत्नी परिवार नियोजन व्यवहार में लाते हैं? .....
   (ख) कौन सी विधी व्यवहार में लाई जाती है ? .....
   (ग) कब से.....

(Vide Section III—Para 2)

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 housenumbering 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 housenumbering sketches prepared by you may form the basis for a permanent system of housenumbering that may be introduced and maintained by the local bodies concerned in future.

Housenumbering 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 housenumbers 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 housenumbering 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 numbers that fall on either side of the dividing line in cadastrally surveyed villages. In villages which are not cadastrally surveyed, the line can be indicated by the name of the 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 preminent features and land marks such as the village site, roads, cart tracks, hills, rivers, *nallahs*, etc. Clear demarcation lines of blocks are important. 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 Δ 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.
Δ *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, Galvanized Corrugated Iron Sheets, Asbestos Cement Sheets, Reinforced Brick Concrete, Reinforced Cement Concrete and Timber, etc.

Houses, the walls and or roof of which are made of materials other than those mentioned above such as unburnt bricks, bamboo, mud, grass, reeds, thatch, 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 housenumbering series along a street get interrupted. It will be of advantage if the numbers are roughly marked in pencil on this sketch and later verified with the actual state of things on ground to see if the order of numbering indicated on the sketch would be convenient

or if any slight changes are needed, for, after all the sketch is only a rough one and the actual state of buildings on ground may suggest a more intelligible order of numbering at some places.

8. Where villages are not cadastrally surveyed and the village boundaries not fixed by survey, it is essential that the limits of each village are defined by some permanent features so that it may be known that any house falling in any such areas may be reckoned along with a particular village.

9. In the forest areas, all habitations are not on settled pattern. There are forest villages which may be just like other revenue villages or *manzas*. 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 housenumbering 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 housenumbering 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 oftentimes 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 housenumbering system. This need not be disturbed and may be adopted for the purpose of preparation of the housenumbering maps referred to above. The housenumbering can be brought up-to-date with the help of these lay-out maps. If there be no proper system of housenumbering 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 housenumbering. 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 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, 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 housenumbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number of the adjacent building number, *e.g.*, 10/1.....

NOTE:—These should not be numbered as 10(1) or 10(2), etc., as such numbering would apply to Census houses within the same building. On the other hand, 10/1 would mean a separate building that has come up after building No. 10.

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, it should 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 house. hold 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 housenumbering 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 are given at pages 320 to 322.

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 the District with Code No., name of the Taluk/Tahsil/Thana/Anchal/Island/Code No., name of Village/Town/Code No., name or No. of Ward, *Mohalla*, Enumerator's Block Code No. The entries here are to be filled in by you very carefully. The Location Code is the method by which every village or town in any tahsil or police station in every district of a State is identified by combination of numbers. For this purpose every district, tahsil 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, tahsil 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 space enclosed by dotted lines in column Nos. 4, 5, 6, 10 and 12. These are meant for writing code numbers in the tabulation offices.

Col. 1 : Line Number :

28. Every line in the Houselist is to be numbered serially. The line numbers should be continuous for your block. Arabic numerals should be used for this purpose *e.g.*, 1, 2, 3, 4, etc..... .. ....

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

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

30. There would be cases where the Municipal numbers or local authority numbers are not found satisfactory and therefore you would have given numbers to various buildings by way of up dating 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 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.

Columns 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) 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.

Shop :

(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 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 No. :

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), etc., as affixed 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 households Nos. 2(b), 2(c), 4(1)(b), 4(1)(c) and 4(2)(b), there will be no entries against them in Cols. 3 to 7. Cols. 3 to 7 will be filled for the entire Census houses, 2, 4(1) or 4(2) as the case may be, once. There is no need to repeat Cols. 3 to 7 in each line for which entries are made for more than one household against that Census house in Cols. 8 to 16.

Col. 9. Name of the Head of household :

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/Schedule Tribe even if any other member of the household (except institutional households) does not belong to SC/ST then write SC/ST as the case may be and mention the Caste/Tribe to which he belongs. On the other hand if the head does not belong to

SC/ST but any other member of he household does belong to SC/ST: write 'X' in this column.

50. In the case of all 'Institutional Households' write 'X' in this column irrespective of whether he head belongs to a S.C./S.T. or not.

Col. 11 . No. 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 $1\frac{1}{2}$ metres, and 2 metres in height. An enclosed room, however, which is used in common for sleeping, sitting, dining, storing and cooking etc. should be regarded as a room. An unenclosed verandah, kitchen, store garage cattle-shed and latrine and rooms in which a household industry such as a handloom is located which are not normally usable for living or sleeping etc., are excluded from the definition of a room for the purpose of this column.

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 No. 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. Enchroachers 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 cannot be deemed that the household as such is a cultivating household, unless the Head/or other members of the household are engaged in cultivation of their own, the household should not be reckoned as a cultivating household. A household whose members merely work on somebody else's land for wages should not be treated as a cultivating household.

Col. 17: Remarks :

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

ESTABLISHMENT 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—322).

62. The term "Establishment" has been defined in para 40. 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 Col. 7 of the Houselist indicating that the Census house is used as an establishment.

68. A point to be noted here is that it is likely that a single factory or workshop may be spread over more than one Census house adjoining one another. Therefore, while in Col. 2 of this schedule a number of Census houses may be noted in respect of

hat 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 establishment, 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 Zila 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, 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 Factory (c) Unregistered workshop.

78. (*a*) *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 is used, in such cases, only the fuel or power which is used in running the primary unit of the industry will be noted in this column.

90. 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 he 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 Home, Barber's Saloon, Cinema, Theatre, Hotel, Tea Shop, Lawyer's Office, Doctor's Clinic, Laundry, etc.

General :

98. It is possible that in a particular establishment, more than one activity is being undertaken within the same premises. For example, say in a betel shop, bidi rolling is also being undertaken or in a grocery shop a flour mill is also located, or in the doctor's clinic medicines are sold. In such cases, the establishment should be identified having regard to the major activity and recorded as such in the relevant columns pertaining to the major activity.

99. But if different activities are undertaken in different Census houses quite cut off from one another though under the same title or ownership, each such Census house should be treated as a separate establishment and recorded as such against that Census house in this schedule. It may, however, be noted that where processing for the production of an article is carried on in separate adjoining Census houses, all the Census houses should be treated as a single establishment and recorded as such. If on the other hand the activities of a large firm or an office are carried on in buildings located far away in different localities, each of the Census houses in the different localities will have to be treated as a separate establishment and the particulars of the establishment relating to that particular Census house should be listed in this schedule.

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

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

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

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

CENSUS OF INDIA 1971

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: 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	If used as a trading establishment: Description of goods bought/sold	Whether (a) Wholesale or (b) Retail	If used as any other establishment, Describe *e.g.* Govt. Office, School, Hospital, Railway station, Barber's saloon, Cinema, Theatre, Hotel, Tea Shop, etc.
1	2	3	4	5	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.....

(Vide Section III—Para 2)

मकान सूची एवं प्रतिष्ठान अनुसूची भरने के लिए प्रगणकों को हिदायतें

भाग–1 : मकान सूची

सामान्य

जैसा सभी जानते हैं, जनगणना राष्ट्रीय महत्व का काम है। हर प्रगतिशील देश में समय समय पर जनगणना की जाती है। भारतवर्ष में हर 10 वर्ष के बाद जनगणना होती है व अगली जनगणना सन् 1971 में हो रही है। विकास योजनाओं एवं प्रशासन इत्यादि के लिए जनगणना के दौरान इकट्ठे किए गए आंकड़े प्रमुख आधार बनते हैं।

2. आपको मकानों पर नम्बर डालने व मकानों तथा प्रतिष्ठानों की सूची बनाने का काम सौंपा गया है जो फरवरी, 1970 में होना है। यह कार्य 1971 की जनगणना का पहला भाग है। इस कार्य की सफलता आपकी लगन व कुशलता पर निर्भर करती है। अतः आप इन हिदायतों को ध्यान से पढ़ें।

3. प्रत्येक व्यक्ति को ऐसा विश्वास दिला दिया जाये कि इस सूची तथा अनुसूची में जो जानकारी उससे पूछी जा रही है वह पूर्ण रूप से गोपनीय है और उसका उपयोग केवल जनगणना के लिये ही है और उसे किसी भी तरह किसी व्यक्ति या प्रतिष्ठान के विरुद्ध गवाही के रूप में प्रयोग नहीं किया जायेगा। अतः सभी को सही सही उत्तर देने के लिए प्रोत्साहित किया जाये।

4. सबसे पहले आपको अपने ब्लाक के भवनों का एक नजरी नक्शा बनाना है तथा इन भवनों को नम्बर देना है, चाहे ये भवन रहने के काम में आते हों चाहे किसी दूसरे काम में। इसके बाद आपको इन भवनों तथा उनके जनगणना मकानों के बाबत आवश्यक ब्यौरा मकान सूची तथा प्रतिष्ठान अनुसूची में भरना है।

नजरी नक्शा बनाना तथा भवनों और जनगणना मकानों पर नम्बर डालना

(क) ग्रामीण क्षेत्र

5. ग्रामीण क्षेत्र में साधारण रूप से एक गांव में एक ब्लाक होगा या अगर गांव बड़ा हो तो एक से ज्यादा ब्लाक हो सकते हैं। एक ब्लाक में 125 के लगभग परिवार होंगें। ब्लाक की सीमाएं आपके सुपरवाइजर बतलाएंगे। इसी ब्लाक का नजरी नक्शा बनाकर उस ब्लाक के भवनों को आपने नम्बर देने हैं। यह जरूरी है कि ब्लाक की सीमाएं सफाई से नजरी नक्शे में दिखाई जावें। यह सीमाएं पगडंडियों, रास्तों, मुख्य भवनों, या सर्वे नम्बरों से दिखलाई जावें। यदि किसी गांव में सर्वे न किया गया हो तो ब्लाक सीमा दिखाने के लिए ब्लाक की सीमा पर स्थित खेतों के मालिकों का नाम या खेतों का कोई खास नाम हो तो वे लिखे जावें। नजरी नक्शे के नीचे ब्लाक की सीमा का विवरण लिखना अनिवार्य है। यदि एक गांव में एक से अधिक ब्लाक हों तो दो ब्लाकों के बीच की सीमाएं इस प्रकार से दिखलाई जायें कि कौन सा भवन किस ब्लाक में है, यह निश्चय हो सके। आपको जो ब्लाक मिला है उसकी सीमाएं आम रास्तों, पगडंडियों, प्रमुख भवनों, सर्वे नम्बरों इत्यादि से बतलाई गई हैं, आपको इन्हीं सीमाओं को नजरी नक्शे में दिखलाना है ताकि कोई भी भवन ब्लाक में आने से छूट न जाये और न ही कोई भवन एक से अधिक ब्लाक में शामिल हो सके। इस तरह से नजरी नक्शा बनाने के बाद ब्लाक में भवन जिस तरह से स्थित हों उन्हें दिखलाइए। इस नजरी नक्शे में सभी रास्ते, गलियां, पगडंडियां दिखलाई जावें। सार्वजनिक भवनों को या अन्य कोई महत्वपूर्ण स्थान हों उन्हें भी दिखलाया जावे। पक्के भवनों को चौखानों (□) तथा कच्चे भवनों को त्रिकोणों (△) से दिखलाया जाये। वैसे कच्चे व पक्के भवनों की परिभाषा करना कठिन है परन्तु जनगणना के लिऐ पक्के भवन की परिभाषा यह है- –"ऐसा भवन जिसकी दीवारें पक्की ईंट, पत्थर (चूने या सीमेन्ट से जुड़ी हुई हों), सीमेन्ट - कांक्रीट लकड़ी इत्यादि की बनी हों तथा जिसकी छत खपरैल या टीन सीमेन्ट-कांक्रीट (लिन्टल), लकड़ी इत्यादि की बनी हो।" ऐसे भवन जिनकी दीवारें और छतें ऊपर बतलाई गई वस्तुओं के अलावा चीजों, जैसे-कच्ची ईंटें, मिट्टी, बांस, घास-फूस, पत्थर (जो चूने या सीमेन्ट से न जड़ी हुई हों) से बने हों वे भवन कच्चे भवन कहलायेंगे।

6. इस तरह से नजरी नक्शों में भवनों को बतलाने के बाद इन भवनों पर किस प्रकार से नम्बर लगाए जावें, यह तय करना आवश्यक होगा। किस दिशा से नम्बरिंग शुरू की जाये इसका कोई एक ही तरीका नहीं है। जो भी सुविधाजनक तरीका हो, जैसे एक सिरे से दूसरे सिरे तक अथवा दाएं से बाएं, अपना ले।

7. इस तरह से दिए गये नम्बरों को प्रत्येक भवन के लिए त्रिकोण या चौखानों में नजरी नक्शे में लिखिये और जिस तरह से नम्बर आगे बढ़ते हैं उस दिशा को तीर के निशान से दिखलाइये। नजरी नक्शे पर पहली बार पेन्सिल से नम्बर लिखना मुनासिब होगा ताकि दुबारा जब आप अपने ब्लाक के भवनों को देखेंगे तब शायद किसी परिवर्तन की आवश्यकता हो और वह परिवर्तन नक्शे पर ठीक तरह से दिखलाया जा सके। एक बार आप संतुष्ट हो जायें कि नम्बर ठीक तरह से दिए गये हैं तो पेन्सिल से दिए गए नम्बर स्याही से पक्के कर दिए जावें।

8. वन क्षेत्रों में ऐसे गांव जिनकी सीमाएं रेवेन्यू मौजे (राजस्व गांव) के बतौर न दिखलाई गई हों तो पास के पहाड़, गांव, नदी, नाला इत्यादि लिखें तथा नजरी नक्शे में दिखाएं और इन सीमाओं के भीतर जितने भी भवन हों उन्हें उसी तरह से दिखलाइये जैसा कि ऊपर बतलाया गया है। कभी कभी आदिवासियों की आबादी के क्षेत्र बदलते रहते हैं इसलिए जरूरी है कि इन आबादियों की सीमा भी ऊपर बतलाए गए तरीके से नजरी नक्शों में दिखलाई जाये।

(ख) शहरी क्षेत्र

9. नजरी नक्शों को बनाने और भवनों को नम्बर देने का तरीका शहरी क्षेत्रों में वही होगा जो कि ग्रामीण क्षेत्रों के बारे में ऊपर बतलाया गया है। हो सकता है कि कुछ म्यूनिसिपल शहरों के नक्शे तैयार किए हुए हों। इन नक्शों का इस कार्य के लिए उपयोग किया जावे। किन्हीं किन्हीं स्थानें पर यह भी पाया जाता है कि शहर की सीमाएं निश्चित रूप से निर्धारित नहीं हैं और कुछ हिस्से शहर के अन्दर हैं या बाहर हैं इस सम्बन्ध में सन्देह होता है। इसलिए यह जरूरी है कि शहर की सीमाओं को भी स्थाई चिन्हों या सर्वे नम्बरों के द्वारा स्पष्ट रूप से दिखलाया जाए। कभी कभी रास्ते के एक तरफ के भवन किसी शहर की सीमा के अन्दर होते हैं और रास्ते के दूसरी तरफ के भवन शहर की सीमा के बाहर होते हैं। ऐसी स्थिति में यह निश्चित रूप से तय कर लेना चाहिए कि कौन से भवन शहर की सीमा के अन्दर हैं और कौन से उसके बाहर।

10. यह जरूरी है कि शहरी क्षेत्र के नक्शे विस्तृत रूप से बनाए जायें जिनमें प्रत्येक रास्ते पर, मोहल्ले के अन्दर, जो भी भवन स्थित हों दिखाए जायें। घनी बस्ती वाले शहरी ब्लाकों में एक से ज्यादा नक्शे बनाना जरूरी हो सकता है। ऐसी हालत में पहले एक नक्शा पूरे ब्लाक का बना लें और फिर उसके अलग अलग नक्शे बनाएं।

11. हो सकता है कि किन्हीं शहरों में भवनों के नम्बर लगाने की पद्धति ठीक हो, ऐसी दशा में उन्हीं नम्बरों का उपयोग कर नजरी नक्शों में भवनों के नम्बर लिखिये। किन्तु इन नम्बरों को नवीनतम (up-to-date) बनाना होगा, यदि पहले नम्बरों के बाद कुछ भवन निर्माण किए गए हों किन्तु यदि किसी शहर में नम्बरिंग की पद्धति ठीक न हो तो आपको सभी भवनों को नम्बर देने होंगे और उन्हें नजरी नक्शों पर दिखलाना भी होगा।

ग्राम तथा शहरी क्षेत्रों में भवनों तथा जनगणना मकानों को नम्बर देना

12. जैसा कि ऊपर बतलाया गया है सभी भवनों तथा जनगणना मकानों को आपने नम्बर देना है। भवन तथा जनगणना मकान में जो अन्तर है उसे जानना आपके लिए आवश्यक है। भवन तथा जनगणना मकान की परिभाषा मकान सूची बनाने के लिए नीचे दी गई है।

13. भवन इस प्रकार की इमारत है जो आसानी से नम्बर देने के लिए एक इकाई मानी जा सकती है। एक भवन में एक ही जनगणना मकान हो सकता है या भवन के भाग अलग अलग जनगणना मकान हो सकते हैं जैसा नीचे बतलाया गया है। इस काम का मुख्य उद्देश्य यह है कि सभी इमारतें जो रहने के काम में आती हों या और किसी काम में आती हों उन्हें नम्बर दिया जाए और उनकी सूची बनाई जाए।

14. **भवन** :—आमतौर पर एक पूरी इमारत को एक भवन माना जावेगा। किन्तु कभी कभी ऐसी इमारत के एक से अधिक हिस्से होते हैं जिनका उपयोग रहने के लिए, दुकान के लिए, गोदाम, जानवरों का बाड़ा इत्यादि के लिए या इनमें से एक से अधिक के लिए उपयोग होता है।

15. कहीं कहीं एक सड़क पर लगातार कई भवन होते हैं जो एक दूसरे से जुड़े रहते हैं और ऐसा लगता है कि वे एक ही भवन है। ये अलग अलग इकाईयां (भवनों की) होती हैं और यह भी हो सकता है कि ये अलग अलग समय पर बनीं हों और इन के अलग अलग मालिक हों। ऐसी दशा में हालांकि यह सम्पूर्ण इमारत देखने में एक भवन नजर आती है, फिर भी इसका प्रत्येक हिस्सा एक अलग भवन होता है और इसे अलग नम्बर दिया जाना है।

16. यदि किसी अहाते के अन्दर एक ही मालिक की कई इमारत हों जैसे मुख्य मकान, नौकर का क्वार्टर गैरेज इत्यादि तो इन सभी के लिए एक ही भवन नम्बर दिया जाय और अलग अलग इमारतों को उस इमारत का उप नम्बर (Sub-number) दिया जाये जैसे 1(1), 1(2) इत्यादि, बशर्ते कि ये इमारत जनगणना मकान की परिभाषा (जिसका विवरण नीचे दिया है) में आती हों।

17. भवनों के नम्बर इस प्रकार देने चाहिएं

(1) प्रत्येक भवन को अन्तर्राष्ट्रीय अंकों (1, 2, 3, ...) में नम्बर दिया जाना चाहिए।

(2) ऐसा भवन जो बन रहा हो और जिसकी छत बन चकी हो उसको भवन नम्बर दे दिया जावे। इसी प्रकार यदि कोई भवन गिराया जा रहा हो और उसकी छत गिर चुकी हो तो उसे छोड़ दिया जायेगा।

(3) कोई भी भवन जो हाउस नम्बरिंग के बाद पूर्ण हो चुका हो तो उसे उसके पास के भवन का बटा-नम्बर दीजिए जैसे 10/1

नोट :—ध्यान रहे कि नए बने हुए भवनों को ऊपर दिए गए ढंग के अनुसार बटा-नम्बर दिया जाना है जबकि एक भवन के अन्दर स्थित जनगणना मकानों को पैरा 16 में बतलाए गए अनुसार उप-नम्बर बना कर दिया जाना है।

18. जनगणना मकान एक भवन या भवन का वह भाग है जिसका अलग मुख्य प्रवेश द्वार है। यह द्वार रास्ते पर या सांझ के अहाते, बरामदे या जीने इत्यादि में हो सकता है, किन्तु यह जनगणना मकान एक पृथक इकाई की तरह प्रयोग होना चाहिए या समझा जाना चाहिये। हो सकता है कि वह खाली हो या किसी तरह के उपयोग में आता हो। हो सकता है कि वह रहने के काम में आता हो या किसी और उपयोग में आता हो या दोनों के उपयोग में आता हो।

19. यदि किसी भवन में कई फ्लैट्स या ब्लाक्स हों और वे एक दूसरे से अलग हों और उनमें से प्रत्येक का प्रवेश द्वार अलग होकर रास्ता, सड़क, जीने या अहाते में (जहां से मुख्य द्वार पर जा सके) खुलता हो तो ऐसे प्रत्येक ब्लाक को अलग जनगणना मकान समझा जावेगा। अगर किसी घिरे हुए अहाते में पृथक इमारतें हों तो प्रत्येक भवन अलग अलग जनगणना मकान समझा जाये। यदि अहाते की सभी इमारतों को एक साथ एक भवन माना जाता है तो इनमें से प्रत्येक इमारत एक अलग जनगणना मकान मानी जायेगी यदि इसका अलग प्रवेश द्वार हो।

20. प्रत्येक जनगणना मकान को नम्बर दिया जाये। यदि कोई भवन अपने आप में जनगणना मकान है तो उस जनगणना मकान का नम्बर वही होगा जो भवन का है। परन्तु किसी भवन के अलग अलग भाग जनगणना मकान की परिभाषा में आते हों तो ऐसे प्रत्येक जनगणना मकान को उस भवन का उप-नम्बर (ब्रैकेट में) दिया जाये जैसे 10(1), 10(2), 10(3) इत्यादि अथवा 11(1), 11(2) 11(3) इत्यादि। इन उदाहरणों में 10 व 11 भवनों के नम्बर हैं तथा ब्रैकेट में दिए गए 1, 2, 3 इत्यादि क्रमशः भवन नम्बर 10 व 11 में स्थित जनगणना मकान हैं।

21. एक भवन के अन्दर जनगणना मकानों को नम्बर देने का क्रम लगातार होना चाहिए। अगर हो सके तो यह क्रम घड़ी की सुई की चाल की दिशा में हो या किसी और सुविधाजनक तरीके से।

22. चूंकि इमारतों की बनावट भिन्न भिन्न प्रकार की होती है इसलिए ऊपर बतलाई गई जनगणना मकान की परिभाषा समस्त स्थितियों में लागू करना सम्भव नहीं हो सकती है। उदाहरणार्थ शहरों की स्थिति सामने आती है जहां कि एक ही परिवार के उपयोग में एक फ्लैट है जिसमें मान लीजिये चार कमरे हैं और प्रत्येक कमरे का अलग प्रवेश द्वार है। जनगणना मकान की परिभाषा के अनुसार इनमें से प्रत्येक कमरे को जनगणना मकान माना जा सकता है क्योंकि इसका एक अलग प्रवेश द्वार है। परन्तु इससे जनगणना मकानों की संख्या के विषय में सही स्थिति प्रकट नहीं होगी। ऐसी स्थितियों में इन कमरों के वास्तविक उपयोग को देखना चाहिए। यदि वे सभी कमरे एक ही परिवार के रहने के काम में आ रहे हों तो इन सभी कमरों को एक ही जनगणना मकान मानना चाहिए और पूरे फ्लैट को एक जनगणना मकान नम्बर देना चाहिए। परन्तु यदि इन में से प्रत्येक कमरा अलग अलग परिवारों के उपयोग में है और इनमें से प्रत्येक का अलग अलग प्रवेश द्वार है तो ऐसा प्रत्येक कमरा एक अलग जनगणना मकान माना जायेगा। इसी तरह होस्टलों में साधारणत हर एक कमरे का दरवाजा एक ही बरामदे या जीने में खुलता है तो भी सारे होस्टल को एक ही जनगणना मकान समझा जायेगा। देश के कुछ भागों के ग्रामीण क्षेत्रों में ऐसा देखा जाता है कि एक परिवार के उपयोग में कई झोंपड़ियां एक अहाते के अन्दर होती हैं और इस अहाते का मुख्य प्रवेश द्वार होता है। इनमें से प्रत्येक झोंपड़ी यद्यपि देखने में अलग अलग इमारत जैसी है किन्तु असल में यह एक ही निवास के भिन्न भिन्न भाग हैं इसलिए यह ज्यादा अच्छा होगा कि इस समूह को एक ही जनगणना मकान माना जाये। परन्तु इस बात का पता लगाया जाये कि इस प्रकार की इकाई एक ही परिवार के उपयोग में है या एक से अधिक परिवार के। इस तरह यह स्पष्ट होता है कि जनगणना मकान की परिभाषा वास्तविक स्थिति को देखते हुए काम में लाई जाये।

23. कहीं कहीं यह सम्भव है कि स्थानीय शासन द्वारा किसी खुले अहाते को जिस पर कम्पाउन्ड की दीवार बनी हो या न भी बनी हो, स्थायी सम्पत्ति के रूप में नम्बर दे दिया जाता है। इस प्रकार की खुली जमीन को हमें नम्बर देने की आवयकता नहीं है और न उसको मकानों की सूची में ही शामिल करना है। जहां किसी इमारत की चार दीवारें और छत बन गई हो तो केवल उसी

इमारत को नम्बर देना चाहिए और सूची में भी शामिल करना चाहिए। परन्तु कहीं कहीं ऐसे मकान होते हैं जिनकी चार से कम दीवारें हों या दीवारें हों न हों, जैसे, ऐसे झोंपड़े जिनकी छतें जमीन तक पहुंचती हों, उन्हें जनगणना मकान मान कर नम्बर देना चाहिए और सूची में उनका समावेश करना चाहिए।

24. प्रत्येक ऐसे व्यक्ति समह को जो एक साथ रहता हो और साधारणत: एक ही रसोई में खाना खाता हो, एक परिवार कहते हैं यदि किसी विशेष कारणवश ऐसे व्यक्ति समूह का कोई सदस्य वहां न खाता हो तो भी इस समूह को एक परिवार माना जायेगा। परिवार एक व्यक्ति का भी हो सकता है दो व्यक्तियों का भी हो सकता है और अनेक व्यक्तियों का भी हो सकता है। जनगणना के उद्देश्य के लिए इस प्रकार के सभी परिवार परिवार कहलाएंगे। परिवार परस्पर सम्बन्धित व्यक्तियों का हो सकता है या ऐसा भी हो सकता है कि जिनमें सदस्यों का आपस में कोई सम्बन्ध न हो। दूसरे प्रकार के परिवार के उदाहरण हैं होस्टल, अनाथालय, आश्रम इत्यादि। इन्हें संस्थागत परिवार कहते हैं।

25. प्रत्येक परिवार के लिए अलग नम्बर दिया जायेगा और इसका विवरण मकान सूची में शामिल किया जायेगा (देखिए पैरा 45-46)।

26. चूंकि प्रत्येक परिवार किसी न किसी जनगणना मकान से सम्बन्धित होगा इसलिए यह जरूरी नहीं है कि परिवार का नम्बर जनगणना मकान के द्वार पर लिखा जाए, केवल भवन तथा जनगणना मकान का नम्बर ही लिखा जायेगा।

मकान सूची भरना

27. नजरी नक्शा तैयार करने के बाद भवनों तथा जनगणना मकानों पर नम्बर डालने के बाद आपका काम है कि मकान सूची में उनका विवरण दर्ज करें। वर्तमान जनगणना में मकान सूची तथा प्रतिष्ठान अनुसूची समस्त क्षेत्रों में भरी जाएगी। इन दोनों सूचियों के नमूने पृष्ठ 336 से 338 पर दिए गए हैं। आपको मकान सूची निम्नलिखित हिदायतों के अनुसार भरनी होगी :–

28. मकान सूची के ऊपरी भाग में जिले का नाम तथा उसका कोड नम्बर तहसील का नाम तथा उसका कोड नम्बर, गांव या शहर का नाम तथा उसका कोड नम्बर वार्ड, मोहल्ला, प्रगणक के ब्लाक का कोड नम्बर लिखने के लिए स्थान रखे गए हैं इन स्थानों पर आप सम्बन्धित जानकारी सावधानी से लिखें। लोकेशन कोड अंकों का एक ऐसा समूह है जिससे प्रत्येक राज्य के प्रत्येक जिले, तहसील इत्यादि में स्थित प्रत्येक गांव या शहर की पहचान होती है। इस उद्देश्य से प्रत्येक जिला, तहसील इत्यादि गांव, शहर वार्ड तथा प्रगणक के ब्लाक को अलग अलग नम्बर दिए गए हैं। आपके सुपरवाइजर अथवा चार्ज सुपरिन्टैन्डेन्ट आपको सम्पूर्ण लोकेशन कोड नम्बर बतलाएंगे। आप सूची के ऊपर दिए गए स्थान में प्रत्येक इकाई के नम्बर लिखें। ग्रामीण क्षेत्र में चारों स्थानों के ऊपर लोकेशन कोड नम्बर लिखा जायेगा किन्तु शहरी क्षेत्र में तहसील, थाना इत्यादि का कोड नम्बर लिखने की आवश्यकता नहीं है बल्कि सही स्थान पर वार्ड व ब्लाक दोनों के नम्बर लिखे जाएंगे। ब्लाक का नम्बर ब्रैकेट के अन्दर होगा। कृपया यह ध्यान रखें कि शहर के लिए जो लोकेशन कोड का नम्बर होगा वह रोमन अंकों में होगा जिससे गांवों में दिए गए लोकेशन कोड नम्बर को उससे अलग किया जा सके। (रोमन अंक I, II, III, होते हैं तथा अरेबियन अंक 1, 2, 3. .होते हैं)।

नोट :– मकान सूची के कालम नम्बर 4, 5, 6, 10 व 12 में बिन्दुओं द्वारा चौखाने बने हुए हैं, कृपया इनमें कुछ भी न लिखिए चूंकि इन चौखानों का उपयोग टेबुलेशन आफिस में होगा।

कालम 1 : लाइन नम्बर

29. मकान सूची की प्रत्येक लाइन पर एक क्रम से नम्बर लिखे जावें। इन नम्बरों का क्रम आपके सम्पूर्ण ब्लाक के लिए लगातार चलेगा। इसके लिए अरेबियन अंक 1 2, 3 इत्यादि उपयोग किये जावें।

कालम 2 : भवन (बिल्डिंग) का नम्बर (म्युनिसिपल या स्थानीय शासन अथवा जनगणना नम्बर)

30. मकान सूची भरने के पूर्व आपके ब्लाक के सभी भवनों पर नम्बर लग चुके होंगे। यह संभव है कि कुछ शहरों में पहले ही स्थानीय शासन द्वारा संतोषजनक ढंग से भवनों को नम्बर दिए हुए होंगे जिन्हें आप अपने नक्शे पर भी दिखला चुके होंगे।

31. ऐसा भी हो सकता है कि कहीं-कहीं स्थानीय शासन द्वारा दिए गए नम्बर संतोषजनक न हों और इसलिए आपने स्वयं ही बचे हुए भवनों को नम्बर दे दिए होंगे। इस तरह सभी भवनों को नजरी नक्शों में नम्बर दिया जा चुका होगा ऐसा भी हो सकता है कि किसी प्रकार का नम्बर पहले से मौजूद न हो और आपने ही समस्त भवनों को नजरी नक्शों में नम्बर देकर उन्हें भवनों पर अंकित कर दिया हो।

32. उपरोक्त किसी भी तरीके से नजरी नक्शों में दिए गए नम्बर जो भवनों पर लगाए गए हैं, इस कालम में लिखें।

33. यदि किसी भवन का कोई विशिष्ट नाम हो तो उसे भी नम्बर के साथ-साथ इस कालम में लिखें। इस कालम को भरने का उद्देश्य यही है कि हर भवन को उसके नम्बर या स्थानीय नाम से पहचाना जा सके।

कालम 3 : जनगणना मकान का नम्बर

34. जनगणना मकान की परिभाषा ऊपर दी गई है । उसके अनुसार प्रत्येक भवन या उसके भाग को आप मकान नम्बर दे चुके होंगे ।

35. यदि किसी भवन में एक ही जनगणना मकान है तो जनगणना मकान का नम्बर वही दिया जाएगा जो भवन का नम्बर है । उस नम्बर को इस कालम में दुहराइए ।

36. यदि एक भवन में एक से अधिक जनगणना मकान हों जैसा कि पैरा 20-21 में बताया गया है । उदाहरणार्थ भवन नम्बर 10 में 2 जनगणना मकान हैं तो उनके इन्द्राज इस प्रकार होंगे, पहले जनगणना मकान को इस कालम में 10(1) लिखा जाए और दूसरे मकान को 10(2) लिखा जाएगा । कालम 2 में दिया हुआ भवन नम्बर केवल 10(1) जनगणना मकान के लिए ही कालम 2 में दर्ज किया जाएगा परन्तु जनगणना मकान 10(2) के लिए कालम 2 की लाइन खाली रहेगी ।

टिप्पणी :–कृपया ध्यान रहे कि जनगणना मकान 10/1 10/2 इत्यादि से नहीं बताए जावें क्योंकि यह तरीका नए भवनों को नम्बर देने का है ।

कालम 4-5 : जनगणना मकान की प्रमुख निर्माण सामग्री

37. इस कालम में दीवार तथा छत जिन पदार्थों से बने हों उन पदार्थों को लिखना होगा ।

कालम 4 : किस पदार्थ से दीवार बनी है

38. इस कालम में दीवारों या इनके अधिकांश भाग जिन सामग्रियों से बने हों वे लिखी जाएं जैसे घास, पत्तियां, बांस, मिट्टी, पक्की या कच्ची ईंटें, पत्थर, सीमेंट-कांक्रीट, लकड़ी इत्यादि । यदि किसी जनगणना मकान के विभिन्न भागों की दीवारें विभिन्न सामग्रियों से बनी हों तो उस मकान के मुख्य भागों की दीवारें जिन सामग्रियों से बना हों वह लिखी जाएं । मुख्य भाग का मतलब ऐसे हिस्से से है जो परिवार के रहने और सोने के काम आता है ।

कालम 5 . किस पदार्थ से छत बनी है

39. छत का ऊपरी हिस्सा जिन पदार्थों से बना हो जैसे खपरैल, फूस, टीन. सीमेन्ट, कांक्रीट, स्लेट इत्यादि को लिखिए । कई मंजिल के जनगणना मकानों में प्रत्येक मकान के ऊपर के जनगणना मकान के फर्श की मुख्य सामग्री नीचे के जनगणना मकान की छत की सामग्री मानी जाएगी । यदि किसी जनगणना मकान की छत ईंट, पत्थर इत्यादि से बनी है और उस पर मिट्टी या चूने का प्लास्टर है तो ऐसी छत की निर्माण सामग्री मिट्टी या चूना नहीं लिखी जाएगी बल्कि क्रमश. ईंट, पत्थर इत्यादि लिखी जाएगी जिससे छत बनी है ।

कालम 6 : जनगणना मकान किस काम में आता है जैसे निवास, दुकान, दुकान तथा निवास, व्यापार, फैक्ट्री, कारखाना, निवास तथा कारखाना, स्कूल, बैंक, व्यापारिक प्रतिष्ठान, दफ्तर, अस्पताल, होटल इत्यादि के लिए, या खाली ।

40. जनगणना मकान वास्तविक रूप से जिस उपयोग में लाया जाता है उसे इस कालम में लिखें । मोटे रूप से जनगणना मकान का उपयोग नीचे दी हुई श्रेणियों में आ सकता है जो केवल उदाहरणार्थ हैं .

(1) निवास या दुकान तथा निवास ।

(2) फैक्टरी, कारखाना तथा वर्कशैड इत्यादि ।

फैक्ट्री तभी लिखिए जब वह इंडियन फैक्ट्री एक्ट के अन्तर्गत पंजीकृत हो । वर्कशाप एक ऐसा स्थान है जहां किसी प्रकार का उत्पादन, मरम्मत या सोर्विसिंग की जाती हो या जहां वस्तुएं बना कर बेची जाती हों किन्तु वह इतना बड़ा न हो जिसे फैक्ट्री कहना पड़े । यह भी जरूरी नहीं कि वहां मशीनें ही हों । ऐसा स्थान जिसमें कोई पारिवारिक उद्योग (जिसकी परिभाषा पैरा 78 में दी गई है) उदाहरणार्थ, हथकर्घे की बुनाई, बीड़ी बनाना, पापड़ बनाना खिलौने बनाना इत्यादि चलता हो उसे भी कारखाना लिखें यदि ऐसा जनगणना मकान जिस में कारखाना है और उसका प्रयोग निवास के लिए भी किया जाता हो तो उस खाने में निवास तथा कारखाना लिखिए । कृपया इस बार में पूरी छानबीन कीजिए कि उस मकान में किसी प्रकार का उत्पादन होता है या कोई सर्विसिंग की जाती है चाहे वह पारिवारिक उद्योग ही क्यों न हो, क्योंकि इस प्रकार के काम अक्सर स्पष्ट नजर नहीं आते ।

(3) दुकान – ऐसा जनगणना मकान है जिसमें वस्तुएं नकद या उधार बेची जाती हैं ।

(4) कार्यालय , व्यापारिक संस्थान, बैंक इत्यादि – व्यापारिक संस्थान उसे कहते हैं जहां नकदी या जिन्स में सौदे किए जाते हैं ।

(5) अस्पताल, डिस्पैंसरी, स्वास्थ्य-केन्द्र, दवाखाना ।

(6) स्कूल तथा अन्य शिक्षा संस्थाएं ।

(7) होटल, धर्मशाला, सराय, डाक बंगला ।

(8) मिठाई की दुकान, रैस्टोरन्ट या अन्य भोजनालय ।

यदि कोई मिठाई बनाने की ऐसी दुकान है जहां मिठाई बनाई जाती है और बेची जाती है तो उसे वर्कशाप कहेंगे ।

(9) मनोरंजन का स्थान, जैसे सिनेमा, थियेटर इत्यादि ;

(10) पूजा तथा प्रार्थना का स्थान मंदिर, गिरजाघर, मसजिद, गुरुद्वारा इत्यादि ।

(11) अन्य संस्थान जैसे अनाथालय, जेल, रिफार्मेटरी (सुधारगृह), चिल्ड्रन होम ।

(12) अन्य जनगणना मकान जैसे जानवरों का वाड़ा, मोटर गैरेज, गोदाम, लांड्री, पैट्रोल पम्प, मुसाफिरखाना इत्यादि । जिस उपयोग के लिए जनगणना मकान आता है वह पूरी तरह लिखें ।

(13) यदि जनगणना मकान खाली पाया जाए तो उसे "खाली" लिखें । यदि जनगणना मकान पर इसलिए ताला लगा हो कि उस में रहने वाले लोग प्रवास या यात्रा इत्यादि पर गए हों तो उसे "खाली" न लिखा जाए । बल्कि यहां वास्तविक उपयोग का विवरण लिखकर विशेष विवरण के खाने में खाली रहने का कारण लिखिए, जैसे "ताला लगा है, रहने वाले प्रवास पर गए है" इत्यादि । यदि ऐसे जनगणना मकान के संबंध में पड़ोसी से जानकारी हो सके तो संबंधित कालम (8–16) में लिखें अन्यथा क्रास लगा दें । जनगणना मकान खाली होने के कारण जैसे जीर्णावस्था (टूटा-फूटा), किराएदार नहीं होना, मरम्मत जारी होना, अधूरा निर्माण इत्यादि विशेष विवरण के कालम में लिखें ।

कालम 7 : क्या जनगणना मकान का उपयोग पूर्ण या आंशिक रूप से किसी प्रतिष्ठान के लिए होता है ? हां या नहीं । यदि हां तो उसका विवरण प्रतिष्ठान अनुसूची में भरें और वहां की क्रम संख्या यहां दर्ज करें ।

41. प्रतिष्ठान की परिभाषा—प्रतिष्ठान ऐसा स्थान है जहां वस्तुओं का उत्पादन या निर्माण किया जाता है जो कि केवल घरेलू उपयोग के लिए न हो या जहां पर किसी प्रकार की मरम्मत व सर्विसिंग की जाती हो जैसे फैक्ट्री, कारखाना, पारिवारिक उद्योग, सर्विसिंग या वर्कशाप या ऐसा स्थान जहां थोक या फुटकर व्यापार किया जाता हो, या व्यापारिक सेवाएं प्रदान की जाती हों, या जहां दफ्तर (निजी या सार्वजनिक) लगता हो, या मनोरंजन का स्थान , या ऐसा स्थान जहां शैक्षणिक, धार्मिक या मनोरंजन की सेवाएं प्रदान की जाती हों । यह जरूरी है कि इन सभी स्थानों पर एक या एक से अधिक व्यक्ति वास्तविक रूप से काम करते हो । संक्षेप में प्रतिष्ठान ऐसा स्थान है जहां पर व्यापारिक या अन्य संस्थाएं हों और लोग उसमें काम करते हों । उदाहरणार्थ, फैक्टरी या कारखाना या कारखाना तथा निवास या व्यापारिक संस्थान या अन्य कोई प्रतिष्ठान ऐसे स्थान जहां उत्पादन, मरम्मत या सर्विसिंग होती हो, या जहां वस्तुएं बनाकर बेची जाती हों, या जहां कोई व्यापार होता हो जैसे किराने की दुकान, पान की दुकान, रेस्टोरेन्ट, बैंक, होटल, या दफ्तर (सरकारी दफ्तर या व्यापारिक संस्थान का दफ्तर) या कोई संस्था, स्कूल, कालेज, अस्पताल, डिस्पेंसरी आदि हों, और उनमें एक या एक से अधिक व्यक्ति काम करते हों । एक प्रतिष्ठान किसी जनगणना मकान के किसी एक भाग या एक पूरे जनगणना मकान या कई जनगणना मकानों में भी हो सकता है ।

42. इस कालम में तभी इंद्राज कीजिए जबकि संबंधित जनगणना मकान प्रतिष्ठान के उपयोग में आता हो । कभी कभी उत्पादन, सर्विसिंग की क्रियाएं जनगणना मकान में ऊपरी तौर से दिखाई नहीं देतीं, खास तौर पर जबकि ऐसा काम पारिवारिक उद्योग के लिए किया जाता हो । उदाहरणार्थ किसी मकान के भीतरी भाग में हथकरघा लगाया हुआ है और वह आपकी भेंट के दिन चालू नहीं है या किसी प्रकार का गृह उद्योग जैसे पापड़ बनाना खिलौने बनाना या बीड़ी बनाना, मकान के किसी भीतरी भाग में चलाया जा रहा हो । ऐसी स्थितियों में आपको पूरी छानबीन के द्वारा सही स्थिति की जानकारी करनी चाहिए । यदि इस कालम में उत्तर 'हां' में लिखा गया हो तो प्रतिष्ठान अनुसूची में आवश्यक ब्यौरा व वहां की क्रम संख्या इस कालम में 'हां' के बाद भर दें ।

43. हो सकता है कि किसी भी प्रकार का उत्पादन या सर्विसिंग परिवार के व्यक्तियों के द्वारा केवल अपने घरेलू उपयोग के लिए किया जाता हो जैसे धान कूटना व मसाले तैयार करना या ऊनी वस्त्र बुनना, कसीदाकारी का काम, कर्घे पर बुनाई इत्यादि ऐसी हालतों में जनगणना मकान को प्रतिष्ठान न मानना चाहिए ।

कालम 8-16 : यदि जनगणना मकान पूर्ण या आंशिक रूप में निवास के काम में लाया जाता है

44. ये कालम ऐसे जनगणना मकानों से संबंधित हैं जिनका पूर्ण या आंशिक उपयोग आवास के लिए होता है इसलिए यदि कोई जनगणना मकान आवास के रूप में पूर्ण रूप से या आंशिक रूप से उपयोग में न आता हो, जैसा कालम 6 से विदित होगा, तो कालम 8–16 तक प्रत्येक कालम में क्रास (×) लगाएंगे ।

कालम 8: परिवार का नम्बर

45. परिवार एक ऐसे व्यक्तियों का समूह है जो एक साथ रहते हैं और जिनका खाना एक ही रसोई में बनता है । रसोइया या नौकर जो परिवार के साथ एक ही जनगणना मकान में रहते हैं और एक ही जगह खाना खाते हैं तो ऐसे रसोइया या नौकर को उसी परिवार का माना जाएगा । असम्बन्धित व्यक्ति जो होस्टल, जेल, अनाथालय इत्यादि में रहते हैं, ऐसे परिवार को संस्थागत परिवार कहेंगे।

46. एक जनगणना मकान में एक से अधिक परिवार हो सकते हैं। ऐसे प्रत्येक परिवार को एक अलग नम्बर देना होगा। ऐसे प्रत्येक परिवार के लिए जनगणना मकान के नम्बर के साथ वर्णमाला के अक्षर जैसे क, ख, ग .. .. ..इत्यादि ब्रैकेट में लिखे जायेंगे। उदाहरणार्थ भवन नम्बर 2 अपने आप में एक जनगणना मकान है इसमें 3 परिवार रहते हैं। इन परिवारों के नम्बर 2(क), 2(ख) व 2(ग) होंगे। यदि भवन नम्बर 4 में दो जनगणना मकान हो तो उनके नम्बर 4(1), 4(2) होंगे। यदि इन जनगणना मकानों में क्रमश 3 व 2 परिवार रहते हैं तो उन परिवारों के नम्बर 4(1)(क) 4(1)(ख), 4(1)(ग) तथा 4(2)(क), 4(2)(ख) होंगे। किन्तु यदि भवन नम्बर 3 जो अपने आप में जनगणना मकान है और उसमें केवल एक ही परिवार रहता है तो उस परिवार का नम्बर केवल 3 होगा।

47. ऊपर दिए गए उदाहरणों में परिवार नम्बर 2(ख) 2(ग) 4(1)(ख), 4(1)(ग) और 4(2)(ख) के सम्बन्ध में कालम 3 से 7 तक कोई इंद्राज नहीं किया जायेगा। केवल जनगणना मकान 2, 4(1) और 4(2) के लिये कालम 3 से 7 तक केवल एक ही बार भरा जायेंगे। स्पष्ट होगा कि जिस जनगणना मकान में एक से अधिक परिवार रहते हैं उसके पहले परिवार के सम्बन्ध में कालम 3 से 7 तक इंद्राज किए जायेंगे किन्तु उस जनगणना मकान के दूसरे नम्बर के परिवार तथा उसके बाद के परिवारों के सम्बन्ध में कालम 3 से 7 तक कोई इंद्राज नहीं किया जायेगा।

कालम 9: परिवार के कर्त्ता का नाम

48. इस कालम में परिवार के कर्त्ता का नाम लिखिए। जनगणना के उद्देश्य के लिए परिवार का कर्त्ता वह व्यक्ति है जो परिवार में कर्त्ता माना जाता है। आम-तौर से वह व्यक्ति जिस पर परिवार के पालन-पोषण की मुख्य जिम्मेदारी होती है और जो परिवार की ओर से निर्णय लेता है उस व्यक्ति को परिवार का कर्त्ता माना जाता है। यह जरूरी नहीं है कि उम्र में सबसे बड़ा पुरुष ही कर्त्ता हो। परिवार की कोई स्त्री सदस्या या कोई कम उम्र का व्यक्ति भी परिवार का कर्त्ता हो सकता है। आपको इस विषय में परिवार के सदस्यों से कोई बहस करने की आवश्यकता नहीं है। बल्कि परिवार जिसको कर्त्ता मानता हो उसका नाम लिखिए। संस्थागत परिवार जैसे क्षात्रावास मैस अनाथालय, जेल इत्यादि जो कि असम्बन्धित व्यक्तियों का परिवार होता है। इस संस्था का मैनेजर या सुपरिन्टैन्डेन्ट या ऐसा व्यक्ति जिस पर संस्था चलाने की जिम्मेदारी हो या सबकी सहमति से जिस व्यक्ति को कर्त्ता माना जाता हो, उसे उस परिवार का कर्त्ता मानकर उसका नाम लिखिए। किसी परिवार का कर्त्ता परिवार से किसी दूसरी जगह रहता हो और जिसे औपचारिक रूप से परिवार कर्त्ता मानता हो, ऐसी दशा में वह व्यक्ति जिस पर परिवार के कारोबार चलाने की वास्तविक जिम्मेदारी हो, उसी को जनगणना के उद्देश्य से कर्त्ता माना जायेगा।

कालम 10 : क्या परिवार अनुसूचित जाति या अनुसूचित जन-जाति का है? यदि हां तो जाति या जन-जाति का नाम लिखें।

49. आपके क्षेत्र में जो अनुसूचित जातियां या जन-जातियां हैं उनकी सूची आपको दे दी गई होगी। आप इसका पता लगावें कि जिस व्यक्ति का नाम आपने कर्त्ता के कालम में लिखा है क्या वह किसी अनुसूचित जाति या जन-जाति का है और इस बात की तस्दीक (जांच) अपनी सूची से करके उसके द्वारा बताई गई जाति के नाम का मिलान कर लें। यदि सूची में वह अनुसूचित जाति या जन-जाति हो तो "अ जा" या 'अ ज जा' लिख कर उस अनुसूचित जाति या जन-जाति का नाम सही सही लिखिए। यदि कर्त्ता किसी अनुसूचित जाति या जन-जाति का न हो तो आप इस कालम में × लगाइए। ऐसे परिवार का कर्त्ता जो अनुसूचित जाति का हो उसके धर्म के बारे में पूछ ताछ कीजिए क्योंकि अनुसूचित जाति केवल हिन्दू या सिक्ख धर्म से ही हो सकती है। अनुसूचित जन-जाति किसी भी धर्म में हो सकती है।

50. यदि केवल परिवार का कर्त्ता ही किसी अनुसूचित जाति का, या अनुसूचित जन-जाति का हो किन्तु उस परिवार (संस्थागत परिवारों को छोड़कर) के एक या अधिक सदस्य उस अनुसूचित जाति या अनुसूचित जन-जाति के न हों, तो भी, कर्त्ता के लिए जो अनुसूचित जाति या अनुसूचित जन-जाति का हो तो उसके लिए "अ जा" या "अ ज जा" लिखिए। परन्तु यदि परिवार का कर्त्ता अनुसूचित जाति या अनुसूचित जन-जाति का न हो और उस परिवार के एक या एक से अधिक सदस्य अनुसूचित जाति या अनुसूचित जन-जाति के हों तो इस कालम में × लगाइये।

51. सभी संस्थागत परिवारों के लिए इस कालम में × लगाइये। चाहे संस्थागत परिवार का कर्त्ता अनुसूचित जाति या अनुसूचित जन-जाति का हो या न हो।

कालम 11 : परिवार के पास कुल रहने के कमरों की संख्या

52. कमरे में चार दीवारें कम से कम एक आने जाने का रास्ता तथा छत होनी चाहिए और वह कम से कम इतना लम्बा और चौड़ा होना चाहिए कि जिसमें कम से कम एक व्यक्ति सो सके। यानी कमरे की लम्बाई, चौड़ाई और ऊंचाई कम से कम क्रमशः 2, 1½ और 2 मीटर हो। ऐसा कमरा जो सोने बैठने, खाने व रसोई बनाने इत्यादि सभी कामों में आता हो उसे भी कमरा माना जाएगा। खुला बरामदा रसोईघर स्टोर गैरेज, जानवरों का बाड़ा, शौचालय और ऐसे कमरे जिन में केवल पारिवारिक उद्योग (जैसे हथकरघा) चलता हो और जो साधारण रहने और सोने के उपयोग में न आते हों तो उन्हें कमरों में नहीं गिना जायेगा।

53. यदि किसी जनगणना मकान में एक ही परिवार रहता हो तो कमरों की गिनती करने में कोई कठिनाई नहीं होगी यदि किसी जनगणना मकान में अनेक परिवार रहते हों तो प्रत्येक परिवार के उपयोग में जितने कमरे आते हों तो उनकी संख्या लिखिए। यदि कोई कमरा एक से अधिक परिवारों के उपयोग में आता हो या अनेक परिवार एक ही कमरे का उपयोग करते हों तो ऐसे कमरों की संख्या ऐसे सभी परिवारों के सामने ब्रैकेट लगा कर लिखी जाये। उदाहरणार्थ एक जनगणना मकान में 5 कमरे हैं जिनमें दो परिवार रहते हैं। इन दोनों परिवारों के पास दो-दो कमरे हैं किन्तु एक कमरा साझे में है तो इस प्रकार लिखिए — $\begin{matrix}2\\2\end{matrix}\}1$

54 ऐसे भी उदाहरण सामने आ सकते हैं जहां पर परिवार छतरीनुमा छत वाले झोपड़ों या तम्बुओं में रहते हैं। इस प्रकार के अस्थायी निवास स्थानों में चार दीवारों वाले कमरे नहीं होंगे। इसलिए ऊपर दी हुई परिभाषा ऐसे मामलों में लागू नहीं होगी। ऐसे मामलों में तम्बू या झोंपड़े को ही कमरा मान लिया जाये।

कालम 12 . परिवार अपने मकान में रहता है या किराये के ? (i) अपना (अ) (ii) किराये का (कि)

55. यदि कोई परिवार अपने स्वयं के जनगणना मकान में रहता है और किसी को भी किसी भी रूप में किराया नहीं देता है तो वह परिवार अपने ही मकान में रहता माना जायेगा और ऐसी हालत में उस परिवार के सामने इस कालम में "अ" लिखा जायेगा। यदि कोई परिवार किस्त पर लिए हुए मकान में रहता हो तो उसे भी अपने मकान में रहता माना जायेगा चाहे किस्तें पूरी न भी हुई हों।

56. यदि कोई परिवार किराये के मकान में रहता हो तो उस परिवार के सामने इस कालम में 'कि" लिखिए। यदि कोई परिवार जनगणना मकान या उसके हिस्से के उपयोग के लिए नकद या जिन्स में किराया देता हो तो उसको भी किराये पर रहता हुआ समझा जायेगा। उदाहरणार्थ सरकार, किसी संस्था या कम्पनी इत्यादि द्वारा अपने कर्मचारियों को बिना किराये पर दिये गये मकान। ऐसी हालतों में उस परिवार को किराएदार ही मानकर इस कालम में "कि" लिखा जाये।

कालम 13-15 प्रगणक की भेंट के दिन परिवार में रहने वाले व्यक्तियों की संख्या

57 कालम 13 में परिवार में साधारण रूप से रहने वाले पुरुषों (लड़कों सहित) की संख्या लिखें। कालम 14 में स्त्रियों (लड़कियों सहित) की संख्या लिखें। कालम 13 और 14 का जोड़ कालम 15 में लिखें।

58. इन कालमों में आमतौर पर रहने वाले व्यक्तियों की गिनती दर्ज करनी है चाहे उनमें से कुछ व्यक्ति आपकी भेंट के समय मौजूद न हों। यदि कोई व्यक्ति यों ही संयोग से परिवार में उपस्थित हो तो इस कालम में उसको न गिना जाये क्योंकि वह आम तौर से अपने रहने के स्थान पर गिना जायेगा। किन्तु ऐसा व्यक्ति जो उस परिवार में तीन महीने से अधिक की अवधि से रह रहा हो तो उसकी गिनती उसी परिवार में की जावे। इसी प्रकार यदि आम तौर से रहने वाला व्यक्ति तीन मास से अधिक की अवधि से बाहर है तो उसकी गिनती नहीं की जायेगी। इन कालमों के जोड़ पृष्ठ के अन्त में लगाए जावें और ब्लाक के जोड़ आखिरी पृष्ठ के अन्त में लगाए जावें।

कालम 16 . क्या परिवार खेती करता है ? (हां या नहीं)

59. यदि परिवार खेती करता हो तो इस कालम में 'हां' लिखिए अन्यथा 'नहीं' लिखिए। परिवार खेती करता है यह जानने के लिए इस बात की पूछ-ताछ करनी जरूरी है कि क्या उस परिवार के एक या अधिक सदस्य खेती करते हैं या खेती के काम की देख भाल करते हैं चाहे जमीन उनकी अपनी हो, अन्य किसी व्यक्ति या संस्था से ली गई हो या किसी भी तरह उनके पास हो। यदि अति-क्रमण(Encroached) की गई भूमि पर भी कोई खेती करता है तो इस कालम के लिए उस व्यक्ति को खेती करने वाला माना जायेगा। यदि किसी परिवार में कोई व्यक्ति ठहरा हुआ हो और वह किसी अन्य जगह खेती करता हो तो वह परिवार खेती करता है, ऐसा नहीं माना जायेगा। जब तक परिवार का कर्त्ता या कोई अन्य सदस्य खेती में न लगा हो तब तक उस परिवार को खेती करने वाला परिवार नहीं कहा जा सकता है। ऐसा परिवार जिसके सदस्य दूसरों के खेतों पर मजदूरी करते हों तो वह परिवार खेती करने वाला परिवार नहीं माना जावेगा।

कालम 17 विशेष विवरण

60 यदि कालम 6 में 'खाली' लिखा हो तो जनगणना मकान के खाली रहने के कारण जैसे टूटा-फूटा, मरम्मत में, अधूरा निर्माण अथवा किरायेदार का न होना इत्यादि लिखिए।

61 अपने ब्लाक की मकान सूची पूर्ण होने के पश्चात् आप उसकी दूसरी प्रति तैयार करेंगे। जिसके लिए कोरे फार्म आपको काफी संख्या में दिए जायेंगे। मकान सूची का एक भरा हुआ नमूने का पृष्ठ आपको अलग से दिया जायेगा।

भाग 2 : प्रतिष्ठान अनुसूची

62. प्रतिष्ठान अनुसूची मकान सूची का एक पूरक भाग है जिसमें प्रत्येक प्रतिष्ठान के बारे में विवरण भरा जायेगा। प्रतिष्ठान अनुसूची का नमूना पृष्ठ 338 पर दिया गया है। प्रतिष्ठान की परिभाषा ऊपर पैरा 41 में दी गई है। जिसे कृपया आप प्रतिष्ठान अनुसूची भरने के पहले ध्यानपूर्वक पढ़ ले।

63. अनुसूची के ऊपरी भाग में विभिन्न क्षेत्रों के नाम तथा लोकेशन कोड लिखने के लिए स्थान बनाया गया है। उसमें नाम अथवा नम्बर वही होंगे जो मकान सूची में लिखे गये होंगे। लोकेशन कोड सही-सही लिखना चाहिए।

64. प्रतिष्ठान अनुसूची को 4 श्रेणियों में विभाजित किया जा सकता है--

(1) कालम 1-5 यह सभी के लिए लागू होते हैं और उनमें प्रत्येक प्रतिष्ठान के बाबत इंद्राज किया जायेगा।

(2) कालम 6-8 ऐसे प्रतिष्ठानों के लिए है जिनमें उत्पादन, निर्माण इत्यादि होता है।

(3) कालम 9-10 व्यापारिक प्रतिष्ठानों के लिए है।

(4) कालम 11 अन्य प्रतिष्ठानों से सम्बन्धित है जो कालम 6-10 में नहीं आते हैं।

64. विदित होगा कि श्रेणी (2) से (4) तक के कालम एक दूसरे से भिन्न हैं किन्तु श्रेणी (1) में जो कालम दिये गये है वह सभी श्रेणियों पर लागू होते है।

कालम 1 क्रम संख्या

65. इस कालम के प्रतिष्ठानों को सिलसिलेवार नम्बर दिये जायें। यह नम्बर अंतर्राष्ट्रीय अंक होंगे। जैसे 1 2. 3

कालम 2 जनगणना मकान का नम्बर

66 इस कालम में उसी जनगणना मकान नम्बर का इन्द्राज कीजिए जो मकान सूची के कालम 3 में दर्ज है और जिसके बाबत मकान सूची के कालम 6 में 'हां' लिखा गया है। मकान सूची के इस इंद्राज से विदित होगा कि यह जनगणना मकान प्रतिष्ठान के उपयोग में आता है। ध्यान देने की बात यह है कि एक ही फैक्ट्री एक दूसरे से सटे या लगे हुए या एक ही कम्पाउंड एक या अधिक जनगणना मकानों में फैला हुआ हो सकता है। ऐसी हालतों में कालम 2 में ऐसे सभी जनगणना मकानों के नम्बर दिए जायेंगे लेकिन जो प्रतिष्ठान उनमें है उनके बारे में आगे के कालमों के इन्द्राज ब्रैकेट लगाकर एक ही लाइन में लिखे जायेंगे। उदाहरणार्थ आसाम में एक चाय की फैक्ट्री है या कलकत्ता में कोई व्यापारिक प्रतिष्ठान है जो दो या तीन पास-पास के जनगणना मकानों में फैला हुआ है तो प्रत्येक जनगणना मकान के सामने ऐसी फैक्ट्री या व्यापारिक प्रतिष्ठान का अलग-अलग इन्द्राज नहीं किया जायें बल्कि सभी जनगणना मकान जो कालम 2 में लिखे गये है उनके सामने ब्रैकेट लगाकर प्रतिष्ठान का विवरण केवल एक ही लाइन में लिखा जायेगा। किन्तु कोई फर्म या दफ्तर कई जगह फैला है और ऐसे जनगणना मकान अलग-अलग मोहल्लों में हों, तो ऐसे प्रत्येक जनगणना मकान को अलग प्रतिष्ठान के उपयोग में आता हुआ माना जायेगा और सम्बन्धित प्रतिष्ठान का विवरण उस मकान की लाइन में दिया जायेगा।

कालम 3 : प्रतिष्ठान या उसके मालिक का नाम

67 इस कालम में प्रतिष्ठान जैसे फैक्ट्री, बैंक उत्पादन केन्द्र या कार्यालय का नाम लिखिए। प्रतिष्ठान का जो विशिष्ट नाम है वह इस कालम में लिखिए। यदि प्रतिष्ठान का निश्चित नाम नहीं है जैसे छोटे वर्कशाप चाय की दुकान, धोबी की लांड्री इत्यादि, तो मालिक का नाम लिखिए। उदाहरणार्थ 'राम लाल की लांड्री'। यह प्रतिष्ठान की पहचान के लिए जरूरी है।

कालम 4 : क्या प्रतिष्ठान-- (क) सरकारी अर्द्ध सरकारी है, (ख) निजी है, (ग) सहकारी संस्था है ?

68 प्रतिष्ठान सार्वजनिक क्षेत्र में है अर्द्ध-सरकारी या स्थानीय प्रशासन या निजी क्षेत्र में है या सहकारी है ? इस कालम में क, ख ग नहीं लिखिये बल्कि इस प्रकार से लिखें

(1) "सरकारी-सार्वजनिक क्षेत्र', या 'अर्द्ध-सरकारी-सार्वजनिक क्षेत्र' या "स्थानीय शासन-सार्वजनिक क्षेत्र' (2) "निजी' या (3) "सहकारी"।

69. कई स्कूल या लायब्रेरी ऐसे हो सकते है जो किसी व्यक्ति या व्यक्ति समूह की मिल्कियत के नहीं बल्कि सार्वजनिक है और प्रबंध समितियों द्वारा उनका संचालन किया जाता है तो इस प्रकार के प्रतिष्ठान निजी माने जायेंगे न कि सरकारी या अर्द्ध-सरकारी,

स्थानीय शासन के या सहकारी। प्रतिष्ठान सरकारी क्षेत्र का तब माना जायेगा जबकि या तो वह केन्द्रीय सरकार या राज्य सरकार या स्थानीय निकाय जैसे जिला परिषद्, सिटी म्यूनिसिपैलिटी इत्यादि की पूर्ण मिलकियत का है या उस प्रतिष्ठान में उनके अधिकांश शेयर हैं जिसकी वजह से प्रतिष्ठान के संचालन पर उनका नियंत्रण रहता है।

70. निजी प्रतिष्ठान वे हैं जिनकी मिलकियत व संचालन निजी व्यक्तियों या व्यक्ति समहों (Corporate Bodies) के हाथ में है, जो सरकारी, अर्द्ध-सरकारी या सहकारी नहीं है।

71. केवल वे प्रतिष्ठान सहकारी समझे जायेंगे जो संबंधित राज्य के सहकारिता कानून के अनुसार और सरकारी संस्था में रजिस्टर्ड हैं।

कालम 5 : मालिक तथा/या परिवार के कार्य करने वाले सदस्यों सहित पिछले सप्ताह अथवा काम के पिछले मौसम (सीजन) में प्रतिदिन काम करने वाले सभी व्यक्तियों की औसत संख्या

72. इस कालम में प्रतिष्ठान में काम करने वाले कुल व्यक्तियों की संख्या, जिसमें वेतनिक अथवा अवैतनिक और काम सीखने वाले, मालिक तथा परिवार के सदस्य यदि वे प्रतिष्ठान में काम करते हों तथा मजदूरी पर काम करने वाले भी शामिल हैं दर्ज करनी है। यह कोई जरूरी नहीं है कि प्रतिष्ठान में वेतन या मजदूरी पाने वाले व्यक्ति ही काम करते हों। एक छोटी दुकान जो कि मालिक द्वारा अपने रहने के मकान में ही चलाई जाती हो और जिसका प्रबंध उसके परिवार का एक सदस्य ही करता है तो वह भी प्रतिष्ठान की परिभाषा में आयेगी।

73. आपकी भेंट के दिन समाप्त वाले सप्ताह में काम करने वालों की दैनिक औसत संख्या यहां लिखिये। यदि कोई प्रतिष्ठान छुट्टी के कारण इन सात दिनों में बन्द रहा है तो छुट्टी के दिनों को छोड़ दीजिये और सिर्फ काम के दिनों की ही औसत संख्या निकालिये। यदि उन सात दिनों में प्रतिष्ठान हड़ताल या तालाबन्दी के कारण बन्द रहा है तो उसके पूर्व सप्ताह में जबकि चालू हालत में रहा हो, काम करने वालों की औसत संख्या निकालिये। कई प्रतिष्ठान जैसे चीनी का कारखाना चावल मिल, जो मौसम मौसम में ही चलते हैं (Seasonal Establishment) और यदि वे आपकी भेंट के समय बन्द हों तो आप मालिक की मदद से बन्द होने से पहले के दिनों के बारे में मालूम करके यहां लिखें। यदि किसी प्रतिष्ठान में एक से अधिक वस्तुओं का निर्माण होता है या एक से अधिक कार्य किए जाते हैं तो यह जरूरी नहीं है कि प्रत्येक व्यवसाय में लगे हुए व्यक्तियों की अलग अलग संख्या दी जाये। उदाहरणार्थ कपड़े की मिल में, जिसमें अलग अलग काम होते हैं जैसे कताई, रंग करना, मरम्मत का काम, बिक्री का काम इत्यादि, यह जरूरी नहीं है कि प्रत्येक विभाग के व्यक्तियों की अलग-अलग संख्या दी जाये, बल्कि पूरी कपड़ा मिल में जितने व्यक्ति काम करते हैं उन सब की संख्या लिखी जाय। प्रतिष्ठान की मुख्य गतिविधि के विषय में आगे के कालमों में विवरण दिया जायेगा।

कालम 6-8 : यदि प्रतिष्ठान में किसी वस्तु का निर्माण माल तैयार (प्रोसेसिंग) अथवा सर्विसिंग या मरम्मत करने का काम होता है तो

74. ये कालम ऐसे प्रतिष्ठानों से सम्बन्धित हैं जहां वस्तुओं का निर्माण होता है या किसी प्रकार की प्रोसेसिंग या सर्विसिंग या मरम्मत की जाती है।

कालम 6 : क्या यह, (क) पारिवारिक उद्योग है ? (ख) पंजीकृत फैक्ट्री है ? (ग) अन्य कारखाना वर्कशाप है ?

75 (क) पारिवारिक उद्योग ऐसा उद्योग है जो परिवार के कर्त्ता तथा परिवार के अन्य सदस्यों द्वारा चलाया जाता है। ग्रामीण क्षेत्रों में ऐसा उद्योग उस परिवार के गांव की सीमा के अन्दर कहीं भी स्थित हो सकता है, मगर शहर में यह आवश्यक है कि वह उसी जनगणना मकान में हो जहां परिवार रहता हो। ऐसा उद्योग रजिस्टर्ड फैक्ट्री के पैमाने का न हो। लिहाजा कोई उद्योग पारिवारिक है या नहीं यह तय करने के लिए चार बातें देखनी चाहिएं --

(1) गतिविधि (2) योगदान (3) स्थल (4) पैमाना।

(1) गतिविधि--पारिवारिक उद्योग में किसी भी प्रकार का उत्पादन, सर्विसिंग या वस्तुओं का बनाना तथा बेचना होता हो। ऐसे लोगों के धंधे जैसे वकील, डाक्टर नाई, गवइया नर्तकी, धोबी, ज्योतिषी इत्यादि, या केवल व्यापारिक धंधे पारिवारिक उद्योग नहीं माने जायेंगे हालांकि इस प्रकार के धंधे पारिवारिक सदस्यों द्वारा ही घर पर चलाये जाते हों।

(2) योगदान--परिवार के कर्त्ता और/या एक या एक से अधिक परिवार के सदस्यों का इस उद्योग में योगदान अवश्य हो। यदि उद्योग केवल मजदूरी पाने वाले व्यक्तियों द्वारा ही चलाया जाता है तो योगदान की कसौटी पूरी नहीं हो सकती और यह पारिवारिक उद्योग नहीं माना जायेगा। पारिवारिक उद्योग में मजदूरी वाले लोगों की मदद हो सकती है परन्तु कर्त्ता व अन्य परिवार के सदस्य अवश्य ही मुख्य योगदान देते हों और केवल मजदूरों पर ही निर्भर न हों। योगदान का मतलब वास्तविक काम के साथ-साथ संचालन व देखभाल भी है।

(3) स्थल—शहरी क्षेत्र में पारिवारिक उद्योग उसी जनगणना मकान में होना चाहिये जिसमे संबन्धित परिवार रहता है। यदि वह रहने के मकान के अलावा कहीं और स्थित हो तो वह पारिवारिक उद्योग नहीं माना जायेगा। किन्तु ग्रामीण क्षेत्र में पारिवारिक उद्योग परिवार के घर पर भी हो सकता है अथवा गांव की सीमा में कहीं भी हो सकता है ।

(4) पैमाना—पारिवारिक उद्योग यदि रजिस्टर्ड फैक्ट्री है तो उसे पारिवारिक उद्योग नही माना जा सकता ।

किसी भी पारिवारिक उद्योग में ये चारों लक्षण अवश्य ही होने चाहिएं ।

76. (ख) रजिस्टर्ड फैक्ट्री—फैक्ट्री यदि इंडियन फैक्ट्री एक्ट के अन्तर्गत रजिस्टर्ड है तो रजिस्टर्ड फैक्ट्री मानी जायेगी। कोई कारखाना जिसको केवल म्युनिसिपैलिटी या किसी अन्य स्थानीय निकाय द्वारा लाइसेंस दिया गया है तो उसे फैक्ट्री नही माना जायेगा, उसका इंडियन फैक्ट्री एक्ट के अंतर्गत रजिस्टर्ड होना जरूरी है ।

77 (ग) कारखाना—वह स्थान है जहां पर किसी भी प्रकार का निर्माण, मरम्मत, या बिक्री के लिए वस्तुओं का बनाना होता है। यदि कोई कारखाना पारिवारिक उद्योग के तौर पर चलाया जाता है तो उसे पारिवारिक उद्योग लिखा जाये। यदि आप ऐसे स्थान पर पहुंचते है जहां पर किसी प्रकार का निर्माण होता है तो यह छानबीन अवश्य की जाए कि क्या वह रजिस्टर्ड फैक्ट्री है या अपंजीकृत कारखाने जैसी स्थिति है। तब इस कालम में कृपया "पारिवारिक उद्योग या 'अपंजीकृत कारखाना' जैसा भी हो पूरा लिखें, न कि ब, ब, स ।

कालम 7 : निर्माण की गई वस्तु अथवा प्रोसेसिंग या सर्विसिंग का विवरण

78. उत्पादन वगैरह का ब्यौरा—काम का सही ब्यौरा (उत्पादन, मरम्मत या सर्विसिंग) जो पारिवारिक उद्योग या कारखाने में होता हो वहां लिखना चाहिए। जैसे हथकरघा, बुनाई, जाली (लेस) की बुनाई तेलघानी इत्यादि लोहे के नल बनाना, मोटर की मरम्मत, ढलाई के काम का करना (फाउंड्री) जिल्दसाजी छपाई व रंगाई, जूते बनाना, मिटाई बनाना इत्यादि। यदि किसी प्रतिष्ठान में एक से अधिक वस्तुओं का उत्पादन होता है या एक से अधिक किस्म की मरम्मत सर्विसिंग की जाती है तो केवल उस उत्पादन, मरम्मत, या सर्विसिंग को लिखिये जो मुख्य रूप में किया जाता है ।

कालम 8 : ईंधन या चालन शक्ति का विवरण

79. इस कालम में ईंधन या चालन सामग्री, जिससे फैक्ट्री, कारखाना या पारिवारिक उद्योग चलाया जाता है, का विवरण दीजिये। ईंधन में मिट्टी का तेल, कोयला, पैट्रोल डीजल इत्यादि का समावेश होता है। बिजली और भाप भी काम में आती हैं। कुछ इकाईयां जानवरों से चलाई जाती हैं जैसे तेलघानी। कुछ मनुष्यों के द्वारा भी चलाई जाती हैं जैसे दरी या कालीन बुनना या मिट्टी के बर्त्तन बनाना, इत्यादि। उस ईंधन या चालन सामग्री को इस कालम में लिखिये जिससे निर्माण मरम्मत, या प्रोसेसिंग का काम होता है। यदि किसी प्रतिष्ठान में एक से ज्यादा ईंधनों का प्रयोग होता हो ऐसी दशा में उद्योग की मुख्य इकाई चलाने के लिये जिस ईंधन या चालन सामग्री का उपयोग होता हो उसे लिखिये ।

कालम 9-10 : यदि व्यापारिक प्रतिष्ठान है तो

80. ये कालम केवल ऐसे प्रतिष्ठानों के बाबत भरे जायेंगे जो व्यापारिक हैं या व्यापारिक सेवाएं प्रदान करते हैं। व्यापारिक प्रतिष्ठान उसे कहते हैं जिस में क्रय-विक्रय होता हो। व्यापारिक सेवायें प्रदान करने वाले प्रतिष्ठानों के उदाहरण बैंक या वे स्थान हैं जहां साहूकारी या बन्धक चीजों के एवज में धन उधार देने का कार्य होता है ।

कालम 9 : खरीदे/बेचे गए माल का विवरण

81. यदि वह व्यापारिक संस्था हो तो इस खाने में आपको पूरी जानकारी करने के बाद यह लिखना चाहिये कि क्या वहां सामान खरीदा या बेचा जाता है। यदि व्यापारिक संस्था में एक से ज्यादा सामान का क्रय-विक्रय होता है तो मुख्य वस्तु (सामान) का ब्यौरा दें। ऐसे प्रतिष्ठान जो व्यापारिक सेवायें प्रदान करते हैं उदाहरणार्थ बैंक आदि उनके बारे में उन सेवाओं को लिखिये जो की जाती हो, जैसे 'बैंक की सेवायें' ।

कालम 10 : व्यापार (क) थोक है, या (ख) फुटकर है

82 कालम 9 में जिन वस्तुओं का इंद्राज किया गया है उनका काम थोक या फुटकर रूप से होता है, यह लिखिये। अर्थात वह व्यापार फुटकर है या थोक, दोनों में से एक लिखिये। यदि किसी व्यापारिक प्रतिष्ठान में थोक तथा फुटकर दोनों तरह का काम होता है तो ज्यादा तादाद में जो काम होता है, अर्थात् फुटकर या थोक, वही लिखें। ऐसे प्रतिष्ठान जो व्यापारिक सेवायें प्रदान करते हों उनके बारे में थोक या फुटकर लिखने की आवश्यकता नही है केवल क्रास (×) लगा दें ।

कालम 11 : यदि कोई अन्य प्रतिष्ठान जैसे सरकारी कार्यालय, स्कूल, अस्पताल, रेलवे स्टेशन, नाई की दूकान, सिनेमाघर, होटल, चाय की दूकान आदि हैं तो विवरण दें

83 कालम 6 से 10 तक दो श्रेणियों के प्रतिष्ठान लिखे गय हैं । इस कालम में बाकी के वे प्रतिष्ठान भरे जायेंगे जो कालम 6 से 10 तक न आते हों इन प्रतिष्ठानों का विवरण आपको सही-सही देना है जैसे सरकारी कार्यालय, स्कूल , अस्पताल, रेलवे स्टेशन रेसक्यू होम, नाई की दुकान, सिनेमा, वकील का दफ्तर चाय की दुकान, धोबी की दुकान आदि । ऐसा भी हो सकता है कि एक प्रतिष्ठान में एक से अधिक व्यवसाय हो, उदाहरणार्थ, जैसे एक पान की दुकान में बीड़ी बनाई जाती हो या एक किराने की दुकान में आटा चक्की हो या एक डाक्टर के अस्पताल में दवाइयां बेची जाती हों । ऐसे प्रतिष्ठानों में यह देखना चाहिये कि मुख्य कार्य क्या है । किन्तु यदि अलग-अलग जनगणना मकानों में जो एक दूसरे से दूर हों, अलग-अलग कार्य किये जाते हों यद्यपि वे एक ही प्रतिष्ठान द्वारा चालित हों तो प्रत्येक जनगणना मकान अलग-अलग प्रतिष्ठान माना जायेगा । किन्तु यदि एक ही वस्तु के निर्माण के लिए पास-पास के जनगणना मकानों का प्रयोग होता है तो ऐसे सभी जनगणना मकान एक ही प्रतिष्ठान माने जायेंगे और उनका इंद्राज एक सा ही होगा । लेकिन यदि किसी बड़ी फर्म या दफ्तर की कार्यवाही ऐसे जनगणना मकानों में की जा रही हो जो विभिन्न मोहल्लों में स्थित है तो ऐसे जनगणना मकान अलग-अलग प्रतिष्ठान मान जायेंगे ।

84. प्रतिष्ठान अनुसूची का एक भरा हुआ नमूने का पृष्ठ आपको अलग से मिलेगा । इसका सम्बन्ध आपको दिये गए मकान सूची के नमूने से है । इन उदाहरणों से आपको विदित होगा कि इन दोनों सूचियों में परस्पर सम्बन्ध क्या है व विभिन्न हालतों में वे किस प्रकार भरी जाती हैं

85. अपने चार्ज की प्रतिष्ठान अनुसूची पूर्ण होने के पश्चात् आप उसकी दूसरी प्रति तैयार करेंगे । जिसके लिए कोरे फार्म आपको पर्याप्त संख्या में दिये जायेंगे ।

जिले का नाम..... कोड नं०..... मकान-

तालुक/तहसील/थाना/अंचल/द्वीप का नाम..... कोड नं०.....

लाइन नम्बर	भवन (बिल्डिंग) का नम्बर (म्युनिसिपल या स्थानीय शासन अथवा जनगणना नम्बर)	जनगणना मकान का नम्बर	जनगणना मकान की प्रमुख निर्माण-सामग्री: किस पदार्थ से दीवार बनी है	जनगणना मकान की प्रमुख निर्माण-सामग्री: किस पदार्थ से छत बनी है	जनगणना मकान किस काम में आता है जैसे निवास, दुकान, दुकान तथा निवास व्यापार, फैक्ट्री, कारखाना, निवास तथा कारखाना स्कूल बैंक व्यापारिक प्रतिष्ठान दफ्तर अस्पताल होटल इत्यादि के लिए या खाली	क्या जनगणना मकान का उपयोग पूर्ण या आंशिक रूप से किसी प्रतिष्ठान के लिए होता है ? हां या नहीं। यदि हां तो उसका विवरण प्रतिष्ठान अनुसूची में भरें और वहां की क्रम संख्या यहां दर्ज करें
	2	3	4	5	6	7

नोट : कृपया कालम नं० 4, 5, 6, 10 व 12 में बिन्दुओं से बने चौखा कुछ भी न लिखिये। ये केवल टेबुलेशन कार्यालयों में कोड नम्बर दे के लिए हैं।

प्रगणक के हस्ताक्षर..... दिनांक.....

सूची

गांव/नगर का नाम..... कोड नं०.....

वार्ड/मोहल्ला तथा प्रगणक ब्लाक नं०..... कोड नं०.....

यदि जनगणना मकान पूर्ण या आंशिक रूप में निवास के काम में लाया जाता है

परिवार का नम्बर	परिवार के कर्त्ता का नाम	क्या परिवार अनुसूचित जाति या अनुसूचित जन-जाति का है? यदि हां तो जाति या जन-जाति का नाम लिखें	परिवार के पास कुल रहने के कमरों की संख्या	परिवार अपने मकान में रहता है या किराये के (i) अपना (अ) (ii) किराये का (कि)	प्रगणक की भेंट के दिन परिवार में रहने वाले व्यक्तियों की संख्या			क्या परिवार खेती करता है? (हां या नहीं)	विशेष विवरण
					पुरुष	स्त्री	योग		
8	9	10	11	12	13	14	15	16	17

भारत की जनगणना 1971

प्रतिष्ठान-अनुसूची

जेले का नाम.....कोड नं०..... गांव/नगर का नाम.....कोड नं०.....

तालुक/तहसील/थाना/अंचल/द्वीप का नाम.....कोड नं०..... वार्ड/मोहल्ला तथा प्रगणक ब्लाक नं०.....कोड नं०.....

क्रम संख्या	जनगणना मकान का नम्बर	प्रतिष्ठान या उसके मालिक का नाम	क्या प्रतिष्ठान- – (क) सरकारी/अर्द्ध सरकारी है, (ख) निजी है, (ग) सहकारी संस्था है	मालिक तथा/या परिवार के कार्य करने वाले सदस्यों सहित पिछले सप्ताह अथवा काम के पिछले मौसम (सीजन) में प्रतिदिन काम करने वाले सभी व्यक्तियों की औसत संख्या	यदि प्रतिष्ठान में किसी वस्तु का निर्माण, माल तैयार (प्रौसेसिंग) अथवा सर्विसिंग या मरम्मत करने का काम होता है तो क्या यह,(क)पारिवारिक उद्योग है (ख)पंजीकृत फैक्ट्री है (ग)अन्य कारखाना, वर्कशाप है	निर्माण की गई वस्तु अथवा प्रौसेसिंग या सर्विसिंग का विवरण	ईंधन या चालन शक्ति का विवरण	यदि व्यापारिक प्रतिष्ठान है तो खरीदे/बेचे गए माल का विवरण	व्यापार- – (क) थोक है, या (ख) फुटकर है	यदि कोई अन्य प्रतिष्ठान जैसे सरकारी कार्यालय स्कूल, अस्पताल रेलवे स्टेशन नाई की दुकान, सिनेमाघर, होटल, चाय की दुकान आदि है तो विवरण दें
1	2	3	4	5	6	7	8	9	10	11

(*Vide Section XII- -Para* 33)

GUIDELINES FOR THE SUPERVISORS FOR CHECKING FILLED IN 'HOUSELISTS', 'ESTABLISHMENT SCHEDULES', AND 'HOUSELIST ABSTRACTS FOR ENUMERATORS'

One of your primary duties is to check cent per cent entries of 'Houselists', 'Establishment Schedules' and 'Houselist Abstracts for Enumerators' of each Enumerators' block. In case of missing, erroneous or doubtful entries, please visit the house and correct the entries. The following points should deserve your special attention while checking the 'Houselist', 'Establishment Schedule' and the 'Houselist Abstract':—

Houselist:

(*i*) *Location Code No*: See that Location Code number is correctly and legibly written.

(*ii*) *Col.* 1, *Line No.*: There must be a serial number on each line, irrespective of whether a line covers Census House or only a Household and it should be continuous for the entire enumerator's block. The entry on a line should not overflow into the next line.

If the entries on any line are struck off either because the entry is wrong or due to some other reason, such a line will not get a serial number. If one is already assigned to such a line, it should be struck off and subsequent serial numbers corrected accordingly.

(*iii*) *Cols.* 2, 3 *and* 8: (Building No., Census House No. and Household No.)

These three columns should be scrutinised together to see that these correspond to one another as stipulated in the instructions (see paras 29 to 35 and 44 to 46 of the Instructions booklet).

If a building has only one census house and the census house has only one household, the census house number (col. 3) and number of the household (col. 8) will be the same as the building number (col. 2).

If the building has more than one census house, then it will be indicated in col. 3 by putting sub-number in round brackets for each of the census house after the building number, for example, if a building with No. 23 has three census houses in it, then the census house No. in col. 3 for each of the census houses will be:

23(1), 23(2) and 23(3).

When a census house has more than one households, these will be distinguished by adding alphabets (a), (b), (c), etc. to the number of the census house. Example: Census house No. 23(1) above has three households, their numbers in col. 8 will be written respectively as:

23(1)(a), 23(1)(b) and 23(1)(c), the entries pertaining to each household being made in a separate line, of course.

In case where a new building has come up between two buildings already numbered, say between 23 and 24, the new building will have an additional No. with an oblique mark as '23/1' which will be carried over to cols. 3 and 8.

In some towns and cities building numbers already exist and if these have been accepted (your charge officer will advise you in this regard) for census purposes, then whatever number exists on the building it should be recorded in Col. 2, *e.g* , "35A", "35B" or "2/33" or "2/63" etc.

Very Important:

(*a*) Please ensure that vacant plot and building under construction, the ceiling of which is not complete are not to be numbered nor recorded in the Houselist. Vacant houses, *i.e.*, those with walls and a roof will have numbers and will be recorded in the Houselist.

(*b*) If a building has more than one census house, the building No. (col. 2) will appear only against the entry of the first census house. Entries in col. 2 pertaining to other census houses in the same building will be 'blank'. Please refer to the filled in specimen Houselist given to you during training. The above will be clear.

(*iv*) *Cols.* 4 *and* 5: Do not accept entries like 'kachha' or 'pucca' in these columns. Specific material of wall and roof should be recorded in these columns, respectively. (See para 38 of the Instructions booklet).

If there are more than one household in a census house, entries in cols. 4 and 5 will appear only against the first household, *i.e.*, household whose number (col. 8) is indicated by alphabet (a); for subsequent households in that census house, cols. 4 and 5 will remain blank.

(*v*) *Cols.* 6 *and* 7: If the entry in column 6 is just 'residence', corresponding entry in col. 7 should be 'No' and cols. 8 to 16 should be filled in as there is bound to be a household in a residence.

If the entry in col. 6 is 'shop-cum-residence' or 'workshop-cum-residence' etc., the entry in col. 7 will be 'yes' and even then cols. 8 to 16 are to be filled in with regard to the household residing there.

Only in case where col. 6 denotes that the census house is not used as a 'residence' either wholly or partly, cols. 8 to 16 will be blank.

When entry in col. 6 is 'vacant', please check up that the 'reasons for vacancy' are noted in col 17. (see para 39(13) of the Instructions booklet).

Whenever there is 'yes' in col. 7, please check up with the Establishment Schedule, that this entry is recorded there.

Verify the correctness of entry in col. 6 with reference to 'yes' in col. 7, from the details in the Establishment Schedule.

Example: Entry in col. 6 is 'shop' and in col. 7 is 'yes'. Corresponding detailed entry in Establishment Schedules indicates that it is a 'workshop'. In such a case, the entry in col. 6 of the 'Houselist' should be corrected as 'workshop'.

(*vi*) *Col.* 9: See para 47 of the Instructions booklet. In addition please ensure that the enumerator adds "INSTITUTION" boldly in this column in respect of Institutional Households. This has to be done to enable the enumerator to post col. 9 of the Houselist Abstract correctly.

(*vii*) *Col.* 10: If the 'head' of the household belongs to Scheduled Caste/Scheduled Tribe, then 'SC' or 'ST' will be written and the name of the 'caste' or 'tribe' written. Check up that the name occurs in the list of Scheduled Castes/Tribes supplied to you. Do not accept entries like 'Achhut', 'Harijan'. There should be specific name from the list.

If the head does not belong to SC/ST, there should be 'X' in this column.

In the case of 'Institutional Household' such as Boarding House, Hostel, Jail, etc. see that there is 'X' in this column. (see paras 48-49 of the Instructions booklet).

(*viii*) *Col.* 11: Please ensure that 'Bathrooms' or 'Latrines' are not counted as rooms. (see para 51 of the Instructions booklet).

(*ix*) *Col.* 12: See paras 54-55 of the Instructions booklet.

(*x*) *Cols.* 13, 14 & 15: Ensure that figure in col. 15 is equal to figures in col. 13 plus col. 14.

(*xi*) *Cols.* 16-17: See paras 58-60 of the Instructions booklet.

(*xii*) After scrutinising the columns of the Houselist as above, please check up that Houselist Abstract for Enumerator has been filled in properly. It should be seen that page by page entries are made in each column.

If the line numbers are given properly then the total lines of the Houselist for each enumerator's block will be equal to the total of the figures in cols. 5, 6 and 8 of the Abstract or total lines in Houselist=cols. 5 + 6 + 8 of the Abstract.

Apply the above check to ensure that Abstract contains all the 'line entries' in the Houselist.

Establishment Schedule

(*i*) Make sure that for all 'yes' entries in col. 7 of the Houselist, there is a corresponding entry in the schedule. Check concerning entry in col. 6 of Houselist and verify that the nature of establishment is correctly entered.

(*ii*) *Col.* 1: There should be a running serial for each entry (line) for the entire enumerator's block.

If any entry is struck off either by the enumerator or by you while checking, succeeding serial number should be corrected and correspondence with col. 7 of the Houselist should be ensured.

(*iii*) *Col.* 2: See that this is the same number as recorded in col. 3 of the House-list

(*iv*) *Col.* 3: Do not accept entries in abbreviated form like 'TISCO'; it should be complete name like 'Tata Iron & Steel Co. Ltd.'

(*v*) *Col* 4: See paras 70-73 of the Instructions booklet.

(*vi*) *Col.* 5: In addition to the hired workers and apprentices paid or unpaid, if any, include, the working proprietors and family workers (see paras 74-76 of the Instructions booklet).

(*vii*) *Col.* 6: Distinction between registered factory workshop (unregistered) and Household Industry should be clearly understood. These would normally be mutually exclusive. (see paras 78-87 of the Instructions booklet).

(*viii*) *Col.* 7: See para 88 of the Instructions booklet.

(*ix*) *Col.* 8: If animal power is used as in the case of oil ghani, say, 'animal power'. If human power is used say 'manual power'.

(*x*) *Cols.* 9-10: For establishments like Bank, Insurance Co., Pawn Shop, write 'Banking Services', 'Insurance Services' 'Money Lending Services' respectively in col. 9 and put a 'X' in col. 10. (see paras 92-96 of the Instructions booklet).

(*xi*) *Col.* 11: Establishments not covered in cols. 6-10, will appear in this column.

(*xii*) Please note that if there is entry in col. 11, there will be no entries in cols. 6-10; if there are entries in cols. 6-8, there will be no entries in cols. 9-11 and if there are entries in cols. 9 or 9 and 10, there will be no entries in cols. 6-8 and 11.

(*xiii*) Yours is a vital role in this operation. Accurate and full coverage of this operation solely depends on your close supervision and checking of the filled in schedules.

And, mind you, there is no short cut or alternative to intensive study of the instructions and assimilating them thoroughly to carry out the tasks entrusted to you.

(vide Section XII—Para 33)

सुपरवाइज़रों को भरी हुई मकान-सूचियों एवं प्रतिष्ठान अनुसूचियों का निरीक्षण करने के लिए निर्देश

सुपरवाइज़र के मुख्य कर्तव्य

(i) आपकी उपस्थिति सब ट्रेनिंग क्लासों में अनिवार्य है तथा आप मकान-सूची एवं प्रतिष्ठान अनुसूची भरने के लिए हिदायतों की पुस्तिका को ध्यानपूर्वक पढ़ें और यदि कोई परिभाषागत त्रुटि हो तो उसका शीघ्र अति शीघ्र निवारण कर लें।

(ii) आप अपने प्रगणकों के साथ घनिष्ठ सम्बन्ध स्थापित करें और उनके घर तथा दफ़्तर के पते अपने पास रखें। आप अपना पूरा पता भी उन्हें लिखा दें।

(iii) आपको पूर्णतय यह भरोसा कर लेना चाहिये कि चार्ज अफ़सर द्वारा दी गई मकान-सूची एवं प्रतिष्ठान अनुसूची भरने की हिदायतों का आपके प्रगणकों को पूरा-पूरा ज्ञान हो गया है। यदि प्रशिक्षण में किसी प्रकार की कमी रह गई हो अथवा प्रगणक के मन में कोई सन्देह हो तो आप उन्हें तत्काल निवारण करने का प्रयत्न करें।

(iv) आपको इस बात की तसल्ली कर लेनी चाहिये कि चार्ज अफ़सर द्वारा आपके प्रगणकों को दिए गए फ़ार्म आवश्यकतानुसार प्रयाप्त हैं।

(v) जो रिज़र्व फ़ार्म आपको चार्ज अफ़सर द्वारा दिए गए हैं आप उनको संभाल कर रखें और आपके अधीन काम करने वाले प्रगणकों को जब भी आवश्यकता हो उन्हें दें। यदि आपको अतिरिक्त फ़ार्मों की आवश्यकता हो तो आप अपने चार्ज अफ़सर से प्राप्त करें।

(vi) मकान-सूची भरने के कार्य को प्रारम्भ करने से पूर्व आप प्रगणक ब्लाकों का पूर्णतय निरीक्षण करें ताकि ब्लाकों की सीमाओं का आपको तथा आपके प्रगणकों को पूरा-पूरा ज्ञान हो। इस बात का भी भली भांति निर्णय कर लें कि ब्लाकों की सीमाओं पर पड़ने वाले भवन किस ब्लाक में पड़ते हैं। किसी ब्लाक की सीमा दूसर ब्लाकों की सीमाओं को काटनी नहीं चाहिए। आपको यह भी देखना है कि प्रत्येक ब्लाक में पड़ने वाले भवनों पर स्थायी नम्बर लग चुके हैं। यदि स्थायी नम्बर नहीं हैं तो क्या सम्बन्धित प्रगणक ने 'गरू' से अस्थायी नम्बर लगा दिये हैं। यदि अस्थायी नम्बर भी नहीं लगे हुए हैं तो सम्बन्धित प्रगणक को तत्काल अस्थायी नम्बर लगाने का आदेश दें और फिर आप उनका निरीक्षण करें। भवनों पर स्थायी अथवा अस्थायी नम्बर लग जाने के पश्चात् आपको यह भी देखना है कि भवनों में आने वाले जनगणना मकानों को उप-नम्बर लग चुके हैं। आप इस बात का भी निरीक्षण कर लें कि ब्लाकों के प्रगणकों द्वारा बनाए गए नक्शों में मकानों की स्थिति ठीक ढंग से दिखाई गई है। यदि कोई त्रुटि हो तो ब्लाकों में जाकर उसका निवारण करें।

(vii) आप 4 फ़रवरी 1970 से पहले अपने चार्ज-अफ़सर को लिखित रिपोर्ट भेजें कि आपके अधीन प्रगणकों ने मकान नम्बर ठीक कर लिए हैं एवं ठीक-ठीक नक्शे बना लिए हैं।

(viii) जब मकान-सूचियां और प्रतिष्ठान अनुसूचियां भरी जा रही हों तो आप काम करते हुए प्रगणकों का उनके ब्लाकों में जाकर निरीक्षण करें एवं तसल्ली कर लें कि कार्य कार्यक्रमानुसार चल रहा है तथा प्रत्येक प्रगणक अपना कार्य रोज़ का रोज़ कर रहा है और कार्य को जमा नहीं होने देता।

(ix) कार्य समाप्ती पर आप प्रत्येक प्रगणक ब्लाक की मकान-सूचियों, प्रतिष्ठान अनुसूचियों तथा मकान-सूची सारांशों में किए गए इंद्राजों का शत प्रतिशत निरीक्षण करें। छुटे हुए, शल्त तथा शंका में डालने वाले इंद्राजों को सम्बन्धित मकानों पर जाकर ठीक करें

(x) भरी हुई मकान-सूचियों तथा प्रतिष्ठान अनुसूचियों की दो-दो कापियों तथा मकान-सूची सारांश को और प्रगणक ब्लाक के नक्शे को प्रत्येक प्रगणक ब्लाक के लिये अलग-अलग नत्थी करके अपने चार्ज अफ़सर को भेजें।

आपको मकान-सूची, प्रतिष्ठान अनुसूची तथा मकान-सूची सारांश का निरीक्षण करते समय निम्नलिखित बातों को विशेष ध्यान में रखना चाहिए --

मकान-सूची

(i) **लोकेशन कोड नं०** : ध्यान रहे कि लोकेशन कोड नं० ठीक तथा सफ़ाई से भरे गए हैं ।

(ii) **कालम 1, लाईन नं०** : प्रत्येक लाईन का एक क्रमांक होना चाहिए चाहे उस लाईन में जनगणना मकान या केवल एक जनगणना परिवार का ब्यौरा दर्ज हो । पूरे प्रगणक ब्लाक की मकान-सूचियों की लाईनों को एक क्रम में लगातार नम्बर दिये जाएं । यह ध्यान रहे कि एक लाईन का इंद्राज दूसरी में न जाए ।

यदि किसी लाईन को, जिसमें कि ब्यौरा दर्ज किया जा चुका है, ग़लत होने अथवा किसी अन्य कारणवश काटना पड़े, तो उस लाईन को क्रम नं० न दिया जाए । यदि ऐसी लाईन को पहले ही क्रमांक दिया जा चुका हो तो उसे काट दें और उस के बाद में आने वाले क्रमांकों को ठीक कर दिया जाए ।

(iii) **कालम 2, 3 तथा 8** : (भवन नं०, जनगणना मकान नं० तथा परिवार नं०)

इन तीनों कालमों का एक साथ ही निरीक्षण किया जाना चाहिए । यह देखने के लिए कि ये एक दूसरे के अनुरूप हैं जैसा कि मकान-सूची भरने की हिदायतों की पुस्तिका में बताया जा चुका है । (देखें हिदायतों की पुस्तिका का पैरा 30 से 36 और 45 से 47) ।

यदि किसी भवन में एक ही जनगणना मकान है और जनगणना मकान में एक ही परिवार है तो जनगणना मकान नं० (कालम 3) और परिवार नं० (कालम 8) वही होगा जो भवन का नं० (कालम 2) है ।

यदि किसी भवन में एक से अधिक जनगणना मकान हों तो कालम नं० 3 में भवन नं० के बाद प्रत्येक जनगणना मकान को गोल ब्रैकेट में उप-नम्बर दे कर दिखाया जाए । उदाहरणतय. यदि भवन नं० 23 में तीन जनगणना मकान हैं तो कालम नं० 3 में प्रत्येक जनगणना मकान का नम्बर ऐसे होगा :

23 (1), 23(2) तथा 23(3)

यदि एक जनगणना मकान में एक से अधिक परिवार हों तो ऐसे प्रत्येक परिवार के लिये जनगणना मकान के नम्बर के साथ वर्णमाला के अक्षर जैसे क, ख, ग.. .. .. .इत्यादि ब्रैकट में लिखे जाएं । उदाहरणार्थ . ऊपरलिखित जनगणना मकान नं० 23(1) में तीन परिवार रहते हैं तो उनके नम्बर कालम 8 में क्रमश: इस प्रकार से लिखे जाएंगे 23(1)(क), 23(1)(ख) तथा 23(1)(ग); प्रत्येक परिवार का इंद्राज नि:संदेह पृथक पृथक लाईन में होगा ।

यदि कोई दो भवनों के मध्य एक नया भवन बन जाता है तो नये भवन को एक अतिरिक्त नम्बर दे दिया जाए । उदाहरणार्थ : 23 और 24 नम्बर के भवनों के मध्य बने एक नये भवन को 23, 1 नम्बर दिया जायेगा जो कि कालम 3 और 8 में भी दिखाया जायेगा ।

यदि किन्हीं शहरों में भवनों के नम्बर विधिपूर्वक लगाये जा चुके हों और उन्हें जनगणना के उपयोग के लिये ठीक मान लिया गया हो (इस बारे में आपका चार्ज-अफ़सर आपको सलाह देगा) तो जो भी नम्बर भवनों पर लगे हुए हों उनका इन्द्राज कालम 2 में उसी प्रकार करें ।

विशेष टिप्पणी

(क) ध्यान रहे कि ख़ाली भूमि तथा निर्माणाधीन भवन, जिनकी छत अभी पूरी नहीं बनी है, को न तो कोई नम्बर दिया जाए और न ही इनका इंद्राज मकान-सूची में किया जाए । ख़ाली मकान, जैसे कि वे मकान जिनकी दिवारें तथा छत पूरी बन चुकी है तो नम्बर दिया जाएगा और उनका इंद्राज भी मकान-सूची में किया जाएगा ।

(ख) यदि किसी भवन में एक से अधिक जनगणना मकान हों तो भवन नं० (कालम 2) का इंद्राज पहले जनगणना मकान के सामने ही किया जाएगा । उसी भवन के दूसरे जनगणना मकानों के लिए कालम 2 खाली छोड़ दिया जाएगा । इसी प्रकार यदि एक जनगणना मकान में एक से अधिक परिवार हों तो कालम 3 में जनगणना मकान नं० का इंद्राज सब से पहले आने वाले परिवार के सामने ही किया जाएगा । उसी जनगणना मकान में बाद में आने वाले परिवारों के लिये कालम 2 से 7 खाली रहेंगे ।

(iv) **कालम 4 तथा 5 :** इन कालमों में केवल 'कच्चा' अथवा 'पक्का' लिखना ठीक नहीं है इन कालमों में दीवार तथा छत जिन पदार्थों से बने हैं उनका क्रमशः उल्लेख होना चाहिए (देखें हिदायतों की पुस्तिका का पैरा 38-39) ।

यदि किसी जनगणना मकान में एक से अधिक परिवार हैं तो कालम 4 और 5 के इंद्राज केवल पहले परिवार के सामने ही दिखाए जायेंगे अर्थात् उस परिवार के सामने जिसका नं० (कालम 8) वर्णमाला के अक्षर (क) को लगाकर दिखाया गया है । उसी जनगणना मकान में बाद में आने वाले परिवारों के लिये कालम 4 तथा 5 ख़ाली रहेंगे ।

(v) **कालम 6 तथा 7 :** यदि कालम 6 में केवल 'निवास' लिखा हुआ है तो कालम 7 में 'नहीं' भरा जाना चाहिए और कालम 8 से 16 में इंद्राज अवश्य होना चाहिये क्योंकि निवासस्थान में परिवार का होना अनिवार्य है ।

यदि कालम 6 में इन्द्राज 'दुकान तथा निवास' या 'वर्कशाप तथा निवास' इत्यादि भरा गया है तो कालम 7 में 'हां' भरा जाएगा और ऐसी अवस्था में कालम 8 से 16 में वहां निवास करने वाले परिवार का ब्यौरा भी भरा जाएगा ।

यदि कालम 6 में यह दिखाया गया हो कि जनगणना मकान पूर्ण या आंशिक रूप से निवास के लिये प्रयोग में नहीं आता तो कालम 8 से 16 तक खाली रहेंगे । यदि कालम 6 में 'ख़ाली' इन्द्राज हो तो देखें कि जनगणना मकान के ख़ाली रहने के कारण भी कालम नं० 17 में दे दिये गये हैं (देखें हिदायतों की पुस्तिका का पैरा 40(13) ।

जब कालम 7 में 'हां' भरा हो तो देखिए कि यह ब्यौरा प्रतिष्ठान अनुसूची में भी दर्ज किया गया है ।

कालम 7 में दिये गए 'हां' के संदर्भ में कालम 6 की उचितता की प्रतिष्ठान अनुसूची मे दिए गए ब्यौरे से जांच करें ।

उदाहरणतयः कालम 6 में 'दुकान' और कालम 7 मे 'हां' लिखे हैं परन्तु प्रतिष्ठान अनुसूची में इससे सम्बन्धित विस्तृत ब्यौरा यह जाहिर करता है कि यह एक 'वर्कशाप' है । इस अवस्था मे मकान-सूची के कालम 6 के इंद्राज को ठीक किया जाए और उसे 'दुकान' काट कर 'वर्कशाप' लिखा जाए ।

(vi) **कालम 9 :** देखें हिदायतों की पुस्तिका का पैरा 48 । इसके साथ ही यह भी देखना जरूरी होगा कि संस्थागत परिवारों के बारे में इस कालम मे प्रगणक साफ़-साफ़ 'संस्था' भी लिखे । यह इसलिए आवश्यक है कि मकान-सूची सारांश का कालम 9 प्रगणक ठीक प्रकार से भर सके ।

(vii) **कालम 10 :** यदि परिवार का 'कर्त्ता' किसी अनुसूचित जाति का हो तो 'अ ज' लिखा जाए और साथ ही अनुसूचित जाति का नाम भी लिखा जाए यह ध्यान रहे कि उस अनसूचित जाति का नाम अनुसूचित जातियों की सूची में है जो कि आपको देखी जा चुकी है । 'अछूत' अथवा 'हरिजन' जैसा इंद्राज ग़लत है। अनुसूचित जातियों की सूची में दिए गए विशिष्ट नाम ही होने चाहिएं ।

यदि 'कर्त्ता' अनुसूचित जाति का नहीं है तो इस कालम मे '×' होना चाहिए ।

संस्थागत परिवारों, जैसे कि बोर्डिंग हाउस, होस्टल जेल इत्यादि के लिए इस कालम में '×' होना चाहिए । (देखें हिदायतों की पुस्तिका का पैरा 49-51) ।

(viii) **कालम 11** इस बात का विश्वास कर लें कि 'गुसलखानों' अथवा शौचाल्यों की गिनती कमरों में न की गई हो । (देखें हिदायतों की पुस्तिका का पैरा 52) ।

(ix) **कालम 12 :** (देखें हिदायतों की पुस्तिका का पैरा 55-56) ।

(x) **कालम 13, 14 तथा 15 :** जाच कर लें कि कालम 15 में दिए गए अंक कालम 13 तथा 14 में दिए हुए अंकों का योग है ।

(xi) **कालम 16 तथा 17 :** (देखें हिदायतों की पुस्तिका का पैरा 59-60) ।

मकान-सूची के कालमों की उपरोक्त विधि से ध्यान पूर्व पड़ताल के पश्चात यह देखा जाये कि मकान-सूची सारांश ठीक प्रकार से भरा गया है । इस बात का भी ध्यान रखा जाए कि मकान-सूची के प्रत्येक पृष्ठ का ब्यौरा मकान-सूची सारांश की अलग-अलग लाईन में क्रमानुसार दिया गया है ।

यदि मकान-सूची की प्रत्येक लाईन को ठीक नम्बर दिये गए हैं तो प्रत्येक प्रगणक ब्लाक की मकान-सूची की लाईनों का योग मकान-सूची के सारांश में कालम 5, 6 तथा 8 में दिए गए अंकों के योग के बराबर होगा अथवा मकान-सूची की कुल लाईनों का योग=मकान-सूची सारांश के कालम 5 6 तथा 8 ।

मकान-सूची की सारी लाईनों का ब्यौरा मकान-सूची सारांश में आ गया है कि नहीं की पड़ताल ऊपरलिखित विधि द्वारा करें।

प्रतिष्ठान अनुसूची

(i) इस बात का विश्वास कर लें कि मकान-सूची के कालम , म दिए गए सभा हां से सम्बन्धित ब्यौर प्रतिष्ठान अनुसूची में भी दिए गए हैं। मकान-सूची के कालम 6 में दिए गए इन्द्राजों को भी देख लें और जांच करें कि प्रतिष्ठान की किस्म ठीक प्रकार से दर्ज की गई है ।

(ii) कालम 1 · सारे प्रगणक ब्लाक के लिए लाईनों का नम्बर लगातार होना चाहिए ।

यदि कोई इन्द्राज पड़ताल के समय प्रगणक द्वारा अथवा आप द्वारा काट दिया गया है तो आगे आने वाले क्रमांकों को यह ध्यान में रखते हुए ठीक किया जाये कि वे मकान-सूची के कालम 7 में हां' के साथ दिए गए नम्बर से मेल खाते हैं।

(iii) कालम 2 देखें कि इस कालम में वही नम्बर दिया गया है जोकि मकान-सूची के कालम 3 में दिया गया है ।

(iv) कालम 3 कोई भी इंद्राज संक्षिप्त रूप से न लिखा हो जैसे कि 'टिसको' बल्कि यह पूरा नाम लिखा जाना चाहिए जैसे कि 'टाटा आयरन एण्ड स्टील कम्पनी लिमटिड' ।

(v) कालम 4 (देखें हिदायतों की पुस्तिका का पैरा 68-71) ।

(vi) कालम 5 · मजदूरी पर काम करने वालों और वैतनिक अथवा अवैतनिक काम सीखने वालों के साथ यदि कोई मालिक तथा पारिवारिक सदस्य प्रतिष्ठान में काम करते हों तो उन्हे भी काम करने वालो की संख्या में सम्मिलित किया जाए। (देखें हिदायतों की पुस्तिका का पैरा 72-73) ।

(vii) कालम 6 . पंजीकृत फैक्ट्री, अपंजीकृत वर्कशाप तथा पारिवारिक उद्योग के भेद को ठीक प्रकार से समझ लें। यह आम तौर पर आपस में मिलते नहीं होंगे। (देखें हिदायतों की पुस्तिका का पैरा 74-77) ।

(viii) कालम 7 (देखें हिदायत की पुस्तिका का पैरा 78)।

(ix) कालम 8 : यदि किसी प्रतिष्ठान में पशु शक्ति का प्रयोग होता है जैसे तेल निकालने वाले कोहलू में, तो 'पशु शक्ति' लिखिए। यदि केवल मानव शक्ति प्रयोग में लाई जाती है तो 'मानव शक्ति' लिखिए

(x) कालम 9-10 · बैंक, बीमा कम्पनी वस्तुएं गिरवी रखने की दुकान के लिए 'बैंक सेवाएं' 'बीमा सेवाएं' तथा 'उधार देने की सेवाएं' क्रमश· कालम 9 में लिखिए और कालम 10 में '✓' लगा दीजिए। (देखें हिदायतों की पुस्तिका का पैरा 80-82) ।

(xi) कालम 11 . वे प्रतिष्ठान जो कि कालम 6 से 10 के अधीन नहीं आते वे इस कालम में दर्ज किए जायेंगे ।

(xii) ध्यान रहे कि यदि कालम 11 में कोई इंद्राज हो तो कालम 6 10 तक में कोई भी इंद्राज नहीं होगा· यदि कालम 6-8 तक में कोई इंद्राज हो तो कालम 9-11 में कोई इंद्राज नहीं होना चाहिए, इसी भांति यदि कालम 9 या कालम 9 और 10 में इंद्राज है तो कालम 6-8 और कालम 11 में कोई इन्द्राज नहीं होगा ।

(xiii) आपका इस कार्य में एक महत्वपूर्ण योग है। इस कार्य का पूर्णतय· और ठीक ढंग से सम्पन्न होना आप द्वारा भरी हुई मकान-सूचियो तथा प्रतिष्ठान अनसूचियो की भली-भान्ति की गई जांच पर ही निर्भर करता है ।

और ध्यान रहे कि इन हिदायतो को समझने के लिए कोई कुंजी नही है जिस से काम चल सके आपको इन हिदायतों को पूर्णतय· पढ़कर ग्रहण करना होगा और उनके अनुसार इस जनगणना कार्य को जोकि आपको सौंपा गया है, पूर्ण करना होगा ।

(Vide Section III- –Para 2)

कुछ विशिष्ट पारिवारिक उद्योगों या कारखानों में उत्पादन, मरम्मत या सर्विसिंग की सूची जो प्रगणकों को प्रतिष्ठान अनुसूची का कालम 7 भरने में सहायक होगी

खाद्यान

आटा पीसना। धान का भूसा उतारना व कूटना। मिर्च, हल्दी, इत्यादि, पीसना। गुड़, खांड, बूरा, इत्यादि बनाना। अचार, चटनी, मुरब्बा, इत्यादि बनाना सूखी सब्जियों को सुरक्षित करके बनाना। मिठाई बनाना। बिस्कुट (बेकरी वाली वस्तुएं), मक्खन, घी, इत्यादि बनाना। पशुओं को काटना और उनका गोश्त व मछली सुरक्षित रखना। तेल की घानी पेरना ।

पेय

शराब, ताड़ी इत्यादि बनाना। सोडे का पानी, बर्फ़, आइसक्रीम, शरबत, इत्यादि बनाना ।

तम्बाकू की वस्तुयें

बीड़ी, सिगार, चिरूट तम्बाकू, सूंघनी (नसवार), इत्यादि बनाना।

सूती कपड़ा

कपास ओटना ठीक करना, दबाना और गांठ बनाना, कातना इत्यादि। कपड़ा रंगना, हथकरघा या शक्ति चालित करघा में बुनाई या खादी बनाना। कपड़े की छपाई। जाल, मछरदानी, सूत, रस्से, रस्सियां, इत्यादि बनाना।

जूट, ऊनी या रेशमी कपड़ा

सूती कपड़ा बनाने की ऊपरलिखित सभी विधियों से सम्बन्धित सामान बनाना।

मिश्रित कपड़ा

दरी, गलीचा, मोज़ा, बनियान (होजरी का सामान) बेलबूटाकारी, किरोशिया का काम करना, फीता व हार बनाना, सिर पर ओढ़ने के वस्त्र बनाना, निवार पलंगपोश, परदे, तकिया के खोल, इत्यादि बनाना। गद्दा, रज़ाई, इत्यादि बनाना। बुर्श, झाड़ू इत्यादि बनाना। छाते बनाना व मरम्मत करना। गुड़िया या खिलौने (कपड़े से) बनाना, इत्यादि।

लकड़ी या लकड़ी की वस्तुयें बनाना

लकड़ी चीरना व तख्ते बनाना। लकड़ी से मेज़ कुर्सी बनाना। इमारती सामान, शहतीर दरवाज़े या खिड़कियों के ढ़ांचे इत्यादि बनाना। लकड़ी से खेती के यन्त्र और उनकी मरम्मत। लकड़ी के खिलौने, लकड़ी पर खुदाई बुरादा और प्लास्टर के खिलौने बनाना। दियासलाई की तीली बनाना। प्लाईवुड और खराब लकड़ी पर अच्छी लकड़ी की तह चढ़ाना इत्यादि। चटाई पंखा, छाता इत्यादि बनाना चिक और खसखस की टट्टियां बनाना गाड़ी, पहिया, लकड़ी की खड़ावें इत्यादि बनाना।

कागज़ और कागज़ की वस्तुयें बनाना

लुगदी और कागज बनाना। लिफाफ़ा बनाना, कार्डबोर्ड के बक्से बनाना। कागज के फूल, पतंग, खिलौने इत्यादि बनाना।

मुद्रण और प्रकाशन

अखबारों की छपाई, पुस्तकों या अन्य प्रकार की छपाई ब्लाक बनाना, जिल्दसाज़ी, इत्यादि।

चमड़ा या चमड़े का सामान

खाल और चमड़े को पकाना और तैयार करना चमड़े के जूते बनाना चमड़े और बालों के वस्त्र बनाना। जूती तथा अन्य चमड़े की वस्तुओं की मरम्मत करना।

रबड़ का सामान

टायर एवं ट्यूब का निर्माण। रबड़ के जूते। रबड़ के अन्य सामान। फटे टायरों से चप्पल, इत्यादि बनाना।

रसायन या रसायनिक वस्तुयें

तेज़ाब, पेंट, रंग, पटाखे, आतिशबाज़ी, दियासलाई, इत्र, नील, बनाना। औषधियां, प्रसाधन सामग्री, साबुन, प्लास्टिक का सामान, सिल्युलाइड की वस्तुयें, स्याही वट पालिश इत्यादि बनाना नमक बनाना।

अन्य खनिज वस्तुयें, पैट्रोलियम और कोयले के अतिरिक्त

ईंटें बनाना, छत के लिये खपरैल, स्वच्छता प्रसाधन वस्तुयें (सैनेटरी फ़िटिंग्स) सीमेंट, चूना, सीमेंट की मूर्तियां, पत्थर या संग-मरमर पर खुदाई, इमारती पत्थर बनाना। पत्थर काटना और पत्थर पीसना। अबरक का सामान बनाना काच के सांगे और चूड़ियां, मिट्टी का सामान और बर्तन बनाना। चीनी मिट्टी का सामान, मिट्टी के खिलौने, कांच और कांच के बर्तन बनाना।

धातु और उसकी वस्तुयें

लोहा और इस्पात बनाना। अस्त्र-शस्त्र बनाना तथा उनकी सफ़ाई और मरम्मत करना। ढाल कर सरिया, पाईप इत्यादि बनाना लोहा और इस्पात की मेज, कुर्सियां, पीतल के बर्तन, अल्यूमिनियम के बर्तन, टीन के बर्तन, तांबे के बर्तन इत्यादि। कलई करना या इल्क्ट्रोप्लेटिंग, लोहारगिरी, खेती के यन्त्र बनाना या मरम्मत करना, ताले और सन्दूक बनाना व मरम्मत करना, छुरी, कांटा, नाप-तोल और माप की वस्तुयें बनाना ढलाई उद्योग।

मशीनरी और विद्युत (बिजली) का सामान

डीज़ल इंजन, ट्रैक्टर, मशीन के कल पुर्जे, कपड़ा बुनने की मशीनरी, भारी विद्युत (बिजली) की मशीन, मोटर, ट्रांसफ़ार्मर, रेडियो, इत्यादि बनाना। पानी के पम्प बनाना, छोटी मशीनों के पुर्जे या हिस्से, पंखों की मरम्मत व सफ़ाई, बैटरियां बनाना, रेडियो की मरम्मत व सफ़ाई, घरेलू उपयोग का विद्युत (बिजली) का सामान, इत्यादि।

यातायात का सामान

रेल के डिब्बे, बस के ढांचे, इत्यादि बनाना। स्वचालित गाड़ियों की मरम्मत और सर्विसिंग। साईकिल, रिक्शा और उनके हिस्से, नाव और बजरा (बोझ ढोने वाली नाव) बनाना और मरम्मत करना। पशुओं से खींचने वाली और हाथ से खींचने वाली गाड़ियां जैसे बैलगाड़ी, हथगाड़ी, ठेला इत्यादि बनाना।

निर्माण उद्योग (मिश्रित)

प्रकाश के यंत्र, घड़ियां, कीमती आभूषण, खेल का सामान, चश्मों की मरम्मत, फोटोग्राफ़ी का सामान, सुनारगिरी, चांदी के महीन तार या लेस का उद्योग, सोने का काम, मीनाकारी, फाउन्टेन पैन, पैट्रोमैक्स की मरम्मत, बटन और मूगें, सीपी और सींग का सामान बनाना।

(Vide Section XII—Para 39)

भारत की जनगणना 1971

मकान-सूची सारांश

[नोट यह सारांश प्रत्येक प्रगणक ब्लाक के लिए भरा जावेगा]

जिले का नाम..... कोड नं०.....गांव/नगर का नाम..... कोड नं०.....

तहसील का नाम..... कोड नं०.....वार्ड/मोहल्ला तथा प्रगणक ब्लाक नं०..... कोड नं०.....

मकान सूची का पृष्ठ नं०	जनगणना मकानों की संख्या					परिवारों की संख्या		कुल व्यक्तियों की संख्या		
	निवास के लिए उपयोग में जनगणना मकान			खाली जनगणना मकान	अन्य कामों के लिए उपयोग में जनगणना मकान	कालम 4, 5 और 6 का योग	संस्थागत परिवारों सहित कुल परिवार	संस्थागत परिवार	पुरुष	स्त्री	योग
	पूर्णतः निवास के लिए	निवास तथा किसी और काम के लिए	योग (कालम 2+3)								
1	2	3	4	5	6	7	8	9	10	11	12
योग											

जांच किया और ठीक पाया

सुपरवाईजर के हस्ताक्षर.....

दिनांक.....

प्रगणक के हस्ताक्षर.....

दिनांक.....

(Vide Section XII -Para 39)

भारत की जनगणना 1971

मकान-सूची सारांश

[चार्ज अफसरों के भरने के लिए]

जिले का नाम.....कोड नं०.....तहसील/नगर/स्पैशल चार्ज का नाम .....कोड नं०.....

गांव/नगर का नाम और नं०	प्रगणक ब्लाक का कोड नं०	जनगणना मकानों की संख्या						परिवारों की संख्या		कुल व्यक्तियों की संख्या		
		निवास के लिए उपयोग में जनगणना मकान			खाली जनगणना मकान	अन्य कामों के लिए उपयुक्त जनगणना मकान	कालम 4, 5 और 6 का योग	संस्थागत परिवारों सहित कुल परिवार	संस्थागत परिवार	पुरुष	स्त्री	योग
		पूर्णतः निवास के लिए	निवास तथा किसी और काम के लिए	योग (कालम 2+3)								
1(क)	1(ख)	2	3	4	5	6	7	8	9	10	11	12

(*Vide Section XIV -Para 2*)

Name of District..... Code No.....Name of Tahsil/Town/Special Charge.....Code No.....

Serial No. of Village/ Ward or Sector	Name of the Village/No. of Ward or Sector	Code No. of the Village/ Ward or Sector	Enumeration Block			Description of the block, e.g. Name(s) of the street(s)/Mohalla; Owners of houses at the starting and ending points of the block; and House Nos. i. e., from--- -to-	Name, designation and present residential and official addresses of the Enumerator	Name, designation and present residential and official addresses of the Supervisor	Names, designation and present residential and official addresses of officials kept in reserve	
			No.	Houses	Population				Supervisor	Enumerator
1	2	3	4	5	6	7	8	9	10	11

(Vide Section XIV—Para 7)

अनुभाग 1 : परिचय विवरण

भारत की जनगणना 1971
प्रत्येक जनगणना प्रगणक-ब्लाक के लिए
संक्षिप्त मकान-सूची

पृष्ठ सं०

लोकेशन	नाम तथा/अथवा संख्या	कोड
जिला		
तहसील		
गांव/नगर		
वार्ड/मोहल्ला		
प्रगणक का ब्लाक (प्र० ब्ल०) (जनसंख्या गणना)		

अनुभाग 2 : क प्रगणक ब्लाक की 1971 की जनगणना के अनुसार जनसंख्या

अनुभाग : 3 मकान-सूची (मूल मकान-सूची से प्रतिलिपि तैयार की जाए)

लाईन नं०	जनगणना मकान का नम्बर	(ख) (ग) जनगणना मकान किस काम में आता है	(ख) परिवार का नम्बर	(ख) (घ) परिवार के कर्त्ता का नाम
1	2	3	4	5

पृष्ठ सं०	

1	2	3	4	5

अनुभाग 4 : अनुभाग 3 का परिशिष्ट (ऐसे जनगणना मकानों/परिवारों जो अनुभाग 3 में नहीं आए, किन्तु जनगणना करते समय प्रगणक द्वारा पाये गए का उल्लेख करने के लिए)

| | | | |

(*Vide Section III—Para* 2)

NSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP

GENERAL

As a Census enumerator, you are performing a duty which is of great national importance. The data you provide through the census form the basis for the demarcation of electoral constituencies; the national planning largely depends on the accuracy of the census data. Census data are also depended upon heavily by the public and Government Organisations. You are privileged to be a Census enumerator. At the same time, your responsibilities are also heavy. You have to fulfil them with a sense of pride and devotion to duty.

2. For your information certain provisions of the Indian Census Act which clothes you with the legal power to canvass the census questionnaire and also prescribes your responsibilities are reproduced in Appendix I.*

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

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

REFERENCE DATE AND ENUMERATION PERIOD

5. The reference date for the population Census of 1971 is the sunrise of 1st 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.

*See Annexure E-Page 273.

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 pads, you should check them and note on the right hand corner of each individual slip, within each book in the space provided for the purpose, the Pad No. as given on the top of the cover and you should also allot serial number to each schedule. The serial number of the schedules will have to be given by yourself in one sequence starting with one on the first schedule of the pad and ending with 100 in case of pads of 100 schedules and ending with 25 in case of pads of 25 schedules. In some pads the actual number of schedules may by mistake be a little more or little less. The last serial number in such pads may, therefore, vary accordingly. The ultimate idea is that every slip should be allotted the pad number as well as the distinct serial number.

LOCATION CODE AND YOUR JURISDICTION

7. On the top cover page of each book you will also find the location code number of your village or town indicating the district number, the tehsil or thana or town number and the village number. You may find that the district No. and the tehsil No. have been already stamped on each slip in the rural pads. In the case of urban areas. the town No. may also be rubber stamped along with the district No. In rural areas, you will have to note in addition the village No. and the enumerator Block No. and for towns ward No., if any, and enumerator Block No. But if on any slip, location Code has not been stamped through oversight, you will have to note the combined location code No. made-up of the district No. tehsil or thana or town No. and the village/ Ward No. and enumerator block No. on each schedule on the left hand top corner in the space provided for the purpose. Elements of each code should be separated by oblique strokes. The enumerator block number may be 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 a one person household *i.e.*, a person who makes provision for his own food or other essentials for living without combining with any other person to form part of a multi-person household. It may be a multi-person household i.e., a group of two or more persons who make common provision for food or other essentials for living. They may be related or unrelated persons or a combination of both. Households usually occupy a whole or part of not more than one housing unit but they may also be found living in camps, in boarding houses or hotels or other institutions or they may be homeless.

12. You will have to make note of the areas within your jurisdiction where there is a likelihood of houseless persons such as the pavement dwellers or nomads living. Those houseless persons should all be censused on the night of 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.*, from 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 (10-28 Feb.) 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.

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 the back 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 the Pads in a sequence starting with the lowest Pad number.

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

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

BIRTH PLACE

7

(a) Place of birth

(b) Rural/Urban

(c) District

(d) State/Country

LAST RESIDENCE

8

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. SC or ST

12 Literacy (L or O)

13 Educational level

14 Mother Tongue

15 Other

16 MAIN ACTIVITY

16 MAIN ACTIVITY

(i) Worker

(C, AL, HHI, OW)

(a) Broad-category

(ii) Non-Worker

H, ST R, D, B, T 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

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

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 enumerators' block number and this has to be entered in your Daily Posting Statement. (The enumerators' block numbers will be a continuous number for the tehsil/taluk/town, etc.).

23. Make sure that you know the correct location code of the area allotted to you. You should note down the location code on each blank individual slip immediately the enumeration pads are issued to you. This will save you the trouble of noting the location code number later when you actually visit each household within your block for enumeration. When you visit the household you may have to then note only the household number as indicated in the next para by the side of the location code number which you would have already indicated.

Household No.

24. The identifying household number of the household that you are covering at the Census should be noted within the square brackets provided for the purpose. As you may be aware, Houselisting and Housenumbering operation was undertaken during 1970 with a view to numbering each census house and locating all household 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 (Please see Appendix II)* and locate the households living therein. For example, if in between buildings 9 and 10 another building has come up; you should allot the number 9/1 to this structure and

*See Page 382

in case more than one building has come up numbers like 9/1, 9/2, 9/3 and so on should be used for the new structures then locate the census houses in accordance with the instructions in Appendix II and thereafter locate the 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 housenumbering system, the instructions governing the numbering of buildings, census houses and households are given in Appendix II.

27. *If the household happens to be an institutional household such as a boarding house, hostel, hotel, chummery etc. where a group of unrelated persons stay together then add 'INST' to the household number.*

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

29. In all the individual slips pertaining to the members of the same household, the household number will be repeated. You will then start recording the particulars of each individual against questions indicated in the Individual Slip according to the instructions that follow.

Please do not write anything in the spaces enclosed by dotted lines in question Nos. 2, 3, 5, 6(b), 7(b), 7(c), 7(d), 8(b), 8(c), 8(d), 9 –15, 16(a), 16(d), 16(e), 16(f), 17(a), 17(d), 17(e) and 17(f). These are meant for writing code numbers in the Tabulation Offices.

Question 1: Name

30. Write the name of the person enumerated. If a woman's name is not given out, describe her as 'so and so's wife, mother or daughter'. By custom if a woman finds it difficult to give the name of her husband and if the man is absent at the time of enumeration but his particulars have to be recorded write 'so-and-so's husband' if you have failed to ascertain the name even from the neighbours.

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

Question 2: Relationship to Head

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

32. In the case of institutions like boarding houses, messes 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 my 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 he 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 Across 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 calendar dates, the period of one year may be ascertained with reference to a well known festival day which falls close to Feb-March, as determined by the Census Superintendent of the State. You should ask if a child was born on or after this festival day last year to the date of enumeration. Only if the child was born alive, even if the child had died soon after birth, should the answer be 'Yes,' to this question. *Still birth, i.e., a child which is born dead should not be taken into account for this purpose.* So while you should make sure that every case of birth of child born alive, even if it is not alive on the date of enumeration, is reported, you should not reckon it if the child was born lifeless.

46. It is common experience that the birth of the child may not be reported readily if the child is not actually surviving at the time of enumeration. Infant deaths

are still high in the country. There is a chance of a number of such cases being missed unless specifically questioned about them. It is necessary to record all live births even if the child had died soon thereafter or had not survived to the day af enumeration. Therefore where the initi l 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 thai 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 .hai any live birth that has occurred to the currently married woman in the last one year is netted whether the child is surviving till the date of enumeration or not. Similarly, probe to eliminate still births may be necessary. For example, when the answer is 'yes' under question 6(b) the enumerator might ask if the child is here in th's 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 a village he may be required to indicate the status of the place of birth in comparison with a known town in the neighbourhood of the place of enumeration. You may mention some important urban characteristics to enable the person to make out if the place of his birth was rural or urban *e.g.*, existence of a local administrative body, Industrial Townships declared as towns etc.

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

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

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

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: Budhism
J: Jainism

For others record the actual religion as returned fully.

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

Question 11 : Scheduled Caste or Scheduled Tribe

64. You have been furnished with a list of scheduled castes and scheduled tribes notified for your State. Ascertain if the person enumerated belongs to a scheduled caste or scheduled tribe and if he does, then record the name of the scheduled caste or scheduled tribe which should find place in the list furnished to you. The answer should be recorded against the correct rectangle provided for the purpose against this question.

For a person who is not a member of any scheduled caste or scheduled tribe write 'X' in both the rectangles.

65. If the person belonging to a scheduled caste or scheduled tribe returns his caste or tribe by synonym or generic name of a caste or a tribe it should be entered only if it finds a place in the list furnished to you. Do not write the names of scheduled castes in general terms as 'Harijan' or 'Achhut'. You should ascertain the name of the caste when it is returned and write it in the rectangle provided for recording the name. Similarly, do not write the names of scheduled tribes in general term as 'Adivasi'. You should ascertain the name of the tribe when it is returned and write it in the rectangle with broken lines provided for recording the same. If a person is negligent and insists on calling himself merely 'Harijan' or 'Achhut' or 'Adivasi' as the case may be, tell him that this description is not adequate for census purposes and persuade him to give out the actual name of the caste or tribe. You should make all efforts to ascertain the correct name of the scheduled caste or scheduled tribe as found in the notified list. If the person merely claims to be a scheduled caste or scheduled tribe but says that he does not belong to any of the notified communities applicable to the area, he will not be entered as a scheduled caste or scheduled tribe.

66. Scheduled castes can belong only to the Hindu or Sikh religions. If a person belongs to scheduled caste, there will be either 'H' or 'S' in the answer to question 10. Scheduled tribes may belong to any religion.

Question 12: Literacy (L or O)

67. *Definition of a literate*: A person who can both read and write with understanding in any language is to be taken as literate. A person who can merely read but cannot write is not a literate.

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

69. For a person who is literate *i.e.*, who can both read and write, record 'L' in the triangle against question 12. If there is any doubt about a person's ability to read or write, the test that may be applied for reading is his/her ability to read any portion of the printed matter in the Enumerator's Instructions and similarly for writing he/she should be able to write a simple letter. Ability merely to sign one's name is not adequate to qualify a person as being able to write with understanding. If a person claims to be literate in some other language with which the enumerator is not acquainted, the respondent's word has to be taken as correct. Other members of the household may also be able to testify to the literacy of the person enumerated.

70. For a person who is illiterate *i.e.*, who can neither read nor write or can merely read but cannot write, in any language, write 'O' in the triangle against question 12. All children of the age of 4 years or less should be treated as illiterate even if the child is going to a school and may have picked up reading and writing a few odd words.

Question 13: Educational level

71. This question will be asked of those for whom 'L' has been recorded against question 12. For a person who is illiterate and 'O' has been put against him in the answer to question 12, there is no advantage in ascertaining the educational level even

if he had at some stage attended school and passed a standard andhdarela psed into illiteracy. In such a case you should put 'X'. You have to ascertain and record the highest educational level attained by a person for whom 'L' is recorded in answer to question 12.

72. For a person who is still studying in a particular class, the highest educational level attained by him will be one that he has actually passed and not the one in which he is studying. For example, a person studying in 1st year B.A. should be recorded as only 'PUC' or 'Higher Secondary', as the case may be. Similarly, a person studying, say, in the 4th year of 'MBBS' should not be noted as 'MBBS' but as 3rd year 'MBBS' which is the highest level he has actually attained. If you are not sure whether a person has passed Primary, Middle, Higher Secondary or other definite levels, you may record the actual standard passed such as say IIIrd standard, VIIIth standard, 1st year B.Com. etc.

The highest educational level attained by the person enumerated should be recorded. When a person holds both general and technical qualifications both of which are of equivalent level such as say B.Sc. (Zoology) and M.B.B.S. or B.A. (Maths.) and B.E. (Bachelor in Engineering), the technical qualification should be given preference in recording the highest educational level attained. Where the general educational level is higher than the technical educational level or where it is not possible to decide which of the two levels is relatively higher, the highest level of education as returned by the person concerned should be recorded.

In recording the highest educational level of a graduate or a post-graduate, subject of specialisation such as B.Sc. (Maths), M.A. (Economics), M.Sc. (Botany), B.Sc. (Agriculture), etc., should be noted. You should not use abbreviations which are not in common use. In such cases, the degree or diploma should be spelt out fully.

73. Whenever you come across graduates or post-graduates as also those with a technical diploma or degree, you will have to issue him a "Degree-holder and Technical Personnel Card" and ask the person concerned to fill it. You should note the location code on the card while issuing it. Put a tick ($\surd$) after noting the educational level against question 13 immediately after you issue a card. When you collect it after sometime but before you complete the enumeration of your area, cross the tick and put a circle as ($\times$).

You will have to ensure that the card issued to all the graduates and the technical degree or diploma holders are collected back. The non-crossed tick, if any, against question 13 will show that the card has not been collected.

Question 14: Mother-tongue

74. *Definition:* Mother-tongue is the language spoken in childhood by the person's mother to the person. If the mother died in infancy, the language mainly spoken in the person's home in 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-tongue in question 14 enquire whether the person knows any other language(s), Indian or foreign and record language(s) returned by him against this question. In case he does not know any language apart from his mother-tongue put 'X' against this question.

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

Question 16: Main Activity

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

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

80. *Reference periods*: The reference period is one week prior to the date of enumeration in the case of regular work in trade, profession, service or business. If a person had participated in any such regular work on any one of the days during this reference period and this has been returned as his main activity, the person will be categorised accordingly. A person who normally works but had been absent from work during this reference period on account of illness or travel, holiday, temporary breakdown, strike etc., the person should be treated as engaged in regular work in which he would have otherwise been employed but for his temporary absence. Persons under training such as apprentices with or without stipends or wages should be considered as economically active and recorded as working. A person who has merely been offered work but has not actually joined it, is not to be treated as engaged in work.

81. There are certain types of works which are not carried on throughout the year such as cultivation, livestock keeping, plantation work, some types of household industry, etc. A person's main activity should be ascertained with reference to such work in the last one year even if he was not economically active in the week prior to enumeration. It is likely that even when a person is engaged in some other work during the period of one week prior to the date of enumeration, the main activity of the person may be cultivation, agricultural labour or some other work attended to normally by him in the course of the year. Care must be taken to see that the main activity is properly

ascertained in such cases. For example, a person's main activity may be agricultural labour and in the week prior to enumeration he may be engaged as a sugarcane factory labourer or as a road cooly. He should be categorised for his main activity as agricultural labourer only as returned by him as he engages himself mostly in that work and the other work should be treated as his subsidiary work.

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

83. A person who merely receives an income such as a rent receiver or a pensioner who does not have to work for receiving the income, will not be treated as 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 Category (i) Worker, (C, AL, HHI, OW) (ii) Non-worker (H, ST, R, D, B, U,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 sugar-cane, 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 super-

vise 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.

HHI: HOUSEHOLD INDUSTRY

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

93. *Definition of a Household Industry*

A Household Industry is defined as an industry conducted by the Head of the household himself/herself and/or mainly by the members of 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 Appendix III*.

96. Sometimes it is likely that the person who may not be working in his own Household Industry may be working as a petty employee in another Household Industry. You should, therefore, enquire whether the person who is not working in his own

*See Page 385

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, l, 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 full-time students or children attending school. Even if such persons participated in some work but not to the same extent as a full-time worker, by merely helping casually as an unpaid family worker in family 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 full-time work or does not engage himself in some other work as cultivation, in business, trade, etc., or a person who is a rentier or living on agricultural or non-agricultural royalty, rent or dividend, or any other person of independent means for securing which he does not have to work, will come under this category. 'R' should be noted in the box for a person coming under this category.

D: DEPENDENT

103. This category will include all dependents such as infants or children not attending school or a 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 economically productive work.

I: INSTITUTIONS

105. This will cover convicts in jails or inmates of a penal, mental or charitable institution, even if such persons are compelled to do some work such as carpentry, carpet weaving, vegetable growing etc., in such institutions. An under-trial prisoner in a jail should not, however, be brought under this category but has to be indicated according to the main activity he was engaged in before he was apprehended. Inmates of such institutions will be noted as 'I'.

O: OTHTER NON-WORKERS

106. This will include all non-workers who may not come under any of the six categories above but are seeking work, they should be noted as 'O' in the box. A boy or girl who has completed education or has stopped studying and is seeking work, will come under this category. If a person is merely spending his time at home as a dependent and is not doing any work and is not seeking any work will come under 'D' rather than 'O'. A person irrespective of age and whether educated or not, if he reports that he is not engaged in any other activity but is seeking work will come under this category.

107. If the main activity of the person who is enumerated does not qualify a person to be treated as a worker and he does not fall under any of the four broad categories of workers covered by 16(a)(i) and an 'X' has been put in the box against that question, then he must necessarily be categorised under any one of the seven broad types of non-workers and the appropriate abbreviation entered in the box opposite to question 16(a)(ii). Conversely if a person has already been treated as a worker and his main activity has been indicated in the box against question 16(a)(i), then question 16(a)(ii) will not

apply to the person and an 'X' should be put in the box against question 16(a)(ii). Thus 16(a) (i) and 16(a) (ii) are mutually exclusive

Q. 16(b) to 16(f)

108. These sub-parts of question 16 will have to be filled only to describe the details of the household industry or other work indicated against question 16 (a)(i). If the main activity has been shown as 'C' or 'AL' against 16(a)(i), there is no need to give the details of the cultivation or agricultural labour in these sub-sections.

109. Similarly, if the main activity of an individual has been returned as a non-worker against 16(a) (ii), sub-sections (b) to (f) will not apply and 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 sub-sections of question 16 need not be answered for cultivators and agricultural labourers who are already noted as 'C' or 'AL' against question (16) (a) (i).

Record here the exact name of the factory, firm, workshop, business house, company; shop, office etc., and in respect of public offices you should clearly indicate whether they are Central or State Government or local body offices, etc. If the establishment does not have any definite name such as, say, in the case of a household industry like hand pounding of rice, gur making, bee keeping, handloom weaving, potter's house, blacksmithy etc., note 'No particular name'.

Q. (16)(d): Nature of Industry, Trade, Profession or Service

112. The answer to this question will have to be adequately precise to enable proper classification of the sector of economy in which the person is 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 Appendix IV*, categorised under certain broad classifications. The list in Appendix IV is not exhaustive You shall have to describe the nature of Industry, Profession, Trade or Service whatever it is, in as precise a detail as possible.

*See Page 387

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- -electrical mechanic, or a motor mechanic or a locomotive mechanic, etc., he is. The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question.

114. To guide you in answering question 16(e), the types of particulars that need to be ascertained in respect of a few typical occupations are given in Appendix V*.

Append x 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., etc. Again say, against question 16(d) the answer may be private medical practice and in 16(e) may cover orthopaedic surgeon, or nurse or a sweeper etc., working in that private medical practitioner's nursing home The sample answers furnished in the specimens (Appendix VI)† at the end of this book, the Industrial and Occupational lists in Appendices IV & V and the instructions given by your superior Census Officers may help you to clear any doubts you may have in your mind regarding the scope of questions relating to Nature of Industry,

*See Page 391
†See Page 393

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 employes domestic servants for household dûties 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) 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 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 full-time worker. Such participation will be considered as secondary work of these persons.

126. Ask of each person if, besides what he had already returned as his/her main activity against 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 ones own home or production of goods for purely domestic consumption are not to be treated as economic activity. For example, a servant who works as a cook in his or her employer's home for wages will be considered economically active but, a housewife, even if she may work much more than a paid servant, in having to cook for the family or looking after the household will not be treated as economically active for the purpose of this classification. Similarly, women who may produce cloth on a loin loom at home for domestic consumption will not be treated as economically active unless the products are sold and the household derives an income. Participation in work that goes to augment the income of the household will only be treated as 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 of 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, Q. 17(a) is intended to cover secondary work which may be possibly part-time. It may also be noted that the non-working categories of activity will not be reported as secondary work under question 17.

128. Some illustrations for recording answers against Q. 16 are given in Appendix VI. You are advised to study these specimen entries and illustrations before starting actual enumeration and also consult these and the instructions whenever you are in doubt in recording any answer during field operation.

POPULATION RECORD

129. Soon after you complete the enumeration of all the persons in the household you are expected to transfer certain items of information of all the individual members of each household to the Population Record. Population Record form is reproduced as Appendix X.* If you feel that the filling of the Population Record in the field is likely to take considerable time there is no objection to the details being posted by you later at home at the end of the day. However, soon after you complete the enumeration of all the persons in a household you must note down the Location Code No. and the Household No. on the Population Record and also copy out in Col. 2 all the names of the persons enumerated in the household. This will help you to check with the members of the household and verify if all the persons qualified to be enumerated in the household have been fully enumerated.

The Population Record forms would have been supplied to you in convenient books and each page will normally take the entries of one household. However, if in a large household there are more number of persons than what a single Population Record form can accommodate, you may continue the entries on the next form but note boldly on the top of the continued Population Record as "Continued".

The Population Record hardly calls for any detailed explanation. On the top of each form please 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

*See Page 398

No. correctly as this will guide you n 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 per instructions in para 28 you should record 'O' in bold letters for houseless persons in the space provided for household number.

REVISIONAL ROUND

131. In the next three days, *i.e.*, from 1st March, 1971 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 visitor(s) that had moved into the household and who had been away from his/their place of normal residence throughout the enumeration period *i.e.*, from 10th 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' in Q. 2 in the individual slip of the person who is now recognised as 'Head' and correct the relationship of all members of the household in their respective individual slips, with reference to their relationship with 'Head' now recognised.

Consequential changes in the Population Record shall also have to be made by you. If you have exhausted the entire population record for recording the particulars of any household and it becomes necessary to record a new birth or any visitor you will fill in another population record form in continuation taking care that the location code etc., are noted on the second form properly The serial numbering in the succeeding form for the household should be in continuation of the last serial number of the earlier sheet relating to that household.

ENUMERATOR'S DAILY POSTING STATEMENT

132. Each day you will have to carefully post the information on certain items of each Individual Slip in the prescribed posting forms which have been supplied to you. Do not allow this work to fall into arrears. You are likely to commit errors if you tried to post particulars of a large number of persons after the lapse of more than one day. You will have to total up the columns of the statements and put the information in an Abstract and hand it over along with the complete schedules to your Supervisor. The posting statements should be filled at the end of each day soon after completion of the enumeration for the day. This will make your work lighter and avoid accumulation and pressure of work at the end and consequent errors in posting. Separate posting forms have been provided for Males and Females and you should take care to post particulars of a person in the right form. This will make it easier to strike the totals of each sex and post the statements. The totals can be struck after the entries are brought up-to-date soon after you complete the enumeration of houseless persons and you have also accounted for the births and deaths since your last visit at the revisional round. You will observe that the information to be posted pertains to the items against which geometrical designs are found in the Individual Slip such as the one relating to Q.3 Sex, Q.11 Scheduled Caste/Scheduled Tribe, Q. 12 Literacy, Q. 16(a) (i) and 16 (a) (ii) Worker or Non-worker. It is necessary that you should fill the Posting Statement with the greatest care.

133. First of all you should enter Location Code, Name of the village/town, Enumerator's Block No. (No. allotted to you) and your name (enumerator's) in al 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 sex as recorded by you in the slips. Even though there are

separate forms of Posting Statements for males and females, yet you are required to copy the sex in col. 4 from the Individual Slip as this will help as a check in avoiding mistakes in posting. In the remaining columns a tick (✓) may be put against the appropriate columns wherever information is found against the relevant question and a dash (- -) may be put where it is not applicable.

135. Cols. 5 and 6 are to be posted with reference to the entries against Q. 11 of the Individual Slip. If a person is noted as belonging to a Scheduled Caste put a tick under Col. 5 and a dash in Col. 6. If a Scheduled Tribe, put the tick in col. 6 and dash in col. 5. If the person is neither a Scheduled Caste nor Scheduled Tribe put a dash under cols. 5 and 6 of the Posting Statement.

136. Cols. 7 and 8 of the Posting Statement have to be filled with reference to the answer to Q. 12 of the Individual Slip. A person can be either 'L' or 'O'. Put the tick or dash in the corresponding column accordingly. It must be noted that there cannot be a dash in both the columns.

137. Cols. 9-13 must be posted with some care. For a person for whom 'C' has been entered in the box against Q.16 (a) (i) a tick(✓) should be put under col. 9 and dash(-) under cols. 10 to 13. Similarly for a person for whom 'AL' or 'HHI' or 'OW' or 'X' has been recorded against Q. 16(a)(i) a tick(✓) may be put under col. 10 or 11 or 12 or 13, respectively and dash (—) under remaining cols. from 9—13. You may please note that where a tick is put in col. 13 it means the person is a non-worker and there must be a dash in cols. 9 to 12. For your guidance specimen entries have been made in Enumerator's Posting Statement appearing as Appendix VIII*. As you are likely to use more than one Posting Statement you are advised to strike totals by counting the number of ticks (✓) in the relevant column(s) as soon as you have completed 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 col. 4 will be the last serial number in col. 1.

ENUMERATOR'S ABSTRACT

138. After striking the grand totals in Enumerator's daily posting statement you have to fill in another form given at Appendix IX† (Form T). Specimen entries have been made in this form to give you an idea as to how an Abstract will be filled up. It is most important that this should be done with the greatest care. These abstracts will form the basis of the publication of the first results of the census. In the past censuses the enumerators had given very accurate abstracts and there was hardly any difference between the finally tabulated figures and those furnished in the abstract. You should post these abstracts with care and pass on to your Supervisor as quickly as possible. You should hand over the enumeration pads neatly bundled along with a sketch of your Enumeration Block as prescribed in para 10 and the posting statements and the abstract the very next day after the completion of the enumeration. Your work in the posting of the abstracts will be closely checked by your Supervisor. Any carelessness on your part will be taken serious notice of.

With the completion of enumeration and the handing over of the posting statements and the abstract and the census schedule pads your burden is over. If you have done your work well you can have the satisfaction that you have made your humble but invaluable contribution to a vital national task.

* See Pages 395-396
† See Page 397

APPENDIX II

PRINCIPLES OF HOUSE-NUMBERING

(*See para* 25)

THE CENSUS HOUSEHOLD NUMBER WILL CONSIST OF; BUILDING NUMBER, CENSUS HOUSE NUMBER AND HOUSEHOLD NUMBER

Building:

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

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

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

4. The buildings should be numbered as 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. .....

Notes—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 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 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 build ng qualify to be treated as separate census houses, each census house should be given a sub-number within brackets to the building number as 10(1), 10(2) etc. or 11(1), 11(2), 11(3), etc.

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

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

APPENDIX III

LIST OF A FEW TYPICAL INDUSTRIES THAT CAN BE CONDUCTED ON A HOUSEHOLD INDUSTRY BASIS

(*See paras* 92-95)

Foodstuffs

Production of flour by village chakkis or flour mills, milling or dehusking of paddy, grinding of chillies, turmeric, etc., production of gur, khandsari, boora, etc., production of pickles, chutney, jams, etc., processing of cashew nuts, making of dried vegetables, manufacture of sweetmeats and bakery products, production of butter, ghee, etc., slaughtering and preservation of meat and fish, fish curing, etc., oil pressing ghani.

Beverages

Manufacture of country liquor, toddy, production of soda water, ice, ice-cream, sharbats, etc., processing of coffee etc.

Tobacco Products

Manufacture of bidi, cigars, cherroots, tobacco, snuff, etc.

Textile Cotton

Cotton ginning, carding, pressing and baling, spinning, etc., dyeing and bleaching of cloth, weaving in handlooms or powerlooms or manufacture of khadi, cloth printing, making of fishing nets, mosquito nets, cotton thread, rope, twine, etc.

Textile Jute, Wool or Silk

Similar type of production or processing as mentioned under Textile Cotton but pertaining to the material concerned.

Textile Miscellaneous

Making of *durries*, carpets, hosiery, embroidery, 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 planning of wood, manufacture of wooden furniture, structural goods like beams, door and window frames, etc., wooden agricultural implements and their repair, wooden lacquerware, wooden toys, wood carving, sawdust and plaster figure making, inlay work, match splinters, plywood and veneers, etc., making palm leaf mats, fans, umbrellas, etc., basket 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 match articles, card board boxes, paper flower, paper kites, toys, etc.

Printing and Publishing

Printing works, lithography, block making, book binding, etc.

Leather and Leather Products

Flaying and processing of hides and skins, making leather footwear, wearing apparel of leather and fur, repair of shoes or other leather products.

Rubber, Petroleum and Coal Products

Vulcanising tyres and tubes, manufacture of chappals from torn tyres and other rubber footwear, manufacture of rubber products from natural and synthetic rubber.

Chemicals and Chemical Products

Manufacture of toys, paints, colours, etc., manufacture of matches, fireworks, perfumes, cosmetics, manufacture of ayurvedic medicines, soap, plastic products, celluloid goods, manufacture of ink, candles, boot polish, etc.

Non-metallic Mineral Products and other than Petroleum and Coal

Making of bricks, roofing tiles, sanitary fittings, cement statues, stone or marble carvings, manufacture of stone structurals, stone dressing and stone crushing, mica splitting and manufacture of other mica products, making of earthenware and pottery, crockery, glass beads and bangles, earthen toys, manufacture of glass products, etc.

Basic Metals and their Products except Machinery and Transport Equipment

Manufacture of iron arms and weapons and their service and repair, iron and steel furniture, brass, bell-metal utensils, aluminium utensils, tin utensils, copper utensils, etc., nickeling and electroplating, blacksmithy, manufacture and repair of agricultural implements such as ploughshare etc., making and repairing of locks and 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.

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; suger;

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, crockery, etc.

All types of Machinery, Equipment, including Transport and Electrical Equipment

Agricultural and industrial machinery, *e.g.*, harvestors, threshers, etc.; electrical machinery; transport equipments, etc.

Miscellaneous Manufacturing

Wholesale trade in furniture, rubber and rubber products; building materials; clocks, etc.; eye-glasses, etc.; medical and surgical instruments; precious 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 railway, tramways, motorbus etc. It also includes bullock-carts, *ekka*, tonga, etc.; ocean and coastal water, inland water transport, air transport, services rendered to transport such as packing, crating, travel agencies, etc. It also includes storage, warehousing, communication such as postal, telegraph, wireless, telephone, etc.

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Indicate clearly whether services belong to Banking; credit institutions other than banks, *e.g.*, loan societies, agricultural credit institutions, etc.; money lenders, financiers, etc.; provident services; insurance carriers life; fire marine accident, health, etc. It also includes business services *e.g.*, purchase and sale agents and brokers; auctioneering; accounting; data processing; engineering; advertising services, etc.; legal services rendered by advocates, barristers, pleaders, etc.

COMMUNITY, SOCIAL AND PERSONAL SERVICES

It should be clearly indicated whether service belongs to public administration, union government, state government, police service, quasi-government bodies, sanitary services, education, scientific and research, etc.

Personal Services

Do not merely say engaged in personal service but indicate clearly whether it is domestic service, services relating to laundries, cleaning and dyeing plants, hair dressing, photographic studios, international and other extra territorial bodies, etc.

APPENDIX V

CLASSIFIED LIST OF OCCUPATIONS *I.E.* DESCRIPTION OF WORK

[*Q.* 16 (*e*) *and* 17 (*e*) *See Paras* 113-114]

Professional, Technical and Related Workers

(Do not merely say an Engineer, Doctor, Teacher etc., in describing the work of an individual but furnish more precise particulars as given below). Indicate clearly in respect of engineers to what branch they belong such as civil, mechanical, electrical, metallurgical, mining etc. In respect of physicians, state if they are allopathic, ayurvedic, homoeopathic, etc. Physiologists and dentists etc., should be recorded. As regards teachers, state if they are university teachers, secondary school, middle school, primary school or kindergarten teachers. There are various other types of chemists, physicists, archaeologists, nurses, pharmacists, health technicians, jurists, social scientists such as economists, statisticians, geographers, historians, anthropologists, etc., as also artists, writers, painters, sculptors, actors, etc., draughtsmen, laboratory assistants, librarians, ordained religious workers, astrologers etc., who will have to be recorded with particulars of their work.

Administrative, Executive and Managerial Workers

(Do not merely say 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 ward etc. Give precise particulars). Hotel and restaurant keepers, house-keepers, matrons, and stewards (domestic and institutional), cooks, waiters, bartenders and related workers (domestic and institutional) maids and related house-keeping service workers, building caretakers, sweepers, cleaners, and related workers, launderers, dry cleaners and pressers, hair dressers, beauticians and related workers, protection service workers, such as watchmen, chowkidars, gatekeepers, etc., other service workers.

Farmers, Fishermen, Hunters, Loggers etc. and Related Workers

Deep sea fishermen, inland or river water fishermen, shell gatherers, forest rangers, charcoal burners, forest 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, tabocco curers, graders and blenders of tobacco, bidi or cigar makers, snuff or zarda makers, tyre builders, crane or hoist operators, loaders and unloaders, etc.

Some illustrations for filling the economic characteristics falling under Q. 16 or Q. 17 are given below:

	Q.16(a) (i) Worker	Q.16(a) (ii) Non-worker	Q. 16 (b) Place of Work	Q. 16 (c) Name of Establishment	Q. 16(d) Nature of Industry, Trade, Profession or Service	Q. 16 (e) Description of Work	Q. 16(f) Class of Worker
	1	2	3	4	5	6	7
1.	C	X	X	X	X	X	X
2.	AL	X	X	X	X	X	X
3.	HHI	X	PL	No particular name	Spinning yarn in Ambar Charkha	Spinning yarn	FW
4.	HHI	X	PL	No particular name	Cotton Handloom Weaving	Dyeing and Spinning yarn	FW
5.	HHI	X	PL	No particular name	Flour making chakki	Winnowing and cleaning grains	EE
6.	HHI	X	PL	No particular name	Oil ghani	Running oil ghani	SW
7.	HHI	X	PL	No particular name	Blacksmithy (making Agricultural implements)	Tempering and polishing implements	FW
8.	HHI	X	PL	No particular name	Earthenware pottery	Making pottery on the wheel	FW
9.	HHI	X	PL	No particular name	Earthenware pottery	Making and firing kiln	EE
10.	HHI	X	PL	No particular name	Carpentry-manufacturing of wooden doors and windows	Carpenter	FW
11.	HHI	X	PL	Sarafa-di-Hatti	Goldsmithy	Filling gold ornaments with lac	FW
12.	HHI	X	New Delhi	Gupta Hosiery Works	Production of Hosiery goods	Operator, Hosiery machine	EE

1	2	3	4	5	6	7
13. OW	X	New Delhi	Verma Hosiery Works	Production of Hosiery goods	Account Clerk	EE
14. HHI	X	PL	No particular name	Electroplating	Scraping and Polishing metal	FW
15. HHI	X	PL	No particular name	Production of Cart wheel rings	Putting Iron hoop on Cart wheels	EE
16. OW	X	PL	No particular name	Hair cutting	Barber	SW
17. OW	X	PL	No particular name	Production of honey	Bee-keeping	SW
18. OW	X	PL	No particular name	Livestock raising	Tending cattle	FW
19. OW	X	Gir Forest	Govt. Forest Department	Logging in forest	Cutting trees in forest	EE
20. OW	X	PL	No particular name	Private tuition	Tutor	SW
21. OW	X	PL	No particular name	Fruit growing	Gardener in mango orchard	EE
22. OW	X	PL	Muthuswamy Coffee Estate	Coffee Plantation	Farm labourer	EE
23. OW	X	New Delhi	Northern Railway	Rail Transport	Travelling Ticket Inspector	EE
24. OW	X	PL	Indian Ceramic Institute	Research in manufacturing of ceramic products	Senior Scientific Officer (Ceramic Research)	EE
25. OW	X	PL	Office of the Registrar General, India	Central Govt. Service	Senior Research Officer (Vital Statistics)	EE
26. OW	X	PL	Gypsum Supply Co.	Supplying Gypsum on Orders	Contractor Supplying Gypsum to Sindri Fertilizer Factory	ER
27. OW	X	PL	Chittaranjan Locomotive	Locomotive Factory	Accountant	EE
28. OW	X	PL	Delhi Railway Station	Railway Station Porter	Goods Shed Porter	EE
29. OW	X	Rampur village	C.P.W.D.	Road Construction	Manual Labourer (on muster roll) digging earth	EE

ENUMERATOR'S DAILY POSTING STATEMENT

(Form M)

Location Code 10/4/64
Name of Village : Da ndori

Enumerator's Block No. 6
Name of Enumerator .. ..Prithipal

MALES

Final Sl. No.	Pad No.	Slip No.	Sex Q.3	S.C. or S.T. Q.11 S.C.	S.T.	Literacy Q.12 Literate L	Illiterate O	Main Activity Q. 16 (a) (i) Cultivator C	Agricultural labourer AL	Household Industry HHI	Other worker OW	Non-workers X
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	15	1	M	–	–	v	–			v	—	
2.	15	22	M		–	–	v	–		–		v
3.	15	2	M	—	—	—	√	√	–	—	—	—
4.	16	3	M		v		v		–	—	.	v
5.	16	7	M	v		v	–	v	–	—		–
6.	16	16	M	√	—	v	–	–	√	—	—	—
7.	16	25	M	–	—	-	v	–	–	—	√	—
8.	16	47	M	–	–	—	v	v	–	—	–	—
			8	2	1	3	5	3	1	1	1	2

Signature of Enumerator.... ....

Date.. ....

Note : Make sure that total of col. 4 -total of cols. 7+8
-total of cols. 9+10+11 12+13.

Verified 100% with Schedules and found correct.

Signature of the Supervisor.. ... .

Date.... .. . .

ENUMERATOR'S DAILY POSTING STATEMENT

(Form F)

Location Code 10/3/64(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	—		-	ν	—	ν		—	—
2.	15	23	F	√			√	—	—	—	—	ν
3.	15	39	F	√	—	—	√	√		—	—	—
4.	16	56	F	—	—	ν		—	—	ν	-	—
5.	16	62	F	—		—	ν	—	-		—	ν
6.	16	14	F			—	ν			—		ν
7.	16	16	F			—	√			-		ν
			7	2	–	1	6	1	1	1		4

Signature of Enumerator .. ..

Date.... ....

Verified 100% with Schedules and found correct.

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.

APPENDIX IX
(Form T)

ENUMERATOR'S ABSTRACT

Location Code 10/3/64(10)

Enumerator's Block No. . 10

Name of Village : Pandori

Name of Enumerator .....Prithipal

Total No. of Households: 140

No. of occupied residential houses : 130
No. of Institutional Households : 1

No. of Houseless households : 1

Sex	Population	S.C.	S.T	Literate	Illiterate	MAIN ACTIVITY				Non-workers	Houseless population	Institutional population
						Cultivator	Agricultural labourer	Household Industry	Other worker			
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 .. ..

Date. ....

Signature of the Supervisor ... .

Date. ... .

Note:- The Information on the occupied residential houses, households, institutional households and houseless households will have to be provided with reference to entries in the Population Record. Make sure that you have counted the houses and households correctly. See paras 24-29 of the instructions 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.

CENSUS 1971

CONFIDENTIAL

POPULATION RECORD

(To be compiled from Individual Slip)

Location Code. .. . .

Name of village or town . .. .

Household No. . . ..

If the head belongs to S.C or S.T.? . . . . .

Sl.No.	Name	Relationship to head	Sex		Age	Marital Status	Literacy (L or O)	Description of Main Activity
			M	F				
1	2	3	4	5	6	7	8	9

Signature of Enumerator.. .. ..

Date... .....

Signature of Supervisor. .... .

Date..... ... .

(Vide Section III Para 2)

भारत की जनगणना 1971

व्यक्तिगत पर्ची भरने के लिए प्रगणकों को हिदायतें

सामान्य

जनगणना प्रगणक की हैसियत से आप एक ऐसा काम कर रहे हैं जो राष्ट्र के लिए बहुत महत्वपूर्ण है। जो आंकड़े आप इकट्ठे करेंगे वे चुनाव क्षेत्रों के सीमा निर्धारण के लिए आधार बनेंगे और राष्ट्र की योजनाएं भी बहुत हद तक इन आंकड़ों पर निर्भर करती हैं। इसी प्रकार अनेक सार्वजनिक व सरकारी संस्थाएं इन आंकड़ों को अपने काम का आधार बनाती हैं। जनगणना प्रगणक होना आपके लिए एक गौरव की बात है। आपके ऊपर बड़ी जिम्मेदारियां हैं और आपको इन जिम्मेदारियों को गर्व और लगन के साथ पूरा करना है।

2. आपकी जानकारी के लिए इंडियन सैन्सस एक्ट की कुछ धाराएं जिनके द्वारा जनगणना प्रश्नावली संबंधी पूछताछ के लिए आपको कानूनी अधिकार दिए गए हैं तथा जिनमें आपकी जिम्मेदारियां भी उल्लिखित हैं, परिशिष्ट 1 के रूप में इस पुस्तिका के पृष्ठ 273 पर दी गई हैं जिन्हें आप ध्यान से पढ़ें।

3. खास तौर पर आप इस कानून की धारा 11(1) (क) व (ख) को ध्यान से देखें। इन धाराओं के अनुसार आपको प्रगणक का काम लगन से करना है और जो जानकारी आप इकट्ठी करें उसे पूर्ण रूप से गोपनीय रखना है।

4. भारतीय जनगणना की बड़ी शानदार परम्पराएं हैं और उसको संसार के इस प्रकार के सबसे अच्छे आयोजनों में से एक होने की प्रतिष्ठा प्राप्त है। आशा की जाती है कि आप इस प्रतिष्ठा को बनाए रखने में मदद देंगे।

जनगणना की अवधि व संदर्भ-दिन
(Reference Date)

5. 1971 की जनगणना के लिए संदर्भ-दिन 1 मार्च, 1971 के सूर्योदय का समय है अर्थात् इस जनगणना द्वारा यह पता चलाया जाएगा कि 1 मार्च, 1971 के सूर्योदय के समय इस देश की जनसंख्या क्या होगी। यह तो स्पष्ट ही है कि इतने बड़े देश के हर भाग में किसी दिए हुए थोड़े समय में या किसी खास वक्त जनगणना कर पाना संभव नहीं है। इसलिए प्रगणक लोग वास्तव में अपना काम 10 फरवरी, 1971 को शुरू करके 28 फरवरी, 1971 को खत्म करेंगे। इस प्रकार आपको अपने पूरे हल्के में, उसमें रहने वाले हर व्यक्ति की गणना का काम नीचे बताए गए तरीके से 19 दिनों की अवधि में करना होगा। लेकिन यह संभव है कि आपके द्वारा किसी परिवार के सदस्यों की पर्चियां भरने के बाद और 1 मार्च, 1971 के सूर्योदय के पहले-पहले उस परिवार में कुछ नए लोग आ जाएं या कुछ जन्म या मृत्युएं हो जाएं। अतः संदर्भ दिन (रेफरेन्स डेट) अर्थात् 1 मार्च, 1971 के सूर्योदय के समय स्थिति क्या थी, इसकी सही-सही जानकारी के लिए यह जरूरी होगा कि आप 1 मार्च और 3 मार्च, 1971 के दौरान शीघ्रतापूर्वक अपने हल्के में दोबारा घूमकर आपकी पिछली भेंट और संदर्भ-दिन के बीच के काल में जनसंख्या में जो भी घट-बढ़ हुई हो, उसकी जानकारी प्राप्त करके अपने रिकार्ड को संदर्भ-दिन तक के लिए सही तथा आधुनिकतम बना लें अर्थात् जो लोग बढ़े हों, उनके लिए व्यक्तिगत पर्चियां भर लें, और जिन लोगों की दुर्भाग्यवश इस दौरान में मृत्यु हो गई हो उनकी पर्चियां रद्द (कैन्सिल) कर दें। इस बात को भली प्रकार समझ लें कि **यद्यपि अपने हल्के में आपका दूसरा और तेजी से किया जाने वाला दौरा पहली और तीसरी मार्च के बीच में होगा, लेकिन जो जानकारी आप इकट्ठी करेंगे वह 1 मार्च के सूर्योदय तक के लिये ही होगी** अर्थात् यदि किसी परिवार में पहली मार्च के सूर्योदय के बाद कोई मेहमान आया है या जन्म अथवा मृत्यु हुई है तो उस पर आपको कोई ध्यान नहीं देना है।

पैड नम्बर तथा पर्ची (स्लिप) नम्बर

6. आपके जनगणना चार्ज सुपरिन्टैन्डैन्ट, चार्ज आफिसर या सुपरवाइजर ने आपको आपकी आवश्यकतानुसार व्यक्तिगत पर्चियों के पैड या तो दे दिए होंगे या अब दे देंगे। यह पैड सौ-सौ (100-100) या पच्चीस-पच्चीस (25-25) पर्चियों के होंगे। हर पैड के ऊपर उस पैड का नम्बर स्पष्ट रूप से लिखा हुआ होगा। पैड प्राप्त करते ही आपको हर पैड में शामिल पर्चियों की गिनती करनी चाहिए और हर पर्ची के दाएं ऊपर वाले कोने में उसका पैड नम्बर तथा क्रम संख्या दर्ज करनी चाहिए। हर पैड के लिए आपको एक से लेकर अंत तक अर्थात् 1 से 100 या 1 से 25 तक क्रम संख्या देनी होगी। यह भी संभव है कि किसी पैड में 100 या 25 से कुछ कम या ज्यादा पर्चियां निकलें। नम्बर डालने का उद्देश्य यही है कि हर पर्ची पर पैड नम्बर व क्रम संख्या (सीरियल नम्बर) दर्ज हों ताकि उसको पहचानने में गलती न हो सके।

आपका ब्लाक तथा उसका लोकेशन कोड

7. व्यक्तिगत पर्चियों के हर पैड के ऊपर आपको अपने गांव या शहर का लोकेशन कोड भी दर्ज किया हुआ मिलेगा । यदि आपका ब्लाक शहरी है तो इस कोड में आपके जिले शहर और वार्ड के कोड नम्बर सम्मिलित होंगे और यदि आपका हल्का ग्रामीण है तो इस लोकेशन कोड में आपके जिले तहसील और गांव के कोड नम्बर शामिल होंगे हो सकता है कि ग्रामीण ब्लाक वाले पैडों की हर पर्ची पर ऊपर बांए कोने में जिले तथा तहसील के कोड नम्बर पहले से ही दर्ज कर दिए गए हों । इसी प्रकार यह भी सम्भव है कि शहरी क्षेत्रों वाले पैडों की पर्चियों पर जिले तथा शहर के कोड नम्बर दर्ज कर दिए गए हों । इस प्रकार दर्ज किए गए नम्बरों के अलावा यदि आपका क्षेत्र ग्रामीण है तो गांव व ब्लाक के कोड नम्बर, व यदि आपका क्षेत्र शहरी है तो वार्ड नम्बर (यदि कोई हो तो अन्यथा सैक्टर नम्बर, स्ट्रीट नम्बर या मोहल्ले का नम्बर) तथा अपने ब्लाक का नम्बर भी हर पर्ची पर नियत जगह में आपको दर्ज करने होंगे । लेकिन यदि किसी पर्ची पर पहले से इस प्रकार कोई नम्बर दर्ज नहीं किया गया है तो लोकेशन कोड के चारों अंगों या घटकों के नम्बर आपको दर्ज करने होंगे अर्थात शहरी ब्लाक के लिये, जिले, शहर वार्ड तथा ब्लाक के नम्बर तथा ग्रामीण ब्लाक के लिये, जिले, तहसील, गांव तथा ब्लाक के नम्बर । लोकेशन कोड के घटकों को एक-दूसरे से अलग करने के लिये उनके बीच में खड़ी लाइनें दे दें व ब्लाक के नम्बर को ब्रैकेट में लिखें । इस सम्बन्ध में नीचे पैरा 22 भी देखें । यह बहुत जरूरी है कि आप लोकेशन कोड से भली प्रकार परिचित हो जाए और उसका हर पर्ची पर व अपने ब्लाक की जनगणना से संबंधित अन्य फार्मों पर आगे आने वाली हिदायतों के अनुसार सही-सही इन्द्राज करें ।

8 यदि आप एक से अधिक ब्लाक के चार्ज में हों तो हर ब्लाक के पैड अलग-अलग होंगे ।

9. आपके नियुक्ति-पत्र में आपके ब्लाक का विवरण दे दिया गया होगा । जैसे ही आपको नियुक्ति-पत्र मिले आपको ब्लाक से पूर्णतया परिचित हो जाना चाहिए आपको यह पता लगा लेना चाहिए कि आपके ब्लाक में भवनों के नम्बर क्या-क्या हैं । यदि आपके ब्लाक में कुछ ऐसे नए भवन बन गए हों जिन पर नम्बर न पड़े हों तो उनको पड़ौस के भवनों के नम्बरों के नीचे बटा नम्बर देकर नम्बर दें उदाहरणार्थ यदि 12 व 13 नम्बर के भवनों के बीच एक नया भवन बन गया हो तो उसको 12/1 यह नम्बर दिया जाएगा । यदि ऐसे नए बने भवन एक से ज्यादा हों तो उनके नम्बर 12/1, 12/2, 12/3 इत्यादि होंगे । यदि 12/1 और 12/2 के बीच में नया भवन बने तो उसे 12/1, 1, यह नम्बर दें । आपके ब्लाक को दूसरे ब्लाक से अलग करने वाली सीमा-रेखा को भी आप भली प्रकार समझ लें और उन ब्लाकों के प्रगणकों से मिल कर यह तसल्ली कर लें कि आप सब अपने-अपने ब्लाक की सीमाओं को भली प्रकार जानते हैं ताकि इस बाबत कोई शक न रहे और न तो कोई क्षेत्र जनगणना से रह जाए और न ही कोई क्षेत्र दो ब्लाकों में शामिल हो जाए । यदि कोई भी सन्देह या शक हो तो तुरंत अपने सुपरवाइज़र या चार्ज सुपरिन्टैंडैन्ट आफिसर की मदद लें ।

10. इसके पश्चात् आप अपने ब्लाक का एक विस्तृत नजरी नक्शा बनावें जिसमें सभी सड़कें, अन्य प्रमुख निशानात और सभी भवन (मय भवन नम्बरों के) दिखाव । इस नजरी नक्शे का बहुत महत्व है । इसकी मदद से आपका ब्लाक ठीक-ठीक पहचाना जा सकेगा और किसी भवन व जनगणना मकान के छूट जाने की संभावना नहीं रहेगी । अपना काम समाप्त करने के बाद अन्य रिकार्ड के साथ यह नक्शा भी आपको अपने सुपरवाइज़र को देना होगा ।

वे व्यक्ति जिनकी गणना होनी है

11 आपका नियुक्ति-पत्र आपको अपने ब्लाक की सीमाएं बताता है । आपको इस ब्लाक में रहने वाले समस्त परिवारों का पता लगाकर उन परिवारों के मदस्यों की गणना करनी है । परिवार की परिभाषा यह है :—

वे सभी लोग जो आमतौर पर एक साथ रहते हैं और एक ही रसोई में बना हुआ भोजन खाते हैं, जब तक कि काम-धंधे की विशेष परिस्थितियों की वजह से वे ऐसा न कर सकें एक परिवार बनाते हैं ।

परिवार एक या एक से अधिक का भी हो सकता है । परिवार के मदस्य, रिश्तेदार या गैर-रिश्तेदार या दोनों प्रकार के मिले-जुले हो सकते हैं । आमतौर पर एक परिवार या तो एक पूरे मकान या एक मकान के एक भाग में रहता है । लेकिन यह भी संभव है कि कुछ परिवार कैम्पों, छात्रावासों, होटलों इत्यादि में रहते हुए पाए जाए या उनके पास कोई मकान ही न हो ।

12 आपको अपने ब्लाक के उन हिस्सों का ध्यान रखना पड़ेगा जहां पर फुटपाथ पर रहने वाले घुमक्कड़ या अन्य बेघरबार अर्थात् बिना मकान वाले लोगों के रहने की या मिलने की सम्भावना हो । **ऐसे सभी बिना मकान वाले व्यक्तियों की गणना 28 फरवरी, 1971 की रात को की जानी चाहिए ।** यदि आपके ब्लाक में कुछ लोग नावों पर रहते हुए पाए जाएं तो उनकी गणना भी इसी समय यानी 28 फरवरी, 1971 की रात को की जावेगी ।

13. आपको उन सभी व्यक्तियों की गणना करनी है जो जनगणना के दौरान आपको दिए गए ब्लाक में सामान्यत: निवास करते हैं सामान्यत: रहने से अर्थ यह है कि कोई जनगणना के दौरान यानी 10 फरवरी से 28 फरवरी, 1971 तक आमतौर से आपके ब्लाक में रहता है और वह वास्तव में इस अवधि में कभी न कभी इस ब्लाक में रहा है । **यदि कोई व्यक्ति जनगणना के पूरे समय के**

दौरान आपको दिए हुए ब्लाक से बाहर रहा है तो उसकी गिनती आपको नहीं करनी है। ऐसी स्थिति में उसकी गिनती वहां होगी जहां वह वास्तव में रहता हुआ पाया जावेगा। इसी प्रकार यदि आपको अपने ब्लाक के किसी परिवार में कोई ऐसा मेहमान मिलता है जो आमतौर पर जनगणना के दौरान किसी दूसरे जगह रहता है, लेकिन वास्तव में जनगणना के पूरे काल के दौरान उस जगह पर नहीं रहा तो आप उसकी गिनती अपने ब्लाक में कर लेकिन ऐसे व्यक्तियों को यह बता दिया जाय कि यदि जनगणना समाप्त होने से पहले वे किसी दूसरे स्थान पर जावें तो वहां पर दोबारा अपनी गिनती न होने दें।

14. इस प्रकार जब आप किसी परिवार की गणना के लिए जावेंगे तो निम्न प्रकार के व्यक्तियों की गणना आप करेंगे :—

(1) **सामान्यतः रहते हैं और मौजूद भी हैं**—वे सब लोग जो सामान्यतः वहां रहते हैं और जनगणना के पूरे काल के दौरान वहीं मौजूद भी रहते हैं।

(2) **सामान्यतः रहते हैं और भेंट के दिन के पहले रहते थे**—वे लोग जिनके बारे में यह जाना जाता है कि वे सामान्यतः वहीं रहते हैं और जनगणना काल (10 फरवरी से 28 फरवरी 1971) के दौरान कुछ समय के लिए वहां रहे भी हैं, हालांकि आपकी भेंट के समय व वहां पर मौजूद नहीं हैं।

(3) **सामान्यतः रहते हैं और भेंट के दिन के बाद गणना अवधि में वापस आने की संभावना है:**—वे लोग जिनके बारे में यह जाना जाता है कि वे सामान्यतः वहां रहते हैं, हालांकि आपकी भेंट के समय वे वहां पर नहीं हैं, लेकिन जिनके जनगणना के न समाप्त होने से पहले-पहले अर्थात 28-2-1971 से पहले लौट आने की सम्भावना है। तथा

(4) **साधारणतः रहते नहीं हैं परन्तु मौजूद हैं:**—वे मेहमान जो उस परिवार में मौजूद है और जनगणना के पूरे काल के दौरान उस स्थान को जहां वे सामान्यतः रहते हैं नहीं लौटने वाले हैं, ऐसे व्यक्ति जनगणना के कार्य के लिए उसी परिवार के सदस्य माने जाएंगे जिसमें वे जनगणना के काल के दौरान रहते हुए पाए जाए।

15. **आप अपने काम को इस प्रकार आयोजित करें कि आपके ब्लाक के सभी हिस्सों में समय से कार्य पूरा होता चले और आखिर के दिनों के लिये बहुत अधिक काम न इकट्ठा हो जाए।**

16. आपका काम कोई विशेष कठिन नहीं है हालांकि उसको सावधानी से और ध्यान देकर करने की जरूरत है। **आपको अपने ब्लाक के हर व्यक्ति के लिये नीचे बताए गये तरीके से सवाल प्रश्नों वाली एक व्यक्तिगत-पर्ची भरनी है और बाद में जनसंख्या रिकार्ड (पापुलेशन रिकार्ड) भरना है तथा प्रगणक का गोश्वारा दैनिक पोस्टिंग स्टेटमैंट की मदद से तैयार करना है।**

व्यक्तिगत-पर्ची भरना

17. जो व्यक्तिगत पर्ची आपको भरनी है उसकी एक प्रति नमूने के रूप में पृष्ठ 402 पर दी गई है।

18. **हर परिवार में जितने भी व्यक्ति हों उनमें से प्रत्येक छोटे बड़े, स्त्री पुरुष के लिये एक पर्ची भरी जावेगी।** सबसे पहले आप परिवार के कर्त्ता की पर्ची भरें और उसके बाद जो क्रम सबसे अधिक सुविधाजनक हो उसके अनुसार परिवार के अन्य सदस्यों की पर्चियां भरें। यह ध्यान रखें कि परिवार का कोई व्यक्ति छूट न जाए शायद यह अच्छा रहेगा कि कर्त्ता के बाद उसके नजदीकी रिश्तेदारों जैसे पत्नी पुत्र पुत्रियों, पुत्र-वधुओं पोते-पोतियों, जमाता और पुत्रियों के बच्चों की पर्चियां भर और उसके बाद दूर के रिश्तेदारों, घरेलू नौकरों मेहमानों इत्यादि की पर्चियां भरें यह तो स्पष्ट ही है कि वे ही लोग किसी परिवार के सदस्य माने जाएंगे जो परिवार की परिभाषा के अनुसार उस परिवार के सदस्य हों। **दूध पीते और छोटे बच्चों के बारे में खास तौर पर और बार-बार पता लगावें क्योंकि यह देखा गया है कि ये अक्सर गिनती से रह जाते हैं।**

19. जो-जो बातें व्यक्तिगत पर्ची में भरी जानी है या जिनके बाबत पूछताछ की जानी है उनका विवरण नीचे दी हुई हिदायतों में मिलेगा।

पैड और पर्ची नम्बर

20. इस बात की तसल्ली कर लें कि पहले बताए अनुसार (पैरा नम्बर 6) हर पर्ची के दाएं ऊपर वाले कोने में उसका पैड नम्बर व पर्ची नम्बर दर्ज कर दिया गया है। ये दोनों नम्बर बहुत जरूरी हैं, क्योंकि बाद में आपको अपने दैनिक पोस्टिंग स्टेटमैंट में पर्चीवार जानकारी भरनी होगी। आपको यह भी ध्यान रखना है कि पैडों के इस्तेमाल करने का क्रम छोटी संख्या वाले पैड नम्बर से शुरू हो।

21. **जैसा पैरा 8 में बताया जा चुका है कि यदि आपके पास एक से अधिक ब्लाक हों तो प्रत्येक ब्लाक के पैड अलग-अलग रखे जायें। यदि किसी पैड में कुछ पर्चियां बच जावें तो उनका उपयोग किसी दूसरे ब्लाक की जनगणना के लिए न करें।**

भारत की जनगणना 1971

गोपनीय

व्यक्तिगत पर्ची

पेज नं०

पर्ची नं०

नोकेशन कोड ( )

परिवार नम्बर

1. नाम

2. घर्ता से सम्बन्ध

3. लिंग

4. आयु

5. वैवाहिक स्थिति

6. सिर्फ वर्तमान में विवाहित स्त्रियों के लिए

(क) विवाह के समय आयु

(ख) पिछले एक साल में किसी बच्चे का जन्म

7. (क) जन्म स्थान

(ख) ग्रामीण/शहरी

(ग) जिला

(घ) राज्य/देश

8. (क) पिछला निवास स्थान

(ख) ग्रामीण/शहरी

(ग) जिला

(घ) राज्य/देश

8. पिछला निवास — 7. जन्म स्थान

9. गणना के गांव या शहर में निवास की अवधि

10. धर्म

11. 'अ० जा०' या 'अ० ज० ज०'

12. साक्षरता ('सा' या 'O')

13. शैक्षणिक स्तर

14. मातृ-भाषा

15. अन्य भाषाएं

16. मुख्य गतिविधि

मुख्य गतिविधि — 16.

(क) मुख्य कार्यकर्ता

(i) काम करने वाला

(का, खे म० पा० उ०, अन्य)

(ii) काम न करने वाला

(गृ, वि. रि, धा. भि, भ, बि० का०)

(ख) काम का स्थान (गांव/शहर का नाम)

(ग) प्रतिष्ठान का नाम

(घ) उद्योग व्यापार, पेशा या नौकरी का ब्योरा

(ङ) काम का विवरण

(च) काम करने वाले का वर्ग

17. दूसरा काम

दूसरा काम — 17.

(क) सामान्य (का खे म०, पा० उ०, अन्य) श्रेणी

(ख) काम का स्थान (गांव/शहर का नाम)

(ग) प्रतिष्ठान का नाम

(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्योरा

(ङ) काम का विवरण

(च) काम करने वाले का वर्ग

लोकेशन कोड

22. जैसा पैरा नम्बर 7 में बताया जा चुका है **लोकेशन कोड अलग-अलग नम्बरों से बनी हुई ऐसी संख्या है जिससे पूरे राज्य में हर गांव और शहर के हर ब्लाक को अलग-अलग पहचाना जा सकता है।** इसके लिए इस राज्य के हर जिले, तहसील, शहर और गांव इत्यादि को अलग-अलग कोड नम्बर दिए जा चुके हैं। आपके चार्ज सुपरिन्टैन्डैन्ट/चार्ज आफिसर ने आपसे संबंधित कोड नम्बर आपको बताए होंगे। इन कोड नम्बरों को एक साथ लिख कर आपके ब्लाक का लोकेशन कोड बनेगा। इसका तरीका पैरा नम्बर 7 में बताया जा चुका है। उदाहरणार्थ, **यदि लोकेशन कोड 2/5/3(1) है तो वह जिला नम्बर 2 की तहसील नम्बर 5 के गांव नम्बर 3 का ब्लाक नम्बर एक दिखाता है। इसी तरह यदि लोकेशन कोड 2/V/3(1) है तो यह जिला नम्बर 2 के शहर नम्बर V के वार्ड नम्बर 3 के ब्लाक नम्बर एक को दिखाता है। ध्यान रखें कि शहरों के कोड नम्बर रोमन अंकों में दिखाने हैं (अर्थात् I, II, III इत्यादि) तथा तहसीलों के कोड नम्बर अरबी अंकों में (अर्थात् 1, 2, 3, इत्यादि)। इसी तरह ब्लाकों के नम्बर हमेशा ब्रैकेट्स में दिये जायेंगे।**

23. अपने ब्लाक का सही लोकेशन कोड प्राप्त करके उसको हर व्यक्तिगत पर्ची में दी हुई जगह पर दर्ज करें। और यदि पर्चियों पर इस कोड के कुछ अंक पहले से ही दर्ज कर दिए गए हों, तो बाकी बचे हुए अंक दर्ज करके पूरा लोकेशन कोड हर पर्ची पर भर दें। पर्ची पर लोकेशन कोड इस प्रकार भरें कि ब्लाक का नम्बर दिए हुए ब्रैकटों के अंदर आ जाए।

परिवार नम्बर

24. व्यक्तिगत-पर्ची में लोकेशन कोड के बाद उसके ठीक सामने परिवार नम्बर लिखने के लिए ब्रैकेट में स्थान दिया हुआ है इस स्थान में आप जिस व्यक्ति के बारे में पर्ची भर रहे हैं, उसके परिवार का नम्बर लिखेंगे। जैसा आप जानते हैं 1970 के प्रारंभ में मकानों पर नम्बर डालने और मकान-सूची बनाने की कार्यवाह हुई थी, जिसका उद्देश्य यह था कि कहां-कहां कितने परिवार रह रहे हैं, यह पता चल जाए। उस समय भवन तथा जनगणना मकान को नम्बर दिए गए थे। यह जनगणना मकान नम्बर आपको मकानों के दरवाजों के पास किसी प्रमुख जगह लगाए हुए मिलेंगे। कहीं-कहीं पर स्थायी मकान नम्बरों वाली प्लेटें भी लगी हुई मिल सकती है। कच्चे और बिना दीवारों वाले मकानों में यह नम्बर किसी टीन की प्लेट या लकड़ी की तख्ती पर लिख हुए या तो परिवार के सदस्यों के पास या मकान की छत की कड़ी इत्यादि से बंधे हुए मिल सकते हैं। आपको इन्हीं जनगणना मकान नम्बरों का प्रयोग करना है।

25. यह सम्भव है कि आपको कुछ ऐसे भवन मिलें जो मकान-सूची बनाने के समय थे नहीं बने थे व जिनको इस कारण नम्बर नहीं दिए जा सके थे। ऐसे नए बने भवनों और उनके जनगणना मकानों को नम्बर देने का काम आप को पैरा 9 व परिशिष्ट 2* में बताए गए तरीकों से करना होगा। उनमें रहने वाले परिवारों का पता लगाना होगा। यदि एक जनगणना मकान में एक ही परिवार रहता हो तो उसका नम्बर वही होगा जो जनगणना मकान का है। लेकिन यदि एक जनगणना मकान में एक से ज्यादा परिवार रहते हों तो उनके नम्बर जनगणना मकान के नम्बर के बाद ब्रैकट में क्रमश क, ख, ग, घ इत्यादि लिख कर बनाए जाएंगे। मान लीजिए जनगणना मकान का नम्बर 19 है व उसमें दो परिवार रहते हैं तो उन परिवारों के नम्बर 19(क) व 19(ख) होंगे।

26. भवनों तथा जनगणना मकानों और परिवार को नम्बर देने का तरीका भली प्रकार समझने के लिए परिशिष्ट 2 को ध्यान से पढ़ें। हो सकता है कि मकान-सूची बनाने के समय जो भवनों को या जनगणना मकान को नम्बर दिए गए हों वे जनगणना के समय तक मिट गए हों। ऐसे भवनों पर भी उन भवनों के पहले व बाद के भवनों के नम्बरों के संदर्भ में नम्बर दे दें।

27. **यदि परिवार कोई संस्थागत परिवार जैसे छात्रावास, होस्टल, होटल इत्यादि हो, जिसके सदस्य एक दूसरे के रिश्तेदार या संबंधी न हों तो उस परिवार के नम्बर के बाद "सं०" जोड़ दें।**

28. **यदि आप बेघरबार लोगों की जनगणना कर रहे हों तो परिवार नम्बर के लिये जो स्थान नियत हैं, उनमें जीरो "0" साफ साफ दर्ज कर दें।**

29. एक ही परिवार के समस्त सदस्यों की व्यक्तिगत पर्चियों में एक ही परिवार-नम्बर दोहराया जाएगा। इसके बाद सभी सम्बन्धित व्यक्तियों के लिए अलग-अलग व्यक्तिगत पर्चियां नीचे दी गई हिदायतों के अनुसार भरी जाएंगी।

नोट :– कृपया प्रश्न नं० 2,3,5,6(ख), 7(ख), 7(ग), 7(घ), 8(ख), 8(ग) 8(घ) 9–15. 16(क) 16(घ), 16(ङ), 16(च) 17(क) 17(घ), 17(ङ) और 17(च) में बने चौखानों में कुछ भी न लिखिए। ये केवल टेबूलेशन कार्यालयों में कोड नम्बर लिखने के लिए हैं।

प्रश्न 1 : नाम

30. जिस व्यक्ति की पर्ची भरी जा रही हो, उसका नाम लिखिए। यदि किसी स्त्री का नाम पता लगाने में कठिनाई हो रही हो तो उसको उसके किसी निकटतम संबंधी के नाम की मदद से, 'फलां की पत्नी', 'फलां की माता', या 'फलां की पुत्री' इस प्रकार

*कृपया पृष्ठ 421 देखें।

दर्शाएं। इसी प्रकार यदि कोई पुरुष घर पर न हो और उसकी पत्नी से उस पुरुष का नाम पता लगाने में कठिनाई हो और पड़ौसियों से भी उसके नाम का पता न चल पाए तो उस पुरुष का नाम 'फलां का पति' इस प्रकार दर्शाएं दूध पीते बच्चे जिनका नामकरण न हुआ हो, उनके लिए 'बेबा' लिख कर उसके बाद पिता या माता का नाम लिख दें।

प्रश्न 2 : परिवार के कर्त्ता से सम्बंध

31 जनगणना के उद्देश्य के लिए किसी परिवार का कर्त्ता वह व्यक्ति है जिसको उस परिवार में कर्त्ता के रूप में जाना जाता है। आम तौर पर कर्त्ता वह व्यक्ति होता है जिसके ऊपर परिवार को चलाने की मुख्य जिम्मेदारी होती है और जो परिवार के लिए निर्णय लेता है। यह जरूरी नहीं है कि कर्त्ता परिवार का सबसे अधिक उम्र वाला मर्द हो स्त्रियां और कम उम्र के स्त्री या पुरुष भी कर्त्ता हो सकते हैं। लेकिन कर्ता कौन है और कौन होना चाहिए, इस संबंध में आपको किसी बहस में नहीं पड़ना चाहिए बल्कि जिसे परिवार अपना कर्त्ता मानता हो उसी को कर्त्ता मान कर चलना चाहिए।

32. यदि परिवार के सदस्य एक-दूसरे के रिश्तेदार न हों बल्कि संस्थागत परिवार की तरह एक ही जनगणना मकान में रह रहे हों तो उस संस्था (होस्टल अनाथालय, छात्रावास, होटल इत्यादि) के मैनेजर या सुपरिन्टैन्डैन्ट अथवा उस व्यक्ति को कर्त्ता मान कर चलें जिस पर संस्था चलाने की जिम्मेदारी हो या जिस को संस्था के सभी लोग कर्त्ता मानते हों।

33. लेकिन ऐसे मैनेजर, प्रबन्धक या सुपरिन्टैन्डैन्ट इत्यादि के लिए व्यक्तिगत-पर्ची भरने से पहले इस बात की तसल्ली कर लें कि वह अपने परिवार के साथ अन्य जनगणना मकान में नहीं रहता और उसकी गणना किसी दूसरे परिवार के मुखिया या सदस्य के रूप में नहीं हो चुकी है। यदि उसकी गणना कहीं और हो गई हो तो संस्थागत परिवार के साथ दोबारा गणना न करें

34. यदि किसी परिवार का कर्त्ता, परिवार से किसी दूसरी जगह रहता हो और जिसे औपचारिक रूप से परिवार कर्त्ता मानता हो तो ऐसी दशा में वह व्यक्ति जिस पर परिवार के कारोबार को चलाने की वास्तविक जिम्मेदारी हो, उसको जनगणना के उद्देश्य से कर्त्ता माना जाएगा।

35. इस प्रश्न के उत्तर में कर्त्ता के लिए कर्त्ता लिखें। औरों के लिए संबंधित व्यक्ति का जो रिश्ता परिवार के कर्त्ता से हो वह पूरा-पूरा लिखा जाना है। रिश्ते का पूरा वर्णन इस प्रकार करें कि रिश्तेदारी पूरी तरह स्पष्ट हो जाए। केवल 'भतीजा' 'भतीजी', 'चाचा' इत्यादि न लिख कर भाई का लड़का, बहिन की लड़की, पिता का भाई या मां का भाई इत्यादि लिखें। गोद लिए हुए या सौतेले लड़का/लड़की के लिए भी 'लड़का' या 'लड़की' लिखना पर्याप्त होगा। महमान के लिए 'मेहमान' लिखें, नौकर के लिए 'नौकर' लिखें और बोर्डर अर्थात् भोजन का मूल्य चुका कर परिवार के साथ रहने और खाने वाले पेइंग-गेस्ट के लिए 'बोर्डर' लिखें। संस्थागत परिवारों के सदस्यों के लिए 'असंबंधित' लिखे।

36. यदि 1 और 3 मार्च 1971 के बीच आपके द्वारा (रिवीजनल राउंड) दूसरे या तेजी से किए जाने वाले दौरे के दौरान यह पाया जाए कि संदर्भ दिन (रैफरैंस डेट) के पहले-पहले किसी परिवार के कर्त्ता की मृत्यु हो चुकी हो तो जो व्यक्ति अब परिवार द्वारा कर्त्ता माना गया हो, उसका नाम लिखें व उस परिवार के सभी सदस्यों की जो रिश्तेदारी इस नए कर्त्ता से हो वही संबंधित व्यक्तियों की पर्चियों में भी दर्ज कर दें दिवंगत कर्त्ता की पर्ची पैरा 5 में बताए अनुसार रद्द कर दी जाए।

प्रश्न 3 : लिंग

37 इस प्रश्न के सामने दिए गए गोले में पुरुषों के लिए "पु०" व स्त्रियों के लिए "स्त्री" लिखें। हिजड़ों और उभय लिंगी लोगों के लिए भी 'पु०' ही लिखें। प्रश्न संख्या 1 व 2 के सामने जो इन्द्राज आप कर चुके हैं उनको भी देखकर यह तसल्ली कर लें कि आपने संबंधित व्यक्ति के लिंग की बाबत सही इन्द्राज किया है।

प्रश्न 4 : आयु

38. संबंधित व्यक्ति ने अपने पिछले जन्म दिन तक अपनी आयु के जितने वर्ष पूरे कर लिए हों, वही यहां लिखें अक्सर लोग अपनी आयु, जो साल चल रहा है उसके हिसाब से बताते हैं जैसे 35वां साल या 36वां साल। लेकिन आपको यहां पर वही आयु लिखनी है जो पिछले जन्म दिन तक पूर्ण हो चुकी थी। यह ध्यान रखें कि जन्म तिथि नहीं देनी है बल्कि जो वर्ष पूर्ण कर लिए हैं वही लिखना है

39. उन बच्चों, जिन्होंने आपकी भेंट के दिन तक अपनी आयु का पहला वर्ष भी पूरा न किया हो, उनके लिए जीरो "0" लिखें व इसके बाद ब्रैकेट में "बच्चा" लिख दें। जैसा पैरा 18 में बताया जा चुका है, छोटे बच्चों के बारे में चाहे वे एक ही दिन के क्यों न हों, पूरी जांच करके उनके लिए भी पर्चियां भरें। आयु महीनों में न लिखें और यदि बच्चा एक साल से कम हो तो ऊपर बताए अनुसार "0" लिखें।

40. **जनगणना में आयु का बहुत अधिक महत्व है और इसका पता लगाने में आपको पूरी-पूरी सावधानी बरतनी चाहिये।** बहुत से लोग खास तौर से गांवों में अपनी आयु ठीक-ठीक नहीं बतला पाते। ऐसी हालतों में उनको खास-खास

ऐतिहासिक घटनाओं को याद दिलाई जाकर उनकी मदद करनी चाहिये उदाहरण के लिए यदि उस इलाके में कोई बड़ा अकाल पड़ा हो तो पूछा जा सकता है कि अकाल के समय उस व्यक्ति की आयु कितनी थी। इसी तरह गांव के मुखिया, पड़ौस के किसी आदमी या उसे परिवार के किसी सदस्य को ध्यान में रखकर भी किसी व्यक्ति को उसकी आयु का अन्दाजा लगाने में मदद दी जा सकती है उदाहरण के लिए कोई कहता है कि वह मुखिया से 5, 6 वर्ष बड़ा है और मुखिया की आयु 60 वर्ष है तो उस व्यक्ति की आयु 65 या 66 वर्ष मानी जा सकती है।

प्रश्न 5 : वैवाहिक स्थिति

41. इस प्रश्न का उत्तर देने के लिए नीचे लिखे संक्षिप्त रूप (एब्रीवियेशन) प्रयोग करें।

कु०—कुंवारा/कुंवारी अर्थात् जिसकी अभी तक शादी नहीं हुई हो,

शा०—शादीशुदा अर्थात् जो इस समय विवाहित है,

विध०—विधुर अर्थात् जिसकी पत्नी की मृत्यु हो चुकी हो, अथवा विधवा अर्थात् जिसके पति की मृत्यु हो चुकी हो,

अ०—अलग किया हुआ या की हुई अथवा तलाक शुदा

42. जिस व्यक्ति की कभी भी शादी न हुई हो उसके लिए "कु०" लिखें। यदि कोई व्यक्ति इस समय शादीशुदा है तो चाहे वह उसकी पहली शादी हो या दूसरी या तीसरी, उसके लिए "शा०" ही लिखें। यदि विधिवत शादी न हुई हो लेकिन कोई पुरुष या स्त्री वास्तविक रूप में पति या पत्नी के रूप में रहने के कारण, स्थानीय रिवाज या मान्यता के मुताबिक या समाज के द्वारा विवाहित माने जाने के कारण विवाहित माना जाता हो या मानी जाती हो तो उसके लिए 'शा०' ही लिखें। इसी प्रकार यदि किसी मोहल्ले के लोग किसी को शादीशुदा न मानते हों, लेकिन संबंधित पुरुष या स्त्री यह कहे कि वह शादीशुदा है या वास्तव में पति या पत्नी के रूप में रह रहा है या रह रही है तो उसके लिए भी "शा० ही लिखें। जिस स्त्री के पति की मृत्यु हो चुकी है और जिसने दोबारा विवाह नहीं किया है उसके लिए विध०" लिखें। इसी प्रकार जिस पुरुष की पत्नी की मृत्यु हो चुकी है और जिसने दोबारा शादी नहीं की है, उसके लिए भी 'विध० लिखें। यदि कोई पुरुष या स्त्री, अपनी पत्नी या अपने पति से अलग रह रहा है या रह रही है और जिसका अपनी पत्नी या अपने पति के साथ रहने का कोई जाहिर इरादा भी नहीं है तो उसके लिए 'अ०' लिखें। इसी प्रकार यदि किसी को किसी न्यायालय के निर्णय द्वारा या किसी प्रचलित सामाजिक या धार्मिक प्रथा के द्वारा तलाक मिल चुका हो और जिसकी दोबारा शादी न हुई हो, उसके लिए भी "अ०" लिखें। यदि कोई वैश्या हो तो उसकी वैवाहिक स्थिति वही लिखें जो वह बतलाए।

प्रश्न 6 : केवल वर्तमान में विवाहित स्त्रियों के लिये

43. यह प्रश्न केवल उन स्त्रियों से पूछा जाना है जो इस समय शादीशुदा हैं अर्थात् जिनके लिए प्रश्न 5 के जवाब में "शा०" लिखा जा चुका है और सभी स्त्रियों के लिए इस प्रश्न के दोनों भागों के सामने क्रास (×) का चिन्ह लगा दें।

(क) विवाह के समय आयु

44. शादी के समय संबंधित स्त्री की जो भी आयु पूरे-पूरे वर्षों में रही हो, उसका पता लगा कर यहां लिखें। जैसे यदि इस समय शादीशुदा किसी स्त्री का विवाह उसकी आयु के 19वें वर्ष में हुआ है तो यहां 18 वर्ष लिखना होगा। यदि इस समय शादीशुदा किसी स्त्री का एक से अधिक बार विवाह हुआ हो तो उसके सबसे पहले विवाह के समय, पूरे वर्षों में उसकी जो आयु थी वह यहां पर दर्ज की जाएगी

(ख) पिछले एक साल में किसी बच्चे का जन्म

45. आपको यह पता लगाना है कि क्या आपकी भेंट के दिन समाप्त होने वाले एक वर्ष के दौरान में सम्बन्धित (वर्तमान में) विवाहित स्त्री ने किसी बच्चे को जन्म दिया है। चूंकि भेंट के दिन अलग-अलग हो सकते हैं। और उनकी मदद से पिछली एक वर्ष की अवधि को समझने में कठिनाई हो सकती है, इसलिए यह तय किया गया है कि यह एक वर्ष की अवधि सन् 1970 की होली से प्रारम्भ हुआ माना जावेगा अर्थात् प्रश्न इस भाग के उत्तर के लिए हमको यह पता लगाना होगा कि क्या सन् 1970 की होली से लेकर भेंट के दिन तक सम्बन्धित स्त्री ने किसी बच्चे को जन्म दिया है। **इस प्रश्न के उत्तर में "हां" लिखने के लिए यह जरूरी है कि बच्चा जन्म के समय जीवित रहा हो फिर चाहे जन्म के थोड़ी देर बाद ही उसकी मृत्यु क्यों न हो गई हो। लेकिन यदि मरा हुआ बच्चा पैदा हुआ हो तो इस प्रश्न का जवाब "हां" में नहीं दिया जावेगा और इस** प्रश्न के सामने आपको "नहीं" लिखना होगा।

इस प्रकार प्रश्न 6 (ख) का उत्तर "हां" में होने के लिए यह नितांत जरूरी है कि बच्चा जीवित जन्मा हो फिर चाहे उसकी मृत्यु जन्म के तुरन्त बाद या भेंट के समय तक क्यों न हो गई हो।

46. **अक्सर यह देखा जाता है कि यदि पिछली एक वर्ष की अवधि में किसी जीवित बच्चे का जन्म हुआ हो, लेकिन भेंट के समय तक उस बच्चे की मृत्यु हो चुकी हो,** तो उसके जन्म के बाबत विवरण नहीं दिया जाता। इस लिए यह जरूरी हो जाता है कि

इस बाबत ऐसे तरीके से पूछताछ की जाए कि मृत बच्चे की मां या अन्य परिवार वालों की भावनाओं को ठेस न लगे और आवश्यक जानकारी मिल जाए। उदाहरण के लिए, मान लीजिए कि जब आप यह पूछते हैं कि क्या पिछली होली के लगभग (सम्बन्धित वर्तमान में विवाहित स्त्री के) कोई बच्चा पैदा हुआ है, और इसका उत्तर मिलता है "नहीं" तो पक्का निश्चय करने के लिए आप इस प्रकार का कोई प्रश्न पूछ सकते हैं। हमने देखा है कि कुछ मामलों में यदि बच्चे का जन्म तो हुआ हो लेकिन वह बाद में दुर्भाग्यवश न रहा हो तो उसके जन्म के बाबत सूचना नहीं दी गई थी। कृपा करके यह बताएं कि ऐसी कोई स्थिति यहां तो मौजूद नहीं है। यदि इसके बाद भी जवाब नहीं मिलता है तो ऊपर बताए अनुसार "नहीं" लिख दें।

47 यदि 1 मार्च व 3 मार्च, 1971 के बीच रिवीजनल राउंड करते समय आपको यह पता चले कि किसी वर्तमान में शादी-शुदा स्त्री ने आपकी भेंट के बाद संदर्भ-दिन 1 मार्च, 1971 तक की अवधि में किसी जीवित बालक को जन्म दिया है तो सम्बन्धित स्त्री के बाबत जो पर्ची आप भर चुके हैं उसके प्रश्न 6 (ख) के उत्तर में आवश्यक सुधार कर लें।

प्रश्न 7 : जन्म स्थान

48. इस प्रश्न के उत्तर में सम्बन्धित व्यक्ति के जन्म स्थान के बाबत इन्द्राज किया जाना है व इस प्रश्न के चारों भागों (क), (ख), (ग) और (घ) के उत्तर दिए जाने हैं।

श्न 7 : (क) जन्म का स्थान

49. यदि वह व्यक्ति उसी गांव या शहर में पैदा हुआ था जहां आप उसकी गणना कर रहे हैं तो उस प्रश्न के उत्तर में 'गि" लिख दें और ख, ग और घ सभी के सामने क्राम (×) के निशान बना दें। लेकिन यदि सम्बन्धित व्यक्ति किसी अन्य गांव या शहर में पैदा हुआ हो तो उस जगह का नाम प्रश्न 7 (क) के सामने लिखकर प्रश्न के शेष तीनों भागों अर्थात् ख, ग और घ के सामने नीचे बताए गए तरीके से इन्द्राज करें।

प्रश्न 7 : (ख) ग्रामीण/शहरी

50. जो लोग जनगणना वाले स्थान से अलग किसी स्थान पर पैदा हुए हों उनके बारे में यह पता चलाएं कि उनका जन्म स्थान उनके जन्म के समय गांव था या शहर। यदि सम्बन्धित व्यक्ति को यह बताने में कठिनाई हो तो, जहां वह इस समय रह रहा है, उस जगह का या उस जगह के आसपास की किसी जगह का हवाला देकर उससे पूछें कि क्या उसका जन्म स्थान उसके जन्म के समय के आस-पास इतना ही बड़ा था या इससे बड़ा या छोटा था आप उसकी सहायता के लिए कुछ ऐसी बातों का जिक्र भी कर सकते हैं जो आमतौर पर शहरों में होती हैं। जैसे मिलें और फैक्ट्रीज, म्युनिसिपैलिटी, जल-वितरण व्यवस्था, इत्यादि। यदि सम्बन्धित व्यक्ति के बारे में यह पाया जाए कि वह किसी गांव में पैदा हुआ था तो यहां पर "गां० लिखें और यदि यह पाया जाए कि वह किसी शहर में पैदा हुआ था तो "श०' लिखें। यदि वह व्यक्ति विदेश में पैदा हुआ हो तो प्रश्न 7 (ख) और 7 (ग) दोनों के सामने क्राम (×) के चिह्न लगा दें। यदि हर मुमकिन कोशिश के बाद भी यह पता न चल सके कि जन्म स्थान ग्रामीण था या शहरी तो "अज्ञात" लिखें।

प्रश्न 7 : (ग) जिला

51. प्रश्न के इस भाग का जवाब उन्हीं हालतों में देना जरूरी होगा जब कि सम्बन्धित व्यक्ति के जन्म का स्थान, जहां उसकी गणना हो रही है, उस गांव या शहर से बाहर कहीं पर हो। यदि सम्बन्धित व्यक्ति का जन्म उसी जिले में हुआ हो जिस जिले के गांव या शहर में उसकी गणना हो रही है तो यहां पर "जि०' लिखें। यदि सम्बन्धित व्यक्ति का जन्म इसी राज्य के किसी दूसरे जिले में या किसी अन्य राज्य अथवा केन्द्रीय शासित प्रदेश (यूनियन टेरीटरी) में हुआ हो तो सम्बन्धित जिले का नाम लिखें। यदि व्यक्ति जिले का नाम नहीं बता सकता हो तो "अज्ञात" लिखें।

प्रश्न 7 : (घ) राज्य/देश

52. यदि सम्बन्धित व्यक्ति का जन्म इसी राज्य में हुआ हो तो यहां पर क्राम (×) बनावें। ध्यान रखें कि यदि प्रश्न के इस भाग के जवाब में क्राम लगाया गया है तो भाग (क) के सामने या तो "गि०" लिखा गया होगा या इसी राज्य के किसी अन्य गांव या शहर का नाम लिखा हुआ होगा और भाग (ग) के सामने या तो "जि०"लिखा हुआ होगा या इस राज्य के किसी और जिले का नाम लिखा हुआ होगा। यदि ऐसा नहीं है तो आपके समझने और लिखने में कहीं गलती है जिसे आप सुधार लें।

53. यदि व्यक्ति का जन्म इस राज्य के बाहर लेकिन भारतवर्ष में कहीं पर हुआ हो तो प्रश्न 7 (घ) के सामने सम्बन्धित राज्य अथवा केन्द्रीय शासित प्रदेश का नाम लिखें।

54. यदि सम्बन्धित व्यक्ति का जन्म भारत के बाहर हुआ हो तो 7 (घ) के सामने केवल उस देश का नाम लिखें जहां उसका जन्म हुआ हो। उस देश के राज्य या प्रान्त का जिक्र करना जरूरी नहीं है। यदि सम्बन्धित व्यक्ति को उस देश का नाम याद न हो तो वह देश जिस महाद्वीप में हो उसका नाम लिख दिया जावे।

55. यदि सम्बन्धित व्यक्ति का जन्म समुद्र यात्रा के दौरान हुआ हो तो प्रश्न 7 (घ) के सामने 'समुद्र पर जन्म' लिख और इस प्रश्न के भाग क, ख, ग के सामने क्रास (×) लगा दें। यदि सम्बन्धित व्यक्ति का जन्म इसी प्रदेश में किसी रेल, नाव या बस यात्रा के दौरान हुआ हो तो इस प्रश्न के भाग क, ख और ग का जवाब उस राज्य, जिले, गांव या शहर को ध्यान में रखते हुए दें जिसमें उस व्यक्ति का जन्म हुआ हो या जहां पर उस व्यक्ति के जन्म की रजिस्ट्री हुई हो।

प्रश्न 8 : पिछला निवास

56. इस प्रश्न का उत्तर उन सभी व्यक्तियों के बारे में भरा जावेगा जहां उनकी गणना की जा रही है उस स्थान पर आने से पहले सामान्यतय (Normally) किसी दूसरे स्थान के निवासी थे। उदाहरण के लिए यही मुमकिन है कि किसी व्यक्ति का जन्म तो वहीं हुआ हो जहां उसकी गणना की जा रही है लेकिन शिक्षा प्राप्त करने के लिए या काम-धन्धे के सिलसिले में वह अपने जन्म स्थान से बाहर जाकर कहीं पर रहा हो और फिर वापिस वहां आ गया हो जहाँ आप उसकी गणना कर रहे हैं। ऐसी हालत में वह व्यक्ति जिस दूसरे स्थान पर रह रहा हो, वह उसका पिछला निवास स्थान कहलाएगा। यह ध्यान रखें कि यदि कोई व्यक्ति एक ही शहर में किसी दूसरे मोहल्ले में इस प्रकार रहा हो तो वह मोहल्ला या वार्ड उसका पिछला निवास स्थान नहीं कहलाएगा। मतलब यह है कि **यहां पिछले निवास स्थान से तात्पर्य केवल उन गांवों या शहरों से है जो वर्तमान गांव या शहर से भिन्न और बाहर हैं।** जो बात शहर और उसके मोहल्लें या वार्डों में सही है वही गांव की ढाणियां (मजरों, टोले, Hamlet) के बारे में कही जा सकती है। यदि कोई व्यक्ति सिर्फ दौरे पर, थोड़े समय के कार्य के लिए छुट्टी, तीर्थ यात्रा या अन्य यात्रा के लिए कहीं गया हो या कई जगहों पर घूमता रहा हो तो जिन स्थानों पर वह गया हो, वे उसके पिछले निवास स्थान नहीं माने जाएंगे। **किसी स्थान को पिछला निवास स्थान माने जाने के लिये यह जरूरी है कि कोई व्यक्ति अपना स्थान छोड़कर नियमित रूप से उस दूसरे स्थान पर जनगणना से पहले किसी भी समय जा कर रहा हो।** जिस व्यक्ति की पर्ची आप भर रहे हैं यदि वह इस प्रकार किसी दूसरे स्थान पर रह चुका हो तो उसके बारे में नीचे बताए अनुसार आपको इस प्रश्न के अलग-अलग हिस्सों के जवाब देने हैं।

प्रश्न 8 : (क) पिछला निवास स्थान

57. यदि कोई व्यक्ति जन्म से ही उस गांव या शहर में रह रहा हो जहां आप उसकी गणना कर रहे हैं तो प्रश्न 8 (क) के सामने "गि०" लिखें और प्रश्न 8(ख), (ग) और (घ) के सामने क्रास (×) के चिह्न लगा दें। (जैसा ऊपर बताया जा चुका है, थोड़े समय की यात्राओं, दौरों, तीर्थ यात्राओं इत्यादि को गणना में नहीं लिखा जावेगा)। अर्थात् इन यात्राओं के दौरान यदि कोई व्यक्ति किसी एक स्थान या कई स्थानों पर जाकर थोड़े समय के लिए रहा हो तो वे पिछले निवास स्थान नहीं माने जाएगे। लेकिन यदि सम्बन्धित व्यक्ति का कोई अन्तिम पिछला निवास स्थान रहा हो तो प्रश्न 8 (क) के सामने उस गांव या पिछले निवास वाले गांव या शहर का नाम लिखें और प्रश्न (ख) (ग) और (घ) के उत्तर नीचे बताए अनुसार भरें।

प्रश्न 8 : (ख) ग्रामीण/शहरी

58. यह पता लगावें कि सम्बन्धित व्यक्ति का पिछला निवास स्थान ग्रामीण था या शहरी। यदि वह ग्रामीण (Rural) रहा हो तो 8 (ख) के सामने "गा०" लिखें और अगर शहरी (Urban) रहा हो तो "श०" लिखें। यदि पिछला निवास स्थान किसी विदेश में रहा हो तो यहां पर क्रास (×) लगावें। यदि पिछला निवास स्थान ग्रामीण था या शहरी यह निश्चय करना मुमकिन न हो सके तो "अज्ञात" लिख दें। **यह ध्यान रखें कि पिछला निवास स्थान ग्रामीण है या शहरी यह हमको उस समय के हिसाब से लिखना है जब सम्बंधित व्यक्ति पिछले निवास स्थान को छोड़कर गणना वाले स्थान में आ गया हो।** अर्थात् मान लिजिए एक व्यक्ति एक गांव में जा कर रहा हो और फिर उस शहर में आ गया जहां अब उसकी गणना हो रही है। उसके वह गांव छोड़ने के बाद वह गांव म्यूनिसिपैलिटी बन गया तो ऐसी हालत में हमें उसका पिछला निवास स्थान "गांव" ही बताना है "शहर" नहीं। यदि सम्बन्धित व्यक्ति यह बताने में असमर्थ हो कि उसका पिछला निवास स्थान ग्रामीण था या शहरी तो आप उसको ऊपर पैरा नं० 50 में बताए गये तरीके से उसकी मदद कर सकते हैं।

प्रश्न 8 : (ग) जिला

59. यदि पिछला निवास स्थान उसी जिले का कोई गांव या शहर हो जिस जिले के किसी गांव या शहर में आप सम्बन्धित व्यक्ति की गणना कर रहे हैं तो यहां पर "जि०" लिखें। लेकिन यदि पिछला निवास स्थान इसी राज्य के किसी और जिले या किसी और राज्य या केन्द्रीय शासित प्रदेश के जिले में हो तो उस जिले का नाम लिखें (यदि केन्द्रीय शासित प्रदेश मे जिले न हों तो प्रदेश का नाम लिखें)। यदि उस जिले का नाम पता लगाने की सम्भावना न हो तो "अज्ञात" लिखे। यदि पछिला निवास स्थान इस देश के बाहर कहीं हो तो क्रास (×) लगावें।

प्रश्न 8 : (घ) राज्य/देश

60. यदि अन्तिम पिछला निवास स्थान गणना वाले स्थान से अलग हो लेकिन इसी राज्य/केन्द्र शासित प्रदेश में हो तो 8 (घ) के सामने क्रास (×) लगावें लेकिन यदि पिछला निवास स्थान इस देश के किसी अन्य राज्य या केन्द्रीय शासित प्रदेश में हो तो उस

राज्य या प्रदेश का नाम लिखें। यदि पिछला निवास स्थान इस देश के बाहर कहीं हो तो उस देश का नाम लिखें। और यदि वह नाम मालूम करने में कठिनाई हो तो उस महाद्वीप का नाम लिखें जिसमें वह देश है।

प्रश्न 9 : गणना के गांव या शहर में निवास की अवधि

61. यहां आपको पूरे-पूरे वर्षों में वह अवधि लिखना है जिसके दौरान सम्बन्धित व्यक्ति उस गांव या शहर में लगातार रहता आया है जहां आप उसकी गणना कर रहे हैं। यह प्रश्न उन पर भी लागू होगा जिनका जन्म वहीं हुआ हो जहां उनकी गणना की जा रही है मानें लीजिए किसी व्यक्ति का जन्म उसी गांव या शहर में हुआ जहां आप उसकी गणना कर रहे हैं लेकिन चार साल पहले वह कहीं और रहने के लिए चला गया और दो साल वहां बिताकर फिर इसी गांव या शहर में आ गया ऐसी हालत में इस प्रश्न के उत्तर में दो वर्ष लिखा जावेगा। लेकिन यदि कोई व्यक्ति जन्म से ही वहां रहता आया हो जहां आप उसकी गणना कर रहे हैं (अर्थात् जिसके लिए प्रश्न 8 (क) के जवाब में आप "गि०" लिख चुके हों) तो उसके लिए प्रश्न 9 के सामने क्रास ( ) लगाना होगा। यह तो स्पष्ट ही है कि थोड़े समय की यात्राओं, दौरों इत्यादि का कोई प्रभाव पिछले निवास स्थान और गणना वाले स्थान पर निवास की अवधि वाले प्रश्नों अर्थात् प्रश्न 8 व 9 के उत्तरों पर नहीं पड़ेगा। जिस व्यक्ति के लिए गणना वाले स्थान पर लगातार रहने की अवधि एक वर्ष से कम हो उसके लिए "0" लिखें।

प्रश्न 10 : धर्म

62. इस प्रश्न के उत्तर में विभिन्न धर्मों के लिए निम्न प्रकार से संक्षिप्त रूप का इस्तेमाल करें –

(1) हिन्दू धर्म के लिए	"हि०"
(2) इस्लाम धर्म के लिए	"मु०"
(3) क्रिश्चियन धर्म के लिए	"क्रि०"
(4) सिक्ख धर्म के लिए	"सि०"
(5) बौद्ध धर्म के लिए	'बौ०'
(6) जैन धर्म के लिए	"जै०"

अन्य धर्म मानने वालों के लिए सम्बन्धित धर्म का पूरा नाम लिख दें।

63. यदि कोई व्यक्ति यह कहता है कि उसका कोई धर्म नहीं है तो जैसा वह कहे वैसा लिख दें। **ध्यान रखें कि प्रश्न 10 के जवाब में धर्म का विवरण देना है न कि जाति का और जाति संबंधी कोई जानकारी नहीं दी जानी है।**

प्रश्न 11 अनुसूचित जातियां और अनुसूचित जन-जातियां

64. अनुसूचित जातियों और अनुसूचित जन-जातियों की एक सूची आपको दी जावेगी आपको यह पता लगाना है कि जिस व्यक्ति की पर्ची आप भर रहे हैं क्या वह आपको दी गई सूची के अनुसार किसी अनुसूचित जाति या जन-जाति का है? प्रश्न 11 के सामने अनुसूचित जाति और जन-जाति के लिए अलग अलग दो लम्ब चौखाने (Rectangles) दिए गए हैं। आपको जैसा भी उत्तर मिले वह सम्बन्धित चौखाने में दर्ज करना है। यदि कोई व्यक्ति न तो अनुसूचित जाति का और न ही अनुसूचित जन-जाति का है तो दोनों चौखानों में क्रास (×) लगा दें

65. यदि कोई व्यक्ति अपनी अनुसूचित जाति या जन-जाति का नाम किसी पर्यायवाची (Synonym) शब्द द्वारा या किसी सामान्य जातिगत नाम द्वारा बताता है तो आप अपनी सूची देखें और यह पता लगावें कि क्या जो नाम वह बता रहा है वह आपकी सूची में मौजूद है। **यदि जो नाम वह बतावे आपकी सूची में मौजूद है तभी उसको अनुसूचित जाति अथवा अनुसूचित जन-जाति का मानें, वर्ना नहीं।** अनुसूचित जाति के लोगों के लिए, 'हरिजन" या "अछूत' जैसे शब्द न लिखें। बल्कि वास्तविक अनुसूचित जाति या अनुसूचित जन-जाति का पता लगा कर उसका नाम सम्बन्धित चौखाने में लिखें। इसी तरह से अनुसूचित जन-जाति के लोगों के लिए "आदिवासी" न लिखें बल्कि सम्बन्धित अनुसूचित जन-जाति का नाम, पता लगा कर उसको दूसरे नम्बर के यानी टूटी हुई रेखाओं वाले चौखाने में लिखें यदि कोई व्यक्ति अपनी वास्तविक अनुसूचित जाति या जन-जाति न बताए और इस बात पर इसरार करे कि उसे सिर्फ हरिजन, अछूत या आदिवासी लिखा जाए तो आप उसे बताइए कि इतना ही काफी नहीं है बल्कि भारत के संविधान के तहत जो सुविधाएं अनुसूचित जाति और जन-जाति के सदस्यों को दी जाती हैं उनको पाने का हकदार होने के लिए अनुसूचित जाति या जन-जाति का वास्तविक नाम बताया जाना जरूरी है तात्पर्य यह है कि आप इस प्रश्न के उत्तर के लिए पहले तो वास्तविक अनुसूचित जाति या अनुसूचित जन-जाति का पता लगावें और फिर यदि वह आप को दी हुई सूची में मौजूद हो तभी सम्बंधित चौखानों में वह नाम दर्ज करें अन्यथा जैसा ऊपर बताया जा चुका है दोनों चौखानों में क्रास (×) लगा दें।

66. केवल हिन्दू और सिक्ख धर्मों में ही अनुसूचित जातियां होती हैं, अर्थात् यदि इस प्रश्न के उत्तर में किसी को अनुसूचित जाति का बताया गया है तो उसके लिए प्रश्न 10 के उत्तर में या तो "हि०" लिखा गया होगा या "सि०"। अनुसूचित जन-जातियां किसी भी धर्म में हो सकती हैं।

प्रश्न 12 : साक्षरता ("सा" या "0")

67 **साक्षर की परिभाषा** :—वह व्यक्ति जो किसी भी भाषा में समझदारी के साथ लिख और पढ़ सकता है साक्षर माना जावेगा। वह व्यक्ति जो सिर्फ पढ़ सकता है लेकिन लिख नहीं सकता साक्षर नहीं माना जावेगा।

68. साक्षर होने के लिए यह जरूरी नहीं है कि सम्बन्धित व्यक्ति ने विधिवत (Formally) शिक्षा प्राप्त की हो या कोई इम्तहान पास किया हो

69. जिस व्यक्ति की पर्ची आप भर रहे हैं यदि वह लिख भी सकता है और पढ़ भी सकता है तो इस प्रश्न के सामने दिए हुए त्रिकोण (Triangle) में "सा०" लिख दें। यदि उस व्यक्ति के लिख या पढ़ सकने के बाबत कोई शक हो तो उससे हिदायतों की इस किताब का कोई हिस्सा पढ़ने या इबारत जैसे कोई साधारण चिट्ठी का कोई भाग लिखने के लिए कहें और इस प्रकार सही स्थिति क्या है इसका पता चला ल जाहिर है कि यह कार्य पूरी व्यवहार कशलता के साथ करना होगा ताकि सम्बन्धित व्यक्ति को बुरा न लगे सिर्फ अपने दस्खत कर सकना साक्षर कहलाने के लिए काफी नहीं है। यदि सम्बन्धित व्यक्ति यह कहे कि वह किसी ऐसी भाषा में साक्षर है (अर्थात् किसी ऐसी भाषा में समझदारी के साथ लिख और पढ़ लेता है) जिसे आप नहीं जानते तो इस व्यक्ति की बात को सही मानते हुए उसको साक्षर मान ल। ऐसी सभी हालतों में उस व्यक्ति के परिवार वालों से भी उस व्यक्ति के साक्षर होने अथवा न होने के बारे म पूछताछ करके तसल्ली की जा सकती है

70. जो व्यक्ति साक्षर न हों अर्थात् जो किसी भी भाषा में न तो लिख सके और न ही पढ़ सके या सिर्फ पढ़ सकें और लिख न सकें उनके लिए प्रश्न 12 के सामने दिए हुए त्रिकोण में 0 लिखें। चार साल तक के सभी बच्चों के लिए "0" लिखे भले ही वे स्कूल जाते हों और थोड़ा बहुत लिखना पढना भी सीख चुके हों।

प्रश्न 13 : शैक्षणिक स्तर

71 यह प्रश्न सिर्फ उन्हें से पूछा जावेगा जिनके लिए प्रश्न 12 के उत्तर में "सा०" लिखा गया है। यदि कोई व्यक्ति इस समय निरक्षर हो तो उस से यह प्रश्न पूछना बेकार होगा भले ही पहले कभी वह स्कूल गया हो और उसने कोई इम्तहान पास किया हो। जिन लोगों के लिए प्रश्न 12 में 0 लिखा जा चुका है उनके लिए यहां पर क्रास ( ) लगा दें। लेकिन जिन लोगों के लिए प्रश्न 12 के उत्तर में "सा" लिखा गया हैं उनके बारे में उनके द्वारा पास की हुई सबसे ऊंची क्लास या सबसे ऊंची शैक्षणिक योग्यता का वर्णन यहां पर किया जाना है।

72. जो व्यक्ति अब भी किसी क्लास में पढ़ रहा है उसके लिए वह क्लास लिखें जो वह पास कर चुका हो। अर्थात् जो व्यक्ति एम० ए० के प्रथम वर्ष में पढ़ रहा है उसके लिए बी०ए० लिखें और जो व्यक्ति एम०बी०बी०एस० (डाक्टरी) के चौथे साल में पढ़ रहा है उसके लिए एम०बी०बी०एस० तीसरा साल लिखें। यदि आप शैक्षणिक स्तर का विवरण (जैसे प्राइमरी मिडिल हायर सैकेन्डरी, पी०यू०सी०, इत्यादि) देने में असमर्थ हों तो उस कक्षा या क्लास का विवरण दे द जो सम्बन्धित व्यक्ति पास कर चुका हो जैसे तीसरी क्लास, ग्यारहवीं क्लास प्रथम वर्ष बी ए० इत्यादि। यदि सम्बन्धित व्यक्ति ने शिक्षा के जो सबसे ऊंचा स्तर प्राप्त किया हो वह यहां लिखें। जिस व्यक्ति ने एक से स्तर की तकनीकी तथा सामान्य दोनों शिक्षाएं प्राप्त की हों उसके बारे में तकनीकी शिक्षा का स्तर लिखें। उदाहरण के लिए यदि एक व्यक्ति ने बी० एस० सी० (जूलोजी) तथा एम० बी० बी० एस० (डाक्टरी) अथवा बी० ए० (गणित) और बी०ई० (इंजीनियरिंग) दोनों पास किए हों तो उसके लिए क्रमश: एम० बी० बी० एस० तथा बी०ई० (इंजीनियरिंग) लिखें। जहां सामान्य शिक्षा का दर्जा तकनीकी शिक्षा के दर्जे से ऊंचा हो या इन दोनों में से कौन सा दर्जा ऊंचा है यह तय करना कठिन हो वहां सम्बन्धित व्यक्ति जिस दर्जे को शिक्षा को ऊंचा बतावे वह दर्जे करें। यदि किसी ने बी० ए० या उसके बाद की (स्नातक या स्नातकोत्तर) कक्षाएं पास की हों तो जिस विषय में उसने निपुणता हासिल की हो यानी स्पैशलाइजेशन (Specialization) किया हो उसका विवरण प्राप्त की हुई डिग्री के बाद ब्रैकेट में लिख दें। जैसे एम० ए० (इतिहास बी० एस० सी० (कृषि) एम० एस० सी० (वनस्पति शास्त्र), इत्यादि। जो संक्षिप्त रूप से (abbreviation) आम बोल चाल के काम में न आते हों उनका उपयोग न करें। ऐसी हालतों में सम्बन्धित डिग्री या डिप्लोमा का पूरा विवरण लिखें। जब भी आप किसी स्नातक या स्नातकोत्तर शिक्षा प्राप्त व्यक्ति (Graduate or Post Graduate) या टैक्निकल डिप्लोमा या डिग्री प्राप्त व्यक्ति की गणना करें तो उसे एक डिग्री धारी तथा टैक्नीकल कर्मचारियों सम्बन्धी कार्ड (Degree Holders and Technical Personnel Card) दें तथा उस व्यक्ति से उसे भरने के लिए कहें।

73. जैसे ही आप ऐसा कार्ड जारी करें सम्बन्धित व्यक्ति की पर्ची के प्रश्न 3 के सामने उसकी शिक्षा का स्तर लिखने के बाद एक सही का चिन्ह (√) लगा दें। इसके कुछ समय बाद लेकिन अपने हल्के में गणना समाप्त करने से पहले जब आप वह कार्ड वापस प्राप्त करें तो जो सही का निशान आप लगा चुके हैं उसके ऊपर एक तिरछी लाइन खींच कर उसके चारों ओर एक गोला खींच दें जैसे ( )। आपको यह ध्यान रखना है कि ऐसे जितने भी कार्ड आप जारी करें उनको अपने ब्लाक में कार्य समाप्त करने से पहले पूरी तरह भरे हुए (Duly filled in) वापिस प्राप्त कर लें। यदि आपको आपके द्वारा भरी गई किसी पर्ची पर प्रश्न 13 के सामने

कोई सही का निशान बिना क्राम किया हुआ और गोले से घिरा हुआ मिलता है तो वह यह बताएगा कि आपने ऐसा कोई कार्ड दिया तो था लेकिन भरवा कर वापिस प्राप्त नही किया ।

प्रश्न 14 : मातृ भाषा

74. परिभाषा –मातृभाषा वह भाषा है जो किसी व्यक्ति के बचपन में उसकी माता ने उससे बोलने के लिए प्रयोग मे लाई थी । यदि सम्बन्धित व्यक्ति के बचपन मे ही उसकी माता का देहान्त हो गया हो तो उसकी मातृभाषा वह होगी जो उसके बचपन में उसके घर पर मुख्यतया बोली जाती रही हो । छोटे बच्चों और मूक-बधिर (Deaf-mutes) लोगों की मातृभाषा वह मानी जावेगी जो उनकी माताएं आम तौर पर बोलती हैं ।

75. मातृ-भाषा का पूरा नाम लिखिए उसका संक्षिप्त रूप नहीं । आपको यह निर्णय नहीं लेना है कि सम्बन्धित व्यक्ति जिस भाषा को मातृ-भाषा बता रहा है वह किसी अन्य प्रमुख भाषा की उप-भाषा या बोली (Dialect) है अथवा नही । इसी प्रकार किसी व्यक्ति के धर्म और उसकी मातृ-भाषा में कोई सम्बन्ध है अथवा होना चाहिए, यह भी आपके विचारने का विषय नही है । आपको केवल सीधे-सीधे उस भाषा का नाम लिख देना है जिसको सम्बन्धित व्यक्ति आपनी मातृ भाषा बताता है । **इस बारे में आप कभी भी किसी प्रकार के विवाद में न पड़ें और जो भाषा मातृ-भाषा बताई जावे उसे ज्यों का त्यों लिख दें ।** यदि आपको यह सन्देह हो कि आपके ब्लाक में लोग आपस में सलाह कर के या किसी और वजह से जानबूझ कर अपनी मातृ-भाषा के बारे में गलत सूचना दे रहे हैं तो मौके पर बिना बहस किए और दिए गए उत्तरों में अपनी तरफ से कोई फेर बदल या सुधार किए बिना आप ऐसी स्थिति की सूचना अपने सीनियर जनगणना अधिकारी को दे ताकि वे इसकी जांच कर सकें ।

प्रश्न 15 : अन्य भाषाएं

76. प्रश्न 14 के उत्तर मे मातृ-भाषा दर्ज करने के बाद आप यह पूछें कि क्या सम्बन्धित व्यक्ति कोई अन्य भारतीय या विदेशी भाषा या भाषाएं जानता है यदि हां तो जो नाम वह बतावे वे यहां पर लिखे जाने हैं । लेकिन यदि वह सिवाय मातृ-भाषा के कोई दूसरी भाषा न जानता हो तो यहां पर क्राम (×) लगा दें ।

77 इस प्रकार के उत्तर मे दो से अधिक भाषाओं के नाम नहीं लिखना है । यह तो स्पष्ट ही है कि वे भाषाएं मातृ-भाषा के अलावा होंगीं । इनको लिखने का क्रम इस प्रकार रखे कि जो अन्य भाषा वह सबसे अच्छी तरह बोलता और समझता है और जिसका इस्तेमाल वह दूसरों से बातचीत करने मे कर सकता हो उसको पहले लिखें व उसके बाद दूसरी भाषा जिसमें उसकी गति या महारत इससे कुछ कम हो । यह जरूरी नहीं है कि सम्बन्धित व्यक्ति इन भाषाओं मे लिख सकता हो । यह काफी होगा यदि उसको इस अन्य भाषा या इन अन्य भाषाओं की काम चलाने लायक जानकारी (वर्किंग नालेज) है जिसकी मदद से वह उस भाषा में वार्तालाप कर लेता है ।

प्रश्न 16 : मुख्य गतिविधि

78. हर व्यक्ति से यह पूछा जावेगा कि उसकी मुख्य गतिविधि क्या है अर्थात् वह मुख्यतया क्या करता है । इस प्रश्न के उत्तर के लिए सभी लोग दो सामान्य श्रेणियों में बटे हुए माने जावेंगे अर्थात् (i) वे लोग जो काम करते हैं और (ii) वे लोग जो काम नहीं करते ।

79. काम करने वाले की परिभाषा:—काम करने वाला अर्थात् काम-धंधा करने वाला व्यक्ति वह है जिसका मुख्य काम दिमागी या शारीरिक परिश्रम द्वारा किसी आर्थिक रूप से उत्पादक कार्य में भाग लेना है । काम में स्वयं काम करना ही नहीं, बल्कि दूसरों के काम की निगरानी करना अथवा निर्देश देना भी शामिल है ।

80. **संदर्भ-काल** (Reference Period) – कोई व्यक्ति काम करने वाला है अथवा नहीं यह पता लगाने के लिए हमको एक विशेष अवधि (Period) को निर्धारित या तय करना होगा जिसके दौरान सम्बन्धित व्यक्ति की गतिविधि को देखते हुए हम यह तय कर सकें कि वह काम-धन्धा करने वाला है अथवा नही । इस उद्देश्य से हम गणना के दिन समाप्त होने वाले एक सप्ताह को संदर्भ-अवधि मानेंगे । यदि कोई व्यक्ति इस पूरे हफ्ते या उसके किसी भाग मे किसी नियमित व्यापार, धन्धे, नौकरी या कारोबार में नियमित रूप से भाग लेता रहा है व यह उसकी मुख्य गतिविधि रही है तो उस व्यक्ति को काम-धन्धे वाला व्यक्ति माना जावेगा । वह व्यक्ति जो आम तौर पर काम-धन्धे करता है लेकिन बीमारी, यात्रा, छुट्टी, हड़ताल, अस्थायी (Temporary) ब्रेक-डाउन इत्यादि की वजह से सन्दर्भ-अवधि के दौरान नियमित काम को नहीं कर पाया है तो भी उसको काम-धन्धा करने वाला माना जाएगा । जो लोग वजीफा या तनख्वाह प्राप्त करते हुए या बिना वजीफा या तनख्वाह प्राप्त किए प्रशिक्षार्थी (Apprentice) की हैसियत से ट्रेनिंग प्राप्त कर रहे हैं वे भी आर्थिक रूप से कार्यशील (Active) माने जाएंगे और काम-धन्धे में लगे हुए दिखाए जाएंगे । लेकिन जिस व्यक्ति को नौकरी या काम का आफर (Offer) मिला है लेकिन उसने अभी वह नौकरी ज्वाइन नहीं की है या काम शुरू नहीं किया है तो उसको काम से लगा हुआ नहीं माना जावेगा ।

81 कुछ काम-धन्धे ऐसे हैं जो सारे साल नहीं चलते जैसे खेती-बाड़ी, पशुपालन, बाग-बगीचे लगाना, कुछ प्रकार के घरेलू उद्योग-धंधे इत्यादि। यदि कोई व्यक्ति ऐसा कोई धंधा करता हो तो उसके बारे में संदर्भ-अवधि को एक साल का माना जाना चाहिए अर्थात् यह देखा जाना चाहिए कि क्या सम्बन्धित व्यक्ति पिछले एक साल के दौरान में कोई ऐसा काम-धंधा करता रहा है जो पूरे साल नहीं चलता बल्कि विशेष - विशेष मौसमों या सीजन्स में चलता है। यह संभव है कि कोई व्यक्ति सारे साल तो किसी दूसरे मुख्य काम-धन्धे में लगा रहे लेकिन गणना के दिन समाप्त होने वाले एक सप्ताह की संदर्भ-अवधि में कोई दूसरा काम-धंधा करता रहा हो। उदाहरण के लिए एक खेतिहर मजदूर गणना के दिन समाप्त होने वाले सप्ताह के दौरान किसी चीनी बनाने वाले कारखाने में मजदूर के बतौर काम करता हुआ पाया जा सकता है। ऐसी हालतों में उसका मुख्य काम-धंधा वही दिखाना चाहिए जो वह आम तौर पर या अमूमन करता है और पिछले हफ्ते में जो दूसरा काम वह करता रहा है वह उसका सहायक या गौण (Subsidiary) धंधा माना जाना चाहिए। इस प्रकार ऊपर दिए गए उदाहरण में मुख्य काम-धंधा खेतिहर मजदूरी का है जबकि चीनी मिल में काम करना उसका सहायक या गौण काम-धंधा है।

82 कोई पुरुष या स्त्री जो मुख्यतया अपने घर का काम-काज (खाना बनाना, झाड़ू-बुहारू इत्यादि) करता है या करती है या कोई लड़का या लड़की जो मूल रूप से (Primarily) किसी संस्था में पढ़ने वाला या पढ़ने वाली विद्यार्थी है तो उसे अपनी मुख्य कार्यवाही के रूप में कोई उत्पादक काम-धंधा करने वाला नहीं माना जाएगा हालांकि यह संभव है कि ऐसे पुरुष या स्त्री, लड़का या लड़की अपने फालतू समय में या आंशिक रूप में अपने परिवार की आर्थिक रूप से उत्पादक कार्यवाही या कार्यवाहियां (व्यापार, घरेलू उद्योग-धंधे आदि) में भाग लेता हो या लेती हो। इसके विपरीत यदि कोई व्यक्ति मूल रूप से किसी आर्थिक रूप से उत्पादन कार्यवाही में लगा रहता हो लेकिन इसके साथ-साथ कुछ घरेलू काम-काज भी करता हो या किसी रात्रि पाठशाला में अध्ययन करता हो तो वह एक काम-धंधे से लगा हुआ व्यक्ति ही माना जावेगा।

83. कोई व्यक्ति जिसके पास बिना कोई कार्य किए कोई बंधी-बंधाई आमदनी की रकम आती है अर्थात् जो किराया या पेंशन प्राप्त करता है और जो रकम उसे मिलती है उसके लिए कोई मानसिक या शारीरिक श्रम नहीं करता तो, यदि वह व्यक्ति उक्त प्रकार से रकम प्राप्त करने के अलावा किसी अन्य आर्थिक रूप से उत्पादक कार्यवाही में भाग नहीं लेता और वह कार्य ही उसका मुख्य काम-धंधा नहीं है, उस व्यक्ति को आर्थिक रूप से काम-धंधे में लगा हुआ नहीं माना जावेगा। उदाहरण के लिए एक व्यक्ति को मकान के किराए से 100 रुपए मिलते हैं और वह 50 रुपए की नौकरी करके तनख्वाह के रूप में भी पाता है तो उसका मुख्य काम-धंधा नौकरी माना जा सकता है और वह काम-धंधे से लगा हुआ व्यक्ति माना जावेगा। लेकिन यदि कोई व्यक्ति किराए से 100 रुपए प्राप्त करता है किन्तु इसके अलावा कोई नियमित काम-धंधा नहीं करता तो वह काम-धंधे से लगा हुआ नहीं माना जावेगा।

प्रश्न 16 : (क) सामान्य श्रेणी

(i) काम करने वाला (का०, खे० म०, पा० उ०, अन्य)

(ii) काम न करने वाला (गृ०, वि०, रि०, आ०, भि०, सं० बि० का०)

84 जिस व्यक्ति की पर्ची आप भर रहे हैं उसने अपनी मुख्य गति विधि के सम्बन्ध में जो जवाब दिया है उसके बावत प्रश्न 16 (क) (i) या 16 (क) (ii) के सामने भरा जावेगा।

प्रश्न 16 (क) (i) : काम करने वाला

85. यदि सम्बन्धित व्यक्ति की मुख्य गतिविधि ऐसी है कि उसे काम-धंधे वाला माना जा सके तो उसकी श्रेणी (Category) के बावत प्रश्न 16 (क) (1) के सामने दी गई जगह में नीचे बताए अनुसार प्रविष्टि (Entry) की जावेगी। लेकिन यदि वह व्यक्ति किसी आर्थिक रूप से उत्पादक कार्यवाही में नहीं लगा हुआ है तो इस स्थान पर क्रास (×) लगा दें। काम-धंधे से लगे हुए लोगों की श्रेणियां निम्न प्रकार से संक्षिप्त रूपों (Abbreviations) की मदद से दिखाई जावेंगी :—

"का०" : काश्तकार

86. जो व्यक्ति मुख्य काम-धंधा काश्तकारी का बतावे उसके लिए 16 (क) (1) के सामने दी गई जगह में 'का०" लिखें।

87 **काश्तकार की परिभाषा**:—जनगणना के उद्देश्य के लिए काश्तकार वह व्यक्ति है जो अपनी खुद की जमीन, सरकार से पट्टे (Lease) पर प्राप्त जमीन या किसी दूसरे व्यक्ति या संस्था से बटाई (नगद या जिन्स) या किराए पर ली गई जमीन या अन्य प्रकार से प्राप्त जमीन पर या तो स्वयं खेती करता है या अपने निर्देशन और देख-रेख में उस जमीन पर खेती करवाता है।

88. काश्तकारी में हल चलाना, बीज बोना, फसल काटना, सभी प्रकार के धान और दालें उगाना जूट कपास और दूसरे रेशे वाली फसलें उगाना, टेपीओका, इत्यादि की फसलें पैदा करना तथा कंद और मूल जैसे आलू, अरबी, चुकन्दर मूंगफली, गन्ना, इत्यादि उगाना शामिल है लेकिन इसमें फल और सब्जी उगाना, फलों के बगीचे लगाना, या चाय, कॉफी, रबर, सिनकोना व दूसरी दवाई इत्यादि के लिए काम में आने वाले पेड़-पौधों के बागान या बगीचे (Plantations) उगाना या रखना शामिल नहीं है।

89. वह व्यक्ति जो जमीन का मालिक तो है लेकिन जिसने वह जमीन किसी दूसरे व्यक्ति या व्यक्तियों को खेती करने के लिए कुछ नगदी, जिन्स या फसल के हिस्से के बदले में दे दी है, और जो इस जमीन में खेती के काम की देखभाल तक नहीं करता तथा वे खेतिहर मजदूर जो केवल मजदूरी के बदले में दूसरों की जमीन पर खेती का काम करते हैं वे काश्तकार नहीं माने जाएंगे।

"खे० म०" : खेतिहर मजदूर

90. जो व्यक्ति अपनी मुख्य गतिविधि खेतिहर मजदूर होना बतावे उसके लिए दी हुई जगह में "खे० म०" लिखें।

91 **खेतिहर मजदूर की परिभाषा :**—वह व्यक्ति जो नगद या जिन्स के रूप में मजदूरी की एवज में किसी दूसरे व्यक्ति के खेत में काम करता है वह खेतिहर मजदूर कहलाता है, ऐसे व्यक्ति को फसल कैसी होती है इससे कोई निजी सरोकार नहीं होता और न उसका उस जमीन पर किसी प्रकार का हक होता है जिस पर वह मजदूरी के एवज में खेती का काम करता है।

"पा० उ०" : पारिवारिक उद्योग

92. यदि कोई व्यक्ति अपनी गतिविधि हाथ-करघे पर कपड़ा बुनना, कपड़ा रंगना, बढ़ईगिरी, बीड़ी बनाना, मिट्टी के बर्तन बनाना (कुम्हार), दूध का व्यापार करना (डेरी चलाना), साईकिल की मरम्मत करना, लुहार का काम करना या सिलाई का काम करना (दर्जी) इत्यादि बताता है, तो यह पता लगाना होगा कि क्या वह काम पारिवारिक उद्योग के रूप में चलाया जाता है और यदि उसका उत्तर हां में हो तो दी हुई जगह में "पा० उ०' लिखना होगा।

93. पारिवारिक उद्योग ऐसा उद्योग है जो परिवार के कर्त्ता तथा परिवार के अन्य सदस्यों द्वारा चलाया जाता है। ग्रामीण क्षेत्रों में ऐसा उद्योग उस परिवार के गांव की सीमा के अन्दर कहीं भी स्थित हो सकता है मगर शहर में यह आवश्यक है कि वह उसी जनगणना मकान में हो जहां परिवार रहता हो। ऐसा उद्योग रजिस्टर्ड फैक्ट्री के पैमाने का न हो।

94 लिहाजा कोई उद्योग पारिवारिक है या नहीं यह तय करने के लिए निम्नलिखित चार बातें देखनी चाहिएं :—

(1) गतिविधि
(2) योगदान
(3) स्थल
(4) पैमाना

(1) **गतिविधि**—पारिवारिक उद्योग में किसी भी प्रकार का उत्पादन, सर्विसिंग या वस्तुओं का बनाना तथा बेचना होता हो। ऐसे लोगों के धंधों जैसे वकील, डाक्टर, नाई, गवइया, नर्तकी, धोबी, ज्योतिषी, इत्यादि या केवल व्यापारिक धंधे पारिवारिक उद्योग नहीं माने जाएंगे हालांकि इस प्रकार के धंधे पारिवारिक सदस्यों द्वारा ही घर पर चलाए जाते हैं।

(2) **योगदान**—परिवार के कर्त्ता और/या एक या एक से अधिक परिवार के सदस्यों का इस उद्योग में योगदान अवश्य हो। यदि उद्योग केवल मजदूरी पाने वाले व्यक्तियों द्वारा ही चलाया जाता है तो योगदान की कसौटी पूरी नहीं हो सकती और यह पारिवारिक उद्योग नहीं माना जाएगा। पारिवारिक उद्योग में मजदूरी वाले लोगों की मदद हो सकती है परन्तु कर्त्ता व अन्य परिवार के सदस्य अवश्य ही मुख्य योगदान देते हों और केवल मजदूरी पर ही निर्भर न हों। योगदान का मतलब वास्तविक कार्य के साथ-साथ संचालन व देखभाल भी है।

(3) **स्थल**—शहरी क्षेत्र में पारिवारिक उद्योग उसी जनगणना मकान में होना चाहिए जिसमें सम्बन्धित परिवार रहता है। यदि वह रहने के मकान के अलावा कहीं और स्थित हो तो वह पारिवारिक उद्योग नहीं माना जाएगा। किन्तु ग्रामीण क्षेत्र में पारिवारिक उद्योग परिवार के घर पर भी हो सकता है अथवा गांव की सीमा में कहीं भी हो सकता है।

(4) **पैमाना**—पारिवारिक उद्योग यदि रजिस्टर्ड फैक्ट्री है तो उसे पारिवारिक उद्योग नहीं माना जा सकता।

किसी भी पारिवारिक उद्योग में ये चारों लक्षण अवश्य ही होने चाहिएं।

95. स्पष्ट ही है कि पारिवारिक उद्योग में किसी प्रकार का उत्पादन, मरम्मत, सर्विसिंग या वस्तुओं का बनाना तथा बेचना होता है। लेकिन यदि किसी स्थान पर केवल वस्तुओं की बिक्री ही होती है तो वह पारिवारिक उद्योग नहीं माना जावेगा। इसी तरह यदि जो वस्तुएं बनाई जाती हैं वे केवल घरेलू उपयोग के लिए हैं तो उनके उत्पादन को पारिवारिक उद्योग नहीं माना जावेगा।

कुछ खास-खास पारिवारिक उद्योगों की सूची परिशिष्ट 3* में नमूने के बतौर दी जा रही है।

*कृपया पृष्ठ 423 देखें।

96. यह संभव है कि कोई व्यक्ति जो अपने घर पर चलने वाले पारिवारिक उद्योग मे भाग न लेता हो वह किसी दूसरों के पारिवारिक उद्योग में काम करता हो अत यह पूछना जरूरी है कि यदि कोई व्यक्ति अपने स्वयं के परिवार के किसी पारिवारिक उद्योग मे भाग नहीं ले रहा है तो कहीं वह किसी दूसरों के पारिवारिक उद्योग में तो भाग नही लेता है ? यदि इसका उत्तर हां' में हो तो ऐसे व्यक्तियों के लिए भी यहां पर 'पा० उ० लिखें।

'अन्य"

97 यदि कोई व्यक्ति काश्तकारी, खेतिहर मजदरी या पारिवारिक उद्योगो के अलावा कोई अन्य काम-धंधा अपनी मुख्य गतिविधि के रूप में करता हुआ पाया जावे तो उसके लिए दी हुई जगह में 'अन्य' लिखें। इस श्रेणी मे फैक्ट्री मजदूर, व्यापार या परिवहन (Trade or Transport) में लगे हुए लोग सभी सरकारी कर्मचारी (Government Servants) स्थानीय शासन के कर्मचारी (Servants of Local Bodies) शिक्षक खानों में काम करने वाले राजनैतिक या सामाजिक कार्यकर्त्ता, मकान बनाने वाले, इत्यादि आते हैं। **अर्थात् जो भी व्यक्ति कोई उत्पादक काम-धंधा अपनी मुख्य गतिविधि के रूप में करता है लेकिन जो खेती, खेंतीहार मजदूरी या पारिवारिक उद्योग का काम नहीं करता वह इसी आम श्रेणी में आयेगा और उसके लिए "अन्य" लिखा जावेगा।** जैसा ऊपर बताया जा चुका है बगीचों, बागानों और वनों में काम करने वाले लोग काश्तकार या खेतिहर मजदूर नहीं माने जाएंगे और उनके लिए भी "अन्य" ही लिखा जाएगा।

98 "अन्य" काम-धंधा करने वालों की श्रेणी में आने वाले तथा पारिवारिक उद्योग में काम करने वाले लोगों के लिए प्रश्न 16 के भाग (ख) से लेकर भाग (च) तक मे और जानकारी भी भरी जावेगी। लेकिन यदि सम्बन्धित व्यक्ति काम न करने वाला हो तो उसके लिए नीचे बताए अनुसार प्रश्न 16 (क) (ii) के सामने इन्द्राज किया जावेगा और 16 (ख) से लेकर (च) तक कोई जानकारी नही भरनी होगी।

प्रश्न 16 (क) (ii): काम न करने वाला

(गृ०, वि०, रि० आ० भि० सं०, वि० का०)

99. जैसा पैरा 78 में बताया जा चुका है प्रश्न 16 का मुख्य उद्देश्य यह है कि जिस व्यक्ति की पर्ची भरी जा रही है उसके बारे में यह पता चलाया जा सके कि उसकी मुख्य गतिविधि (Main Activities) आर्थिक रूप से उत्पादक है या नहीं। जैसा आपने देखा, प्रश्न 16 (क) (i) उन लोगों के बारे में जानकारी भरने के लिए है जो किसी उत्पादक कम-धंधे को अपनी मुख्य गतिविधि के रूप में करते हैं। इसके विपरीत 16 (क) (ii) का उपयोग उस श्रेणी के व्यक्तियों के लिए होगा जिनकी मुख्य गतिविधि कोई आर्थिक रूप से उत्पादक काम-धंधा नहीं है व जो मूल रूप से (Primarily) काम न करने वाले (गैर काम-धंधे वाले) हैं। ऐसे सभी व्यक्तियों की मोटे तौर पर सात श्रेणियां बनती हैं जिनका विवरण उनके लिए उपयोग में आने वाले संक्षिप्त रूपों (Abbreviations) के साथ नीचे दिया गया है।

100. **"गृ०" घरेलू काम काज**––यह श्रेणी उन सभी लोगों के लिए है जो मुख्यतया अपना घरेलू काम काज करते हैं (इनमें वे व्यक्ति शामिल नहीं हैं जो दूसरों के घरों में तनख्वाह पर घरेलू काम करते हैं)। हो सकता है कि ऐसा व्यक्ति घरेलू काम-काज के अलावा थोड़ा बहुत कोई अन्य काम भी करता हो, लेकिन यदि उसका मुख्य काम बिना तनख्वाह पाए अपने घर का काम-काज हो तो उसकी श्रेणी घरेलू काम-काज करने वाली ही रहेगी व उसके लिए प्रश्न 16 (क) (ii) के सामने दी गई जगह में 'गृ० लिखा जावेगा। यदि ऊपर बताए अनुसार ऐसा व्यक्ति घरेलू काम-काज के अलावा अपने बचे हुए समय में कोई दूसरा काम भी करता है जैसे परिवार की खेती में मदद करना बेचने के लिए उपले (कण्डे) बनाना, इत्यादि तो वह दूसरा काम प्रश्न 17 का उत्तर देते समय वर्णित कर दिया जावेगा लेकिन यह भी संभव है कि एक स्त्री मुख्य तौर पर किसी फैक्ट्री, खेत या बगीचे में या कार्यालय या दूकान में काम करे और उसके साथ-साथ, बचे हुए समय में घरेलू काम-काज करे। जाहिर है कि ऐसी हालत में उसकी मुख्य गतिविधि नौकरी या मजदूरी होगी और ऐसी हालत में हमें उसके लिए प्रश्न 16 (क) (ii) के सामने 'गृ०' लिखना गलत होगा।

101. **"वि०" विद्यार्थी**––यह श्रेणी उन लोगों के लिए है जो अपनी मुख्य गतिविधि शिक्षा प्राप्त करना बताते हैं। अत वे सभी लोग जो बाकायदा विद्यार्थी हैं और वे बच्चे जो स्कूल जाने हैं इस श्रेणी में आ जाएंगे। यदि ऐसे लोग मुख्यतया विद्यार्थी हों और बचे हुए समय में या छुट्टियों में किसी घरेलू काम-धंधे, व्यापार पारिवारिक खेती इत्यादि में समय-समय पर बिना तनख्वाह लिए हाथ बटाये तो भी वे विद्यार्थी ही माने जावेंगे। उनके लिए यहां पर 'वि० लिखें। उनकी जो दूसरी गौण गतिविधि है उसका विवरण प्रश्न 17 के उत्तर के सिलसिले में आ जावेगा।

102. **"रि०" रिटायर्ड (अवकाश प्राप्त) या किराया पाने वाला व्यक्ति**––वह व्यक्ति जो सेवा निवृत्त हो चुका है और कोई दूसरा काम नही कर रहा है यानी जिसने दोबारा कोई पूरे समय की नौकरी नहीं की है या जो खेती, व्यापार इत्यादि नहीं कर रहा है या किसी दूसरे सूत्र से बतौर भूमि या मकान के मालिक के किराया या रायल्टी प्राप्त करता है या जो खाते पीते घर का होने के कारण बिना कोई काम किए अपना जीवन यापन करता है तो वह व्यक्ति इस श्रेणी में आयेगा और उसके लिए दी हुई जगह में "रि०" लिखा जावेगा।

103 **"आ०" आश्रित**—इस श्रेणी में सभी आश्रितों, जैसे दूध पीते बच्चे या स्कूल न जाने वाले बच्चे या बीमारी, वृद्धा अवस्था या किसी चोट की वजह से हमेशा के लिए काम के लायक न रहने वाले लोगों को शामिल किया जावेगा। यदि कोई लड़की या वृद्धा स्त्री घर का काम-काज करती है तो उसके लिए पैरा 100 में बताए गए अनुसार "गृ०' श्रेणी उपयुक्त रहेगी न कि "आ०" श्रेणी। आश्रितों में वे काम-धंधा न करने वाले लोग भी शामिल होंगे जो शरीर से स्वस्थ और सक्षम (Able Bodied) होते हुए भी गैर काम-धंधे वालों की किसी और श्रेणी में नहीं आते और जो बिना किसी काम-धंधे की तलाश के पूर्ण रूप से किसी दूसरे पर आश्रित हैं।

104. **"भि०" भिखारी इत्यादि**- -इस श्रेणी में सभी भिखारी, घुमक्कड़ या आवारा (Vagrant) लोग वे स्त्रियां जिनके बारे में यह स्पष्ट नहीं है कि उनकी आमदनी का जरिया क्या है, वे लोग जो जाहिरा तौर पर अपने जीवन-यापन के लिए कोई आर्थिक रूप से उत्पादक काम-धंधा नहीं करते हैं आ जावेंगे।

105. **"सं०" संस्थाएं**- -इस श्रेणी में जेलों में रहने वाले कैदी तथा परोपकारी संस्थाए जैसे अनाथालय, विधवा आश्रम तथा पागलखानों इत्यादि के लोगों को शामिल किया जावेगा हालांकि यह संभव है कि ये कैदी व ये लोग इन संस्थाओं में रहने के दौरान बढ़ई गिरी, दरी बुनना सब्जी उगाना जैसे काम भी करते हों। यदि जेल में कोई ऐसा व्यक्ति हो जिस पर अभी मुकदमा चल रहा हो और उसे सजा न मिली हो (Under-trial) तो उसे कैदी मानकर इस श्रेणी में नही लाना चाहिए बल्कि गिरफ्तार होने से पहले तक वह जो काम-धंधा करता रहा हो उसके अनुसार ही उसे श्रेणी दी जानी चाहिए।

106. **"वि० का०" अन्य काम न करने वाले**—इस श्रेणी में सभी काम न करने वाले वे लोग आएंगे जो ऊपर बताई हुई श्रेणियों में से किसी में भी न आते हों और जो काम-धंधे की तलाश में हो। उनके लिए दी हुई जगह में "वि० का०" लिखें। वह लड़का या लड़की जिसने शिक्षा पूरी कर ली है या पढ़ाई छोड दी है और काम की तलाश में है इस श्रेणी मे आवेगा या आवेगी। यदि कोई व्यक्ति न तो कुछ काम कर रहा है और न काम-धंधे की तलाश में है बल्कि आश्रित की तरह रह रहा है तो उसके लिए पैरा 103 में बताई गई "आ०" श्रेणी ठीक होगी न कि 'वि० का० की श्रेणी। कोई व्यक्ति (चाहे वह किसी भी उम्र का हो और चाहे शिक्षित हो अथवा अशिक्षित) यदि वह किसी काम-धंधे में नहीं लगा हुआ है किन्तु काम-धंधे की तलाश में हो इसी श्रेणी में आएगा।

107. यदि किसी व्यक्ति की मुख्य गतिविधि ऐसी नही है कि उसे काम-धंधा करने वाला माना जावे और प्रश्न 16(क) (i) के सामने उसके लिए क्राम (×) लगाया जा चुका है तब यह जरूरी है कि वह काम न करने वालों की ऊपर बताई गई सात श्रेणियों में से किसी एक श्रेणी का हो व उसके लिए उपयुक्त संक्षिप्त रूप (Abbreviation) प्रश्न 16 (क) (ii) के सामने दिया जावे। इसके विपरीत यदि कोई व्यक्ति काम-धंधा करने वाला पाया गया है और उसके काम-धंधे सम्बन्धी संक्षिप्त विवरण प्रश्न 16(क) (i) के सामने दिया जा चुका है तो उस व्यक्ति के बारे में 16 (क) (ii) के समाने क्राम (×) लगाना होगा। इस प्रकार कोई भी व्यक्ति या तो काम-धंधा करने वाला होगा या काम-धंधा न करने वाला और उसी के अनुसार उसके लिए या तो प्रश्न 16 (क) (i) के सामने प्रविष्टि की जावेगी या प्रश्न 16 (क) (ii) के सामने।

प्रश्न 16 : (ख) से (च) तक

108. प्रश्न 16 के इन भागों का उद्देश्य उस पारिवारिक उद्योग या अन्य काम-धंधे के बाबत विवरण देना है जिसके बाबत प्रश्न 16 (क) (i) के सामने इन्द्राज आप कर चुके हैं। लेकिन यदि किसी व्यक्ति को प्रश्न 16 (क) (i) के सामने काश्तकार (का०) या खेतिहर मजदूर (खे० म०) दिखाया गया है तो उसके बारे में और कोई विवरण 16 (ख) से 16 (च) तक देने की आवश्यकता नहीं होगी।

109. इसी प्रकार यदि किसी व्यक्ति को प्रश्न 16 (क) (ii) के उत्तर मे काम न करने वाला (गृ०, वि०, रि०, आ०, भि० सं०, या वि० का० द्वारा) दिखाया जा चुका है तो उसके बारे में भी प्रश्न 16 के भाग (ख) से (च) के सामने कोई इन्द्राज न किया जाकर प्रश्न के हर भाग के सामने एक क्राम (×) लगाना होगा।

प्रश्न 16 : (ख) काम का स्थान (गांव या शहर का नाम)

110. यदि कोई व्यक्ति प्रश्न 16 (क) (i) के सामने पारिवारिक उद्योग (पा० उ०) या अन्य काम-धंधे (अन्य) मे लगा हुआ दिखाया गया है तो उससे पूछें कि उसके काम का स्थान किस गांव या शहर में है। यदि काम का स्थान वही गांव या शहर है जिसमें उसकी गणना हो रही है तो उसके लिए प्रश्न 16 (ख) के सामने "गि०" लिखें। यदि काम का स्थान कोई अन्य गांव या शहर हो तो उस गांव या शहर का पूरा नाम लिखें। यदि सम्बन्धित व्यक्ति कोई फेरी वाला या रिक्शा खींचने-वाला इत्यादि है, अर्थात् उसका कोई एक नियमित काम का स्थान नहीं है तो उसके लिए यहां पर कोई 'निश्चित स्थान नहीं" लिखें। लेकिन यदि ऐसा व्यक्ति एक ही गांव या शहर में घूम फिर कर काम करता है तो उस जगह का नाम लिखें।

प्रश्न 16 : (ग) प्रतिष्ठान का नाम

111 यहां पर उस फैक्ट्री, फर्म, कारखाने, व्यापारी संस्थान, कम्पनी, दुकान दफ्तर इत्यादि का नाम लिखें जिसमें वह व्यक्ति काम करता है। दफ्तरों के बारे में यह भी लिखें कि वह केन्द्रीय सरकार का है या राज्य अथवा केन्द्रीय शासित प्रदेश की सरकार का, या किसी स्थानीय शासन की संस्था (Local Body) इत्यादि का है। यदि उस संस्थान का कोई निश्चित नाम न हो तो लिखे "नाम नहीं" आमतौर पर पारिवारिक उद्योगों (पा० उ०) जैसे गुड़ बनाना, शहद की मक्खी पालना, हाथ करघे पर कपड़ा बुनना, मिट्टी के बर्तन बनाना, लुहार का काम, को ऐसे ही बिना नाम वाले संस्थानों में चलाया जाता है अत उनके लिए ऊपर बताए अनुसार 'नाम नहीं" लिखें।

प्रश्न 16 : (घ) उद्योग, व्यापार, पेशा, या नौकरी का ब्यौरा

112. प्रश्न के इस भाग का उत्तर बहुत स्पष्ट होना चाहिए ताकि सम्बन्धित व्यक्ति किस प्रकार की आर्थिक गतिविधि में लगा हुआ है यह पूरी तौर पर स्पष्ट हो सके। जैसा आप जानते हैं, समाज की अर्थव्यवस्था के अधीन कई क्षेत्रों या विभागों में काम चलता है। जिसमें उत्पादन होता है और लोगों को जीविका मिलती है। इस प्रकार के आर्थिक गतिविधियों के क्षेत्र ये है --

(1) बाग-बगीचे लगाना, जंगल लगाना व उनमें काम करना, मछली मारना, पशु पालना, इत्यादि

(2) खानों में काम करना और खनिज पदार्थ निकालना

(3) चीजों का उत्पादन करना (Manufacturing)

(4) निर्माण कार्य (Construction)

(5) बिजली, गैस या पानी की सप्लाई करना

(6) वाणिज्य-व्यापार

(7) परिवहन और संचार व्यवस्था (Transport and Communications)

(8) पेशे और सेवाएं।

अब जिस व्यक्ति को प्रश्न 16 (क) (i) के सामने हम पारिवारिक उद्योग (पा० उ०) या अन्य काम-धंधों (अन्य) में लगा हुआ दिखा चुके हैं वह ऊपर बताए हुए आर्थिक गतिविधियों के क्षेत्रों या प्रकारों में से किसी एक में काम करता होगा। प्रश्न के इस भाग का उद्देश्य यह है कि आप आर्थिक गतिविधि के इस क्षेत्र या प्रकार का सही और स्पष्ट विवरण सम्बन्धित व्यक्ति के लिए यहां पर दें। आपकी सहायता के लिए विविध प्रकार की आर्थिक गतिविधियों का विवरण परिशिष्ट 4* दिया गया है जिसमें कुछ प्रमुख आर्थिक गतिविधियों को श्रेणियों में बांट कर दिखाया गया है। यह सूची सम्पूर्ण नहीं केवल उदाहरणार्थ है। आपका काम इस परिशिष्ट में दिए गए निर्देशों के अनुसार प्रश्न 16 (घ) के सामने सम्बन्धित व्यक्ति जिस उद्योग-धंधे, व्यापार या नौकरी जो भी हो में लगा हुआ है उसका विवरण स्पष्ट और पूरी तौर पर देने का है।

प्रश्न 16 : (ङ) काम का विवरण

113. प्रश्न के इस भाग के सामने आपको सम्बन्धित व्यक्ति जो काम वास्तव में कर रहा है उसका विवरण देना है। **प्रश्न 16 (घ) और प्रश्न 16 (ङ) में जो महत्वपूर्ण अंतर है उसे आप भली प्रकार समझ लें। प्रश्न 16 (घ) का उद्देश्य काम को मोटी श्रेणी देना है या यह बताना है कि वह किस प्रकार का है। इसके विपरीत प्रश्न 16 (ङ) के सामने आपको उस काम का विवरण देना है जो वह व्यक्ति वास्तव में कर रहा है।** आपको यहां जो विवरण देना है वह स्पष्ट और पूरा होना चाहिए मान लीजिए एक व्यक्ति एक दफ्तर में क्लर्क है तो प्रश्न 16 (घ) के सामने तो आप लिखेंगे---केन्द्र अथवा राज्य सरकार की नौकरी। अब सवाल यह रहता है कि इस नौकरी के सिलसिले में वह व्यक्ति वास्तव में क्या काम कर रहा है? प्रश्न 16 (ङ) के सामने उसको सिर्फ "क्लर्क" लिखना काफी नहीं होगा क्योंकि दफ्तरों में क्लर्क कई तरह के काम करते हैं। अत क्लर्क के बतौर वह व्यक्ति वास्तव में क्या काम कर रहा है जैसे कि लेखा रखने का काम या डाक भेजने का काम इत्यादि वह बताना होगा। इसी तरह से किसी व्यक्ति के लिए केवल "मैकेनिक' लिखना काफी नहीं होगा क्योंकि मैकेनिक भी कई तरह के होते हैं जैसे, बिजली का मैकेनिक मोटर मैकेनिक या रेलवे इंजन का मैकेनिक।

114. आपकी सहायता के लिए परिशिष्ट 5† में कुछ खास-खास काम-धन्धों की बाबत जिस प्रकार की जानकारी आपको देनी है उसके उदाहरण दे दिए गए हैं। यह सूची पूरी नहीं है केवल उदाहरणार्थ है। इसका उद्देश्य केवल यह बताना है कि किसी व्यक्ति के काम के बाबत प्रश्न 16 (ङ) का उत्तर देने के लिए जानकारी किस प्रकार इकट्ठी की जानी है।

115. यह देखा गया है कि अक्सर कुछ लोगों को सिर्फ "आम मजदूरी"के बतौर दिखा दिया जाता है। यह जरूरी है कि यह पता लगाया जाए कि ऐसे व्यक्ति कौन सी या किस प्रकार की मजदूरी करते हैं। उदाहरण के लिए एक मजदूर सड़क पर बोझा ढोने वाला हो सकता है, गाड़ियों में सामान चढ़ाने या उतारने वाला हो सकता है, निर्माण के काम में लगा हुआ हो सकता है, इत्यादि।

*कृपया पृष्ठ 425 देखें
†कृपया पृष्ठ 429 देखें

116. जो लोग सेवा में हैं उनके लिए 'केन्द्रीय सरकार की सेवा में" लिखना काफी होगा। अन्य कोई विवरण देना जरूरी नहीं है।

117 प्रश्न 16 (घ) और प्रश्न 16(ङ) में जो अन्तर है व उनके जो उद्देश्य हैं वे ऊपर बताए जा चुके हैं। स्थिति को पूरी तरह स्पष्ट करने के लिए यहां दोहराया जाता है कि प्रश्न 16 (घ) का उद्देश्य आर्थिक गतिविधि के क्षेत्र, श्रेणी या प्रकार (फील्ड आफ इकोनोमिक एक्टीविटी) को बताना है। लेकिन प्रश्न 16 (ङ) का उद्देश्य इस श्रेणी के अधीन उस विशेष काम का वास्तविक विवरण देना है जो सम्बन्धित व्यक्ति कर रहा है। इन दोनों का परस्पर सम्बन्ध निम्न उदाहरणों से स्पष्ट हो जाएगा :—

स्पष्टीकरण

प्रश्न 16(घ)	प्रश्न 16 (ङ)
सूती कपड़े का उत्पादन	कैमिकल इन्जीनियर या क्लर्क या अकांउंटैंट या मैनेजिंग डाइरेक्टर इत्यादि।
राज्य सरकार के किसी विभाग में नौकरी .	क्लर्क या अकाउन्टैन्ट या विभाग का निदेशक या विभागीय गाड़ी का ड्राइवर इत्यादि।
निजी डाक्टरी	दांत के डाक्टर या आंख, नाक-कान के डाक्टर या सम्बन्धित निजी दवाखाने में नर्स कम्पाउन्डर या स्वीपर इत्यादि।

परिशिष्ट 6* में जो नमूने के उत्तर दिये गये हैं तथा परिशिष्ट 4 और 5 में जो सूचियां दी गई हैं उनकी तथा अपने जनगणना अधिकारी द्वारा दिये गये प्रशिक्षण की मदद से आप प्रश्न 16 के इन दोनों भागों के बाबत कोई भी संदेह या कठिनाई हो तो उसे दूर कर लें। संक्षेप में प्रश्न 16 (घ) का उद्देश्य **उद्योग, व्यापार, धंधे या नौकरी की श्रेणी का विवरण देना है जबकि प्रश्न 16 (ङ) का उद्देश्य उस वास्तविक काम का विवरण देना है जो संबंधित व्यक्ति उस उद्योग, व्यापार, धंधे या नौकरी के सिलसिले में करता है।**

प्रश्न 16(च) : काम करने वाले का वर्ग

118. प्रश्न के इस भाग के सामने निम्न प्रकार प्रविष्टि करें --

(1) **मालिक** :—यदि संबंधित व्यक्ति "मालिक" (Employer) है अर्थात् जो प्रश्न 16 (घ) में वर्णित उसके काम के सिलसिले में एक या एक से अधिक व्यक्तियों को नौकर रखता है तो उसके लिए 'मा० लिखें।

(2) **नौकर**:—यदि संबंधित व्यक्ति "नौकर" (Employee) है अर्थात् जो प्रश्न 16 (घ) के सामने वर्णित काम दूसरों के अधीन रह कर नकद या जिन्स, तनख्वाह या मजदूरी के एवज में करता है तो उसके लिए "नौ०" लिखें।

(3) **अकेला काम करने वाला**:- -यदि संबंधित व्यक्ति अकेला काम करने वाला व्यक्ति (Single worker) है अर्थात् जो प्रश्न 16 (घ) में वर्णित काम बिना किसी दूसरे को नियमित रूप से नौकर रखे या बिना अपने परिवार वालों की नियमित रूप से मदद के करता है तो उसके लिए "अ० का०" लिखें। इस श्रेणी में औरों के अलावा सहकारी संस्थाओं के सदस्य भी आ जावेंगे।

(4) **पारिवारिक काम करने वाला**.—यदि संबंधित व्यक्ति "पारिवारिक काम धंधा करने वाला" (Family worker) है अर्थात् जो प्रश्न 16 (घ) के सामने वर्णित काम को स्वयं अपने परिवार में बिना नकद या जिन्स में तनख्वाह या मजदूरी के लिए करता है तो उसके लिए "पा० का०" लिखें।

स्पष्टीकरण

119. मालिक वह व्यक्ति है जो प्रश्न 16 (ङ) के सामने वर्णित अपने काम को करने के लिए दूसरों को नौकर के बतौर रखता है अर्थात् ऐसा व्यक्ति जो अपना काम तो करता ही है लेकिन इसके साथ-साथ कुछ दूसरे लोगों को भी काम प्रदान करता है। लेकिन जो व्यक्ति घर के काम के लिए घरेलू नौकरों (domestic servants) को रखता है, या जो एक दफ्तर में काम करता है जहां वह स्वयं किसी के अधीन नौकर है और जहां उसके अधीन कुछ अन्य नौकर हैं तो ऐसा व्यक्ति इस प्रश्न के उद्देश्य के लिए "मालिक" नहीं माना जावेगा फिर चाहे उसको उसके मालिक की ओर से अपने अधीन नौकरों को भर्ती करने और रखने की शक्ति क्यों न मिली हो। इस प्रकार एक सरकारी कार्यालय का निदेशक "मालिक" नहीं माना जावेगा और उसके तथा उसके अधीनस्थ सभी कर्मचारियों के लिए "मालिक" सरकार को ही माना जावेगा।

120. "नौकर" वह व्यक्ति है जो किसी दूसरे व्यक्ति के अधीन नकद या जिन्स के रूप में मिलने वाली तनख्वाह या मजदूरी के एवज में काम करता है। हो सकता है कुछ मैनेजर, एजंट इत्यादि ऐसे हों जो अपने मालिक या एम्पलायर के अधीन काम करते हुए दूसरे लोगों को भर्ती करने और उनसे काम लेने की शक्ति रखते हों। लेकिन जैसा ऊपर बताया जा चुका है कि ऐसे लोग हमारे उद्देश्यों के लिए "मालिक" नहीं बल्कि "नौकर" ही माने जावेंगे।

*कृपया पृष्ठ 431 देखें।

121 इस प्रश्न के उद्देश्य के लिये अकेला काम करने वाला व्यक्ति वह है जो खुद अपने लिए काम करता है व किसी दूसरे के अधीन नहीं होता और किसी दूसरे को भी अपने अधीन काम करने को नहीं रखता यहां तक कि कभी-कभार को छोड़कर अपने परिवार के लोगों को भी नहीं। अकेले काम करने वाले की इस परिभाषा में वे लोग आ जावेंगे जो साझे में मिलकर काम करते हैं या किसी उत्पादक सहकारी समिति के सदस्य हैं और किसी को अपने अधीन नौकर के रूप में नहीं रखते। ऐसी हर सहकारी समिति का हर सदस्य 'अकेला काम करने वाला' माना जावेगा।

122. 'पारिवारिक काम करने वाला' व्यक्ति परिवार का वह सदस्य है जो परिवार के किसी उद्योग, व्यापार कारोबार या सेवा के काम में हिस्सा बटाता है और इसके बदले नकद या जिन्स में मजदूरी नहीं लेता। धोबियों के एक परिवार का उदाहरण दिया जा सकता है जिसके सभी लोग मिलकर कपड़े धोने का काम करते हैं लेकिन किसी को अलग से कोई तनख्वाह नहीं मिलती है। उद्योग, व्यापार और धंधों में भी इसी प्रकार के पारिवारिक काम-धंधे वाले मिल सकते हैं। इस परिभाषा के उद्देश्य के लिये परिवार के सदस्यों का आपस में रिश्तेदार होना जरूरी नहीं है बल्कि इसके अलावा भी लोग ऐसे परिवार के सदस्य हो सकते हैं। यह भी जरूरी नहीं है कि ऐसे परिवार के सदस्य को परिवार के कर्ता या अन्य किसी सदस्यों द्वारा चलाये जा रहे व्यापार या धंधे से होने वाले लाभ का कोई हिस्सा मिले ही मिले।

123. परिवार के वे सदस्य जो सिर्फ घरेलू काम-काज में सहायता करते हैं पारिवारिक काम-धंधे वाले नहीं माने जावेंगे।

124. जिन लोगों के लिए प्रश्न 16(क)(i) के सामने 'पा० उ०' (पारिवारिक उद्योग) लिखा जा चुका है वे आमतौर पर इन तीन श्रेणियों में से होंगे :—

(1) पारिवारिक काम करने वाला	पा० का०
(2) अकेला काम करने वाला	अ० का०
(3) नौकर	नौ०

ऐसे व्यक्तियों में कोई मालिक (मा०) नहीं होगा। पारिवारिक उद्योग ज्यादातर परिवार के मुखिया द्वारा या परिवार के अन्य सदस्यों द्वारा चलाया जाता है और उसमें बाहर से मजदूरी पर रखे गये कर्मचारियों का कार्य (Role) गौण होता है। यदि किसी पारिवारिक उद्योग में कभी-कभार कोई मजदूर या नौकर रख भी लिया जावे तो इससे उस पारिवारिक उद्योग को चलाने वाले "मालिक" की श्रेणी में नहीं आते। यदि किसी पारिवारिक उद्योग में मुखिया तथा उसके परिवार के अन्य सदस्यों ने कुछ बाहर के मजदूरों को भी नौकरी पर रखा हुआ है तो उस मुखिया तथा उसके परिवार के सदस्यों को पारिवारिक काम-धंधे वाला मानना चाहिये। लेकिन यदि सिर्फ कर्ता दूसरे मजदूरों की मदद से काम कर रहा है तो वह या परिवार का अन्य सदस्य अकेला काम करने वाला माना जावेगा। प्रश्न 16 और 17 भरने के लिए कुछ उदाहरण परिशिष्ट 6* में दिये गये हैं।

प्रश्न 17 : दूसरा काम

125. यह प्रश्न हर व्यक्ति से पूछा जाना चाहिये चाहे उसके बारे में 16 (क) (i) के सामने इन्द्राज किया गया हो चाहे 16 (क) (ii) के सामने। जैसा पहले बताया जा चुका है प्रश्न 16 (क) (ii) के सामने उन लोगों के बाबत इन्द्राज होना है जिनकी मुख्य गतिविधि पर कामकाज पढ़ाई-लिखाई इत्यादि है व जो या तो कोई और आर्थिक दृष्टि से उत्पादक काम न कर रहे हों या जो मुख्य रूप से घर का कार्य पढ़ाई-लिखाई इत्यादि करते हुए किसी दूसरी आर्थिक गतिविधि जैसे पारिवारिक उद्योगों को चलाना, परिवार के जानवर चराना पारिवारिक व्यापार इत्यादि में भाग लेते हों। ऐसे लोग मुख्य रूप से काम न करने वाले होते हैं लेकिन इसके साथ साथ वे कोई दूसरा काम भी करते रहते हैं हालांकि वे उस काम-धंधे को पूरा समय और ध्यान नहीं देते। यह दूसरी प्रकार की गतिविधियां दूसरे सहायक या गौण (Secondary) काम या गतिविधियों की श्रेणी में आती हैं और इनके बारे में इन्द्राज यहां किया जाना है।

126. हर व्यक्ति से यह पूछें कि क्या प्रश्न 16(क) (i) या प्रश्न 16(क) (ii) के सामने दर्ज उसकी मुख्य गतिविधि के अलावा वह किसी और दूसरे काम में भी भाग लेता लेती है। बहुत से घरेलू काम काज करने वाले और विद्यार्थी जिनके बारे में 16 (क) (ii) के सामने (गृ०) या (वि०) लिखा जा चुका होगा अपनी मुख्य गतिविधि के अलावा किसी दूसरी गौण आर्थिक गतिविधि में भाग लेते हुए पाए जा सकते हैं लेकिन सिर्फ घर के लिए कोई काम करने या घरेलू उपयोग के लिए कोई चीज बनाने को आर्थिक गतिविधि नहीं माना जावेगा। उदाहरण के लिए एक नौकर जो अपने मालिक के घर में तनख्वाह के बदले में खाना बनाता है आर्थिक गतिविधि में भाग लेना हुआ माना जावेगा लेकिन एक गृहिणी जो अपने परिवार के लोगों के लिए खाना पकाती है या अन्य काम करती है, आर्थिक गतिविधि में भाग लेती हुई नहीं मानी जावेगी भले ही वह एक नौकर से ज्यादा काम क्यों न करती हो। इसी प्रकार यदि कोई स्त्री अपने घर पर अपने परिवार वालों के उपयोग के लिए करघे पर कपड़ा बनती है तो वह आर्थिक दृष्टि से गतिशील नहीं मानी जावेगी। किन्तु यदि उसके द्वारा बना गया कपड़ा बेचा भी जाता हो और उससे परिवार की कुछ आमदनी बढ़ती हो तो वह आर्थिक

*कृपया पृष्ठ 431 देखें।

दृष्टि से गतिशील गतिविधि मानी जावेगी । इसी तरह एक लड़का जो मूल रूप से एक विद्यार्थी है और जिसके बारे में प्रश्न 16(क)(ii) के सामने (वि०) लिखा जा चुका है अपने खाली समय में या छुट्टीयों में परिवार की खेती में हाथ बटाता है तो वह उसका दूसरा या गौण काम है लेकिन यदि कोई लड़की जो मल रूप में विद्यार्थी है अपने खाली समय में घर के लोगों के लिए कपड़ा बुनने में मदद करती है या घर के काम काज में मदद करती है तो यह उसका दूसरा या गौण काम नहीं माना जावेगा क्योंकि उसके काम से परिवार की आमदनी में कोई वृद्धि या इजाफा नहीं हो रहा है । एक व्यक्ति जो किसी सरकारी दफ्तर में क्लर्क या किसी स्कूल में अध्यापक है, खेती भी करता है या कोई ट्यूशन करता है तो इसे प्रश्न 17 के सामने उसके दूसरे काम के रूप में दिखाया जावेगा । इसी तरह से मुख्य गतिविधि 'खेतिहर मजदूरी" हो सकती है और दूसरा काम 'सीजन के दिनों में चीनी बनाने वाली मिल में मजदूरी करने की ।"

127. प्रश्न 16(क)(i) व प्रश्न 16(ख) से लेकर 16(च) तक के लिए प्रश्नों के उत्तर देने के लिए संक्षिप्त रूपों के उपयोग और काम-धंधे वाले लोगों को श्रेणियों में बांटने के बाबत जो हिदायतें दी जा चुकी हैं वे ही आवश्यक परिवर्तनों के साथ प्रश्न 17(क) से 17(च) तक के उत्तर देने के लिए काम में आयेंगी । अन्तर केवल यही है कि प्रश्न 16(क)(i) का जवाब मुख्य गतिविधि या काम-धंधे के बाबत होगा जबकि 17(क) का उद्देश्य दूसरी या गौण (पार्ट टाइम) सैकेन्डरी गतिविधियों या काम-धंधों के बाबत जानकारी देना है । यह भी ध्यान रखें कि जो गतिविधियां काम न करने वाले लोगों के सिलसिले में ऊपर पैरा 99 से लेकर पैरा 107 तक में बताई जा चुकी है उनमें से किसी का उल्लेख प्रश्न 17 के उत्तर में दूसरे या गौण काम के रूप में न करें ।

128. प्रश्न 16 के सामने उत्तर देने के लिए कुछ उदाहरण परिशिष्ट 6 में दिये गये है । आप अपना काम शरू करने से पहले तथा जब भी कोई शक या कठिनाई हो तो अपने सीनियर जनगणना अधिकारी की मदद लें । आप इन नमूनों की पर्चियों तथा उदाहरण को बहुत ध्यान से देखें ।

जनसंख्या रिकार्ड

129. जैसे ही आप किसी परिवार के सभी सदस्यों के बाबत व्यक्तिगत पर्चियां भर चुकें आपको उस परिवार के सभी व्यक्तियों से संबंधित कुछ सूचनाओं को एक "जनसंख्या रिकार्ड" में दर्ज करना है जिसका (फार्म परिशिष्ट 10*) के रूप में इस पुस्तिका के आखिर में दिया गया है । यदि आप यह समझें कि मौके पर ही जनसंख्या रिकार्ड भरने में ज्यादा समय लगेगा तो आप दिन का काम समाप्त करने के बाद घर पर भी इस रिकार्ड को भर सकते हैं । लेकिन यह जरूरी है कि जैसे ही आप किसी परिवार के सभी सदस्यों के बाबत पर्चियां भर चुकें, आप उन पर्चियों पर दर्ज लोकेशन कोड व परिवार नंबर (जो उन सभी पर्चियों के लिए समान ही होगा) जनसंख्या रिकार्ड पर नोट कर लें और कालम 2 में उस परिवार के सभी छोटे बड़े सदस्यों के नाम लिखें । इससे यह फायदा होगा कि कोई परिवार जनसंख्या रिकार्ड में आने से नहीं रहेगा और परिवार के सभी सदस्यों की बाबत पर्चियां भरी गई हैं या नहीं इसकी चैकिंग भी हो जावेगी । जनसंख्या रिकार्ड के फार्म आपको रजिस्टरों की शक्ल में सिले हुए मिलेंगे । साधारणतया हर पृष्ठ पर एक परिवार के बाबत प्रविष्टियां की जाएंगी लेकिन यदि किसी बड़े परिवार में इतने अधिक सदस्य हैं कि जनसंख्या रिकार्ड के एक फार्म पर उन सब के बारे में इन्द्राज न हो सके तो आप एक ही परिवार के लिये दो या तीन फार्म भी प्रयोग में ला सकते हैं लेकिन जब भी ऐसा करें तो जो अतिरिक्त फार्म आप प्रयोग में लावें उनके ऊपर 'क्रमश:" साफ-साफ और बड़े अक्षरों में लिख दें ताकि हर परिवार के बाबत रिकार्ड अलग रहे । जनसंख्या रिकार्ड के किसी भी पृष्ठ पर दो परिवारों के बाबत इन्द्राज कभी न करें । जनसंख्या रिकार्ड को भरने में कोई कठिनाई नहीं आनी चाहिये हर फार्म के ऊपर संबंधित परिवार नम्बर दायें हाथ की तरफ व उससे संबंधित लोकेशन कोड बायें हाथ की तरफ भरें । ब्लाक का नम्बर जो जगह ब्रैकेट में छोड़ी गई है, उसी में लिखें । जैसा पैरा 24 से 28 तक में बताया गया है परिवार नम्बर ठीक-ठीक लिखना बहुत जरूरी है । संस्थागत परिवारों के संबंध में पैरा 27 में बताए गये अनुसार (सं०) लिखें और बेघर के परिवारों के लिए पैरा 28 में बताये गये अनुसार 'O' लिखें । जनसंख्या रिकार्ड में जो इन्द्राज आप करेंगे उनकी मदद से आपको प्रगणक का गोश्वारा (Enumerator's Abstract) में आपके ब्लाक में कुल आबाद रिहायशी मकान (Occupied Residential Houses) परिवार, संस्थागत परिवार और बेघरबार परिवार हैं उसके बाबत जानकारी भरनी होगी । अत: जनसंख्या रिकार्ड में परिवार नम्बर ठीक-ठीक भरें ताकि प्रगणक के गोश्वारे में आवश्यक जानकारी सही-सही भरी जा सके । आपको दाहिनी ओर परिवार नम्बर के नीचे अ०जा०/अ०ज०जा० के परिवार के कर्त्ता की सूचना भरनी है । इस विषय की सूचना आपको व्यक्तिगत पर्ची के प्रश्न 11 से मिल गई होगी कि परिवार का कर्त्ता अ० जा०/अ०ज०जा० का है । यदि परिवार का कर्त्ता अ० जा०/अ० ज० जा० का है तो अ० जा०/अ० ज० जा० लिखकर साथ ही उसकी जाति का नाम भी लिखें । जनसंख्या रिकार्ड के कालम स्पष्ट ही हैं । आप को हर कालम में संबंधित परिवार के हर व्यक्ति के बाबत जानकारी भरनी है । यह जानकारी वही है जो आप उस व्यक्ति की व्यक्तिगत पर्ची भरते समय प्राप्त कर चुके हैं । फिर भी जनसंख्या रिकार्ड के कालम 9 के बाबत कुछ हिदायतें देना जरूरी हैं । जिन व्यक्तियों ने व्यक्तिगत पर्चियों के प्रश्न 16 (क) (i) के जवाब में अपने आपको काम करने वाला बताया है उनके लिए तो, जैसा आप देख चुके हैं, प्रश्न 16 (क) (i) के जवाब में काम करने वाले व्यक्ति की श्रेणी दर्ज करनी है । ऐसे लोग चार में से किसी एक श्रेणी के हो सकते हैं अर्थात् काश्तकार (का०), खेतिहर मजदूर (खे० म०), पारिवारिक उद्योगों में लगे हुए (पा० उ०) और अन्य काम-धन्धे वाले लोग (अन्य) । यदि कोई काम करने वाला व्यक्ति काश्तकार या खेतिहर मजदूर है तो उसके लिए जनसंख्या रिकार्ड के कालम 9 में "का०" या "खे० म०" लिखना पर्याप्त होगा

*कृपया पृष्ठ 436 देखें ।

लेकिन यदि कोई व्यक्ति या तो पारिवारिक उद्योग में लगा हुआ है या किसी अन्य काम धन्धे में लगा हुआ हो तो उसके लिये जनसंख्या रिकार्ड के कालम 9 में उसके काम का वह विवरण दे दें जो उसकी व्यक्तिगत पर्ची के प्रश्न 16 (ङ) के उत्तर में आप दे चुके हैं। जिन लोगों ने अपने आपको काम न करने वाला बताया है उनके लिए जनसंख्या रिकार्ड के कालम 9 में आप वही संक्षिप्त रूप प्रयोग करें जो उनके लिये व्यक्तिगत पर्ची के प्रश्न 16(क) (ii) के उत्तर में प्रयोग कर चुके हैं

130. आपको अपने ब्लाक में रहने वाले सभी परिवारों के सभी सदस्यों की गणना 10 फरवरी से 28 फरवरी 1971 के बीच में पूरी कर लेनी है। इस दौरान आप उन जगहों को भी नोट कर लें जहां पर बेघरबार लोगों के रहने की सम्भावना है। ऐसी जगह सड़क के किनारे, फुटपाथों पर, मन्दिरों के अहातों में, पुलों के नीचे इत्यादि हो सकती है। 28 फरवरी की रात को आपको सभी बेघर-बार लोगों की गणना शीघ्रतापूर्वक करनी है। यदि ऐसा लगे कि आपके ब्लाकों में ऐसे बेघरबार लोगों की संख्या बहुत अधिक है और इस वजह से आप अकेले उन सब की गणना 28 फरवरी, 1971 की रात को नहीं कर पायेंगे तो इस बाबत आपको अपने सुपरवाइजर को रिपोर्ट देनी चाहिये जो आपकी सहायता के लिये एक या एक से अधिक प्रगणक इस विशेष काम के लिये और सिर्फ 28 फरवरी 1971 की रात के लिये देंगे। अक्सर ऐसा होता है कि गांव और शहरों की बाहरी सीमाओं पर कुछ खुली हुई जगहों में घुमक्कड़ (खानाबदोश) जातियों के कुछ दल कुछ समय के लिए बस जाते हैं ऐसे सभी दलों की गणना 28 फरवरी, 1971 की रात को होनी है। लेकिन इस बात का ध्यान रखें कि ऐसे घुमक्कड़ (खानाबदोश) लोगों की गणना आपके ब्लाक में आने से पहले कहीं और न हो चुकी हो। जैसा कि पैरा 28 में बताया जा चुका है कि ऐसे बेघरबार लोगों के लिये व्यक्तिगत पर्ची पर परिवार नं० के लिए जो जगह छोड़ी गई है उसमें साफ साफ और बड़े आकार में "O" लिख दें।

रिवीजनल राउंड

131 28 फरवरी, 1971 के बाद अगले तीन दिनों में अर्थात् 1 मार्च से 3 मार्च, 1971 तक आपको अपने ब्लाकों के सभी परिवारों में दुबारा जाकर एक रिवीजनल राउंड शीघ्रतापूर्वक करना होगा इस रिवीजनल राउंड का उद्देश्य है कि आपके पिछली बार परिवार से मिलने और उसके सदस्यों के बाबत व्यक्तिगत पर्ची भरने से लेकर 28 फरवरी तक के बीच, यदि कोई मेहमान आये हों या कुछ जन्म अथवा मृत्युएं हुई हों तो, उनको ध्यान में रखते हुए, अब अपने रिकार्ड को 1 मार्च 1971 के सूर्योदय के समय तक के लिए अप-टू-डेट बना लें। इस प्रकार यदि रिवीजनल राउंड के दौरान आपको किसी परिवार में कोई ऐसा नया मेहमान मिले जिसकी गणना कहीं और न हो चुकी हो व जो 10 फरवरी से 1 मार्च, 1971 तक बराबर अपने साधारण निवास स्थान से बाहर रहा हो तो उसके लिए व्यक्तिगत पर्ची भरें। इसी प्रकार कोई नया जन्म हुआ हो तो उस बालक के लिए नई पर्ची भरें और प्रश्न 6(ख) से संबंधित उत्तर में आवश्यक सुधार कर लें। पैरा 27 के नीचे जो नोट दिया गया है उसे ध्यान से देखें। इसी तरह से यदि इस बीच में आपके ब्लाक में किसी व्यक्ति की मृत्यु हो गई हो तो आप उसकी पर्ची को रद्द कर दें। रद्द करने का तरीका यह होगा संबंधित पर्ची पर तिरछी रेखा खींच कर उसे क्रास कर दें और पर्ची पर मोटे अक्षरों में "मृत" लिख दें।

यदि मृत व्यक्ति किसी परिवार का कर्ता था और उसकी मृत्यु के कारण उसकी पर्ची रद्द कर दी गई हो तो उस परिवार में उस मृत व्यक्ति के स्थान पर अन्य किस व्यक्ति को कर्ता समझा गया है यह पता चलावें। ऐसे व्यक्ति की पर्ची में प्रश्न दो के उत्तर में दी गई प्रविष्टी को काट कर 'कर्ता' लिखिये और उस परिवार के सभी अन्य सदस्यों की पर्चियों में दी गई प्रश्न दो से सम्बन्धित प्रविष्टियां तदनुसार सुधार लें। इस संबंध में पैरा 36 भी देखें।

प्रगणक का दैनिक पोस्टिंग स्टेटमैन्ट

132. हर दिन आपको व्यक्तिगत पर्चियों में भरे गये कुछ इन्द्राजों के बाबत अपने दैनिक पोस्टिंग स्टेटमैंट में इन्द्राज करनी होगी इसके फार्म भी आपको दे दिये जावेंगे। इस काम को रोज के रोज करें और इकट्ठा न होने दें। यदि आपने यह काम रोज के रोज नहीं किया तो गलती होने की पूरी सम्भावना रहेगी। आपको इस स्टेटमैंट में कालमवार योग लगाना होगा और उन योगों को प्रगणकों के गोश्वारे में भरना होगा अन्य रिकार्ड के साथ इस स्टेटमैंट और गोश्वारे को भी काम समाप्त होने के बाद आपको अपने सुपरवाइजर को सम्भलवाना होगा। स्त्रियों और पुरुषों के लिए अलग-अलग पोस्टिंग के फार्म दिये जायेंगे। आपको ध्यान रखना है कि स्त्रियों के लिए स्त्रियों वाले फार्म और पुरुषों के लिए पुरुषों वाले फार्म ही प्रयोग में लायें। इससे स्त्रियों की कुल संख्या और पुरुषों की कुल संख्या अलग-अलग निकालने में और प्रगणक के गोश्वारे में भरने में बहुत आसानी हो जायेगी। जैसे ही आप रिवीजनल राउंड समाप्त करें अपने पोस्टिंग स्टेटमैंट के नीचे कालमवार योग लगा लें। आप देखेंगे कि जिन कालमों के योग लगाने है और जिनके योगों के बाबत इन्द्राज प्रगणक के गोश्वारे में करना है वे कालम व्यक्तिगत पर्ची के उन प्रश्नों से संबंध रखते हैं जिनके सामने उत्तरों के लिए विशेष आकार वाले स्थान बने हुए हैं अर्थात् प्रश्न 3 (लिंग) जिसके आगे गोला बना हुआ है प्रश्न 11 (अनुसूचित जाति या जनजाति) जिसके आगे दो आयत बने हुए हैं, प्रश्न 12 (साक्षर या निरक्षर) जिसके आगे त्रिकोण बना हुआ है व प्रश्न 16(क) जिसके दो भागों के सामने दो आयत बने हुए हैं यह जरूरी है कि आप इन पोस्टिंग स्टेटमैंट को ध्यान से भरें और उसके कालम वार योगों को अपने गोश्वारों में सही-सही दर्ज करें।

133. सबसे पहले आप हर पोस्टिंग स्टेटमैंट पर गणन कोड गांव शहर के नाम और अपने ब्लाक नम्बर (जो आप को दिया जायेगा) तथा अपने नाम का इन्द्राज करें उसके बाद आवश्यक इन्द्राज क्रम से करते चलें पुरुषों के लिए पुरुषों वाले फार्म स्त्रियों के लिये स्त्रियों वाले फार्मों का इस्तमाल करें ।

134. सर्वप्रथम आप पैड नम्बर 1 की पर्ची में या 1 के बारे में इन्द्राज करें और उसी प्रकार क्रमशः हर पैड और उसकी पर्चियों की बाबत ताकि कोई इन्द्राज दोबारा न हो जाये और कोई पर्ची छूट भी न जाये स्टेटमैंट के दोनों फार्म बिल्कुल एक से हैं केवल हर फार्म के ऊपर बीच में ब्रैकट में फार्म पर "पु० (पुरुष) और 'स्त्री" लिखकर स्त्रियों और पुरुषों के लिए अलग-अलग काम में लाये जाने वाले फार्मों को दिखाया गया है । आपने अन्तिम क्रम संख्या के कालम 1 को पहले नहीं भरना है । रिवीजनल राउन्ड के पश्चात् अर्थात् 1 मार्च 1971 सूर्योदय के समय तक की गणना अप-टू-डेट बना लेने पर ही इस कालम को भरेंगे और कालम 2 से 13 तक का कुल योग भी निकालेंगे इस सम्बन्ध में पैरा 3 भी देखिये । कालम 2 3 व 4 आपको पैड नम्बर व संबंधित व्यक्ति के लिंग के बाबत इन्द्राज करना है (चूंकि पुरुषों और स्त्रियों के लिये अलग-अलग फार्मों का प्रयोग में लाया जाना है इसलिए कालम नं० 4 में या तो लगातार 'पु०" लिखा जावेगा या लगातार 'स्त्री" लेकिन हर हालत में कालम 4 को भी भरें ताकि यदि भूल से किसी स्त्री के बाबत पुरुषों के साथ किसी पुरुषों की बाबत स्त्रियों के साथ इन्द्राज कर गया हो तो भूल का पता चल जावेगा) । शेष कालमों में आवश्यकता के अनुसार सही या टिक (√) का निशान लगाते जावें जहां सही (√) लगाना उपयुक्त न हो, अर्थात् संबंधित कालम से संबंधित कोई जानकारी उस पर्ची में मौजूद न हो तो डैश (— का निशान लगा दें ।

135 कालम 5 और 6 व्यक्तिगत पर्ची के प्रश्न के जवाबों के अनुसार भरे जाने हैं। यदि संबंधित व्यक्ति अनुसूचित जाति का हो तो उसकी पर्ची के सामने कालम 5 में सही (√) का निशान एवं कालम 6 में डैश (—) लगा दें । यदि संबंधित व्यक्ति न तो अनुसूचित जाति का हो और न ही जन-जाति का हो तो उसकी पर्ची के नम्बर के सामने कालम 5 और कालम 6 दोनों में डैश (—) लगा दें

136. पोस्टिंग स्टेटमैंट के कालम 7 और 8, व्यक्तिगत पर्चियों के प्रश्न 12 के लिये प्राप्त उत्तरों के अनुसार भर जावेंगे । एक व्यक्ति या तो साक्षर होगा या निरक्षर । जैसी भी स्थिति हो संबंधित कालम में सही (√) लगा कर दूसरे कालम में डैश (—) लगा दें लेकिन कालम 7 और 8 दोनों कालमों में ही डैश (—) नहीं हो सकता

137 कालम 9 से 13 तक बहुत ध्यान से भर जाने चाहिएं जिस व्यक्ति के लिये व्यक्तिगत पर्ची के प्रश्न 16(क) (i) के जवाब में 'का० (कार्यकार) भरा गया है उसके लिए कालम 9 में सही (√) लगा दें । और कालम 10 से 13 तक डैश लगा दें । इसी प्रकार जिस व्यक्ति के लिए खे० म० (खेतिहर मजदूर) या "पा० उ० (पारिवारिक उद्योग में लगा हुआ) या अन्य अन्य काम धंधे में लगा हुआ) या काम (लगाया गया हो उसके लिए क्रमशः कालम 10 या 11 या 12 या 13 में एक सही (√) लगा दें और बचे हुए कालमों में डैश लगा दें यह ध्यान रखें कि यदि कालम 13 में सही (√) का निशान लगाया गया हो तो संबंधित व्यक्ति काम न करने वाला होगा और उसकी पर्ची के सामने कालम 9 से 12 तक डैश (—) लगाए जायेंगे आपकी मदद के लिए प्रगणक के पोस्टिंग स्टेटमैंट के भरे हुए नमूने परिशिष्ट 8* में दिए गये हैं क्योंकि आप पोस्टिंग स्टेटमैंट के कई फार्म इस्तेमाल करेंगे इसलिए जैसे ही एक फार्म के इन्द्राज पूरे हों उसके लिए संबंधित कालमों के योग निकाल लें और जैसे ही रिवीजनल राउंड पूरा हो तभी सभी पोस्टिंग स्टेटमैंट फार्मों के बाबत कालमवार कुल योग (Grand Total) निकाल दें

प्रगणक का गोश्वारा

138. दैनिक पोस्टिंग स्टेटमैंट में कालमवार योग करने के बाद आप को इस सभी योगों को परिशिष्ट 9† में दिये गए प्रगणक के गोश्वारे (फार्म 'टी') में दर्ज करना होगा नमूने के फार्म में उदाहरण के तौर पर प्रविष्टियां कर दी गई हैं । इस गोश्वारे को सही-सही भरना बहुत जरूरी है । इन्हीं गोश्वारों के आधार पर जनगणना के प्रारम्भिक नतीजों को प्रकाशित किया जायेगा । गत जनगणना में प्रगणकों ने अपने गोश्वारों को बहुत सही-सही भरा था जिसके कारण प्रारम्भिक नतीजों और बाद में टेब्लेशन हो कर जो नतीजे मिले उनमें कोई विशेष अन्तर नहीं रहा आपको भी ऐसी ही कोशिश करनी चाहिए । **व्यक्तिगत पर्चियों के पैडों को आप एक बंडल में बांध दें और उनको अपने ब्लाक के नक्शे पैरा 10 दैनिक पोस्टिंग स्टेटमैंट, गोश्वारा तथा डिग्री होल्डर्स एवं टैक्निकल पर्सोनल कार्डस के साथ अपने सुपरवाईजर को जनगणना समाप्त होने के अगले ही दिन सौंप दें ।** आपके सुपरवाईजर आपके पोस्टिंग स्टेटमैंट व गोश्वारों की बारीकी से जांच करेंगे । यदि आपके काम में कुछ गलतियां पाई गईं तो इसको बहुत गंभीर माना जायेगा इतना काम कर चुकने के बाद 1971 की जनगणना संबंध में आपका काम समाप्त हो जायेगा । यह कार्य देश की सेवा का महत्वपूर्ण कार्य है और यदि आपने उसको भली प्रकार किया तो आपको यह संतोष रहेगा कि आपने इस महान् और महत्वपूर्ण काम में अपनी भूमिका भली प्रकार निभाई है

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* कृपया पृष्ठ 433—34 देखें ।

† कृपया पृष्ठ 435 देखें

परिशिष्ट 2

मकानों को नम्बर देने के सिद्धांत

(देखिए पैरा 25)

गणना परिवार नम्बर में भवन नम्बर, गणना मकान नम्बर और परिवार नम्बर शामिल हैं ।

1 **भवन** :—आमतौर पर एक पूरी इमारत को एक भवन माना जावेगा । किन्तु कभी-कभी ऐसी इमारत के एक से अधिक हिस्से होते हैं जिनका उपयोग रहने के लिए, दुकान के लिए, गोदाम, जानवरों का बाड़ा इत्यादि के लिए या इनमें से एक से अधिक के लिए उपयोग होता है

2. कहीं-कहीं एक सड़क पर लगातार कई भवन होते हैं जो एक दूसरे से जुड़े रहते हैं और ऐसा लगता है कि वे एक ही भवन हैं ये अलग-अलग इकाइयां (भवनों की) होती है और यह भी हो सकता है कि ये अलग-अलग समय पर बनी हों और इन के अलग-अलग मालिक हों । ऐसी दशा में हालांकि यह सम्पूर्ण इमारत देखने में एक भवन नजर आती है, फिर भी इसका प्रत्येक हिस्सा एक अलग भवन होता है और इसे अलग नम्बर दिया जाना ।

3. यदि किसी अहाते के अन्दर एक ही मालिक की कई इमारतें हों जैसे मुख्य मकान, नौकर का क्वार्टर, गैरेज इत्यादि, तो इन सभी के लिए एक ही भवन नम्बर दिया जावे और अलग-अलग इमारतों का उस इमारत का उप-नम्बर (Sub Number) दिया जाए जैसे 1(1) 1(2) इत्यादि बशर्ते कि ये इमारतें जनगणना मकान की परिभाषा (जिसका विवरण नीचे दिया है) में आती हों ।

4. भवनों के नम्बर इस प्रकार देने चाहिए —

(i) अगर किसी गांव में किसी मोहल्ले में एक से ज्यादा गलियां, सड़कें हों तो भवनों के नम्बर लगातार एक ही क्रम संख्या में दिए जावेंगे नम्बर देने समय सब गलियों को एक समान तरीके से उत्तर-पूर्व दिशा से शुरू करके दक्षिण-पश्चिम दिशा में दिया जावेगा यह देखा गया है कि भवनों पर नम्बर देने का सबसे अच्छा व सुगम तरीका यह होगा कि गली की एक साइड में नम्बर देना शुरू किया जाए और उस साइड को खत्म करने पर दूसरी साइड में काम करके नम्बर दिए जावें और इस प्रकार दूसरी साइड का अन्त पहली साइड के शुरू के कोने के सामने होगा ।

(ii) शहरी क्षेत्र के प्रगणक ब्लाक में भवनों पर नम्बर देते समय गली की धुरी को आधार माना जाएगा न कि भौगोलिक दिशाओं को जैसे-उत्तर पूर्व आदि ।

(iii) प्रत्येक भवन को अन्तर्राष्ट्रीय अंकों (1 2,3. . . . . .) में नम्बर दिया जाना चाहिए

iv) ऐसा भवन जो बन रहा हो और लगभग एक वर्ष के अन्दर पूरा हो सके, उसको मिलमिले वार नम्बर दिया जाना चाहिए ।

(v) यदि एक नया भवन, चाहे वह कच्चा या पक्का हो, हाउस नम्बरिंग के पश्चात् बना हो तो या दो भवनों के बीच में जिनमें नम्बरिंग हो चुकी हो, पाया जाए तो एक नया नम्बर उस भवन के लिए दिया जाएगा जो कि निकटतम भवन के नम्बर का बटा नम्बर हो सकता है जैसे 10, 1 .

नोट:—ध्यान रहे कि नए बने हुए भवनों को ऊपर दिए गए ढंग के अनुसार बटा नम्बर दिया जाता है जबकि एक भवन के अन्दर स्थित जनगणना मकानों को ऊपर पैरा 3 में बताए गए अनुसार उप-नम्बर बनाकर दिया जाता है ।

गणना मकान नं०

5. जनगणना मकान एक भवन या भवन का वह भाग है जिसका अलग मुख्य प्रवेश द्वार है । यह द्वार रास्ते पर या साझें के अहाते, बरामदे या जीने इत्यादि में हो सकता है किन्तु यह जनगणना मकान एक पृथक इकाई की तरह प्रयोग होना चाहिए या समझा जाना चाहिए । हो सकता है कि वह खाली हो या किसी तरह के उपयोग में आता हो । हो सकता है कि वह रहने के काम में आता हो या किसी और उपयोग में आता हो या दोनों के उपयोग में आता हो ।

यदि किसी भवन में कई फ्लैटस या ब्लाक्स हों और वे एक दूसरे से अलग हों और उनमें से प्रत्येक का प्रवेश द्वार अलग होकर रास्ता सड़क आम या अहाते में (जहां से मुख्य द्वार पर जा सके) खुलता हो तो ऐसे प्रत्येक ब्लाक को अलग जनगणना मकान समझा जावेगा। अगर किसी घिरे हुए अहाते में पृथक इमारतें हों तो प्रत्येक भवन अलग-अलग जनगणना मकान समझा जाए। यदि अहाते की सभी इमारतों को एक साथ एक भवन माना जाता है तो इनमें से प्रत्येक इमारत एक अलग जनगणना मकान मानी जाएगी यदि इसका अलग प्रवेश द्वार हो।

7. प्रत्येक जनगणना मकान को नम्बर दिया जाए। यदि कोई भवन अपने आप में जनगणना मकान है तो उस जनगणना मकान का नम्बर वही होगा जो भवन का है। परन्तु किसी भवन के अलग-अलग भाग जनगणना मकान की परिभाषा में आते हों तो ऐसे प्रत्येक जनगणना मकान को उस भवन का उप-नम्बर (ब्रैकेट में) दिया जाए जैसे 10(1) 10(2) 10(3), इत्यादि अथवा 11(1) 11(2), 11(3) इत्यादि। इन उदाहरणों में 10 व 11 भवनों के नम्बर हैं तथा ब्रैकेट में दिए गए 1,2,3 इत्यादि क्रमशः भवन नम्बर 10 व 11 में स्थित जनगणना मकान हैं।

8. एक भवन के अन्दर जनगणना मकानों को नम्बर देने का क्रम लगातार होना चाहिए। अगर हो सके तो यह क्रम घड़ी की सुई की चाल की दिशा में हो या किसी और सुविधाजनक तरीके से

9. चूंकि इमारतों की बनावट भिन्न-भिन्न प्रकार की होती है, इस लिए ऊपर बताई गई जनगणना मकान की परिभाषा समस्त स्थितियों में लागू करना सम्भव नहीं हो सकती है उदाहरणार्थ शहरों की स्थिति सामने आती है जहां कि एक ही परिवार के उपयोग में एक फ्लैट है जिसमें मान लीजिए चार कमरे हैं और प्रत्येक कमरे का अलग प्रवेश द्वार है। जनगणना मकान की परिभाषा के अनुसार इनमें से प्रत्येक कमरे को जनगणना मकान माना जा सकता है क्योंकि इसका एक अलग प्रवेश द्वार है परन्तु इस से जनगणना मकानों की संख्या के विषय में सही स्थिति प्रकट नहीं होगी। ऐसी स्थितियों में इन कमरों के वास्तविक उपयोग को देखना चाहिए। यदि वे सभी कमरे एक ही परिवार के रहने के काम में आ रहे हों तो इन सभी कमरों को एक ही जनगणना मकान मानना चाहिए और पूरे फ्लैट को एक जनगणना मकान नम्बर देना चाहिए। परन्तु यदि इनमें से प्रत्येक कमरा अलग-अलग परिवारों के उपयोग में है और इनमें से प्रत्येक का अलग-अलग प्रवेश द्वार है तो ऐसा प्रत्येक कमरा एक अलग जनगणना मकान माना जायगा इसी तरह होस्टलों में साधारणतः हर एक कमरे का दरवाजा एक ही बरामदे या जीने में खुलता है तो भी सारे होस्टल को एक ही जनगणना मकान समझा जायेगा। देश के कुछ भागों में ग्रामीण क्षेत्रों में ऐसा देखा जाता है कि एक परिवार के उपयोग में कई झोंपड़ियां एक अहाते के अन्दर होती हैं और इस अहाते का मुख्य प्रवेश द्वार होता है इनमें से प्रत्येक झोंपड़ी यद्यपि देखने में अलग-अलग इमारत जैसी है किन्तु असल में यह एक ही निवास के भिन्न भिन्न भाग हैं इसलिए वह ज्यादा अच्छा होगा कि इस समूह को एक ही जनगणना मकान माना जाए। परन्तु इस बात का पता लगाया जाए कि इस प्रकार की इकाई एक ही परिवार के उपयोग में है या एक से अधिक परिवार के। इस तरह यह स्पष्ट होता है कि जनगणना मकान की परिभाषा वास्तविक स्थिति को देखते हुए काम में लाई जाए

10. कहीं-कहीं यह सम्भव है कि स्थानीय शासन द्वारा किसी खुले अहाते को जिस पर कम्पाउंड की दीवार बनी हो या न भी बनी हो, स्थायी सम्पत्ति के रूप में नम्बर दे दिया जाता है। इस प्रकार की खुली जमीन को हमें नम्बर देने की आवश्यकता नहीं है और न उसको मकानों की सूची में ही शामिल करना है जहां किसी इमारत की चार दीवारें और छत बन गई हो तो केवल उसी इमारत को नम्बर देना चाहिए और सूची में भी शामिल करना चाहिए परन्तु कहीं-कहीं ऐसे मकान होते हैं जिनकी चार से कम दीवारें हों या दीवारें ही न हों, जैसे ऐसे झोंपड़े जिनकी छतें जमीन तक पहुंचती हों, उन्हें जनगणना मकान मान कर नम्बर देना चाहिए और सूची में उनका समावेश करना चाहिए।

परिवार नं०

1. परिवार एक ऐसे व्यक्तियों का समूह है जो एक साथ रहते हैं और जिनका खाना एक ही रसोई में बनता है। रसोइया या नौकर जो परिवार के साथ एक ही जनगणना मकान में रहते हैं और एक ही जगह खाना खाते हैं तो ऐसे रसोइया या नौकर को उसी परिवार का माना जाएगा। असम्बन्धित व्यक्ति जो होस्टल जेल अनाथालय इत्यादि में रहते हैं ऐसे परिवार को संस्थागत परिवार कहेंगे

2. एक जनगणना मकान में एक से अधिक परिवार हो सकते हैं ऐसे प्रत्येक परिवार को एक अलग नम्बर देना होगा। ऐसे प्रत्येक परिवार के लिए जनगणना मकान के नम्बर के साथ वर्णमाला के अक्षर जैसे क, ख, ग इत्यादि ब्रैकेट में लिखे जाएंगे। उदाहरणार्थ भवन नम्बर 2 अपने आप में एक जनगणना मकान है, इसमें 3 परिवार रहते हैं इन परिवारों के नम्बर 2 (क) 2 (ख) व 2 (ग) होंगे। यदि भवन नम्बर 4 में दो जनगणना मकान हों तो उनके नम्बर 4 (1), 4(2) होंगे। यदि इन जनगणना मकानों में क्रमशः 3 व 2 परिवार रहते हैं तो उन परिवारों के नम्बर 4 (1)(क), 4(1)(ख) 4(1)(ग) तथा 4(2)(क), 4(2)(ख) होंगे। किन्तु यदि भवन नम्बर 3 जो अपने आप में जनगणना मकान है और उसमें केवल एक ही परिवार रहता है तो उस परिवार का नम्बर केवल 3 होगा।

परिशिष्ट 3

कुछ नमूने के ऐसे उद्योगों की सूची जो कि पारिवारिक उद्योगों के तौर पर चलाए जा सकते हैं

(देखिए पैरा 92 में 95)

खाद्य पदार्थ

आटे की मिल या गांव की चक्की द्वारा आटा तैयार करना, धान से चावल अलग करना मिर्च, हल्दी आदि पीसना गुड़, खांडसारी, बूरा इत्यादि का उत्पादन करना अचार चटनी, मुरब्बा, जैम इत्यादि तैयार करना; काजू तैयार करना सूखी साग-सब्जी तैयार करना मिठाई एवं बेकरी का सामान बनाना, मक्खन, घी इत्यादि तैयार करना मांस व मछली तैयार करना और उन्हें सुरक्षित रखना; मछली को सुखाना, घानो द्वारा तेल निकालना।

पेय पदार्थ

देशी शराब एवं ताड़ी तैयार करना; सोडा वाटर बर्फ, आइसक्रीम, कहवा (कार्फी) शर्बत इत्यादि का उत्पादन।

तम्बाकू संबंधी उत्पादन

बीड़ी, सिगार चुरुट, तम्बाकू, सुघनी (नस्वार) इत्यादि तैयार करना।

सूती वस्त्र उद्योग

कपास ओटना, धागे बनाना, रुई दबाना (प्रैसिंग), गांठे बांधना, कातना इत्यादि। कपड़ों को रंगना और उनकी धुलाई करना; हैंडलूम या पावरलूम से बुनाई करना या खादी बनाना; कपड़ो की छपाई, मछली पकड़ने के जाल, मछरदानी, सूती धागे, रस्सी डोरे इत्यादि बनाना।

जूट, ऊन या रेशम के वस्त्र उद्योग

उन्हीं सब प्रकारों के उत्पादन, जैसे ऊपर सूती वस्त्र उद्योग में बतलाए गए हैं, लेकिन वह ऊन या रेशम से सम्बन्धित हों।

विविध वस्त्र उद्योग

दरी, गलीचा, होजरी (बनियान, मोज इत्यादि) कशीदा व क्रोशिये का कार्य, गोटा, व किनारी (लेस) की माला बनाना टोपी-टोप इत्यादि बनाना; निवार पलंग की चादर पर्दे तकिए की खोली इत्यादि बनाना; रजाई, गद्दे, नमदा बनाना, गद्दियों में भरने के लिए नारियल के रेशे तैयार करना; नारियल से ब्रुश एवं झाड़ू बनाना नारियल के रशे कातना छतरी बनाना एवं मरम्मत करना व रुई या कपड़ों की कतरनों से गुड़िया और खिलौने आदि बनाना।

लकड़ी एवं लकड़ी से निर्मित वस्तुएं

लकड़ी को चीरना एवं चिकना करना लकड़ी का फर्नीचर, शहतीर दरवाजे, खिड़कियों के फ्रेम इत्यादि बनाना लकड़ी से कृषि के औजार बनाना और उसकी मरम्मत करना; लकड़ी की पालिशदार चीजें तैयार करना लकड़ी के खिलौने बनाना लकड़ी पर नक्काशी करना लकड़ी के बुरादे और प्लास्टर से चीजें बनाना पच्चीकारी (जड़ाई) का कार्य; दियासलाई की तीलियां बनाना; प्लाईवुड, लकड़ी के पतले तख्ते (वैनियर) आदि बनाना खजूर के पत्तों से चटाइयां, पंखे छतरियां इत्यादि बनाना टोकरी, झाड़ू बनाना; बेंत से कुर्सी बुनना चिक, खस की टट्टियां बनाना गाड़ी के पहिए, लकड़ी की खड़ांऊ आदि बनाना।

कागज और कागज से निर्मित वस्तुएं

हाथ से लुगदी और कागज बनाना; लिफाफे, कागज की लुगदी से बनी वस्तुएं, कार्ड बोर्ड (गत्ते) के डिब्बे, कागज के फूल, पतंगें, खिलौने, इत्यादि बनाना।

छपाई एवं प्रकाशन

छपाई का कार्य; लिथो से छपाई, ब्लाक बनाना जिल्दसाजी इत्यादि।

चमड़ा एवं चमड़े से निर्मित वस्तुएं

खालों को कमाना और तैयार करना, चमड़े के जूते व चमड़े एवं फर से बने पहनने के वस्त्र बनाना जूतों या दूसरे चमड़े की वस्तुओं की मरम्मत ।

रबर, पैट्रोलियम और कोयले से निर्मित वस्तुएं

टायरों और ट्यूबों को पकाकर मरम्मत करना (वल्कैनाइज करना); फटे हुए टायरों से चप्पले एवं अन्य प्रकार के जूते बनाना • प्राकृतिक और कृत्रिम रबड़ से वस्तुएं बनाना ।

रसायन एवं रसायनिक उत्पादन

खिलौने, रंग इत्यादि बनाना, दियासलाई; आतिशबाजी का सामान, प्रसाधन सामग्री (क्रीम, पाउडर इत्यादि) बनाना, सुगन्धियां (इत्र इत्यादि) आयुर्वेदिक दवाएं साबुन, प्लास्टिक और सैलुलाइड की बनी वस्तुएं स्याही, मोमबत्तियां, बूट पालिश इत्यादि बनाना ।

अधातु खनिज उत्पादन (पैट्रोलियम एवं कोयले के अतिरिक्त)

ईंटें, खपरैल, शौचालयों, इत्यादि में लगने वाला सामान (सेनेटरी फिटिंग), सीमेंट की मूर्तियां, पत्थर या संगमरमर की गढ़ी हुई वस्तुएं व अन्य सामान; पत्थर की गढ़ाई और पत्थर का पीसना अभ्रक को तोड़ना तथा उससे वस्तुएं बनाना, मिट्टी से वस्तुएं व बर्तन बनाना चीनी मिट्टी के बर्तन (क्राकरी), कांच की मालाएं एवं चूड़ियां, मिट्टी के खिलौने एवं कांच से निर्मित वस्तुएं बनाना ।

मूल धातुएं और उनसे बनी वस्तुएं (मशीनरी एवं यातायात के उपकरणों को छोड़कर)

लोहे से अस्त्र-शस्त्र बनाना; उनकी मरम्मत और सर्विसिंग करना लोहे और इस्पात का फर्नीचर, पीतल, कांसे, एलुमिनियम टीन और तांबे के बर्तन इत्यादि बनाना, कलई और एलैक्ट्रोप्लेटिंग करना, लुहार का कार्य कृषि यन्त्रों जैसे हलों का निर्माण और उनकी मरम्मत इत्यादि; ताले और बक्सों का बनाना और उनकी मरम्मत, कांटे छुरी, चम्मच, तराजू, बांट एवं नपनों तथा ढली हुई वस्तुओं के निर्माण आदि का कार्य ।

मशीनरी (यातायात को छोड़कर सभी प्रकार की) और विद्युत यंत्र

मशीनों के छोटे औजार और पुर्जों का निर्माण और मरम्मत करना, पंखों, रेडियो तथा घरेलू विद्युत यन्त्रों आदि की मरम्मत और देखभाल करना ।

यातायात के उपकरण

स्वचालित गाड़ियों (कार, बस इत्यादि) की मरम्मत और सर्विसिंग साइकिल और रिक्शा के पुर्जों, नावों और बजड़ों का निर्माण पशुओं द्वारा एवं हाथ द्वारा चलाए जाने वाली गाड़ियां जैसे बैलगाड़ी हथठेलों, एक पहिए वाले ठेलों इत्यादि का निर्माण

विविध निर्माण उद्योग

चश्मों की मरम्मत फोटोग्राफी के यन्त्र सुनार का कार्य चांदी का जरदोजी का काम सोने का पानी चढ़ाने का काम बिदरी सामान बनाना संगीत के यंत्र फाउन्टेन पैन, उपले बनाना, खेल का सामान बनाना, पट्रोमैक्स की मरम्मत, सींग एवं सीप से बटन एवं मनके बनाना

परिशिष्ट 4

आर्थिक गतिविधियों की वर्गीकृत सूची

(देखिए पैरा 11.2)

कृषि, शिकार, जंगलात में कार्य करना एवं मछली पकड़ना

(केवल मात्र 'पेड़-पौधे लगाना' या 'मछली पकड़ना' इत्यादि लिखना पर्याप्त नहीं होगा किन्तु उसका पूर्ण और सही विवरण देना भी आवश्यक है, जैसा कि नीचे बताया गया है)

बागान

बाग की किस्म लिखिए जैसे चाय, कहवा रबर तम्बाकू खाने योग्य गिरीदार फल, फल, गांजा, सुपारी इत्यादि के बाग

पशुपालन

यह लिखिए कि किस प्रकार के पशु इत्यादि पाले जाते हैं जैसे भेड़, बकरा, घोड़े, सुअर, बत्तख, मधुमक्खियां, रेशम के कीड़े इत्यादि ऊन, कच्चे रेशम इत्यादि के उत्पादन भी इसके अन्तर्गत आवेंगे ।

कृषि सेवाएं

लिखिए किस प्रकार की कृषि सेवा है, उदाहरण के लिए फसल को नुकसान पहुंचाने वाले कीड़े मारना, छिड़काव करना, सिंचाई प्रणाली को चलाना, जानवरों की ऊन उतारना तथा पशुपालन सेवाएं (पशु-चिकित्सा सेवाओं के अतिरिक्त), कृषि और पशुपालन सम्बन्धी उत्पादनों का वर्गीकरण, भू-संरक्षण भू-पराक्षण इत्यादि

शिकार करना

केवल व्यापारिक उद्देश्यों के लिए किए जाने वाले शिकार जानवरों का पकड़ने वनपशुओं का सुरक्षा और पालन के बारे में लिखिए

जंगलात में कार्य और लकड़ी इकट्ठा करना

वन लगाने और उनकी देखभाल करना तथा पेड़ों को गिराने और काटने इत्यादि के अलावा ईंधन का उत्पादन तथा चारा, गोंद लाख इत्यादि को इकट्ठा करने के काम भी इसके अन्तर्गत आवेंगे ।

मछली पकड़ना

समुद्र में समुद्री किनारों पर और अन्तर्देशीय जलाशयों में मछली पकड़ना, मछली पालना, मोती शंख, सीप, स्पंज इत्यादि इकट्ठा करना ।

खनन और उत्खनन (खानों और गड्ढों में खुदाई का काम)

(केवल 'खनन' और 'उत्खनन' लिखना ही पर्याप्त नहीं होगा किन्तु इसका पूर्ण विवरण भी लिखना होगा ।)

यह भी लिखिए कि किस प्रकार के खनिज पदार्थ निकाले जाते हैं जैसे कोयला भूरा कोयला, पैट्रोलियम प्राकृतिक गैसें, कच्चा लोहा, मैंगनीज, सोना, चांदी कच्चा तांबा, पत्थर मिट्टी और रेत के गड्ढों की खुदाई बहुमूल्य तथा अन्य मूल्यवान रत्न और पत्थर अभ्रक जिप्सम इत्यादि

उत्पादन और मरम्मत का कार्य

(केवल यह लिखना कि 'फैक्ट्री में काम करता हूं' पर्याप्त नहीं होगा किन्तु जिस चीज का निर्माण होता है उसका पूर्ण विवरण नीचे दिये गए अनुसार लिखिए)

खाद्य पदार्थों का उत्पादन

जानवरों का वध करना मांस को तैयार करना और सुरक्षित रखना दूध से बनने वाले पदार्थ बनाना, साग सब्जी और फलों को डिब्बे में बन्द करना और सुरक्षित रखना मछली तैयार करना, अनाज की चक्की से तैयार होने वाले उत्पादन, बेकरी उत्पा-

दन (केक, बिस्कुट इत्यादि। चीनी बूरा, साधारण नमक खाने के तेल मय वनस्पति के, काफी या चाय तैयार करना बर्फ, जानवरों के लिए चारा कलफ़ (मांडी) इत्यादि तैयार करना ।

पेय पदार्थों तम्बाकू और तम्बाकू से निर्मित वस्तुओं का उत्पादन

स्प्रिट का परिशोधन (शुद्ध करना) और मिश्रण, शराब बनाने का उद्योग देसी शराब और ताड़ी तैयार करना सोडा वाटर उद्योग बीडी, सिगार सिगरेट जरदा सूंघनी (नस्वार) इत्यादि तैयार करना ।

सूती वस्त्रों का उत्पादन

कपास ओटना सफाई करना और गांठ बांधना कपड़े की मिल में सूत कातना, बुनना और उनका परिष्कार करना (अंतिम रूप देना) वस्त्रों की छपाई, सूती वस्त्रों को रंगना और धुलाई करना (ब्लीचिंग) मिलों के अलावा सूत कातना (चरखे पर), खादी बनाना, हथकरघों और मशीन करघों पर कपड़ा बुनना इत्यादि ।

ऊनी, रेशमी और कृत्रिम (बनावटी) धागों से वस्त्रों का उत्पादन करना

ऊन की सफ़ाई, गाठ बांधना और प्रैस करना (दबाना) मिलों में और मिलों के अलावा वस्त्रों को बुनना और उनका परिष्कार करना (अंतिम रूप देना) रंगाई और धुलाई करना (ब्लीचिंग), रेशमी तथा कृत्रिम (बनावटी) वस्त्रों की छपाई ।

जूट, सन और मेस्टा वस्त्रों का उत्पादन

सन और मेस्टा को कातना, प्रैस करना और गांठ बांधना रंगना जूट के वस्त्रों की छपाई और सफ़ाई तथा जूट के थैले बनाने का कार्य इसमें शामिल माना जावेगा ।

वस्त्रों इत्यादि (पोशाकों को शामिल करते हुए लेकिन जूतों को छोड़कर) का उत्पादन

बुनाई करने की मिलें सभी प्रकार के धागों डोरियों, रस्सियों इत्यादि का उत्पादन कसीदाकारी दरियां और गलीचे बरमातियां; टोप, हैट; पहनने की पोशाकों को छोड़ कर अन्य बने बनाए वस्त्र मोमजामा तिरपाल नारियल की जटा से बना हुआ वस्त्र तथा अन्य उत्पादन लिनोलियम, गद्दियों में भरने की सामग्री इत्यादि भी इसी में सम्मिलित है ।

लकड़ी और लकड़ी से निर्मित फर्नीचर तथा फिटिंग का सामान

लकड़ी के पतले तख्ते (वैनियर) प्लाइवुड तथा उनसे बनाई गई चीजें बनाना, लकड़ी चीरना और उसको चिकना करना; लकड़ी तथा बैंत के बक्से, खांचे ड्रम, पीपे इत्यादि शहतीरें खम्बे दरवाज़े और खिड़कियां, उद्योगों में काम आने वाला लकड़ी का सामान जैसे कुन्दा, हत्थे इत्यादि; कार्क (डाट) का सामान; लकड़ी, बांस, तथा बैंत का फ़र्नीचर तथा अन्य फ़िटिंग का सामान इत्यादि ।

कागज, कागज की वस्तुएं और छपाई, प्रकाशन और उससे संबंधित उद्योग

काग़ज़ की लुगदी कागज़ काग़ज़ के गत्ते और समाचार पत्रों का कागज बनाना, कागज के डिब्बे इत्यादि, समाचार पत्रों, पत्रिकाओं और पुस्तकों इत्यादि की छपाई और प्रकाशन; छपाई के लिए नक्काशी करना, ब्लाक बनाना, जिल्दसाज़ी इत्यादि ।

चमड़ा और चमड़े तथा फर से निर्मित वस्तुएं

चमड़े को कमाना एवं साफ़ करना इत्यादि; जूते बनाना (मरम्मत को छोड़कर); कोट, दस्ताने, फर की रंगाई और सफाई इत्यादि ; फ़र और चमड़े से बने कपड़े इत्यादि ।

रबर, प्लास्टिक, पैट्रोलियम और कोयले से निर्मित वस्तुएं

टायर और ट्यूब के उद्योग; पकाये गये या सांचे में ढाले गये रबर से बने जूते; रबर और प्लास्टिक से निर्मित वस्तुएं, तेल (पैट्रोलियम) शोधक कारखाने, कोयले की भट्टियों से कोलतार बनाना इत्यादि ।

रसायन एवं रसायनिक उत्पादन

क्षारों (एलकली), तेजाबों, आक्सीजन इत्यादि गैसों का उत्पादन, रसायनिक खादें तथा कीड़े मारने की दवांए, रंग, वार्निश, दवाएं, सुगंधियां (इत्र इत्यादि), प्रसाधन का सामान, लोशन, कृत्रिम राल (लाख) इत्यादि. दियासलाईयां, विस्फोटक पदार्थ, युद्ध सामग्री और आतिशबाजी इत्यादि ।

खनिज उत्पादन (धातुओं को छोड़कर)

चिकनी मिट्टी से निर्मित वस्तुएं, कांच एवं कांच से निर्मित वस्तुएं; मिट्टी से बनाया हुआ सामान और मिट्टी के बर्तन; चीनी मिट्टी तथा पोर्सलीन से बना सामान सीमेंट, चूना और प्लास्टर; एम्बैस्टोस इत्यादि ।

आधारभूत धातुएं (बेसिक मेटल्ज) तथा मिश्रित धातुएं (एलायज के उद्योग)

लोहा और इस्पात उद्योग ढलाई का काम करने वाली भट्टियां लोहा मिली हुई मिश्रित धातुएं तांबा, पीतल जस्ता और पीतल से निर्मित वस्तुएं इत्यादि ।

धातुओं से निर्मित वस्तुएं तथा पुर्जे (मशीनें और यातायात के उपकरणों को छोड़कर)

टीन के डिब्बे, धातु की चद्दरें पीपे ढोल, बर्तन, तिजोरी इत्यादि धातु से निर्मित वस्तुएं धातु का फ़र्नीचर तथा अन्य फिटिंग का सामान, हाथ के औजार बर्तन, छुरी और चम्मच इत्यादि ।

मशीनें, मशीनों के औज़ार और पुर्जे (विद्युत मशीनों को छोड़कर)

खेती के काम आने वाली मशीनें, क्रेन, सड़क काटने वाले रोलर बायलर डीजल इंजन रेफ्रीजरेटर एयरकन्डीशनर इत्यादि ।

बिजली की मशीनें, यन्त्र, वितरण और पुर्जे

बिजली की मोटरें जैनरेटर, ट्रांसफारमर रबर चढ़े हुए तार और केबिल बैटरी, रेडियो टेलीविज़न इत्यादि, एक्सरे के यंत्र बिजली के कम्प्यूटर इत्यादि ।

यातायात के उपकरण और पुर्जे

जहाज़ बनाना और मरम्मत करना; रेल के इंजन और उनके पुर्जे, माल तथा सवारी गाड़ी के डिब्बे इत्यादि रेल की पटरी का साजसामान, मोटर गाड़ियां साइकिलें, हवाई जहाज़ ठेले और हाथ ठेले इत्यादि ।

उत्पादन करने वाले अन्य उद्योग

केवल अन्य उत्पादन करने वाले उद्योग न लिखकर यह स्पष्ट लिखना चाहिए कि किस वस्तु का उत्पादन किया जाता है । जैसे चिकित्सा, शल्य चिकित्सा और वैज्ञानिक यंत्रों का उत्पादन फोटोग्राफी और चश्मों का सामान घड़ियां, सिक्कों को ढालना, संगीत के बाजे (वाद्ययंत्र) इत्यादि ।

बिजली, गैस तथा पानी

यह बतायें कि क्या बिजली का उत्पादन और वितरण या गैस के कारखाने में गैस का उत्पादन और वितरण या पानी को एकत्र करने, साफ करने और वितरण का कार्य हो रहा है ।

निर्माण

("निर्माण" कार्य में लगा है लिखना ही पर्याप्त नहीं होगा बल्कि निर्माण कार्य का पूरा विवरण लिखिये)। निर्माण कार्य और उसकी साज-सम्भाल (देखरेख) की किस्म जैसे भवन, सड़क, रेलवे टेलीग्राफ, टेलीफोन, तथा नहरों का निर्माण, पनबिजली (हाई-ड्रोएलैक्ट्रिक) योजनायें औद्योगिक कारखाने निर्माण सम्बन्धी गतिविधियां जैसे नल लगाना गर्म और ठण्डा रखने के यंत्रों को लगाना टाइलों, संगमरमर व ईंटों का तैयार करना बिजली के उपकरणों का निर्माण इत्यादि के बारे में स्पष्ट ब्यौरा दिया जाना चाहिए ।

थोक एवं फुटकर व्यापार तथा रेस्टोरैंट और होटल

खाद्य पदार्थ, वस्त्र, जीवित पशु, पेय एवं नशीले पदार्थ

स्पष्ट लिखिये कि थोक व्यापार किस वस्तु का किया जाता है जैसे खाद्यान्न दालें खाद्य पदार्थ वस्त्र एवं वस्त्रों से निर्मित वस्तुएं जैसे पोशाकें, कमीजे इत्यादि पेय पदार्थ, नशीले पदार्थ जैसे शराब अफ़ीम, गांजा, तम्बाकू इत्यादि । इसमें पशुओं, भूसे एवं चारे का थोक व्यापार भी शामिल है ।

ईंधन, रोशनी, रसायन, सुगन्धियां, मिट्टी व कांच का सामान

दवाओं, रसायनों, ईंधन, रोशनी पैदा करने वाले पदार्थों, शौचालय में लगने वाला सामान (सेनेटरी फिटिंग) पोर्सलीन कांच व चीनी मिट्टी के बर्तन इत्यादि का थोक व्यापार ।

समस्त प्रकार की मशीनें तथा उपकरण मय यातायात और बिजली संबंधी उपकरण

कृषि सम्बन्धी और औद्योगिक मशीनें, जैसे फ़सल काटने वाली और धान अलग करने वाली मशीनें इत्यादि बिजली की मशीनें; यातायात के उपकरण इत्यादि ।

विविध उत्पादन

फ़र्नीचर रबर और रबर से निर्मित वस्तुएं भवन निर्माण सामग्री घड़ियां चश्मे इत्यादि चिकित्सा एवं शल्य चिकित्सा औजारों, बहमूल्य धातुओं, पत्थरों और ज़वाहरात इत्यादि का थोक व्यापार ।

भोजन एवं भोज्य पदार्थों, पेय पदार्थों, तम्बाकू और नशीले पदार्थों का फुटकर व्यापार

स्पष्ट लिखिये कि फुटकर व्यापार किस चीज का किया जाता है जैसे किराना सब्जी फल, मांस अंडे, मुर्गियां डबल रोटी, बिस्कुट इत्यादि, दूध मक्खन इत्यादि पान, बीड़ी, सोडा वाटर इत्यादि का फटकर व्यापार

वस्त्रों का फुटकर व्यापार

केवल "कपड़ों के फुटकर व्यापार में लगा है" लिखना ही पर्याप्त नहीं होगा बल्कि यह लिखिये कि फटकर व्यापार किन चीज से सम्बन्ध रखता है जैसे बिना सिले हुए कपड़ों का व्यापारी, रेडीमेड पोशाकों का व्यापारी इत्यादि

अन्य वस्तुओं का फुटकर व्यापार

यह स्पष्ट लिखिए कि किस प्रकार का फुटकर व्यापार है जैसे दवाइयों, किताबों, भवन निर्माण सामग्री इत्यादि का

परिवहन, संग्रहण तथा संचार व्यवस्था

(केवल यह बताना पर्याप्त नहीं होगा कि थल जल या हवा में यातायात का कार्य करता है बल्कि उसका विस्तृत विवरण देना आवश्यक है ।

स्पष्ट लिखिये कि यह किस प्रकार की यातायात सेवा है जैसे रेल, ट्राम, बस, बैलगाड़ी, इक्का, तांगा इत्यादि समुद्र, और समुद्री किनारे या नदियों इत्यादि में यातायात हवाई यातायात, माल ढोने सम्बन्धी सेवाएं जैसे पैकिंग करना खोखों में बन्द करना, यात्रा का प्रबन्ध करने वाली कम्पनियां इत्यादि । इसमें माल को स्टोर करना, गोदामों में रखना और संचार व्यवस्था जैसे डाक टेलीग्राफ, वायरलैस, टेलीफोन इत्यादि भी शामिल हैं ।

आर्थिक व्यवस्था, बीमा दलाली और अन्य व्यापारिक सेवाएं

स्पष्ट लिखें कि ये सेवाएं किस प्रकार की हैं जैसे बैंकिंग, बैंकों के अतिरिक्त अन्य उधार देने वाली संस्थाएं जैसे ऋणदात्री समितियां , खेती के लिए ऋण देने वाली संस्थायें इत्यादि साहूकार इत्यादि, भविष्य के लिए धन बचाने सम्बन्धी सेवाएं; जीवन बीमा दलाली, नीलामी हिसाब किताब रखना; सूचनाओं का संसाधान करना (डैटा प्रोसेसिंग), इंजीनियरिंग विज्ञापन सेवाएं इत्यादि कानूनी सेवाएं देना भी सम्मिलित हैं ।

सामूदायिक, सामाजिक और निजी सेवाएं

यह स्पष्ट बताया जाना चाहिए कि क्या सेवा जन प्रशासन केन्द्रीय सरकार, राज्य सरकार पुलिस सेवा अर्द्ध-सरकारी संस्थाओं, सफाई सम्बन्धी सेवायें, शैक्षणिक वैज्ञानिक एवं शोध सेवाओं इत्यादि में से है ।

केवल यह बताना ही पर्याप्त नहीं होगा कि "निजी सेवा प्रदान करता है" बल्कि यह स्पष्ट करिये कि क्या वह घरेलू नौकरी कपड़े धोने, साफ़ करने, रंगने सम्बन्धी बाल बनाने फोटो खींचने या किसी अन्य प्रकार की अन्तर्राष्ट्रीय संस्था से सम्बन्धित सेवा इत्यादि है ।

परिशिष्ट 5

व्यवसायों की वर्गीकृत सूची अर्थात् कार्यों का विवरण

(प्रश्न 16 (ड़) तथा 17 (ड़) देखें पैरा 113-114)

व्यवसायिक (प्रोफेशनल), तकनीकी (टैक्नीकल) और इसी प्रकार के दूसरे कार्य करने वाले व्यक्ति

(किसी व्यक्ति के कार्य का विवरण देते समय केवल "इंजीनियर" "डाक्टर", "अध्यापक" आदि लिखना पर्याप्त नहीं होगा। बल्कि नीचे बताए अनुसार पूरा विवरण देना जरूरी है)।

इंजीनियरों के सम्बन्ध में यह अच्छी तरह स्पष्ट कीजिए कि वे इंजीनियरिंग की किस शाखा से सम्बन्ध रखते हैं, जैसे सिविल, यांत्रिक (मैकेनिकल) वैद्युत (इलैक्ट्रीकल), धातुकर्मीय (मैटलरजीकल) खनन (माइनिंग), इत्यादि। चिकित्सकों के सम्बन्ध में यह लिखिये कि वे ऐलोपैथिक आयर्वेदिक, होम्योपैथिक इत्यादि में से किस से सम्बन्धित हैं। इसी प्रकार शरीर विज्ञानी डाक्टर (फ़िजियोलौजिस्ट) दांत के डाक्टर (डैन्टिसट) इत्यादि लिखना चाहिए शिक्षकों के लिए यह लिखिए कि वे विश्वविद्यालय, माध्यमिक विद्यालय, मिडिल स्कूल, प्राथमिक शाला या शिशु शाला (किन्डरगार्टन) में से किसके शिक्षक हैं। इनके अलावा विभिन्न प्रकार के और भी व्यवसायी होते हैं जैसे रसायनज्ञ (कैमिस्ट), भौतिक विज्ञानी (फ़िजिसिस्ट), पुरातत्ववेत्ता (आरक्योलौजिस्ट), नर्सें, औषधविज्ञानी (फ़ार्मेसिस्ट) स्वास्थ्यविज्ञानी (हेल्थ टैक्नीशियन्स), वकील व बैरिस्टर इत्यादि(ज्यूरिस्ट), समाजशास्त्री (सोशल साइन्टिस्ट) जैसे अर्थशास्त्री (इकोनोमिस्ट्स) सांख्यिक (स्टेटिस्टीशियन), भूगोलशास्त्री (ज्योग्राफ़र), इतिहासकार (हिस्टोरियन्स), मानवशास्त्री (एंथ्रोपोलोजिस्ट्स) इत्यादि तथा कलाकार, लेखक चित्रकार, मूर्तिकार अभिनेता इत्यादि तथा ड्राफ्ट्समैन और प्रयोगशाला सहायक (लैबोरेट्री असिस्टैन्ट) पुस्तकालयाध्यक्ष (लाइब्रेरियन) अभिप्रेतधार्मिक कार्यकर्त्ता (औरडन्ड रिलिजस वर्कर्स) ज्योतिषी (एस्टोलौजर्स) इत्यादि जिनके बारे में उनके कार्य के विवरण सहित इन्द्राजात करने होंगे

प्रशासकीय (एडमिनिस्ट्रेटिव), अधिशासकीय (एक्जीक्यूटिव) एवं प्रबंधकीय (मैनेजोरियल) कार्य करने वाले व्यक्ति

("सरकारी अधिकारी" "निजी संस्था या फ़र्म में अधिकारी" इत्यादि लिखना पर्याप्त नहीं होगा बल्कि इनके बारे में पूरा विवरण लिखें)।

ऐसे लोग सरकारी सेवा में या किसी स्थानीय संस्था में या व्यापारिक फर्म में या किसी निर्माणकारी संस्थान में या किसी आहार गृह (होटल रैस्टोरैन्ट इत्यादि) में या किसी यातायात कम्पनी में या इस प्रकार की अन्य संस्थाओं में कार्य करते हुए हो सकते हैं उनके कार्य का पूरा विवरण लिखना चाहिए जैसे भारत सरकार का सचिव, जिलाधीश, नगरपालिका आयक्त (कमिश्नर) पचायत का प्रशासकीय अधिकारी, फर्म का संचालक, व्यापारिक संस्था का मैनेजर होटल का मालिक और मैनेजर, चुने हुए और वैधानिक अधिकारी हवाई जहाजों एवं समुद्री जहाजों के अधिकारी इत्यादि।

क्लर्क इत्यादि

(किसी व्यक्ति के कार्य सम्बन्धी विवरण देते समय केवल यह लिखना कि 'क्लर्क' या "कार्यालय कर्मचारी' है काफी नहीं होगा बल्कि उसके कार्य का पूरा विवरण लिखिए)

व्यक्ति जिस प्रकार काम में लगा हो उसका पूरा विवरण लिखें जैसे खजांची (कैशियर), लेखापाल (एकाउन्टेन्ट), शीघ्र लिपिक स्टैनोग्राफर) टाइपिस्ट, "कम्प्यूटिंग क्लर्क "की पंच-आपरेटर" कार्यालय सहायक, गार्ड ब्रेकमैन, यातायात नियंत्रक (ट्रैफिक कन्ट्रोलर) रेलवे टिकट इंस्पेक्टर डाकिया (पोस्टमैन), टेलीफोन, टेलीप्रिंटर या बेतार के तार (वायरलैस) के आपरेटर्स रेकार्ड कीपर प्रेषक इत्यादि कार्यालय कर्मचारियों में चपरासी दफ्तरी इत्यादि भी सम्मिलित माने जावेंगे।

बिक्री का कार्य करने वाले व्यक्ति

(केवल यह मत लिखिये कि दूकान पर कार्य करता है बल्कि उसके कार्य का पूरा विवरण लिखें)

यह स्पष्ट रूप से लिखना चाहिए कि किसी व्यापारिक संस्था का मालिक थोक व्यापार करता है या फुटकर सेल्समैन या सहायक विक्रेता (शाप असिस्टेन्ट) बीमा एजेन्ट, अथवा के दलाल नीलामकर्ता, भ्रमणशील व्यापारी (कामशल ट्रैवलर्स) फेरी वाले और खोमचे वाले साहूकार या महाजन गिरवी रखकर उधार देने वाले व्यक्ति भी इसी श्रेणी में आवेंगे

सेवाएं प्रदान करने वाले व्यक्ति (सर्विस वर्कर्स)

(सेवाएं प्रदान करने वाले व्यक्ति कई प्रकार के होते हैं। जैसे घरेलू नौकर या किसी निजी सेवा में या पलिस सेवा में या पहरेदार वाचमैन आदि) करने वाले इत्यादि। जैसी भी स्थिति हो पूरा विवरण निम्न प्रकार दें)।

होटल या रैस्टोरेन्ट चलाने वाले होटल (हाऊस कीपर्स) मैट्रन, बरसे और संस्थाओं में काम करने वाले कारिन्दे, रसोइए, खिदमतगार (वटर्स), शराब देने वाले तथा इसी प्रकार के अन्य काम करने वाले (घरेलू और संस्थागत दोनों), नौकरानियां और इसी प्रकार के अन्य घरेलू नौकर इमारतों की देखभाल करने वाले झाड़ देने वाले सफाई करने वाले तथा इसी प्रकार के अन्य नौकर धोबी हाइक्लीनर्स प्रैस (इस्त्री) करने वाले नाई सौन्दर्य बढ़ाने वाले (ब्यूटिशियन्स) तथा इसी प्रकार के अन्य कर्मचारी, सुरक्षा कर्मचारी जैसे दरबान, चौकीदार, इत्यादि तथा अन्य सेवाएं प्रदान करने वाले व्यक्ति

कृषक, मछुये शिकारी लकड़ी काटने वाले तथा इसी प्रकार के दूसरे कार्य करने वाले

गहरे समुद्र में मछली पकड़ने वाले नदियों व तालाबों इत्यादि में मछली पकड़ने वाले, सीप, शंख इत्यादि एकत्र करने वाले, जंगलात अधिकारी कोयला बनाने वाले जंगलों के विभिन्न उत्पादनों को एकत्र करने वाले बागान प्रबन्धक फार्मों में मशीन चलाने वाले बागबान लकड़ी बनाने वाले रखवाली करने वाले शिकारी बहेलिये (चिड़ियां पकड़ने वाले) इत्यादि इस श्रेणी में आवेंगे

उत्पादन व इससे तत्संबंधित अन्य काम करने वाले यातायात के उपकरणों को चलाने वाले व अन्य मजदूर

(इस श्रेणी में विभिन्न प्रकार के कारीगरों, मजदूरों व अन्य यंत्र चालकों की बहुत बड़ी संख्या सम्मिलित होगी जिनके कार्य के बारे में पूरा विवरण देना होगा)।

उदाहरण के लिए खानों में काम करने वाले पत्थर की खान में काम करने वाले, ट्यूब बैल बनाने वाले, कपास ओटने वाले, सूत कातने वाले रंगरेज, बुनने वाले, गोटा किनारी (लेस) बनाने वाले, दरी-गलीचे बनाने वाले आदि दर्जी, कपड़ा काटने वाले, हैट-टोपी बनाने वाले कशीदा काढ़ने वाले जूते बनाने या मरम्मत करने वाले काठी (ज़ीन) बनाने वाले चमड़ा काटने वाले आदि, लोहार भट्टी पर काम करने वाले सांचे में ढालने वाले आदि गाड़ी बनाने वाले, पहिए बनाने वाले, अलमारी आदि बनाने वाले, आदि, पत्थर काटने वाले राज और मिस्त्री झोंपड़ी बनाने वाले छप्पर डालने वाले, कुएं खोदने वाले आदि· जौहरी, सुनार, हाथ व दीवार की घड़ी बनाने या मरम्मत करने वाले· ढालने वाले धातु की चादर काटने वाले धात की चद्दर से सामान बनाने वाले, मशीन चालक, बिजली का काम करने वाले बिजली की फ़िटिंग करने वाले, रेडियो मैकेनिक, बिजली के लाइनमैन, के बिल जोड़ने वाले, खाती, बढ़ई, लकड़ी चीरने वाले आदि छापने की मशीन चलाने वाले प्रफरीडर फ़ोटोलिथो मशीन चलाने वाले जिल्दसाज़, बर्तन बनाने वाले ढालने वाले फ़ायरमैन, भट्टा चलाने वाले, कांच और कांच का सामान बनाने वाले, आटा पीसने वाले; डबलरोटी, बिस्कुट बनाने वाले, मिठाई बनाने वाले, डिब्बे में बन्द खाने का सामान बनाने वाले; कहवे और चाय के बागान में काम करने वाले· तम्बाकू तैयार करने वाले, बीड़ी या सिगार बनाने वाले, सुंघनी (नस्वार) या ज़र्दा तयार करने वाले, टायर बनाने वाले· क्रेन या लिफ्ट चलाने वाले, सामान लादने और उतारने वाले इत्यादि

परिशिष्ट 6

प्रश्न नम्बर 16 और 17 के अन्तर्गत आने वाले आर्थिक विवरणों को दर्ज करने हेतु कुछ उदाहरण

प्रश्न 16 (क)(i) काम करने वाला	प्रश्न 16 (क)(ii) काम न करने वाला	प्रश्न 16 (ख) काम का स्थान	प्रश्न 16 (ग) प्रतिष्ठान का नाम	प्रश्न 16 (घ) उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा	प्रश्न 16 (ङ) काम का विवरण	प्रश्न 16 (च) काम करने वाले का वर्ग
1	2	3	4	5	6	7
(1) का० !	×	×	/	×	/	
(2) खे० म०	×	\		\	×	
(3) पा० उ०	×	गि०	कोई खास नाम नहीं	अम्बर चरखे पर सूत कातना	सूत कातना	पा०का०
(4) पा० उ०	×	गि०	कोई खास नाम नहीं	हडलूम पर सूती कपड़े बुनना	सूत की रंगाई और कताई	पा० का०
(5) पा० उ०	\	गि०	कोई खास नाम नहीं	आटा पीसने की चक्की	धान को भूसे से अलग करना और साफ करना	नौ
(6) पा० उ०	×	गि०	कोई खास नाम नहीं	तेल घाणी	तेल घाणी चलाना	अ०
(7) पा० उ०	>	गि०	कोई खास नाम नहीं	लुहार का कार्य (खेती के औजार बनाना)	औजारों को पक्का करना तथा पालिश करना	पा० क
(8) पा० उ०		गि०	कोई खास नाम नहीं	मिट्टी के बर्तन बनाना	चाक पर मिट्टी के बर्तन बनाना	पा
(9) पा० उ०	\	गि०	कोई खास नाम नहीं	मिट्टी के बर्तन बनाना	आवा (भट्टा) बनाना और जलाना	नौ
(10) पा० उ०	×	गि०	कोई खास नाम नहीं	बढई का काम लकड़ी के दरवाजे और खिडकिया बनाना	बढई	पा० उ
(11) पा० उ०		गि०	मसाफ़ा दी इटटी	सुनार का काम	सोने के जवरात में लाख भरना	पा० क०
(12) पा० उ०		नई दिल्ली	गुप्ता होजरी वर्क्स	होजरी के सामान का उत्पादन	होजरी मशीन का आपरेटर	नौ०
(13) अन्य	×	नई दिल्ली	वर्मा होजरी वर्क्स	होजरी का सामान बनाना	हिसाब लिखने वाला क्लर्क	नौ०

1	2	3	4	5	6	7
(14) पा० उ०		गि०	कोई खास नाम नहीं	विद्युत से कलई करना (एल्क्ट्रोप्लेटिंग)	धातु को साफ करना और चमकाना	पा० का
(15) पा० उ०	×	गि०	कोई खास नाम नही	गाड़ी के पहिये का घेरा (रिम) बनाना	गाड़ी के पहिये (चक्के) पर लोहे का छल्ला (हूप) चढ़ाना	नौ०
(16) अन्य	✓	गि०	कोई खास नाम नही	बाल काटना	नाई	अ० का०
(17) अन्य		गि०	कोई खास नाम नही	शहद का उत्पादन	शहद की मक्खी पालना	अ० का०

परिशिष्ट 8

(फार्म एम)

प्रगणक का दैनिक पोस्टिंग स्टेटमैंट

पुरुष

लोकेशन कोड 10/3/64
गांव/नगर का नाम दनदोरी

प्रगणक ब्लाक नं० 10
प्रगणक का नाम····पृथीपाल

अन्तिम क्रम संख्या	पैड नं०	पर्ची नं०	लिंग	अ०जा०या अ०ज०जा० प्र० 11		साक्षरता प्र० 12		मुख्य गतिविधि प्र० 16 (क) (i)				
			प्रश्न 3	अ०जा०	अ०ज०जा०	साक्षर सा०	निरक्षर '0'	काश्तकार क्ल०	खेतिहर मजदूर खे०म०	पारिवारिक उद्योग पा०उ०	अन्य	बिना काम X
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	1	पु०	—	—	√	—	—	—	√	—	—
2	15	22	पु०	—	—	—	√	—	—	—	—	√
3	15	29	पु०	—	—	—	√	√	—	—	—	—
4	16	3	पु०	—	√	—	√	—	—	—	—	√
5	16	7	पु०	√	—	—	√	√	—	—	—	—
6	16	16	पु०	√	—	√	—	—	√	—	—	—
7	16	25	पु०	—	—	√	—	—	—	—	√	—
8	16	47	पु०	—	—	—	√	√	—	—	—	—
योग			8	2	1	3	5	3	1	1	1	2

प्रगणक के हस्ताक्षर·····
दिनांक ·····

पर्चियों से शतप्रतिशत जांच की और सही पाय
सुपरवाइजर के हस्ताक्षर·····
दिनांक ····· ·····

टिप्पणी :—इस बात की तस्दीक कर लीजिए कि कालम 4 में दर्ज इंद्राजों की संख्या=कालम संख्या 7+ 8= कालम संख्या 9+ 10+ 11+ 12+ 13.

प्रगणक का दैनिक पोस्टिंग स्टेटमैंट

(फार्म एफ)

लोकेशन कोड 10/3/64(10)
गांव/नगर का नाम दनदोरी

स्त्री

प्रगणक ब्लाक नं० 10
प्रगणक का नाम·· पृथीपाल

अन्तिम क्रम संख्या	पैड नं०	पर्ची नं०	लिंग	अ०जा०या अ०ज०जा० प्र० 11		साक्षरता प्र० 12		मुख्य गतिविधि प्र० 16(क)(i)				
				अ०जा०	अ०ज०जा०	साक्षर सा०	निरक्षर '0'	काश्तकार का०	खेतिहर मजदूर खे० म०	पारिवारिक उद्योग पा० उ०	अन्य	बिना काम ×
			प्रश्न 3									
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	2	स्त्री	—	—	—	√	—	√	—	—	—
2	15	23	स्त्री	√	—	—	√	—	—	—	—	√
3	15	39	स्त्री	√	—	—	√	√	—	—	—	—
4	16	56	स्त्री	—	—	√	—	—	—	√	—	—
5	16	62	स्त्री	—	—	—	√	—	—	—	—	√
6	16	64	स्त्री	—	—	—	√	—	—	—	—	√
7	16	66	स्त्री	—	—	—	√	—	—	—	—	√
योग			7	2	—	1	6	1	1	1	—	4

प्रगणक के हस्ताक्षर·····
दिनांक·····

पर्चियों से शतप्रतिशत जांच की और सही पाय ।
सुपरवाइजर के हस्ताक्षर ·····
दिनांक·····

टिप्पणी :–इस बात की तस्दीक कर लीजिए कि कालम 4 में दर्ज इन्द्राजों की संख्या=कालम संख्या 7+8=कालम संख्या 9+10+11+12+13.

परिशिष्ट 9

प्रगणक का गोश्वारा

(फार्म टी)

लोकेशन कोड 10/3/64(1०)

प्रगणक ब्लाक नं० 10

गांव/नगर का नाम दनदौरी

प्रगणक का नाम ·····पृथीपाल

आबाद आवासीय (रहने के) मकानों की संख्या 130

संस्थागत परिवार की संख्या 1

कुल परिवारों की संख्या 140

बेघरबार परिवार की संख्या 1

लिंग	जनसंख्या	अ०ज०	अ०ज० जा०	साक्षर	निरक्षर	मुख्य गतिविधि: काश्तकार	खेतिहर मजदूर	पारिवारिक उद्योग	अन्य काम	बिना काम	बेघरबार लोगों की संख्या	संस्थागत व्यक्तियों की संख्या
1	2	3	4	5	6	7	8	9	10	11	12	13
पुरुष	381	52	25	173	208	139	20	10	77	135	3	24
स्त्री	369	50	21	75	294	42	12	4	69	242	2	1
योग	750	102	46	248	502	181	32	14	146	377	5	25

प्रगणक के हस्ताक्षर·····

दिनांक·····

सुपरवाइजर के हस्ताक्षर·····

दिनांक·· ·····

टिप्पणी :–बेघरबार के लोगों की संख्या जिसका इन्द्राज कालम 12 में करना है, ऐसे समस्त बेघरबार परिवारों के सदस्यों की संख्या का योग होगा जिनका परिवार नम्बर जनगणना रिकार्ड में '0' लिखा है, संस्था में रहने वाले लोगों की संख्या जिसका इन्द्राज कालम 13 में करना है, ऐसे समस्त संस्थागत परिवारों के सदस्यों की संख्या का योग होगा जिनका नम्बर जनसंख्या रिकार्ड में 'सं' लिखा है।

परिशिष्ट 10

जनसंख्या रिकार्ड

जनगणना 1971

गोपनीय

(व्यक्तिगत पर्ची से भरना है)

लोकेशन कोड .....

परिवार का नम्बर .....

गांव या नगर का नाम ....

यदि परिवार का कर्त्ता अ०जा०/अ०ज० जा०का है ?

क्रम संख्या	नाम	कर्त्ता से संबंध	लिंग		आयु	वैवाहिक स्थिति	साक्षरता (सा० या '0')	मुख्य गतिविधि का विवरण
			पुरुष	स्त्री				
1	2	3	4	5	6	7	8	9

प्रगणक के हस्ताक्षर .....

दिनांक .....

सुपरवाइजर के हस्ताक्षर .....

दिनांक .....

(Vide Section III—Para 2)

CENSUS OF INDIA—1971
CONFIDENTIAL

DEGREE HOLDERS AND TECHNICAL PERSONNEL CARD
(Please see instructions overleaf. Do not write inside the squares)

LOCATION CODE .....

1. Name .....
Designation & Address .....

2. Year of Birth .....

3. Home State .....

*4. Male / Female

*5 Never married / Married / Widowed / Separated

6. Age at Marriage (first) .....

7. Qualifications Deg./Dip.	Year of Passing	Duration of course (yrs)	Div. / Class	Main Subject	Country

8. Specialisation : .....

9. If you have been abroad : i. Total stay abroad ..... ii. Year of return (last) ..... iii. Country of Longest stay .....

10. Number of publications : i. Books ..... ii. Research papers ..... iii. Technical Reports ..... iv. Others .....

*11. Status : Employee / Self-employed / Student / Trainee / Apprentice / Retired / Unemployed and waiting for a job / Not employed but not trying for a job

*12. If employee, state Permanent / Quasi-Permanent / Temporary / Contract / Work charged / or Muster Roll

13. Employment	Type of organisation (See list under instructions)	Sector Private Public	Year of joining	Nature of duties (See list under instructions)	Total Emoluments (Rs per month) At entry	Last drawn
Present						
The Previous						
First						

*14. Are you at present doing any research work ? Yes No

15. If unemployed state for how many months now / .....

16. Indicate periods of unemployment if any during 1960-1970 after completion of your studies (if more than four, give the last four periods)

i. From ..... To ..... ii. From ..... To .....

iii. From ..... To ..... iv. From ..... To .....

*Encircle ◯ appropriate alternative applicable to you in items 4, 5, 11, 12 and 14.

Signature .....

Please read carefully the following

INSTRUCTIONS FOR FILLING UP THIS CARD

You should fill up this card only if you possess a degree in Arts Science, Engineering, Technology or Medicine, or a technical diploma or a technical certificate. Otherwise, the blank card to Census enumerator.

Please Do Not write within the coding squares shown as [ ]

Encircle appropriate answers in items 4 5, 11 12 and 14 e g (Male)

Items

1. Write your name in full.
   If you are employed give your office address. If not, give present residential address.

3. Home State is the State to which you belong

7. Indicate your Bachelors' Degree(s) or equivalent and Master's Degree(s), if any, besides other qualifications

8. In case of specialisation in more than one branch or sub-branch, indicate the best specialisation first.

9 Consider trips abroad only for study research training or employment.

11 & 12. Indicate position as on Feb. 1 1971

13 **Please Note :**

The different employments should relate to different organisations served, not the different jobs held in same organisation

In case of present and previous employment indicate nature of duties performed last; in the case of first-employment, indicate the duties at the begi

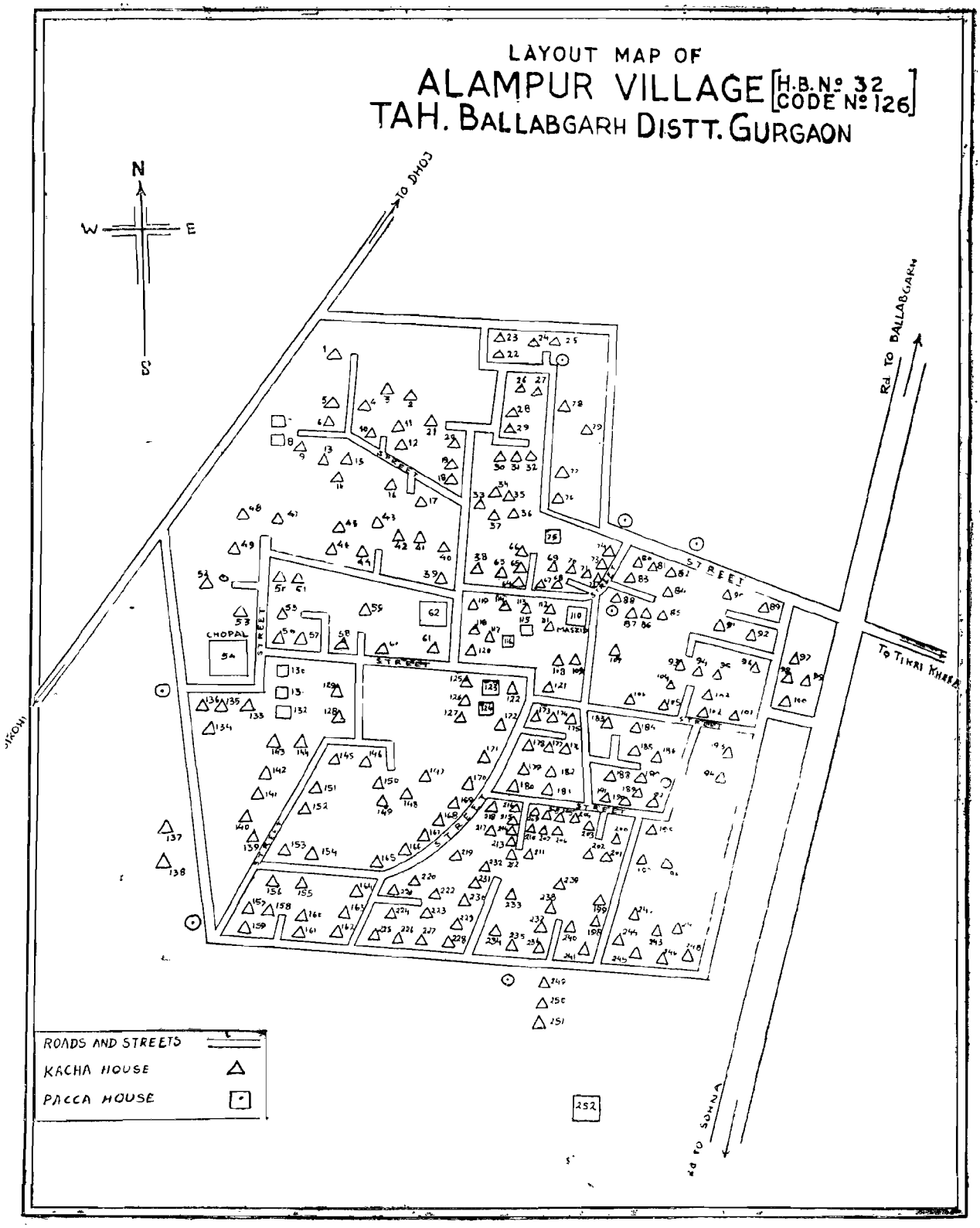
Type of organisation : (i) Inst. of Higher Educ., Univ. or affild. College, (ii) Polytech. (giving 2-3 yr Dip Course), (iii) School, (iv) private Coachi (v) Other Educational Inst., (vi) Research & Development Orgn., (vii) Natural Resources Dev. Orgn. (like, NCDC, NMDC, ONGC, Surveys, etc.), (viii) Social D ment Orgn (Community Dev & Extn, Social Dev Board, Family Planning, etc.), (ix) Public Sector Industry, (x) Other Govt. Orgn., (xi) Private Sector Ir (xii) Other Private Sector Orgn.

Nature of duties : (i) Teaching, (ii) Research, (iii) Teaching-cum-Research, (iv) Construction, (v) Production, (vi) Administrative, (vii) Clerical, (viii) Professional (ix) Farming, (x) Journalism, (xi) Sales, or (xii) Other (specify).

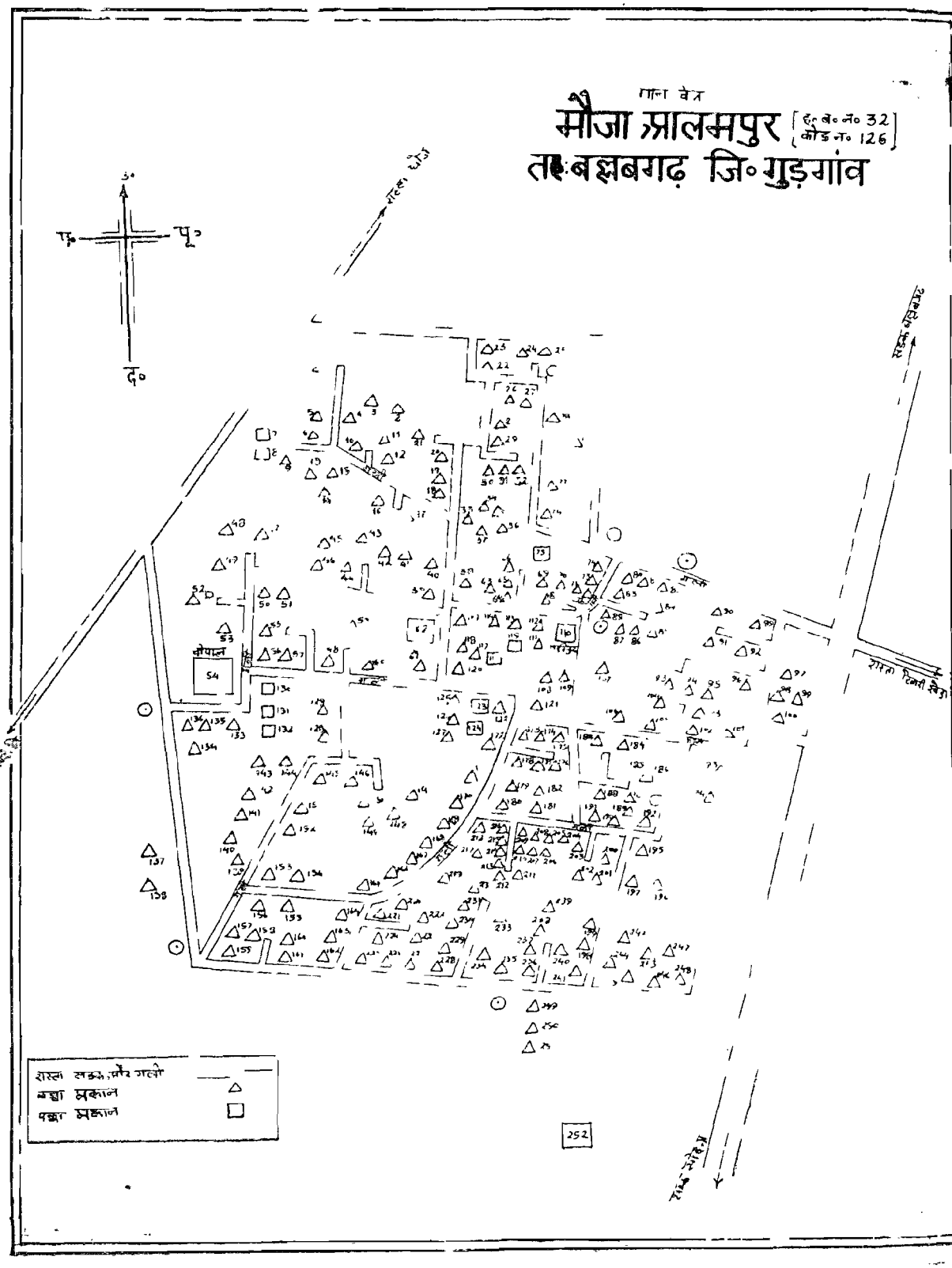
Total emoluments should include salary and all allowances

14 & 15. Indicate position as on Feb. 1, 1971.

(Vide Section XII—Para 12)



(Vide Section XII—Para 12)



ANNEXURE—G

Some publicity material issued at the time of 1971–Census

(Vide Section XX—Para 8)

Census Centenary Commemoration Stamp Handout

The first comprehensive population Census of the country was completed in 1871-72, and thereafter a regular chain of decennial enumeration was established. And now, 1971 marks the completion of hundred years of regular decennial Census taking in India and the Census enumeration commences on the 10th March, 1971. India accounts for more than one-seventh of the population of the world and its Census is, therefore, of particular significance.

The Indian population Census is one of the largest administrative operations in the world, in which more than a million honorary workers are trained and engaged on Census enumeration duties. It is an operation in which the Central and the State Governments, local bodies and the people function in closest co-operation on voluntary basis, symbolising the identity of interest of all concerned in the success of this national venture.

Notwithstanding the vastness of the country, the immense size of its population, the inaccessibility of several areas and major political changes and even in the face of world wars, India has always taken the national stock-taking through the Census in the first year of every decade since 1871 and built a rich tradition which has won the Indian Census the reputation of being the richest single source of information about the country.

In India, the collection of population statistics as a measure of State policy was recognised as early as the third century B.C. as one finds its mention in Kautilya's 'Arthasastra'. The word 'Census' is of Roman origin derived from the word 'censors' or the magistrates of ancient Rome who prepared a register of population for the purpose of taxation and conscription to the military services. The objectives of ancient Censuses being unpopular with the people, Censuses were almost given up in the medieval period. But as the need for reliable data on population was felt by the modern welfare States for such purposes as demarcation of electoral areas, scientific and developmental planning and administration and educational, health and other social welfare programmes the Censuses in modern sense of the term were started to be taken from about the seventeenth/eighteenth centuries. In India, the East India Company made estimates of population of some of its local possessions in the middle of the 17th century. The first Indian Census, though termed as the 1871 Census, was a compilation of enumeration spread over till 1872, and may, therefore, be called non-synchronous. It, however, had a uniform schedule and did encompass the basic demographic, social and economic characteristics and thus laid the foundation of decennial Censuses in the country.

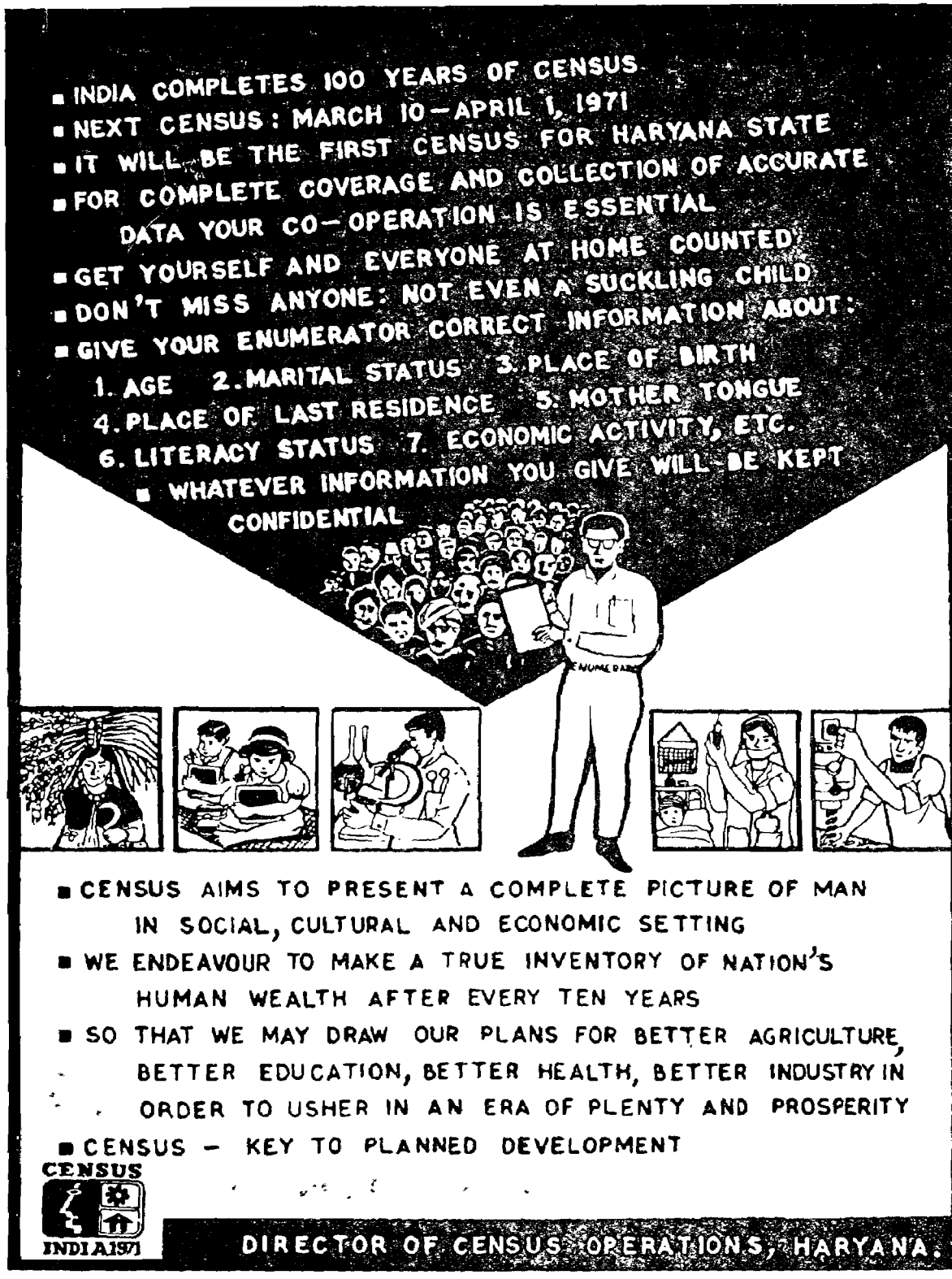
Since the dawn of Independence and the commencement of the planning era, the Census operations in India were geared to the production of much needed data. Efforts have been made to introduce more and more sophisticated techniques of collection and processing of data to meet the growing demand for a variety of population statistics.

Census is not a mere counting of heads, but involves the collection of several demographical, social, cultural and economic characteristics of every individual which

are all compiled and presented in the form of meaningful tables for the consumption of data-users. It has also been collecting data on housing and establishments. The Indian Census has the tradition of producing analytical reports and organising other ancillary studies to enrich the Census statistics. The year 1961, saw the introduction of conventional machines to process Census data, though partially. It is a matter of satisfaction that the 1971 Census figures are being tabulated through electronic computers to produce major portion of the Census accurately and in time.

The Posts and Telegraphs Department is happy to associate itself with the centenary of the regular decennial Census in India by issuing a special postage stamp to commemorate the 1971 Census. This stamp is dedicated to the vast army of enumerators who are responsible for the Census and to the people of India without whose cooperation in this national undertaking, the task of enumeration will not be possible.

(Vide Section XX—Para 5)



(Vide Section XX—Para 5)

- भारत ने जनगणना के 100 साल पूरे कर लिये
- अगली जनगणना: 10 मार्च- 1 अप्रैल, 1971
- यह हरियाणा राज्य की पहली जनगणना होगी
- पूर्ण रूप से तथा सही आंकड़े एकत्रित करने के लिए आपके सहयोग की आवश्यकता है
- अपनी तथा अपने घर के प्रत्येक व्यक्ति की गणना करवायें
- किसी को मत भूलिये : दूध पीता बच्चा भी नहीं
- अपने प्रगणक को निम्नलिखित के बारे में सही सूचना दें
  1. आयु 2. वैवाहिक स्थिति 3. जन्म स्थान
  4. पिछला निवास स्थान 5. मातृ भाषा
  6. शैक्षणिक स्तर 7. आर्थिक गतिविधि, इत्यादि
- आपकी दी हुई प्रत्येक सूचना गोपनीय रखी जाएगी



- जनगणना का उद्देश्य मनुष्य की सामाजिक, सांस्कृतिक और आर्थिक दशा को पूर्ण रूप से चित्रित करना है
- हम हर दस वर्ष बाद देश की मानव सम्पदा का सही ब्यौरा प्राप्त करने का प्रयत्न करते हैं
- ताकि हम अच्छी कृषि, अच्छी शिक्षा, अच्छे स्वास्थ्य तथा अच्छे उद्योग के लिए योजनाएं बना सकें जिससे देश में सुख-समृद्धि का आगमन हो
- जनगणना योजनाबद्ध विकास की कुंजी है

CENSUS INDIA 1971

निदेशक जनगणना परिचालन, हरियाणा

(Vide Section XX –Para 16)

प्रधान मंत्री

संदेश

सन् १९७१, हमारे देश की दश वार्षिक जनगणना का वर्ष है। इस वर्ष भारत में जनगणना के कार्य के सौ वर्ष पूर्ण हो रहे हैं।

भारतवर्ष, एक महत्वपूर्ण परिवर्तन के दौर से गुजर रहा है। लोगों की सामाजिक और आर्थिक दशा, और उनकी आवश्यकताओं का वास्तविक मूल्यांकन करना ज़रूरी है। जनगणना ही ऐसे मूल्यांकन का आधार प्रस्तुत करती है।

भारतवर्ष की जनगणना का कार्य-संचालन, अत्यन्त विशाल पैमाने पर किया जाता है। १० मार्च, १९७१ को, दस लाख से ज्यादा प्रशिक्षित प्रगणक अपना कार्य आरम्भ करेंगे, और वे संपूर्ण देश में घर-घर जायेंगे, तथा प्रत्येक व्यक्ति की जनांकिकी, सामाजिक तथा आर्थिक महत्वपूर्ण विशेषताओं के विषय में सूचना एकत्र करेंगे।

जनगणना की सफलता, देशवासियों के संपूर्ण सहयोग पर निर्भर है। इस महान् राष्ट्रीय प्रयास में प्रत्येक व्यक्ति का योगदान होता है। मैं हर व्यक्ति से अपील करती हूं कि वह जनगणना प्रगणक को संपूर्ण सहयोग दे।

नई दिल्ली,
मार्च ८, १९७१।

हस्त :
(इन्दिरा गांधी)

LIST OF AGENTS FOR THE SALE OF GOVERNMENT OF INDIA PUBLICATIONS (AS ON 31ST MARCH, 1970)

Serial No.	Name of the Party	Cat. of Agents
1	2	3
	AGRA—	
1	National Book House, Jeoni Mandi	(Reg.)
2	Wadhwa & Co., 45 Civil Lines	(Reg.)
3	Banwari Lal Jain, Publishers, Moti Katra	(Rest.)
4	Assa Ram Baldev Dass & Sons, Bagh Muzaffarpur	(Rest.)
	AHMEDABAD—	
5	Balgovind Booksellers, Gandhi Road	(Rest.)
6	Chandra Kant Chimanlal Vora, Gandhi Road	(Reg.)
7	New Order Book Co., Gandhi Road, Ellis Bridge	(Reg.)
8	Sastu Kitab Ghar, Near Relief Talkies Patthar Kava Relief Road	(Reg.)
9	Gujarat Law House, Near Municipal Swimming Bath	(Rest.)
10	Mahajan Bros., Opp. Khadia Police Gate	(Rest.)
11	Himanshu Book Co., 10 Mission Market, Near Gujarat College	(Rest.)
	AHMEDNAGAR—	
12	V.T. Jorkar, Prop. Rama General Stores, Navi Path	(Rest.
	AJMER—	
13	Book Land, 663, Madar Gate	(Reg.)
14	Rajputana Book House, Station Road	(Reg.)
	ALIGARH—	
15	Friend's Book House, Muslim University Market	(Reg.
16	New Kitab Ghar, Mill Market	(Rest.)
	ALLAHABAD—	
17	Kitabistan, 17-A, Kamla Nehru Road	(Reg.)
18	Law Book Co., Sardar Patel Marg, P.Box 4	(Reg.)
19	Ram Narain Lal Beni Madho, 2A, Katra Road	(Reg.)
20	Universal Book Co., 20 M.G. Road	(Reg.)
21	University Book Agency (of Lahore) Elgin Road	(Reg.)
22	Bharat Law House, 15, Mahatma Gandhi Marg	(Rest.)
23	Chandralok Prakashan, 73, Darbhenga Colony	(Rest.)
24	Ram Narain Lal Beni Prasad, 2/A, Katra Road	(Rest.)
	AMBALA CANTT.—	
25	English Book Depot, Ambala Cantt.	(Reg.)
	AMBALA CITY—	
26	Sethi Law House, 8719, Rly. Road, Ambala City	(Reg.)
	AMRITSAR—	
27	Amar Nath & Sons, Near P.O. Majith Mandi	(Reg.)
28	Law Book Agency, G.T. Road, Putli-Garb	(Reg.)
29	The Booksellers Retreat, Hall Bazar.	(Reg.)

Serial No.	Name of the Party	Cat. of Agents
1	2	3
	ANAND—	
30	Vijaya Stores, Station Road	(Rest.)
	BANGALORE	
31	Bangalore Press, Lake View, Mysore Road P.O.B. No. 507	(Reg.)
32	International Book House P. Ltd., 4F, M.G. Road	(Reg).
33	Makkala Pustak Press, Balamandira, Gandhinagar	(Reg).
34	S.S. Book Emporium, 118, Mount Joy Road, Hanumant Nagar	(Reg).
35	Standard Book Depot, Avenue Road	(Reg).
36	Vichara Sahitya Ltd., Balepet	(Reg.)
37	Atma Stores, 5th Crose Malleswaram	(Rest.)
	BAREILLY—	
38	Agarwal Bros., Bara Bazar	(Reg.)
	BARODA—	
39	New Medical Book House, 540, Madenzampa Road	(Rest.)
40	Sh. Chandra Kant Mohan Lal Shah Gaini Shanker Bldg. Diwanii's Wada Dandia Bazar	(Rest.)
	BHAGALPUR—	
41	Paper Stationery Stores, D.N. Singh Road	(Reg.)
	BHOPAL—	
42	Lyall Book Depot, Moh. Din Bldg. Sultania Road	(Reg.)
43	Bhopal Sahitya Sadan, Publishers, Booksellers & Stationers, 37, Lalwani Press Road	(Rest.)
	BHUBANESHWAR—	
44	Prabhat K. Mahapatra, Bhubaneshwar Marg	(Reg.)
	BHAVANAGAR——	
45	Shah Parsotam Dass Gigabhai, M. G. Road	(Rest.)
	BOLAPURA—	
46	Bolpur Pustakalaya, Rabindra Sarai, P.O. Bolpur, Birbhum (W.B.)	(Rest.)
	BIJAPUR—	
47	Sh. D.V. Deshpane, Recognised Law Booksellers Prop. Vinod Book Depot, Near Shiralshetti Chowk	(Rest.)
	BELGARIRA—	
48	Granthloka, 5/1, Ambica Mukherji Road, 24 Parganas, (W.B.)	(Rest.)
	BIKANER—	
49	Bhandari Bros.; Goga Gate	(Rest.)
	BOMBAY—	
50	Charles Lambert & Co., 101, M.G. Road	(Reg.)

Serial No.	Name of the Party	Cat. of Agents
1	2	3
	BOMBAY—concld.	
51	Co-operators Book Depot, 5/32, Ahmed Sailor Bldg. Dadar ..	(Reg.)
52	Current Book House, Maruti Lane, Raghunath Dadaji Street ..	(Reg.)
53	Current Technical Literature Co. P. Ltd., India House, 1st Floor ..	(Reg.)
54	C. Jamnadas & Co., Booksellers, 146-C, Princess St. ..	(Reg.)
55	Indo Nath & Co., Office No. 8, 1st Floor 257 Frase Road ..	(Reg.)
56	International Book House Ltd., 9 Ash Lane, M.G. Road ..	(Reg.)
57	Kothari Book Depot, King Edward Road ..	(Reg.)
58	Lakhani Book Depot, Girgaum ..	(Reg.)
59	Minerva Book Shop, 10, Kailash Darshan, 3rd Floor, Nava Chowk ..	(Reg.)
60	N.M. Tripathi P. Ltd., Princess Street ..	(Reg.)
61	New Book, Co., 188-190 Dr. Dadabhai Naroji Road ..	(Reg.)
62	P.P.H. Book Stall, 190/B, Khetwadi Main Road ..	(Reg.)
63	World Literature, Pyare Singh Chug House, Agra Road ..	(Rest.)
64	Swastik Sales Co., Scientific, Technical Booksellers ..	(Rest.)
65	M.&J. Services 2/A, Bahri Building, P.B. 6007 ..	(Rest.)
66	Popular Book Depot, Lamington Road ..	(Reg.)
67	Sunder Das Gian Chand 601, Girgaum Road Near Princess Street ..	(Reg.)
68	Thacker & Co., Rampart Row ..	(Reg.)
69	All India Supply Co., 342, Kalbedevi Road ..	(Rest.)
70	Amalgamated Press, 41 Hamam Street ..	(Rest.)
71	Asian Trading Co., 310, the Miraballe P. B. 1505 ..	(Rest.)
72	Secretary, Sales Tax Practitioner Association, Room No. 8, Palton Road ..	(Rest.)
73	Usha Book Depot, 585 Chira Bazar ..	(Reg.)
	CALCUTTA—	
74	Chatterjee & Co., 3/1, Becharam Chatterjee Lane ..	(Reg.)
75	Current Literature Co., 208, M.G. Road ..	(Rest.)
76	Dass Gupta & Co. Ltd., 54/3, College Street ..	(Reg.)
77	Firma K.L. Mukhopadhya, 6/1A, Banchharam Akrur Lane ..	(Reg.)
78	Hindu Library, 69-A, Bolaram De Street ..	(Reg.)
79	M.C. Sarkar & Sons P. Ltd., 14, Bankim Chatterji Lane	(Reg.)
80	Oxford Book Stationery Co., 17 Park St.	(Reg.)
81	R. Chambrary & Co. Ltd., Kant House, P. 33 Mission Row Extension ..	(Reg.)
82	S.C. Sarkar and Sons P. Ltd., IC College ..	(Reg.)
83	S.K. Lahiri & Co. Ltd., College Street ..	(Reg.)
84	Thacker Spink & Co., (1933) P. Ltd., 3, Esplanade East ..	(Reg.)
85	W. Newman & Co. Ltd., 3, Old Court House Street ..	(Reg.)
86	Indian Book Dist. Co. C/52, M.G. Road ..	(Rest.)
87	K.K. Roy, 55, Gariahat Road, P. Box No. 1021 ..	(Rest.)
88	Manimala, 123, Bow Bazar Street ..	(Reg.)
89	Modern Book Depot, 9, Chowringhee Centre ..	(Rest.)
90	New Script, 172/3, Rash Behari Avenue ..	(Reg.)
91	Gyan Bharati, 171-A, M.G. Road ..	(Reg.)
92	Mukherjee Library, I, Gopi Mohan Datta Lane ..	(Rest.)
93	S. Bhattachar & Co., 49, Dharamtalla Street ..	(Rest).
94	Scientific Book Agency, 103, Netaji Subhas Road ..	(Rest.)
95	Smt. P.D. Upadhyay, 16, Munshi Sardaruddin Lane ..	(Rest.)
96	Universal Book Dist., 8/2, Hastings Street ..	(Rest.)
97	Manisha Granthalaya P. Ltd., 4/3, B. Bankim Chatterji Street ..	(Rest.)
98	N.M. Roy Chowdhury Co. P. Ltd., 72 M G. Road ..	(Rest.)
	CHANDIGARH—	
99	Jain Law Agency, Shop No. 5, Sector 22-D ..	(Reg.)
100	Mehta Bros., 1933, Sector 22-B ..	(Reg.)
101	Rama News Agency, Booksellers, Sector No. 22 ..	(Reg.)
102	Universal Book Store, Booth No. 25, Sector No. 22-D ..	(Reg.)
103	English Book Shop 34, Sector 22-D ..	(Rest.)
	CALICUT—	
104	Touring Book Stall, Court Road ..	(Rest.)
	CUTTACK—	
105	Cuttack Law Times, Cuttack ..	(Reg.)
106	D.P. Soor & Sons, Manglabad ..	(Rest.)
107	New Student Store ..	(Rest.)
	DEHRADUN—	
108	Bishan Singh and Mahendra Pal Singh, 318, Chukhuwala ..	(Reg.)
109	Jugal Kishore & Co., Rajpur Road ..	(Reg.)
110	National News Agency, Paltan Bazar ..	(Reg.)
111	Sant Singh & Sons, 28, Rama Market ..	(Rest.)
112	Universal Book House, 39 A, Rajpur Road	(Rest.)
113	Natraj Publishers, 52 Rajpur Road ..	(Reg.)
	DELHI—	
114	Atma Ram & Sons, Kashmere Gate ..	(Reg.)
115	Bahri Bros., 243, Lajpat Rai Market ..	(Reg.)
116	Bawa Harkishan Dass Bedi Vijaya General Agency Delhi Ahata Kodara Chamalian Road ..	(Reg.)
117	Bookwells, 4 Sant Narankari Colony, P.B. 1565, Delhi-9 ..	(Reg.)
118	Dhanwant Medical & Law Book House, 1522, Lajpatrai Market ..	(Reg.)
119	Federal Law Depot, Kashmere Gate ..	(Reg.)
120	Imperial Publishing Co., 3, Faiz Bazar, Darya Ganj ..	(Reg.)
121	Indian Army Book Depot, 3, Ansari Road Darya Ganj ..	(Reg.)
122	J.M. Jaina & Bros., Mori Gate ..	(Reg.)
123	Kitab Mahal (wholesale Division) P. Ltd., 28, Faiz Bazar ..	(Reg.)
124	K.L. Seth, Suppliers of Law Commercial & Tech. Books, Shantinagar, Ganeshpura ..	(Reg.)
125	Metropoliton Book Co., 1, Faiz Bazar ..	(Reg.)
126	Publication Centre, Subzi Mandi, Opp. Birla Mills ..	(Reg.)
127	Sat Narain & Sons, 3141, Mohd. Ali Bazar, M. Gate. ..	(Reg.)
128	Universal Book & Stationery Co., 16, Netaji Subhas Marg ..	(Reg.)
129	Universal Book Traders, 80, Gokhle Market ..	(Reg.)
130	Youngman & Co. Nai Sarak ..	(Reg.)

Serial No.	Name of the Party	Cat. of Agents
1	2	3
	DELHI—concld.	
131	Adrash Publicity Service, 5A/10, Ansari Road Darya Ganj	.. (Rest.)
132	Amar Hind Book House, Nai Sarak	.. (Rest.)
133	All India Educational Supply Co., Sri Ram Buildings, Jawahar Nagar	.. (Rest.)
134	B. Nath & Bros., 3808, Charkawalan (Chowri Bazar)	.. (Rest.)
135	General Book Depot, 1691, Nai Sarak	.. (Rest.)
136	Hindi Sahitya Sansar, 1547, Nai Sarak	.. (Rest.)
137	Law Literature House, 2646, Balimaran	.. (Rest.)
138	Munshi Ram Manohar Lal, Oriental Booksellers & Publishers, P.B. No. 1165, Nai Sarak	.. (Rest.)
139	Premier Book Co., Printers, Publishers and Bookseller, Nai Sarak	.. (Reg.)
140	Oversees Book Agency, 3810, David Street, Darya Ganj-9	.. (Reg.)
141	Amir Book Depot, Nai Sarak	.. (Rest.)
142	Rajpal & Sons, Kashmeri Gate	.. (Rest.)
143	Saini Law Publishing Co., 1899, Chandni Chowk	.. (Rest.)
144	Moti Lal Banarsi Dass, Bangalow Road, Jawahar Nagar	.. (Reg.)
145	Sangam Book Depot, Main Market, Gupta Colony	.. (Reg.)
146	Summer Bros., P.O. Birla Lines	.. (Rest.)
147	University Book House, 15, U.B. Bangalow Road, Jawahar Nagar	.. (Rest.)
148	Om Book Stall, Civil Court Compound	.. (Reg.)
	DHANBAD—	
149	New Sketch Press Post Box 26	.. (Rest.)
	DHARWAR—	
150	Bharat Book Depot & Prakashan, Subhas Road	.. (Rest.)
151	Akalwadi Book Depot, Vijay Road	.. (Rest.)
	ERNAKULAM—	
152	South India Traders, C/o Constitutional Law Journal	.. (Reg.)
153	Pai & Co., Broadway	.. (Rest.)
	FEROZEPUR CANTT.—	
154	English Book Depot, 78, Jhoke Road	.. (Reg.)
	GAYA—	
155	Sahitya Sadan, Gautam Budha Marg	.. (Reg.)
	GOA—	
156	Singhal's Book House, P. O. B. No. 70 Near the Church	.. (Rest.)
	GURGAON—	
157	Prabhu Book Service, Nai Subzi Mandi	.. (Rest.
	GUNTUR—	
158	Book Lovers P. Ltd., Arnudelpet, Chowrasta	.. (Reg.)
	GWALIOR—	
159	Loyal Book Depot, Patankar Bazar, Lashmar	.. (Rest.)
160	Tater Bros., Sarafe	.. (Rest.)
161	Anand Pustak Bhandar, M.L.B. Marg	.. (Rest.)
162	M. C. Daftari, Prop. M.B. Jain & Bros., Booksellers, Sarafa, Lashkar	.. (Rest.)
163	Grover Law House, Near High Court Gali	.. (Rest.)
164	Kitab Ghar, High Court Road	.. (Reg.)
	GHAZIABAD—	
165	Jayana Book Agency, Outside S.D. Inter College, G.T. Road	.. (Rest.)
166	S. Gupta, 342, Ram Nagar	.. (Reg.)
	HYDERABAD—	
167	The Swaraj Book Depot, Lakdikapul	.. (Reg.)
168	Bhasha Prakashan 22-5-69 Gharkaman	.. (Rest.)
169	Booklovers, P. Ltd., Kachiguda Chowrasta	.. (Rest.)
170	Book Syndicate, Devka Mahal, Opposite Central Bank	.. (Reg.)
171	Labour Law Publications 873, Sultan Bazar	.. (Reg.)
172	Book Links Corporation, Narayanagoda	.. (Reg.)
	HARDWAR—	
173	Seva Kunj, Kanshal Bhawan Brahampuri	.. (Rest.)
	HUBLI—	
174	Pervaje's Book House, Station Road	.. (Reg.)
	INDORE —	
175	Wadhwa & Co., 27 Mahatma Gandhi Road	.. (Reg.)
176	Madhya Pradesh Book Centre, 41, Ahilyapura	.. (Rest.)
177	Modern Book House, Shiv Vilas Palace	.. (Rest.)
178	Swarup Bros., Khajuri Bazar	.. (Reg.)
179	Vinay Pustak Bhandar	.. (Rest.)
	JAIPUR CITY—	
180	Bharat Law House, Booksellers & Publishers Opp. Prem Prakash Cinema	.. (Reg.)
181	Popular Book Depot, Chaura Rasta	.. (Reg.)
182	Vani Mandir Swami Mansing Highway	.. (Reg.)
183	Raj Books & Subs. Agency, 16 Nehru Bazar	.. (Rest)
	JAMSHEDPUR—	
184	Amar Kitab Ghar, Diagonal Rd., P.B. No. 78	.. (Reg.)
185	Gupta Stores, Dhatkidith	.. (Reg.)
186	Sanyal Bros. Booksellers & News Agents 26, Main Road	.. (Rest.)
	JAMNAGAR—	
187	Swadeshi Vastu Bhandar, Ratnabai Masid Road	.. (Reg.)
	JODHPUR—	
188	Chopra Bros., Tripolia Bazar	.. (Reg.)
189	Dwarka Das Rathi, Wholesale Books and News Agents	.. (Reg.)
190	Kitab Ghar, Sojati Gate	.. (Reg.)
191	Rajasthan Law House, High Court Road	.. (Rest.)
	JUBBALPUR—	
192	Modern Book House, 286, Jawaharganj	.. (Reg.)
193	Popular Book House, Near Omti P.O.	.. (Rest.)
	JULLUNDUR CITY—	
194	Jain General House, Bazar Bansanwala	.. (Reg.)
195	Hazooria Bros., Mai Hiran Gate	.. (Rest.)
196	University Publishers, Railway Road	.. (Rest.)
	JHUNJHUNU (RAJ)—	
197	Shashi Kumar Sharat Chandra	.. (Rest.)
	KANPUR—	
198	Advani & Co., P. Box 100, The Mall	.. (Reg.)
199	Sahitya Niketan, Sharadhanand Park	.. (Reg.)
200	Universal Book Stall, The Mall	.. (Reg.)

Serial No.	Name of the Party	Cat. of Agents
1	2	3
	KAPSAN—	
201	Parkashan Parasaran, 1/90, Namdhar Niwas Azad Marg	(Reg.)
	KOLAPUR—	
202	Maharashtra Granth Bhandar, Mahadwar Road	(Rest.)
	KUMTA—	
203	S.V. Kamat, Booksellers & Stationers (S. Kanara)	(Reg.)
	LUCKNOW—	
204	Balkrishna Book Co. Ltd., Hazrat Ganj	(Reg.)
205	British Book Depot, 84. Hazrat Ganj	(Reg.)
206	Eastern Book Co., 34, Lalbagh Road	(Reg.)
207	Ram Advani Hazratganj, P.B. 154	(Reg.)
208	Universal Publishers (P) Ltd., Hazratganj	(Reg.)
209	Acquarium Supply Co., 213, Faizabad Road	(Rest.)
210	Civil & Military Educational Stores, 106/B, Sadar Bazar	(Rest.)
	LUDHIANA—	
211	Lyall Book Depot Chaura Bazar	(Reg.)
212	Mohindra Bros., Katcheri Road	(Rest.)
213	Nanda Stationery Bhandar, Pustak Bazar	(Rest.)
214	The Pharmacy News, Pindi St.	(Rest.)
	MADURAI—	
215	Oriental Book House, 258, West Masi St.	(Reg.)
216	Vivekananda Press, 48, West Masi Street	(Reg.)
	MATHURA—	
217	Rath & Co., Tilohi Building, Bengali Ghat	(Rest.)
	MADRAS—	
218	Account Test Institute, P.O. 760, Emgcra	(Reg.)
219	C. Subbiah Chetty, 62 Big Street, Triplicance	(Reg.)
220	K. Krishnamurty, Post Box 384	(Reg.)
221	P. Vardhachary & Co., 8 Linghi Chetty Street	(Reg.)
222	C. Sitaraman & Co., 33, Royapettach High Road	(Reg.)
223	M. Sachechalam & Co., 14 Bankuram Chetty Street	(Rest.)
224	Madras Book Agency	(Rest.)
225	The Rex Trading Co., P.B. 5049, 31 & 32 James Street	(Rest.)
226	Nav Bharat Agencies 18, Andiappa Street Sadhana Sadan	(Rest.)
227	Mohan Pathippagam & Book Depot, 3, Pyecrafts, Triplicance	(Rest.)
228	Naresh Co., 3, Dr. Rangachari Ro., Mylapore	(Rest.)
229	Reliance Trading Co., 70/10, Shambu Das Street	(Reg.)
	MANGALORE—	
230	U.R. Shaneye Sons, Car Street, P. Box 128	(Reg.)
231	K. Bhoga Rao & Co., Kodial Bail	(Rest.)
	MEERUT—	
232	Loyal Book Depot, Chhipi Tank	(Reg.)
233	Prakash Educational Stores, Subhash Bazar	(Reg.)
	MUZAFFARNAGAR—	
234	B.S. Jain & Co., 71 Abupura	(Reg.)
235	Gargya & Co., 139, G. New Market	(Rest.)
	MUZAFFERPUR—	
236	Scientific & Educational Supply Syndicate	(Rest.)

Serial No.	Name of the Party	Cat. of Agents
1	2	3
	MYSORE—	
237	H. Vankataramiah & Sons, Krishnaragendra Circle	(Reg.)
238	People Book House, Opp. Jagan Mohan Palace	(Reg.)
239	Geeta Book House, New State Circle	(Reg.)
240	Indian Mercantile Corporation, Ramvilas	(Rest.)
	MANDSAUR—	
241	Nahta Bros., Booksellers & Stationers	(Rest.)
	MUSSOURI—	
242	Hind Traders, N.A.A. Centre, Dick Road	(Rest.)
	NAGPUR—	
243	Western Book Depot, Residency Road	(Reg.)
244	The Executive Secretary, Mineral Industry Association, Mineral House, Near All India Radio Square	(Rest.)
	NILGIRIS—	
245	Mary Martin Booksellers, Kotagiris Madras States	(Rest.)
	NAINITAL—	
246	Consal Book Depot, Bara Bazar	(Reg.)
	NADIAD—	
247	R. S. Desai, Station Road	(Rest.)
	NEW DELHI—	
248	Amrit Book Co., Connaught Circus	(Reg.)
249	Aapki Dukan, 5/5777, Dev Nagar	(Reg.)
250	Bhawani & Sons, 8-F, Connaught Place	(Reg.)
251	Central News Agency, 23/90, Connaught Circus	(Reg.)
252	English Book Stores, 7-L, Connaught Circus P.B. No. 328	(Reg.)
253	Jain Book Agency, C/9, Prem House, Connaught Place	(Reg.)
254	Jayana Book Depot, P.B. 2505, Karol Bagh	(Reg.)
255	Luxmi Book Store, 72, Janpath P.O. Box 553	(Reg.)
256	Mehra Bros., 50-G, Kalkaji, New Delhi-19	(Reg.)
257	Navyug Traders, Desh Bandhu Gupta Road, Dev Nagar	(Reg.)
258	New Book Depot, Latest Books, Periodicals, Sty. P.B. 96, Connaught Place	(Reg.)
259	Oxford Book & Stationery Co., Scindia House	(Reg.)
260	Peoples Publishing House (P) Ltd., Ranijhansi Road	(Reg.)
261	Ram Krishna & Sons (of Lahore) 16/B, Connaught Place	(Reg.)
262	R. K. Publishers, 23, Beadonpura, Karol Bagh	(Reg.)
263	Sharma Bros., 17, New Market, Moti Nagar	(Reg.)
264	The Secretary, Indian Met. Society, Lodi Road	(Reg.)
265	Suneja Book Centre, 24/90, Connaught Circus	(Reg.)
266	United Book Agency, 31, Municipal Market, Connaught Circus	(Reg.)
267	Hindi Book House, 82, Janpath	(Reg.)
268	Lakshmi Book Depot, 57, Ragarpura Karol Bagh	(Rest.)
269	N.C. Kaunchal & Co., 40, Model Basti, P.O. Karol Bagh, New Delhi-5	(Rest.)
270	Ravindra Book Agency, 4D/50, Double Storey, Lajpat Nagar	(Reg.)

Serial No.	Name of the Party	Cat. of Agents
1	2	3
	NEW DELHI—concld.	
271	Sant Ram Booksellers, 16, New Municipal Market, Lodi Colony	.. (Rest.)
272	Subhas Book Depot, Shop No. 111, Central Market, Srinivaspuri	.. (Rest.)
273	The Secy., Federation of Association of Small Industry of India, 23-B/2, Rohtak Road	.. (Rest.)
274	Globe Publications, C-33 Nizamudin East	.. (Rest.)
275	Standard Booksellers, Stationers, Palam Enclave	.. (Rest.)
276	Scientific Instruments Stores, A-355, New Rajender Nagar	.. (Rest.)
277	Shyam Pustak Bhandar, 3819, Arya Smaj Road	.. (Rest.)
	PATIALA—	
278	Jain & Co., 17 Shah Nashin Bazar'	.. (Reg.)
	PATNA—	
279	Luxmi Trading Co., Padri Ki Haveli	.. (Reg.)
280	J.N.P. Agarwal & Co., Padri Ki Haveli	.. (Reg.)
281	Moti Lal Banarsi Dass & Co., Padri Ki Haveli	.. (Reg.)
282	Today & Tomorrow, Ashok Rajpath	.. (Rest.)
	POONA—	
283	Deccan Book Stall, Deccan Gymkhana	.. (Reg.)
284	Imperial Book Depot, 266, M.G. Road	.. (Reg.)
285	Sarswat 67, Patel Flats, 2 Bombay-Poona Road	.. (Rest.)
286	International Book Service, Deccan Gym-Khana	.. (Reg.)
287	Raka Book Agency, Opp. Natu's Chawl, Near Appa Balwant Chowk	.. (Reg.)
288	Secy., Bharati Itihasa Samshodhalla Mandir, 1321, Sadashiv Path	.. (Rest.)
	PONDICHERRY—	
289	Honesty Book House, 9 Rue Duplix	.. (Rest.)
	PUDUKKOTTAI—	
290	Meenakashi Pattippagam, 414', East Main Street	.. (Rest.)
291	Shri P. Swaminathan Shivam & Co., East Main Road	.. (Rest)
	RAJKOT—	
292	Mohan Lal Dossbhai Shah Booksellers & Subs. & Advt. Agent	.. (Reg.)
	RAIPUR—	
293	Pustak Pratisthan, Sati Bazar	.. (Rest.)
	RANCHI—	
294	Crown Book Depot, Upper Bazar	. (Reg.)
	REWARI—	
295	Tika Ram Sing Lal	.. (Rest.)
	SAUGAR—	
296	Yadav Book Stall, Publishers & Booksellers	.. (Rest.)
	SECUNDERABAD	
297	Hindustan Diary Publishers, Market Street	.. (Rest.)
	SIVAKASI—	
298	Ganesh Stores, South Car Street	.. (Rest.)
	SIMLA—	
299	Minerva Book Shop, The Mall	.. (Reg.)
	SURAT—	
300	Shri Gajanan Pustakalaya, Tower Road	.. (Reg.)
301	Gujarat Subs. Agency, Jawahar Lal Nehru Marg, Athwa Lines	.. (Rest.)
	TUTICORIN—	
302	Shri K. Thiagarajan, 51, French Chapai Road	.. (Rest.)
	TRICHINOPOLLY	
303	S. Krishnaswami & Co., 35 Subhash Chandra Bose Road	.. (Rest.)
	TRIPURA—	
304	G.R. Dutta & Co., Scientific Equipments Suppliers	.. (Rest.)
	TRIVANDRUM—	
305	International Book Depot, Main Road	.. (Reg.)
306	Reddiar Press & Book Depot, P.B. No. 4	.. (Rest.)
	TEZPUR—	
307	Jyoti Prakashan Bhawan, Tezpur—Assam	.. (Rest.)
	UDAIPUR—	
308	Book Centre, Maharana Bhopal College, Consumer, Co-operative Society Ltd.	.. (Rest.)
309	Ashutosh & Co., Station Road, Opp. University of Udaipur	.. (Rest.)
	UJJAIN—	
310	Rami Bros., 41, Mallipura	.. (Rest.)
	VARANASI—	
311	The Manager, Banaras Hindu University Book Depot	.. (Reg.)
312	Chowkhamba Sanskrit Saries Office, Gopal Mandir Lane, P.B. No. 8	.. (Reg.)
313	Kohinoor Stores, University Road Lanka	.. (Reg.)
314	Viswavidlyalaya Prakashan, K 40/18, Bhairo Nath Marg	.. (Reg.)
315	Globe Book Centre, P.O. Hindus University	.. (Rest.)
	VISAKHAPATNAM—	
316	Gupta Bros., Vizia Building	.. (Reg.)
317	The Secretary, Andhra University General Co., Opp. Stores	.. (Rest.)
	VELLORE—	
318	A. Venkatasubban, Law Booksellers	.. (Reg.)
	WARDHA—	
319	Swarajeya Bhandar, Rathi Market	.. (Reg.)

FOR LOCAL SALE

1. Government of India Kitab Mahal, Janpath, Opposite India Coffee House, New Delhi. Phone No. 44561
2. Government of India Book Depot, 8, Hastings Street, Calcutta, Phone No. 23-3813.
3. High Commissioner for Indian in London, India House, London W.C. 2

ON S. & R. BASIS

1. The Assistant Director, Extension Centre, Bhuli Road, Dhanbad.
2. The Assistant Director, Extension Centre, Santnagar, Hyderabad-18.
3. The Asstt. Director, Govt. of India, S.I.S.I. Ministry of C&I Extension Centre, Kapileshwar Road, Belgaum.
4. The Asstt. Director, Extension Centre, Krishna Distt. (A.I.)
5. The Asstt. Director, Footwear, Extension Centre, Polo Ground No. 1, Jodhpur.
6. The Asstt. Director, Industrial Extension Centre, Nadiad (Gujarat).
7. The Development Commissioner, Small-Scale Industries, Udyog Bhawan, New Delhi.
8. The Dy. Director, Incharge, S.I.S.I., C/o Chief Civil Admn., Goa, Panjim.
9. The Director, Govt. Press Hyderabad.
10. The Director, Indian Bureau of Mines, Govt. of India, Ministry of Steel Mines and Fuel Nagpur.
11. The Director, S.I.S.I. Industrial Extension Centre, Udhna-Surat.
12. The Employment Officer, Employment Exchange, Dhar, Madhya Pradesh.
13. The Employment Officer, Employment Exchange, Gopal Bhavan, Morena.
14. The Employment Officer, Employment Exchange, Jhabue.
15. The Head Clerk, Govt. Book Depot, Ahmedabad.
16. The Head Clerk, Photozincographic Press, 5 Finance Road, Poona.
17. The Officer-in-Charge, Assam, Govt. B.D., Shillong.
18. The Officer-in-Charge, Extension Centre, Club Road, Muzaffarpur.
19. The Officer-in-Charge, Extension Centre, Industrial Estate Kokar, Ranchi.
20. The Officer-in-Charge, State Information Centre, Hyderabad.
21. The Officer-in-Charge, S.I.S.I. Extension Centre, Malda.
22. The Officer-in-Charge, S.I.S.I., Habra, Tabaluria, 24 Parganas.
23. The Officer-in-Charge, University Employment Bureau, Lucknow.
24. Officer-in-Charge, S.I.S.I. Chrontanning Extension Centre, Tangra 33/1, North Topsia Road, Calcutta-46.
25. The Officer-in-Charge, S.I.S.I. Extension Centre (Footwear), Calcutta-2.
26. The Officer-in-Charge, S.I.S.I., Model Carpentry Workshop, Puyali Nagar, P.O. Burnipur, 24 Parganas.
27. Publication Division, Sales Depot, North Block, New Delhi.
28. The Press Officer, Orissa Sectt., Cuttack.
29. The Registrar of Companies, Andhra Bank Building, 6, Linghi Chetty Street, P.B. 1530, Madras.
30. The Registrar of Companies, Assam, Manipur and Tripura, Shillong.
31. The Registrar of Companies, Bihar Journal Road, Patna—1.
32. The Registrar of Companies, 162, Brigade Road, Bangalore.
33. The Registrar of Companies, Everest, 100 Marine Drive, Bombay.
34. The Registrar of Companies, Gujarat State Samachar Building, Ahmedabad.

ON S. & R. BASIS - contd.

35. The Registrar of Companies, Gwalior (M.P.)
36. The Registrar of Companies, H.No. 3-5-837, Hyder Guda, Hyderabad.
37. The Registrar of Companies, Kerala, 70, Feet Road, Ernakulam.
38. The Registrar of Companies, M.G. Road, West Cott. Building, P.B. 334, Kanpur.
39. The Registrar of Companies, Narayani Building, Bracourne Road, Calcutta.
40. The Registrar of Companies, Orissa, Cuttack Chandi, Cuttack.
41. The Registrar of Companies, Pondicherry.
42. The Registrar of Companies, Punjab & Himachal Pradesh, Link Road, Jullundur City.
43. The Registrar of Companies, Rajasthan & Ajmer, Shri Kumta Prasad House, 1st Floor, 'C' Scheme Ashok Marg, Jaipur.
44. The Registrar of Companies, Sunlight Insurance Building, Ajmeri Gate Extension, New Delhi.
45. The Registrar of Trade Unions, Kanpur.
46. Soochna Sahita Depot, (State Book Depot), Lucknow.
47. Superintendent, Bhupendra State Press, Patiala.
48. Superintendent, Government Press and Book Depot, Nagpur.
49. Superintendent, Government Press, Mount Road, Madras.
50. Superintendent, Government State Stores and Pu b . P.O. Gulzenbagh, Patna.
51. Superintendent, Government Printing and Stationery Depot, Rajasthan, Jaipur City.
52. Superintendent, Government Printing and Stationery, Rajkot.
53. Superintendent, Government Printing and Stationery, Punjab, Chandigarh.
54. Superintendent, Government State Emporium, V. P. Rewa.
55. Deputy Controller, Printing and Stationery Office Himachal Pradesh, Simla.
56. Superintendent Printing and Stationery, Allahabad, Uttar Pradesh.
57. Superintendent, Printing and Stationery, Madhya Pradesh, Gwalior.
58. Superintendent, Printing and Stationery, Charni Road, Bombay.
59. Superintendent, State Government Press, Bhopal.
60. The Assistant Director, Publicity and Information, Vidhan Sabha, Bangalore-1.
61. Superintendent, Government Press, Trivandrum.
62. Assistant Information Officer, Press Information Bureau, Information Centre, Srinagar.
63. Chief Controller of Imports and Exports, Panjam, Goa.
64. Employment Officer, Employment Exchange (Near Bus Stop), Sidhi (M.P.)
65. The Director, Regional Meterological Centre, Alipur, Calcutta.
66. The Assistant Director, State Information Centre, Hubli.
67. The Director of Supplies and Disposal, Department of Supply, 10, Mount Road, Madras-2.
68. Director General of Supplies and Disposals, N.I.C. Building, New Delhi.

ON S. & R. BASIS—contd.

69. The Controller of Imports and Exports, Rajkot.
70. The Inspector, Dock Safety, M/L & E Madras Harbour, Madras-1.
71. The Inspecting Assistant Commissioner of Income Tax, Kerala, T Ernakulam.
72. The Under Secretary, Rajya Sabha Secretariat, Parliament House, New Delhi.
73. Controller of Imports and Exports, 7, Portland Park, Visakhapatnam.
74. The Senior Inspector, Dock Safety, Botwalla Chambers Sir, P.M. Road, Bombay.
75. Controller of Imports and Exports, I.B. 14-P, Pondicherry.
76. Deputy Director, Incharge, S.I.S.I., Sahakar Bhavan, Trikon Bagicha, Rajkot.
77. The Publicity and Liaision Officer, Forest Research Institute and Colleges, Near Forest, P.O. Dehradun.
78. The Assistant Controller of Imports and Exports, Government of India, Ministry of Commerce, New Kandla.
79. The Deputy Director General (S.D.) 6, Esplanade East Calcutta.
80. The Director, Government of India, S.I.S.I., Ministry of I. & S., Industrial Area-B, Ludhiana.
81. The Government Epigraphist for India.
82. The Assistant Director, Incharge, S.I.S.I., Extension Centre, Varanasi.
83. The Director of Supplies, Swarup Nagar, Kanpur.
84. The Assistant Director (Admn.), Office of the Directorate of Supplies and Disposal, Bombay.
85. The Chief Controller of Imports and Exports, Ministry of International Trade, Madras.
86. The Deputy Collector of Customs, Custom House, Visakhapatnam.
87. The Principal Officer, Mercantile Marine Department, Calcutta.
88. The Director, S.I. S.I., Karan Nagar, Srinagar.
89. The Director, Incharge, S.I.S.I., 107, Industrial Estate, Kanpur.
90. The Director of Inspection, New Marine Lines, Bombay-1.
91. The Deputy Chief Controller of Imports and Exports, T.D. Road, Ernakulam.
92. The Assistant Director, Government Stationery and Book Depot, Aurangabad.
93. The Assistant Director Incharge, S.I.S.I., Club Road, Hubli.
94. The Employment Officer, Talcher.
95. The Director of Inspection, Dte., G & S, Disposal, 1, Ganesh Chandra Avenue, Calcutta.
96. The Collector of Customs, New Custom House, Bombay.
97. The Controller of Imports & Exports, Bangalore.
98. The Admn. Officer, Tariff Commissioner, 101, Queen's Road, Bombay.
99. The Commissioner of Income Tax, Patiala.
100. The Director, Ministry of I & Supply, (Deptt. of Industry), Cuttack.

ON S. & R. BASIS—contd

101. The Deputy Director of Public Relations, State Information Centre, Patna.
102. The Officer-in-Charge, State Information Centre, Madras.
103. The Asstt. Director, S.I.S.I.M.I. Road, Jaipur.
104. The Collector of Customs, Madras,
105. National Building Organisation, Nirman Bhavan, New Delhi.
106. The Controller of Communication, Bombay Region, Bombay.
107. The Karnatak University, Dharwar.
108. The Sardar Patel University, Vallabh Vidyanagar.
109. The Principal Publications Officer Sending Commission for Scientific & Technical Terminology, U.G.C. Building, New Delhi.
110. The Officer-in-Charge, Information Centre, Swai Ram Singh Road, Jaipur.
111. The Director General of Civil Aviation, New Delhi.
112. Controller of Aerodrumes Delhi.
113. Controller of Aerodrumes, Calcutta.
114. Controller of Aerodrumes, Bombay.
115. Controller of Aerodrumes, Madras.
116. The Registrar, Punjab Agricultural University, Ludhiana.
117. The land & Development Officer, M. of Health, Family Planning W.H.&U.D., Nirman Bhavan, New Delhi.
118. Acting Secretary, Official Language (Leg.) Commission, Ministry of Law; Bhagwan Dass Road, New Delhi.
119. Registrar General, India, 2/A, Mansingh Road, New Delhi 11.
120. The Director of Census Operations, Andhra Pradesh, Khusro Manzil, Hyderabad-4.
121. The Director of Census Operations, Assam, Bombfyle Road, Shillong-1.
122. The Director of Census Operations, Bihar, Boring Canal Road, Patna.
123. The Director of Census Operations, Gujarat, Ellis Bridge, Ahmedabad-6.
124. The Director of Census Operations, Haryana, Kothi No. 1, Sector 10-A, Chandigarh.
125. The Director of Census Operations, Himachal Pradesh, Boswel, Simla-5.
126. The Director of Census of Operations, Jammu & Kashmir, 19 Karan Nagar, Srinagar.
127. The Director of Census Operations Kerala, Kowdiar Avenue Road, Trivandrum-3.
128. The Director of Census Operations, Madhya Pradesh, Civil Lines, Bhopal-2 (M.P.)
129. The Director of Census Operations, Maharashtra, Sprot Road, Bombay-1 (BR).
130. The Director of Census Operations, Manipur, Imphal.
131. The Director of Census Operations, Meghalaya, Nangri Hills, Shillong-3.
132. The Director of Census Operations, Mysore, Basappa Cross Road, Shanti Nagar, Bangalore-1.
133. The Director of Census Operations, Nagaland, Kohima.
134. The Director of Census Operations, Orissa, Chandni Chouk, Cuttack-1.

ON S. & R. BASIS—contd.

135. The Director of Census Operations, Punjab, No. 72, Sector 5, Chandigarh.
136. The Director of Census Operations, Rajasthan, Rambag Palace, Jaipur.
137. The Director of Census Operations, Tamil Nadu, 10, Poes Garden, Madras-86.
138. The Director of Census Operations, Tripura, Durga Bari West Compound, Agartala.
139. The Director of Census Operations, Uttar Pradesh, 6-Park Road, Lucknow.
140. The Director of Census Operations, West Bengal, 20 British Indian Street, Calcutta-1.
141. The Director of Census Operations, Andaman and Nicobar Islands, Port Blair.

ON S. & R BASIS—concld.

142. The Director of Census Operations, Arunachal Pradesh, Laithumkhrah, Shillong.
143. The Director of Census Operations, Chandigarh, Kothi No. 1012, Sector 8-C, Chandigarh.
144. The Director of Census Operations, Dadra and Nagar Haveli, Panaji.
145. The Director of Census Operations, Delhi, 2, Under Hill Road, Delhi-6.
146. The Director of Census Operations, Goa, Daman, and Diu, Dr. A. Borkar Road, Panaji.
147. The Director of Census Operations, L.M.&A. Islands, Kavaratti.
148. The Director of Census Operations Pondicherry. Madras.